

PASADENA CITY COLLEGE

2020

ANNUAL CAMPUS SAFETY REPORT



*A Guide to
Safety and Security*





Pasadena City College Police and Safety Services

Welcome to Pasadena City College (PCC). The following is our Annual Clery Report. In this report you will discover Pasadena City College Police and Safety Services along with its' campus partners, strive in providing resources, information, and guidance to enhance learning and safety while visiting any of the Pasadena City College District campuses. As the Chief of Police and Safety Services Department, it is my honor, privilege and commitment to continue to lead that charge, with a promise to serve you with care, dignity, respect, fairness, empathy, understanding, and without prejudice. 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. The PCC Police and Safety Department is a 24 hour, 7 days a week, 365-day operation. The Police and Safety Department 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 the Police Department to ensure we meet the needs of our campus community. We whole heartedly understand the meaning of campus community partnerships and community policing and we strive to ensure the safety of all who visit our District properties. Because of these combined partnerships, we will continue to be on the forefront of community policing and be a guiding light for others to follow. We ask everyone to take a proactive stance in protecting yourself by being aware of your surroundings, securing your belongings, and to report any suspicious or criminal activity immediately to Police and Safety personnel. We invite you to read this report carefully and use the information to keep yourself and others safe. It is through these partnerships, we are able to create pro-active crime prevention strategies, and constant introspection. The information is provided to ensure your experience at Pasadena Area Community College District properties is safe and allows you to excel.

Sincerely,

Steven Matchan-Chief of Police

Chief of Police & Safety Services

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Table of Contents

CAMPUS SAFETY AND THE CLERY ACT	5
PREPARING THE ANNUAL SECURITY REPORT	6
REPORTING CRIMES OR OTHER EMERGENCIES	7
COLLEGE POLICE AND SAFETY	7
REPORTING TO OTHER CAMPUS SECURITY AUTHORITIES.....	8
PASTORAL AND PROFESSIONAL MENTAL HEALTH COUNSELORS	9
TITLE IX RESPONSIBLE EMPLOYEES.....	10
VOLUNTARY, CONFIDENTIAL REPORTING	9
DAILY CRIME LOG.....	10
EMERGENCY MANAGEMENT	11
EMERGENCY RESPONSE EXERCISES	11
TIMELY WARNING POLICY.....	12
EMERGENCY NOTIFICATION TO THE COLLEGE COMMUNITY	12
CONFIRMING THE EXISTENCE OF A SIGNIFICANT EMERGENCY OR DANGEROUS SITUATION.....	13
DETERMINING THE CONTENTS OF THE EMERGENCY NOTIFICATION.....	13
PROCEDURES USED TO NOTIFY THE CAMPUS COMMUNITY	13
RAVE ALERT SYSTEM	14
EMERGENCY CALL BOXES.....	15
SURVEILLANCE CAMERAS	15
CAMPUS ESCORT SERVICES.....	16
ACTIVE SHOOTER	17
SHELTER-IN-PLACE.....	18
VERBAL THREATS	19
DISTRESSED STUDENTS – C-PART.....	20
ANNUAL DISCLOSURE OF CRIME STATISTICS.....	21
DEFINITIONS OF REPORTABLE CLERY CRIMES	21
CRIMINAL OFFENSES.....	21
HATE CRIMES.....	22
CATEGORIES OF BIAS (UNDER THE CLERY ACT)	22
VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES	23
ARRESTS AND DISCIPLINARY REFERRALS	24
Crime Statistics Pasadena City College Main Campus 2017-2019.....	25
Crime Statistics Community Education Center (Foothill Campus) 2017-2019	26

Crime Statistics Rosemead Campus 2017-2019	27
Crime Statistics PCC Northwest (John Muir Campus) 2017-2019	28
ALCOHOL AND OTHER DRUGS POLICY	29
ANONYMOUS REPORTING	30
SEXUAL MISCONDUCT, INTIMATE PARTNER VIOLENCE (DATING AND DOMESTIC VIOLENCE), AND STALKING DEFINED	30
STALKING	31
CALIFORNIA DEFINITIONS: SEXUAL MISCONDUCT, INTIMATE PARTNER VIOLENCE, AND STALKING	
SEXUAL MISCONDUCT & INTIMATE PARTNER VIOLENCE: DEFINITIONS OF KEY TERMS	34-37
AFFIRMATIVE CONSENT	36
CONSENT:	36
PRIVACY AND CONFIDENTIALITY: UNDERSTANDING THE DIFFERENCES	38
REQUESTS FOR CONFIDENTIALITY	40
EMERGENCY AND EXTERNAL REPORTING OPTIONS	41
OTHER REPORTING CONSIDERATIONS	42
WHAT HAPPENS WHEN A REPORT IS MADE?	43
SUPPORTIVE MEASURES	44
EMPLOYEES	45
EXPLANATION OF PROCEDURES FOR DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING	46
DEFINITIONS.	46
JURISDICTION OF THE COLLEGE	47
FILING A COMPLAINT	47
OVERVIEW OF THE STUDENT CONDUCT PROCESS	47
DETERMINATIONS OF SANCTIONS	49
POSSIBLE SANCTIONS	49
HEARING PROCEDURES	52
GENERAL PROVISIONS	57
EMPLOYEE CONDUCT PROCESS	57
EMPLOYEE INVESTIGATION AND HEARING	58
PRIMARY PREVENTION AND AWARENESS CAMPAIGNS AND SAFETY TIPS	60
<i>What's the difference between primary prevention and awareness?</i>	61
<i>What is bystander intervention?</i>	61
SECURITY TIPS	62
PREVENTION AND AWARENESS PROGRAMS OFFERED	63
CRIME PREVENTION PROGRAMS / SERVICES	64
SAFE ZONES AT PCC	64
SEX OFFENDER REGISTRY	64
COMMUNITY RESOURCES	65
ACCESS TO CAMPUS FACILITIES	66
STAFF AND FACILITY KEYS	66
SECURITY CONSIDERATIONS AND MAINTENANCE	67
PCC MAIN CAMPUS MAP	68
COMMUNITY EDUCATION CENTER MAP	69

ROSEMEAD CAMPUS MAP	70
PCC NORTHWEST MAP	71

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 years 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/campusafety/>.
- 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 <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 Safety 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, and 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.

PREPARING THE ANNUAL SECURITY REPORT

The Campus Police Department Clery Act Compliance Coordinator confers with campus officials 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. All information obtained is then reviewed by the Clery Act Coordinator. Parties providing the information necessary for the Clery Report are contacted when necessary for clarification. A draft of the Clery Report is then sent to the Clery Center and the Chief of Police & Safety Services for review. Revisions to the report are made based on feedback provided, and the final report is submitted.

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 N. Rosemead Blvd., Rosemead, CA 91770
- PCC Northwest (John Muir Campus) 1905 Lincoln Ave., Pasadena, CA 91103

Each year campus police notifies enrolled students, Faculty, and Staff via email of the availability of the Pasadena City College Annual Security Report, otherwise known as The Clery Report, located on the PCC website. Copies of the report may also be obtained at the Police & Safety Department located in building B-210. Prospective employees may obtain a copy of this report from the Office of Human Resources located in building C-204. The web address to view this report is also attached to all prospective employee applications for employment.

A current copy of the Pasadena City College Annual Security Report is available for viewing at <https://pasadena.edu/police-and-college-safety/docs/CleryCrimeReport.pdf>

REPORTING CRIMES OR OTHER EMERGENCIES

Security at Pasadena City College is a collaborative effort. Students, faculty, staff, and visitors are partners in creating an atmosphere that is safe and conducive to learning. The College strongly encourages accurate and prompt reporting of all crimes or other emergencies on campus to Campus Police as well as the appropriate police agency in the jurisdiction, when the victim of a crime elects to, or is unable to make such a report. A Campus Police Officer will respond to the caller's location to obtain additional information and begin an investigation, if warranted.

Pasadena City College maintains a Police and Safety Department with personnel available 24 hours a day/seven days a week. The Campus Police Department is located on the main campus in building B, Room 210. Campus Police may be reached by calling 9-1-1 from an inner campus phone, by calling police dispatch at (626) 585-7484, or by pressing the red button on any of the 141 blue emergency phones strategically located throughout the main campus, Community Education Center, and the Child Development Center, or by coming in person to the Police & Safety 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, in person at the John Muir Campus in the D building, Room 413.

Anonymous tips regarding crimes that **are not in-progress** may be reported online via the PCC Lancer Anonymous Tip Reporting (L.A.T.R.) webpage at <http://pasadena.edu/police-and-safety/latr.php>

COLLEGE POLICE AND SAFETY

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. 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 four campuses and the public areas that are adjacent and near them.

Pasadena City College Campus Police Officers are responsible for responding to, and investigating all criminal incidents occurring on all PCC controlled properties which include: the Main Campus, The Community Education Center, The Child Development Center, The Rosemead Campus, and PCC Northwest, D Building at the John Muir Campus.

Pasadena City College Police Department maintains a close working relationship with the Pasadena Police Department, as well as the Los Angeles Sherriff's Department Temple City Station. Both Police agencies provide assistance when requested. Campus police also occasionally works with other State and Federal Law enforcement agencies including, the Federal Bureau of Investigation, the California Highway Patrol, and the Secret Service. The College has partnered with the Pasadena Police Department, by way of 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, also known as Cadets. Cadets are utilized to support officers with parking enforcement; student/staff escort services; unlocking/locking of doors, first aid response; and serve as the "eyes and ears" for the campus community, reporting any potential criminal activity to PCC officers.

REPORTING TO OTHER CAMPUS SECURITY AUTHORITIES

Pasadena City College urges community members to promptly report all crimes and other emergencies directly to Campus Police in an accurate and timely manner. Victims and witnesses are encouraged to report all crimes. Some individuals may prefer to report crimes to College employees or offices other than Campus Police. The Clery Act recognizes certain college officials and offices as being a "Campus Security Authority" (CSA). The Act defines a CSA as being an "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." An official is defined as "any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." An official's job function and not his/her title determine if he/she is a CSA.

CSAs include but are not limited to the following individuals:

- A member of campus police;
- An individual who has responsibility for campus security but does not constitute a police or security department (for example, monitoring the entrance to a building);
- An individual or organization specified in the institution's security policy as an individual or organization to which students and employees should report criminal offenses;
- Officials with significant responsibility for student and campus activities.

Pasadena City College requires that any PCC CSA who becomes aware of a crime at Pasadena City College or a crime involving a member of the College community must immediately report the incident to Campus Police, or to the Title IX Coordinator in cases of sexual assault.

CSA PHONE NUMBERS AND LOCATIONS

Performing and Communications 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.....	(626) 585-7341, C121
Technology 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
John Muir Campus.....	(626) 585-3346, D413

VOLUNTARY, CONFIDENTIAL REPORTING

If you are the victim of a crime and do not wish to pursue action within the Pasadena City College system or the criminal justice system you may still want to consider making a confidential report. With your permission, the Chief or a designee of PCCPD can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The Pasadena City College Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the PCC Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other PCC campus security authorities as identified below.

PASTORAL AND PROFESSIONAL MENTAL HEALTH COUNSELORS

Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, pastoral and professional counselors at PCC are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis to PCCPD.

- *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 that recognition as a pastoral counselor.
- *Professional Counselor*: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her certification.

TITLE IX RESPONSIBLE EMPLOYEES

A “Responsible Employee” includes any Pasadena City College employee who: (1) has the authority to take action to redress sexual harassment; (2) has the duty to report to sexual harassment or any other misconduct by students or employees to appropriate school officials; or (3) a student could reasonably believe has the authority or responsibility to take action. All College employees are considered Responsible Employees for this purpose, except those who have a legally protected right to confidentiality (such as Student Health Services staff). This includes all employees with supervisory or leadership responsibilities, including faculty, coaches, administrators, and staff members. The College requires all Responsible Employees to report sexual harassment or sexual assault to the Title IX Coordinator so immediate and corrective action can be taken.

DAILY CRIME LOG

The PCC Police & Safety department 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 PCC Police Department.

California law (Section 11160 of the California 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 a session.

EMERGENCY MANAGEMENT

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.

The Pasadena City College Emergency Preparedness Plan identifies natural and man-made emergencies that may impact the campus community. All departments within the Pasadena City College campus community should become familiar with this plan.

An Emergency Preparedness Planning Committee, chaired by the Chief of Police & Safety Services, currently includes the office of Business Services, the office of Fiscal Services, the office of Purchasing Services, the office of Strategic Communications, and the office of Information Technology Services. The committee convenes every two years to review the College's Emergency Preparedness Plan for necessary updates and revisions.

The Emergency Operations Plan (EOP) serves as a guide for response to a disaster by Pasadena City College Administration, faculty, staff, and students. The procedures outlined in the EOP are designed to protect life and property through effective use of PCC resources, and to provide for the physical and emotional well-being of the members of our campus community during and immediately following an emergency.

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 (mass notification system, including e-mail and text alerts)
- Campus Emergency Response team (CERT)
- Available Training
- Emergency Operations Plan
- Evacuation Drills

To view PCC's Emergency Procedures or College Safety Plans in their entirety please visit the following website <http://www.pasadena.edu/police/> under the Emergency Information tab.

EMERGENCY RESPONSE EXERCISES

Pasadena City College conducts annual emergency management exercises. These exercises are designed to assess and evaluate our emergency procedures. PCC participates in the Great California Shakeout drill held each October. All PCC campuses participate in the drill which includes campus wide evacuations, a R.A.V.E Alert activation with instructions regarding what to do, as well as announcements to the campus community via the Public Address system.

Pasadena City College also conducts an annual "Active-Shooter Drill". All staff and students participate in this important training event. This drill does not require an evacuation. This drill is designed to test campus emergency notifications systems such as the RAVE text-messaging and email system, and the P/A system.

During this exercise, staff, students, and faculty view specific videos with content designed to inform and educate on strategies related to an active shooter incident.

This drill is a time for all of our campus community to identify safe places within your offices, workspaces, and classrooms, and practice lock down procedures with this information in mind.

As a reminder, the active shooter protocol is:

- ☐ GET OUT
- ☐ HIDE OUT
- ☐ KEEP OUT
- ☐ TAKE OUT

For more information, visit the [Police and College Safety section of our website](#), or contact Chief Matchan at sxmatchan@pasadena.edu

TIMELY WARNING POLICY

The Clery Act requires colleges and universities to issue timely warnings to the campus community for Clery Act crimes that occur within the College's Clery geography and

- Are reported to campus security authorities (Campus Police or other Campus Security Authorities) or local police agencies; and
- Are considered by the institution to represent a *serious or continuing threat* to students and employees.

The timely warning is intended to alert the campus community to potentially dangerous criminal activity on or near campus to enable people to protect themselves and prevent similar or repeat occurrences. To ensure the timeliness of an alert, a warning is issued as soon as pertinent information is available.

Timely Warning Notices are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non negligent manslaughter, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by PCCPD.

After learning that an incident has occurred, the Chief of Police & Safety Services, and/or other College designee will determine if the incident merits a timely warning. If it is determined a timely warning is necessary, The Chief of Police & Safety Services, and/or College designee, will determine the content and the best delivery method(s) of the warning. The Director of Police & Safety Services and/or College designee will issue the timely warning consistent with the distribution methods described herein.

Crime reports are evaluated on a case-by-case basis, depending on the facts of the case and information known at the time of the initial report. Timely warnings are primarily distributed via the College's email system, as well as via text messages.

EMERGENCY NOTIFICATION TO THE COLLEGE COMMUNITY

The College will immediately notify the campus community upon confirmation of an emergency or dangerous situation that involves an immediate threat to the health or safety of students or employees. An "immediate" threat includes an imminent or impending threat, such as an approaching fire, earthquake, gas leak, or outbreak of a serious illness. These situations may occur on campus or in the local neighborhood and pose an immediate threat to the health and safety of campus community members.

PCC's RAVE Alert is a mass notification system, including e-mail and text alerts. Students are automatically enrolled in the service but may opt out. Faculty and Staff are encouraged to enroll. RAVE Alerts can be used to send emergency messages via email, and text message within minutes of the occurrence of an incident.

Additional information and updates may be posted on the College website (<http://www.pasadena.edu>) as well as its Twitter (<https://twitter.com/pcclancer>) accounts.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the PCC homepage and/or social media.

The College currently sends all timely warnings and emergency notifications to the entire campus community and does not narrow the reach of notifications based on a determination of who is or isn't likely to be directly affected.

The following procedures outline the process the college uses when issuing emergency notifications:

I) CONFIRMING THE EXISTENCE OF A SIGNIFICANT EMERGENCY OR DANGEROUS SITUATION

In the event the Campus Police & Safety Department, Office of the Superintendent-President, or other College designee learns of a critical incident or other emergency that potentially affects the health and/or safety of the campus community, they will attempt to verify as quickly as possible that a legitimate emergency or dangerous situation exists. Confirmation may include speaking with eyewitnesses, checking with relevant departments on campus, and/or consulting with local law enforcement, the local fire department, or other government agencies.

Once there is a confirmation of an emergency or dangerous situation that poses an immediate threat to the health or safety of the campus community, the College will, without delay, and taking into account the safety of the community, determine the content of the 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 contain, respond to, or otherwise mitigate the emergency. In those instances, the College may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the College (via the Chief of Police & Safety Services and/or other College designee, with the approval of the Superintendent-President or her/his designees, such as the Assistant Superintendent/Vice President of Business and Administrative Services) will issue the emergency notification to the campus community by activating the College's emergency notification system through one or more of the below procedures.

II) DETERMINING THE CONTENTS OF THE EMERGENCY NOTIFICATION

The Chief of Police & Safety Services, the Office of Strategic Marketing and Communications and designees have the authority to determine the content of the notification, taking into consideration the nature of the threat, the facts that are known about the emergency, the actions members of the campus community are being asked to take to protect their safety, and any other relevant information that will not compromise in assisting a victim or containing, responding to, or otherwise mitigating the emergency. The purpose of the emergency notification is to ensure that individuals are made aware of the emergency and know what steps to take to safeguard their personal safety.

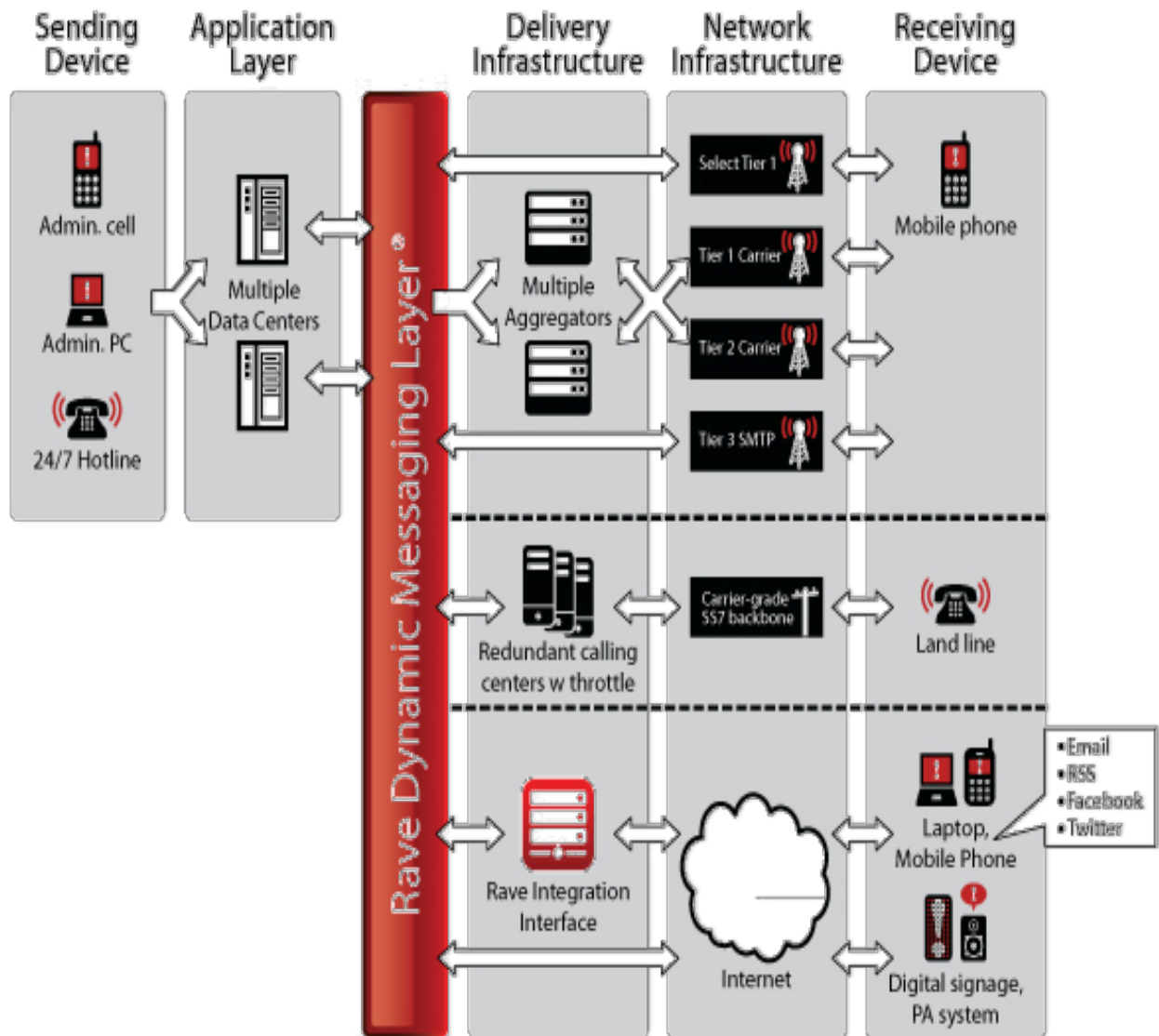
III) PROCEDURES USED TO NOTIFY THE CAMPUS COMMUNITY

- Rave Alert (mass notification system, including e-mail and text alerts)
- Emergency Campus Sirens
- Office telephone 9-1-1 system
- PCC Twitter Page <https://twitter.com/pcclancer>
- Parking lot and parking structures emergency call box external broadcast speakers
- Electronic Boards
- Pasadena City College main telephone line recording
- On the PCC Home Page <https://pasadena.edu/index.php>
- Posted Fliers
- Contact and broadcast of information with local radio and television stations
- On the PCC Police & Safety Website <http://pasadena.edu/police-and-college-safety/index.php>

Once emergency conditions abate, the 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 & Safety Department.



SURVEILLANCE CAMERAS

Pasadena City College is equipped with approximately 238 cameras. These cameras are strategically placed throughout all campuses. Each camera is monitored by the Campus Police Department's 24-hour dispatch communications center.



CAMPUS ESCORT SERVICES

PCC Police & Safety Services offers free escort services on all campuses to and from classes and to your car in any of our parking structures. This service is provided during all open campus hours. To arrange for an escort call (626)585-7484.



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 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 or not others agree to follow.
- Leave belongings behind.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call 9-1-1 when safe to do so.

Provide law enforcement or the 9-1-1 operator with the following information:

- Location of the shooter(s).
- Number of shooters.
- Physical description of shooter(s)
- Number of potential victims at the location.

If evacuation is not possible, **HIDE OUT**.

If you are in an office or classroom, say 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 shooters 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 barricade 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 9-1-1 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 the officers are entering the premises.
- As soon as possible notify family members that you are safe.

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 going to 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 others are in immediate danger, call 9-1-1.
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?
 - Where the person who made the threat is now.
 - Any physical characteristics noted about the person who made the threat.

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 (**C**risis **P**revention **A**nd **R**esponse **T**eam) 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/tardiness, 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
- Office of Student Life – CC105, (626) 585-7384

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities to disclose information about crime on and around their campuses in this Annual Security Report.

Crime statistics for three years are published in the Annual Security Report by October 1 of each year (*Due to COVID-19, the deadline to submit crime statistics this year was extended to December 31, 2020*) and submitted annually to the U.S. Department of Education. Crimes are reported in the following categories:

DEFINITIONS OF REPORTABLE CLERY CRIMES

CRIMINAL OFFENSES

Murder/Non-Negligent Manslaughter

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

Manslaughter by Negligence

The killing of another person through gross negligence.

Rape

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

Statutory Rape

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

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.

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.

Burglary

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Arson

The 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, etc.

HATE CRIMES

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. In addition to the criminal offenses listed above, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in Clery Act statistics only if they are Hate Crimes.

Larceny/Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Simple Assault An unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation

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

Destruction/Damage/Vandalism

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

CATEGORIES OF BIAS (UNDER THE CLERY ACT)**Race**

A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

Religion

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation

A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Gender

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.

Gender Identity

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.

Ethnicity

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture and or ideology that stresses common ancestry.

National Origin

A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Disability

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age or illness.

VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

Dating Violence

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: (a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; (b) Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

A felony or misdemeanor crime of violence committed:

- (i) by a current or former spouse or intimate partner of the victim;
- (ii) by a person with whom the victim shares a child in common;
- (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (iv) 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; or
- (v) 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.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress.

Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial Emotional Distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

A single course of conduct may include varying Stalking activities and may include acts committed over electronic communication (e.g., emails, texts, or social media).

ARRESTS AND DISCIPLINARY REFERRALS

Weapons Law Violations

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

Drug Law Violations

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

Liquor Law Violations

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

Crime Statistics Pasadena City College Main Campus 2017-2019

Reportable Crime Category	On Campus			Public Property*		
Offense:	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Sex Offenses:						
Rape	2	1	0	0	0	0
Fondling	6	1	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	1	1	0	0	1	0
Aggravated Assault	0	0	0	0	0	0
Burglary	3	4	4	0	0	0
Motor Vehicle Theft	4	3	6	0	2	0
Arson	1	0	0	0	0	0
Violence Against Women Act Crimes						
Domestic Violence	5	3	1	1	0	0
Dating Violence	0	0	2	0	0	0
Stalking	1	0	1	0	0	0
Unfounded	0	1	1	0	0	0

*This data occurred on public property within Clery geography and was handled by surrounding local police. Statistics were requested from Pasadena Police Department.

There are no non-campus locations of student organizations officially recognized by the institution.

PCC does not have on-campus student housing.

Hate Crimes As Defined by Clery

2017 – No Hate Crimes Reported

2018 – No Hate Crimes Reported

2019 – No Hate Crimes Reported

Pasadena City College Main Campus Special Category Arrests 2017-2019

Arrests	On Campus			Public Property*		
Offense:	2017	2018	2019	2017	2018	2019
Weapon	3	2	1	0	0	0
Drug	8	4	8	2	0	5
Liquor	2	1	1	0	0	0

Pasadena City College Main Campus Disciplinary Referrals 2017-2019

Disciplinary Referrals	On Campus			Public Property*		
Offense:	2017	2018	2019	2017	2018	2019
Weapon	0	0	0	0	0	0
Drug	0	1	0	0	0	0
Liquor	2	1	0	0	0	0

Crime Statistics Community Education Center (Foothill Campus) 2017-2019

Reportable Crime Category	On Campus			Public Property*		
	2017	2018	2019	2017	2018	2019
Offense:						
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Sex Offenses:						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	1	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Violence Against Women Act Crimes						0
Domestic Violence	0	1	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0

*This data occurred on public property within Clery geography and was handled by surrounding local police. Statistics were requested from Pasadena Police Department.

There are no non-campus locations of student organizations officially recognized by the institution.

PCC does not have on-campus student housing.

Hate Crimes As Defined by Clery

2017 – No Hate Crimes Reported

2018 – No Hate Crimes Reported

2019– No Hate Crimes Reported

Foothill Campus Special Category Arrests 2017-2019

Arrests	On Campus			Public Property*		
	2017	2018	2019	2017	2018	2019
Offense:						
Weapon	1	0	0	0	0	0
Drug	0	1	1	1	0	1
Liquor	0	0	0	0	0	0

Foothill Campus Disciplinary Referrals 2017-2019

Disciplinary Referrals	On Campus			Public Property*		
	2017	2018	2019	2017	2018	2019
Offense:						
Weapon	0	0	0	0	0	0
Drug	0	0	0	0	0	0
Liquor	0	0	0	0	0	0

Crime Statistics Rosemead Campus 2017-2019

Reportable Crime Category	On Campus			Public Property*		
Offense:	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Sex Offenses:						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Violence Against Women Act Crimes:						
Domestic Violence	0	1	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0

*This data occurred on public property within Clery geography and was handled by surrounding local police. Statistics were requested from The Los Angeles Sheriffs Department, Temple Station.

There are no non-campus locations of student organizations officially recognized by the institution.
PCC does not have on-campus student housing.

Hate Crimes As Defined by Clery

2017 – No Hate Crimes Reported

2018 – No Hate Crimes Reported

2019 – No Hate Crimes Reported

Rosemead Campus Special Category Arrests 2017-2019

Arrests	On Campus			Public Property*		
Offense:	2017	2018	2019	2017	2018	2019
Weapon	0	0	0	0	0	0
Drug	0	0	0	0	0	0
Liquor	0	0	0	0	0	0

Rosemead Campus Disciplinary Referrals 2017-2019

Disciplinary Referrals	On Campus			Public Property*		
Offense:	2017	2018	2019	2017	2018	2019
Weapon	0	0	0	0	0	0
Drug	1	0	0	0	0	0
Liquor	0	0	0	0	0	0

Crime Statistics PCC Northwest (John Muir Campus) 2017-2019

Reportable Crime Category	On Campus			Public Property**		
Offense:	*2017	*2018	2019	*2017	*2018	2019
Murder/Non-negligent manslaughter	N/A	0	0	N/A	0	0
Manslaughter by Negligence	N/A	0	0	N/A	0	0
Sex Offenses:						
Rape	N/A	0	0	N/A	0	0
Fondling	N/A	0	0	N/A	0	0
Incest	N/A	0	0	N/A	0	0
Statutory Rape	N/A	0	0	N/A	0	0
Robbery	N/A	0	0	N/A	0	0
Aggravated Assault	N/A	0	0	N/A	0	0
Burglary	N/A	0	0	N/A	0	0
Motor Vehicle Theft	N/A	0	0	N/A	0	0
Arson	N/A	0	0	N/A	0	0
Violence Against Women Act Crimes:						
Domestic Violence	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	N/A	0	0
Stalking	N/A	0	0	N/A	0	0
Unfounded	N/A	0	0	N/A	0	0

*Partial reporting – PCC began offering classes at this campus in August 2018.

**This data occurred on public property within Clery geography and was handled by surrounding local police. Statistics were requested from Pasadena Police Department.

There are no non-campus locations of student organizations officially recognized by the institution.

PCC does not have on-campus student housing.

Hate Crimes As Defined by Clery

2017 – N/A

2018 – No Hate Crimes Reported

2019 – No Hate Crimes Reported

PCC Northwest Campus Special Category Arrests 2017-2019

Arrests	On Campus			Public Property**		
Offense:	*2017	*2018	2019	*2017	*2018	2019
Weapon	N/A	0	0	N/A	0	0
Drug	N/A	0	0	N/A	0	0
Liquor	N/A	0	0	N/A	0	0

PCC Northwest Campus Disciplinary Referrals 2017-2019

Disciplinary Referrals	On Campus			Public Property**		
Offense:	*2017	*2018	2019	*2017	*2018	2019
Weapon	N/A	0	0	N/A	0	0
Drug	N/A	0	0	N/A	0	0
Liquor	N/A	0	0	N/A	0	0

ALCOHOL AND OTHER DRUGS POLICY

The Pasadena City College is committed to providing its employees and students with an illicit drug free workplace and campus environment. The College 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 District prohibits the unlawful possession, use, sale, or distribution of alcoholic beverages 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 alcoholic beverage on any PCC property is a violation of state law and any person found in violation may be subject to arrest by state, local, or campus law enforcement authorities. State underage drinking laws are also strictly enforced.

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

In addition to potential prosecution for the above drug and alcohol offenses by federal, state, local, or campus law enforcement authorities, 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.

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 1-800-622-HELP (4357)

Los Angeles County Department of Public Health;
<http://publichealth.lacounty.gov/sapc/cares/>

Annual Notification:

An annual notification is sent to all students and employees. The notification includes:

- Standards of conduct that clearly prohibit, at minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
- A description of appropriate legal sanctions for violation of local, state, or federal laws for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the abuse of illicit drugs or alcohol use.
- A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students;
- A clear statement that the Institution of Higher Learning (IHE) will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

ANONYMOUS REPORTING

Any individual may make an anonymous report concerning an act of prohibited conduct. An individual may report the incident without disclosing their name, identifying the Respondent, or requesting any action. Depending on the extent of information available about the incident or the individuals involved the College's ability to respond to an anonymous report may be limited. An online reporting form can be accessed on the College website at (https://cm.maxient.com/reportingform.php?PasadenaCityCollege&layout_id=3T). Once the report is received a determination will be made regarding the appropriate steps, including individual or community remedies and consultation with the Clery Team, as appropriate.

SEXUAL MISCONDUCT, INTIMATE PARTNER VIOLENCE (DATING AND DOMESTIC VIOLENCE), AND STALKING DEFINED

SEXUAL OR GENDER-BASED HARASSMENT

Harassment is conduct that creates an intimidating, offensive, or hostile working or learning environment or unreasonably interferes with work or academic performance based on a person's protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful. Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise. Gender-Based Harassment is harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as Gender-Based Harassment, the conduct need not involve conduct of a sexual nature. Generally speaking, harassment can be divided into two types of conduct:

1. Quid Pro Quo Sexual Harassment. When a District employee conditions (implicitly or explicitly) the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct.
2. Hostile Environment Sexual Harassment. Unwelcome conduct determined by a reasonable person standing in the shoes of the Complainant to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity.

Harassing conduct can take many forms. The determination of whether an environment is hostile is based on the totality of the circumstances, including but not limited to: (1) the frequency of the conduct; (2) the nature and severity of the conduct; (3) whether the conduct was physically threatening; (4) the effect of the conduct on the Complainant's mental or emotional state, with consideration of whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or College programs or activities; (5) whether the conduct was directed at more than one person; (6) whether the conduct arose in the context of other discriminatory conduct; and (7) whether the conduct implicates concerns related to academic freedom or protected speech.

A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression typically is not sufficient to constitute a hostile environment.

STALKING

Stalking means 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 to suffer substantial emotional distress. For the purposes of this definition: (a) A course of conduct is two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant; and (c) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Cyber-stalking is a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Examples of Stalking include, but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear;
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a person;
- Surveillance and other types of observation, whether by physical proximity or electronic means; and gathering of information about a person from family, friends, co-workers, and/or classmates

Sexual or Gender-Based Harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- May be committed by anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship
- May be committed by or against an individual or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, sexual orientation, gender identity, or gender expression.
- May occur in the classroom, in the workplace, in residential settings, or in any other setting.
- May be a one-time event or can be part of a pattern of behavior.
- May be committed in the presence of others or when the Parties are alone.

- May affect the Complainant and/or third Parties who witness or observe harassment and are affected by it.

Examples of conduct that may constitute Sexual Harassment as defined above may include a severe, persistent or pervasive pattern of unwelcome conduct that includes one or more of the following:

Physical conduct, including unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements, or unwanted sexual advances; Verbal conduct, including making or using derogatory comments, epithets, slurs or humor; 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; or objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes; Visual conduct, including leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons, or posters in a public space or forum; or severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading sexually oriented images that are not pedagogically appropriate; Written conduct, including letters, notes or electronic communications containing comments, words, or images described above; Quid pro quo conduct, including direct propositions of a sexual nature between those for whom a power imbalance or supervisory or other authority relationship exists; offering educational or employment benefits in exchange for sexual favors; making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose; or making or threatening reprisals after a negative response to sexual advances.

SEXUAL MISCONDUCT

The College prohibits the following specific conduct:

1. Sexual Assault;
2. Non-Consensual Sexual Contact;
3. Sexual Exploitation; and
4. Stalking.

Each of these is explained in detail below. The College recognizes that other Prohibited Conduct, including (but not limited to) Intimate Partner Violence and Retaliation, may refer to behavior that constitutes Sexual Misconduct. In instances where Prohibited Conduct constitutes a violation of more than one aspect of the Policy, an individual may allege either one or all violations of the Policy

SEXUAL ASSAULT

Sexual assault, dating violence, domestic violence, or stalking, as defined as:

Sexual assault, which means any sexual act (forcible or non-forcible), directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual acts include the following:

Rape, which is defined as 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 Complainant.

Sodomy, which is defined as oral or anal sexual intercourse with another person, forcibly committed and/or without that person's consent, or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object, which is defined as the use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or without that person's consent, or not forcibly or without that person's consent in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Fondling, which is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Incest, which is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape, which is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

NON-CONSENSUAL SEXUAL CONTACT

"Non-Consensual Sexual Contact" is having sexual contact with another individual:

- By force or threat of force;
- Without effective affirmative consent; or
- Where that individual is incapacitated.

Sexual Contact includes intentional contact with the intimate parts of another, causing an individual to touch their own intimate body parts, or disrobing or exposure of another without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

SEXUAL EXPLOITATION

Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit,

or to benefit or advantage anyone other than the one being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all Parties involved;
- non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all Parties involved;

- exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge; and
- inducing incapacitation for the purpose of making another person vulnerable to non- consensual sexual activity.

INTIMATE PARTNER VIOLENCE

Intimate Partner Violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, spousal, domestic, or other intimate relationship with the Respondent. The College will not tolerate Intimate Partner Violence in any form.

Intimate Partner Violence is often referred to as dating violence, domestic violence, or relationship violence. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior.

Intimate Partner Violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate Partner Violence affects individuals of all sexes, sexual orientations, gender identities, and gender expressions, races and social and economic backgrounds.

CALIFORNIA DEFINITIONS: SEXUAL MISCONDUCT, INTIMATE PARTNER VIOLENCE, AND STALKING

Crimes generally referred to as sexual assault may be prosecuted through California's sexual battery laws.

Sexual Battery is defined by California's Penal Code Section 243.4 as:

(a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.

(b) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. (c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. (d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery.

(e) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery. As used in this subdivision, "touches" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim. (f) As used in subdivisions (a), (b), and (c), "touches" means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense. The following terms have the following meanings: (1) "Intimate part" means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female. (2) "Sexual battery" does not include the crimes defined in Section 261 or 289. (3) "Seriously disabled" means a person with severe physical or sensory disabilities. (4) "Medically incapacitated" means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication. (5) "Institutionalized" means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital. (6) "Minor" means a person under 18 years of age.

California Penal Code Section 646.9 defines Stalking as:

- 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.
- b. Any person who violates subdivision (a) when there is a temporary restraining order, injunction, or any other court order in effect prohibiting the behavior described in subdivision (a) against the same party

California Penal Code Section 13700 defines Abuse and Domestic Violence as:

Abuse means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.

Domestic Violence means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or a person with whom the respondent has had a child or is having a child where the presumption applies that the male parent is the father of the child of the female parent under the Uniform Parentage Act, or is having or has had a dating or engagement relationship.

Cohabitant means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

California does not define "dating violence."

SEXUAL MISCONDUCT & INTIMATE PARTNER VIOLENCE: DEFINITIONS OF KEY TERMS

To provide clarity to all individuals as to the kinds of behavior, which constitute Sexual Misconduct and/or Intimate Partner Violence, the College further defines key terms which the College will use in evaluating whether Prohibited

Conduct has occurred.

AFFIRMATIVE CONSENT

Affirmative Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Affirmative consent is required for any sexual activity to occur between two or more individuals. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of the other(s) to engage in the sexual activity.

CONSENT

Under California law, consent means 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.

The following are essential elements of affirmative consent:

Informed and reciprocal: All Parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.

Freely and actively given: Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.

Mutually understandable: Communication regarding consent consists of mutually understandable words and/or actions that indicate a mutually unambiguous willingness to engage in sexual activity.

Consent may not be inferred from silence, passivity, lack of resistance, or lack of active response. An individual who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Relying solely upon non-verbal communication can lead to a false conclusion as to whether consent was sought or given.

Not indefinite: Affirmative consent must be ongoing throughout the activity. Consent may be withdrawn by any Party at any time.

Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity. Withdrawal of consent can be an expressed “no” or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain, or is no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately, and all Parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

Not unlimited: Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant. Even in the context of a current or previous intimate relationship, each Party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

Age: The state of California considers sexual intercourse with a minor to be unlawful. A person who engages in felony unlawful sexual intercourse as described in the California Penal Code does so without effective consent as defined by the College's Interim Sexual Misconduct Policy. Specifically, there is no effective consent under the College's Interim Sexual Misconduct Policy where one Party (the "minor") is under the age of 18, and the other Party is more than three years older than the minor.

It shall not be a valid excuse to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances: (a) The Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Respondent, or (b) the Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

FORCE

Force is the use or threat of physical violence to overcome an individual's freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by force is not valid. For the use of force to be demonstrated, there is no requirement that a Complainant resist the sexual advance or request. However, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

INTIMIDATION

Intimidation is the use of implied threats to overcome an individual's freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by intimidation is not valid.

COERCION

Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity against that individual's will. Consent obtained through coercion is not valid. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other Party does not engage in the sexual activity. When someone indicates, verbally or physically, that they do not want to engage in a particular sexual activity, that they want to stop a particular activity, or that they do not want to go past a certain point of sexual interaction, continued activity or pressure to continue beyond that point can be coercive.

The College will evaluate the following in determining whether coercion was used: (a) the frequency of the application of pressure, (b) the intensity of the pressure, (c) the degree of isolation of the person being pressured, and (4) the duration of the pressure.

INCAPACITATION

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. For example, an individual is incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious, or otherwise unaware that sexual activity is occurring. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition. Incapacitation may result from the use of alcohol, drugs, or other medication.

Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's:

(1) decision-making ability; (2) awareness of consequences; (3) ability to make informed judgments; or (4) capacity to appreciate the nature and the quality of the act. It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; (c) the Complainant was unable to communicate due to a mental or physical condition. Whether the Respondent reasonably should have known that the Complainant was incapacitated will be evaluated using an objective reasonable person standard. The fact that the Respondent was actually unaware of the Complainant's incapacity is irrelevant to this analysis, particularly where the Respondent's failure to appreciate the Complainant's incapacitation resulted from the Respondent's failure to take reasonable steps to determine the Complainant's incapacitation or where the Respondent's own incapacitation (from alcohol or drugs) caused the Respondent to misjudge the Complainant's incapacity. It is the responsibility of each Party to be aware of the intoxication level of the other Party before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all Parties. If there is any doubt as to the level or extent of the other individual's intoxication, it is safest to forgo or cease any sexual contact or activity. Being intoxicated by drugs or alcohol is no defense to any violation of this Policy and does not diminish one's responsibility to obtain consent.

PRIVACY AND CONFIDENTIALITY: UNDERSTANDING THE DIFFERENCES

The College is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports under this Policy. The College also is committed to assisting students, employees, and third Parties in making informed choices. With respect to any report under this Policy, the College will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. All College employees who are involved in the College's Title IX response receive specific instruction about respecting and safeguarding private information, and for ensuring that the victim's personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as the

Annual Fire Safety and Security Report and the daily crime log. (Personally identifying information is defined in Section 40002(a) of the Violence Against Women Act of 1994 as “individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking” It includes a person’s first and last name; a home or other physical address; contact information; a social security number, driver’s license number, passport number or student ID number; and any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.)

“Privacy” and “confidentiality” have distinct meanings under this Policy.

PRIVACY

Privacy generally means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who “need to know” in order to assist in the assessment, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA), as outlined in the College’s FERPA policy (<https://pasadena.edu/admissions-and-aid/admissions-and-records/records-transcripts/privacy.php>). The privacy of an individual’s medical and related records may be protected by the Health Insurance Portability and Accountability Act (HIPAA), excepting health records protected by FERPA and by the California Confidentiality of Medical Information Act (CMIA). Access to an employee’s personnel records may be restricted by applicable California and federal law.

While there are certain limitations on privacy, the College generally will not release the names of the Complainant or Respondent to the general public without express written consent or absent another exception consistent with the law. The release of names will be guided by applicable law, including FERPA and the Clery Act.

In addition, no information shall be released from a proceeding to enforce this Policy except as required or permitted by law and College policy.

CONFIDENTIALITY

Confidentiality generally means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual except as otherwise provided by law.

The confidentiality of information shared by an individual with designated campus or community professionals generally is governed by California law, including California Evidence Code restrictions on disclosure of information by mental health providers, ordained clergy, rape crisis counselors, and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

An individual who seeks confidential assistance may do so by speaking with professionals who have a legally protected confidentiality. Note, however, that these confidential resources are required by state law to notify child protective services and/or local law enforcement of any report that

involves suspected abuse of a minor under the age of 18.

REQUESTS FOR CONFIDENTIALITY

A student may desire to report Prohibited Conduct to the College but maintain confidentiality; if so, the Title IX Coordinator will evaluate such requests. Where a Complainant requests that the Complainant's name or other identifiable information not be shared with the Respondent or that no formal action be taken, the Title IX Coordinator will balance the Complainant's request with its dual obligation to provide a safe and non-discriminatory environment for all College community members and to remain true to principles of fundamental fairness that ordinarily provide for notice and an opportunity to respond before action is taken against a Respondent.

In making this determination, the College may consider the seriousness of the conduct, the respective ages and roles of the Complainant and Respondent, whether there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant.

Where the College is unable to take action consistent with the request of the Complainant, the Title IX Coordinator will inform the Complainant about the chosen course of action, which may include the College seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence.

Confidentiality Agreements

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's Resolution Process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

Confidentiality

The District will maintain as confidential the identity of any Complainant, any Respondent, or any witness, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Formal Grievance process under this interim administrative regulation.

Reporting Sexual Misconduct, Intimate Partner Violence (Dating Violence, Domestic Violence), and Stalking

The College strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence that may assist in proving that the alleged criminal offense occurred and may

be helpful in obtaining a protection order.

The College also strongly encourages all individuals to make a report to the College and to Campus Police, although neither is required. These reporting options are not mutually exclusive. Both internal and criminal reports may be made simultaneously. The College has a strong interest in supporting survivors of sexual harassment, sexual violence, stalking, and intimate partner violence, and strongly encourages all individuals or third-party witnesses to report any incident to the College. Making a report means telling a Responsible Employee what happened in person, by telephone, in writing, or by email. At the time a report is made, a Complainant does not have to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The College provides support that can assist each individual in making these important decisions and will respect an individual's autonomy in deciding how to proceed to the extent legally possible. In this process, the College will balance the individual's interest with its obligation to provide a safe and nondiscriminatory environment for all members of the College community.

Any person may report sexual misconduct, intimate partner violence, and stalking (whether or not the person reporting is the person alleged to be the victim of conduct that could be prohibited), at any time, to Campus Police in person, by mail, by telephone, or by electronic mail, or by using the contact information listed above for the Title IX Coordinator or Deputy Title IX Coordinator, or by any other means that results in the Campus Police or Title IX Coordinator receiving the person's verbal or written report.

EMERGENCY AND EXTERNAL REPORTING OPTIONS

Complainants have the right to notify or decline to notify law enforcement. The College strongly encourages all individuals to seek assistance from law enforcement immediately after an incident of sexual misconduct, intimate partner violence, or any other Prohibited Conduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. Police have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking emergency protective orders. The College will help any PCC community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

- **PCC Campus Police and Safety (626) 585-7484**
- **Pasadena Police Department (626) 744-4501**
- **Los Angeles Sheriff's Department (Temple City Station) (626) 285-7171**

OTHER REPORTING CONSIDERATIONS

Timeliness and Location of Incident

Complainants and third-party witnesses are encouraged to report Prohibited Conduct as soon as possible in order to maximize the College's ability to

respond promptly and effectively. The College does not, however, limit the time frame for reporting. If the Respondent is not a member of the PCC community, the College will still seek to meet its Title IX obligation by taking steps to end the prohibited conduct, prevent its recurrence, and address its effects, but its ability to take disciplinary action against the Respondent will, of course, be limited. An incident does not have to occur on campus to be reported to the College. Off-campus conduct that is likely to have a substantial effect on the Complainant's on-campus life and activities or poses a threat or danger to members of the PCC community may also be addressed under this Policy.

Amnesty for Alcohol or Other Drug Use or Other Conduct Violations by Students

The College strongly encourages the reporting of Prohibited Conduct under this Policy. It is in the best interest of this community that as many Complainants as possible choose to report to college officials and that participants in the grievance process are forthright in sharing information.

To guard against discouraging reporting or participation, a student who reports Prohibited Conduct or participates in the grievance process, either as a Complainant, Respondent, or a third-Party witness, will not be subject to disciplinary action by the College for personal consumption of alcohol or drugs or other violations of the conduct policy (not including the Sexual Misconduct Policy) at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk and do not involve plagiarism, cheating, or academic dishonesty. The College may, however, initiate an educational discussion or pursue other educational remedies with the student regarding alcohol or other drugs. Being intoxicated by drugs or alcohol is no defense to any violation of the Policy and does not diminish one's responsibility to obtain consent.

Coordination with Law Enforcement

The College encourages Complainants to pursue criminal action for incidents of sexual assault, sexual violence, and intimate partner violence that may also be crimes under California law. The College will assist, to the extent permitted by law, the Complainant in making a criminal report. The College will also cooperate with law enforcement agencies during the criminal process. The College's policies, definitions, and burden of proof may differ from California criminal law. A Complainant may file a claim under a College policy and/or pursue criminal action. Neither law enforcement's determination whether to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether a violation of a College policy has occurred.

Proceedings under a College policy may be carried out prior to, simultaneously with, or following a civil or criminal proceeding. The College may not delay conducting its own investigation unless specifically requested by law enforcement. In the event of such specific request, the College shall defer its investigation only during the time that law enforcement is gathering evidence, which should not exceed ten (10) days absent extenuating circumstances.

The College will nevertheless communicate with the Complainant and Respondent (if appropriate) regarding their rights, procedural options, and the implementation of supportive measures to assure safety and well-being. The College will promptly resume fact-gathering as soon as it is informed that law

enforcement has completed its initial investigation.

False Reports

The College takes the accuracy of information very seriously, as a report of Prohibited Conduct may have severe consequences. A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated report of Prohibited Conduct. However, when a Complainant or third-Party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the Complainant may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any Policy violation, and it may also violate state criminal statutes and civil defamation laws.

Reports Involving Minors or Suspected Child Abuse

Under California law, an individual must make a mandatory report of suspected child abuse and neglect, including sexual assault, when that individual, in their professional capacity or within the scope of their employment, has knowledge of, or observes, a minor under the age of 18 whom the individual knows or reasonably suspects has been the survivor of child abuse or neglect.

All College employees are required to immediately report any suspected child abuse and neglect to the Title IX Coordinator and the Director of Campus Safety. The source of abuse does not need to be known in order to file a report.

In addition to notifying the Title IX Coordinator and Chief of Police & Safety Services, any individual may make a direct report as follows:

- If a child is in immediate danger, call 911.
- If there is no immediate danger, contact the Child Protection Hotline 24 hours a day, 7 days a week, at (800) 540-4000. If calling from outside of California, call (213) 639-4500.

WHAT HAPPENS WHEN A REPORT IS MADE?

Upon receipt of a report to the Title IX Office or Campus Police, from students, faculty members, or staff members who allege they are victims of domestic violence, dating violence, sexual assault or stalking, the Title IX Office / Campus Police will:

- Address immediate physical safety and emotional well-being needs;
- Notify the Complainant in writing of the right to contact law enforcement and seek medical treatment (and the right to do so), and the importance of preservation of evidence;
- Notify the Complainant in writing of the right to be assisted by individuals at the College in contacting law enforcement;
- Notify the Complainant in writing of confidential and non-confidential reporting options on and off-campus;
- Provide the Complainant in writing, information about

- On and off-campus resources, including counseling, health, mental health, victim advocacy, legal assistance, (including visa and immigration assistance), student financial aid, and other available services;
- The range of interim measures and remedies, including changes to academic, transportation, and/or working situations, or other protective measures, which are available if the Complainant requests them and if they are reasonably available, regardless of whether the Complainant files a formal complaint with the College, Campus Police, or local law enforcement.

The above information will be provided to the Complainant in writing, regardless of whether the offense occurred on or off campus.

SUPPORTIVE MEASURES

The District will offer and implement appropriate and reasonable supportive measures to the Parties upon notice of alleged domestic violence, dating violence, sexual assault or stalking. Supportive measures are non-disciplinary, non-punitive individualized services, offered as appropriate, as reasonably available and without fee or charge to the Parties, which are intended to restore or preserve equal access to the District's education program or activity, and to protect the safety of all Parties or the District's educational environment.

The Title IX Coordinator will promptly make supportive measures available to the Parties upon receiving notice or a complaint and will coordinate the effective implementation of such measures. At the time that supportive measures are offered, the District will inform the Complainant, in writing, that they may file a formal complaint with the Campus Police Department, or local law enforcement if applicable, either at that time or in the future, if they have not done so already.

The District will maintain as confidential any accommodations or protective measures provided to the victim, provided that confidentiality does not impair the District's ability to provide the supportive measures. The District will act to ensure as minimal an academic/occupational impact on the Parties as possible. The District will implement measures in a way that does not unreasonably burden the other party.

RANGE OF MEASURES

- Counseling and referral to medical and/or other healthcare services
- Referral to the Employee Assistance Program (employees only)
- Referral to community-based service providers
- Student financial aid counseling

- Altered work arrangements for employees or student-employees
- Safety planning
- Campus safety escorts
- Implementing mutual contact limitations (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass orders
- Class or work schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

EMPLOYEES

Remedies may include but are not limited to offering to remove the Complainant or the Respondent from the hostile environment; changes in classes; changes in schedules or work hours; changes in work assignment/location; a “No Contact Order”.

Complainants (students and employees) may also be able to obtain an order of protection, “No Contact Order”, a restraining order, or a similar lawful order issued by a criminal, civil, or tribal court, which the Title IX Coordinator or Campus Police will explain.

Interim Suspension or Separation

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal college functions, the College may place a student or a student organization on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities, and/or all other college activities or privileges for which the student might otherwise be eligible, as the College determines appropriate. When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

Employees suspensions and separations are governed by Education Code 87732. An employee may be placed on leave at the discretion of the College.

EXPLANATION OF PROCEDURES FOR DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING

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.

All proceedings involving students and employees will include a prompt, fair, and impartial process from the initial investigation to the final result.

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. 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. The Student Conduct Form may be accessed by clicking the link below:

https://cm.maxient.com/reportingform.php?PasadenaCityCollege&layout_id=3

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

DETERMINATIONS 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:

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 be allowed on-campus until the rendering of a decision by a Student Conduct Hearing Panel. Students may be 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:

- o To ensure the safety and well-being of members of the College community or preservation of College property;
- o To ensure the student's own physical or emotional safety and well-being;
- o If the student poses an immediate threat or disruption of or interference with the normal operations of the College.
- o 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 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.

HEARING PROCEDURES

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 student has 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 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 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. 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 of the outcome of any campus student conduct proceeding brought alleging a sexual offense within five (5) business days following of the end of the proceedings.

Additionally:

- Complainants are to be notified 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 student written notice of the final resolution of charged violation(s). The written notice shall be sent to the student 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.

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.

Disclosure of Results

Upon request, the College District 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 non-forcible sex offense to the alleged victim, or the next of kin, if the victim is deceased.

APPEALS TO THE ASSISTANT SUPERINTENDENT 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 Assistant Superintendent 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 Assistant Superintendent 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.

EMPLOYEE CONDUCT PROCESS

Employee conduct is regulated by relevant collective bargaining agreements ("CBA"). Accusations against an employee of sexual harassment, sexual assault, stalking, or domestic violence are considered under the College's Title IX Administrative Procedure 3434 ("AP 3434"), Education Codes (87666-87669 and 87732). An employee accused of a Title IX violation is entitled to due process under the Title IX procedure and their applicable CBA.

The accused employee may be placed on paid administrative leave throughout the resolution process until a final decision is made. An employee found to have violated the Title IX procedure may receive verbal or written reprimand, suspension without pay, or termination.

The District will make a good faith effort to complete the investigation and disciplinary process within 180 business days.

Investigation and Hearing

Allegations of sexual harassment, sexual assault, stalking, and domestic violations against an employee are received and reviewed by the Title IX Coordinator, investigated by a designated PCC employee or a third-party outside investigator, and evaluated by a Decision-Maker in accordance with the Title IX procedures. All proceedings involving students and employees will include a prompt, fair, and impartial process from the initial investigation to the final result.

- After completing the investigation and prior to completing a determination regarding responsibility, the District will hold a live Title IX hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. The Decision-Maker will conduct an impartial live hearing and issue a written determination of responsibility to the Parties without bias or conflict of interest.
- The Decision-Maker will determine, based on the preponderance of the evidence, whether the Respondent is responsible or not responsible for the alleged conduct. The Decision-Maker will objectively evaluate all relevant evidence. After considering all evidence gathered, the Decision-Maker will decide whether it is more likely than not that alleged conduct occurred.
- The Decision-Maker will issue a written determination regarding responsibility to the Parties and deliver it to the Title IX Coordinator no later than 20 business days after the date that the hearing ends.

Due Process

After the District completes the formal procedures (investigation, hearing, and any appeal, if applicable) regarding a Title IX complaint violation including determining responsibility, and before the imposing disciplinary sanctions against the employee Respondent, he/she/they are entitled to pre-disciplinary due process.

Employee Pre-Disciplinary Rights -

Prior to imposition of a sanction, the employee is notified of the sanction and informed of his/her/their due process right to a pre-disciplinary meeting, known as a “Skelly” meeting. The meeting is conducted by a Skelly Officer designated by the Superintendent/President.

During the Skelly meeting, the employee is given an opportunity to present evidence and argument to mitigate the proposed sanction. The Skelly Officer will consider the investigation findings, the Title IX hearing determination regarding responsibility, and any additional evidence presented by the employee. At the conclusion of the meeting, the Skelly Officer will make a recommendation to the Superintendent/President of whether the proposed sanction should stand or be mitigated because the employee presented new compelling evidence that alters the outcome.

Notice of Proposed Discipline - The Superintendent/President will submit the notice of proposed discipline to the District Board of Trustee ("Board"), which includes the Skelly Officer's recommendation, the investigation findings, hearing report, and any additional evidence submitted by the employee during the Skelly meeting.

Board Decision - The Board will consider the Notice of Proposed Disciplinary and all information submitted at its next meeting after receiving the Notice. The Board will make a final decision within thirty (30) days after said meeting. The Board will not impose a penalty greater than that proffered in the original proposal. The Board may accept, modify or reverse the disciplinary action proposed by the District, as the Board deems appropriate. Notice of the Board's decision will be mailed to the employee and sanction will be applied upon notice.

Employee Sanction Implementation

If a determination is made that the accused employee was responsible for the conduct that constitutes a Title IX violation, the District will impose sanction against the employee and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Disciplinary action imposed upon the employee will be in conformity with all relevant statutes, regulations, and District personnel policies and regulations, including the provisions of any applicable collective bargaining agreement and the District Title IX Administrative Procedure.

PRIMARY PREVENTION AND AWARENESS CAMPAIGNS AND SAFETY TIPS

All students and employees within our campus community deserve to feel safe and supported. Pasadena City College prohibits the crimes of sexual assault, domestic violence, dating violence and stalking (for definitions of how we define these incidents within our policy, please see pages 30-34) and works year-round to provide you with education, tools, and resources to recognize concerning or harmful behaviors and strategies for intervening or to help others get the support they need.

As part of these efforts, Pasadena City College provides primary prevention and awareness campaigns for all incoming students and new employees as well as ongoing prevention and awareness campaigns for all students and employees.

These programs are comprehensive, intentional, and integrated programs, initiatives, strategies, and campaigns intended to end sexual assault, domestic violence, dating violence, and stalking.

Pasadena City College considers our own unique campus when designing these programs, to ensure they are:

- Culturally relevant
- Inclusive of diverse communities and identities
- Sustainable, so the programs can continue to benefit our campus community
- Responsive to community needs; and
- Informed by research or assessed for value, effectiveness or outcome, so we know they're working for and ultimately benefitting you!

We also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels, so that we can address actual issues that may influence how or if violence is occurring within our own community and how the programs can meet our collective needs.

You'll notice some common themes throughout our programs. All of the programs will reinforce that sexual assault, domestic violence, dating violence, and stalking is unacceptable (and prohibited) within our campus community. Many of these programs will:

- Address how we define these terms under Pasadena City College policy.
- Address the definitions of dating violence, domestic violence, sexual assault, and stalking within our jurisdiction. (Pasadena City College uses different definitions to define these crimes than the definitions within our jurisdiction. It's helpful to know the distinction in case you or a friend would ever choose to pursue the criminal justice process. You can find the jurisdictional definitions on pages 34-37.) They'll also talk about how consent is defined within our jurisdiction, which you can also find on page 46 for reference.
- Discuss safe and positive options that work to decrease perpetration and bystander inaction (by giving you the tools you need to intervene) and increase empowerment for victims of these crimes. The goal is to promote safety overall and help our institution address any conditions that might facilitate violence within our own community.
- give you more information about our institution's disciplinary process, which is also explained on pages 47-58.

What's the difference between primary prevention and awareness?

PRIMARY PREVENTION

Primary prevention programs are those that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

In the descriptions of our programs below, you'll get a sense of which programs focus on these ideas and encourage you and your peers to intervene if appropriate.

AWARENESS

Awareness programs are programs that are community-wide (anyone can access) or audience-specific (targeted towards a certain segment of our community or students or employees specifically) that increase your knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Our awareness programs may address primary prevention specifically, but may also raise your own knowledge about these types of crimes and how they can impact a campus community.

What is bystander intervention?

Bystander intervention involves safe and positive options that might 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 includes:

- 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 action to intervene.

You'll learn more about these options in the programs described below, but here are a few strategies for bystander intervention to consider:

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 will be there to intervene.
- Speak up when you hear others make sexist comments or jokes.
- 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 that 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.

SECURITY TIPS

Notice that our definition of risk reduction includes giving bystanders tools to overcome barriers that might lead them not to intervene, so all the tips provided above are not just bystander intervention but can also be considered risk reduction. It is up to us as a community to look out for one another and create the safe environment all our students and employees deserve.

Below are suggestions of options to consider;

While on campus:

- Be aware of what is going on around you at all times. If possible, don't wear headphones or be distracted by texting or talking on the phone.
- Walk on well-traveled and well populated routes when moving around campus. At night, take routes that you are familiar with, and when possible, take a friend. Campus Police provides safety escorts to students and staff if requested. You can contact Campus Police at (626) 585-7484.

While off campus:

- If you have a car, park in a safe, well-lit location and remember to always lock your vehicle.
- If you are uncomfortable with a situation or people involved, trusting your instincts and taking action or getting help to increase your sense of safety and empowerment.
- Not engaging intimately with someone who may have over-consumed alcohol or drugs.

If you or your friends are attending social events or parties:

- More than 90% of sexual assaults that occur among college students involve people who know each other, and the majority involves the use of alcohol or other drugs.
- Drinking and drug use can impair judgment. Trust your instincts. If you feel Uncomfortable or unsafe about a person or situation, trust your gut and feel Empowered to remove yourself from the situation
- If you drink, drinking responsibly: Consider eating a full meal before going out, have a glass of water between each drink, know your limits and don't go beyond them. Have a designated driver, and don't let anyone else make the decision of how much you will drink.
- Only drinking something that you have poured yourself or that comes in a pre-sealed container. Premixed drinks can have more alcohol in them than you might want to drink. Also, drugs like Rohypnol and GHB are being dissolved in drinks, causing the person who consumes the beverage to lose consciousness quickly. Don't drink something that has been left unattended.
- Not going anywhere with someone you don't know well. If you do leave a party with a new friend, tell the friends you came with where you are going and when you are coming back.
- When on a date, letting someone you trust know whom you are with and where you are going, and when you expect to get home. Make sure your date understands the rules of verbal and sober consent and that you have that consent before engaging in any sexual behavior.
- Having a designated driver. If you are the designated driver for the evening, stay sober and be responsible for your less-than-sober friends.
- Getting involved if you believe that someone is at risk. If you see someone in trouble or someone pressuring another person, don't be afraid to intervene.
- Clearly communicate your intentions to the other person and give them a chance to clearly communicate their intentions to you.

- Listen carefully. Take time to hear what the other person has to say. If you feel you are receiving unclear or conflicting messages from the other person, you should stop, defuse any sexual tension, and communicate clearly.
- Do not assume that you have consent to sexual activity just because someone leaves or goes to a private location with you. • Understand and respect personal boundaries and do not make assumptions about consent. Do not pressure a potential partner.
- Consider that your potential partner could be intimidated by you or be fearful. You may have a power advantage simply because of your gender, status, or size.
- Understand that consent to one form of sexual activity does not constitute consent for any other sexual activity.
- Silence and passivity cannot be interpreted as an indication of consent. Read the other person carefully, paying attention to verbal and non-verbal communication and body language. If it is not clear by the other person's words and/or actions that they are a willing participant in that specific activity, then stop and have a conversation.

Below you'll find information on the programs we offer at different times throughout the year – Due to COVID-19 restrictions, it is unknown at this time when in person prevention programs will resume. The Office of Student Life, in conjunction with Student Health Services, are working to provide information related to these important topics via Zoom, emails, and social media. Please check the Student Life webpage for updates at:

<https://pasadena.edu/campus-life/student-health-services/index.php>

Program Name/Description	Who is it for?	When/How can I access it?
Bystander Intervention This program provides tools and strategies for bystanders to help in a way that feels comfortable to them.	Students/Everyone	Annually, TBD due to COVID-19 restrictions.
"It's On Us" Sexual assault prevention, With a focus on bystander Intervention, consent education, and survivor support.	Students/Everyone	Annually in April, TBD due to COVID-19 restrictions.
Denim Day Clothesline Project Sexual Assault Awareness	Students/Everyone	Annually April, TBD due to COVID-19 restrictions.
Take Back The Night An educational campaign with a mission To end sexual, relationship, and domestic Violence in all forms through education and awareness.	Students/Everyone	Annually in April, TBD due to COVID-19 restrictions.

CRIME PREVENTION PROGRAMS / SERVICES

PCC provides safety escorts on all campuses to all students, staff, faculty, and visitors who request it by calling Campus Police at (626) 585-7484. Services are provided during all open campus hours.

Pasadena City College also offers a self-defense program to all members of the PCC campus community. The Rape Aggression Defense (RAD) program teaches basic self-defense skills and techniques capitalizing on women's lower center of gravity and lower body strength.

The program assists women in gaining confidence in their own abilities, as well as making them more aware of their surroundings.

PCC utilizes a state-of-the-art camera surveillance system to monitor all PCC campuses. The camera system is monitored by the Campus Police Department's 24 hour dispatch communications center.

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 website 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 <http://www.pasadena.edu/campus-life/safe-zones>

SEX OFFENDER REGISTRY

The Adam Walsh Child Protection and Safety Act of 2006 provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the state of California, convicted sex offenders must register with their local law enforcement agencies. Megan's Law allows the public to access the registry. For more information, visit meganslaw.ca.gov.

Community Resources

Asian/Pacific Family Center

9353 E. Valley Blvd..
Rosemead, CA 91770
(626) 287-2988

Private, nonprofit agency affiliated with Pacific Clinics: mediation evaluation; outpatient care; low to moderate fees of Medi-Cal; specializing in services to Asian-speaking adults and children; no emergency services. Staff: bi-lingual and bi-cultural mental health professionals.

Center for Pacific Asian Families

1102 Crenshaw Blvd
Los Angeles, CA
1-800-339-3940

CPAF is a confidential hotline, available 24 hours a day, 7 days a week. They service survivors of domestic violence and sexual assault. The CPAF responds to crisis-line calls in over 30 Asian Pacific Islander languages and dialects. Hotline counselors will provide immediate crisis intervention and emotional support, referral and community resources - which include safety planning, counseling, and assistance to receive needed medical, legal and other services to both men and women experience sexual or domestic abuse.

Foothill Family Service

118 S. Oak Knoll Ave.
Pasadena, CA 91101
(626) 795-6907

Private, nonprofit, United Way-funded center for counseling of individual, marital, or family problems: no medication or emergency services; moderate fees and insurance accepted. Staff: licensed clinical social workers and graduate interns in social work and marriage and family therapy.

Haven House - (Shelter & Counseling for Family Violence)

Can not disclose address
but located in San Gabriel Valley
(323) 681-2626

The Haven house services high risk cases in the San Gabriel Valley. Their primary purpose is to provide safe shelter, food, counseling and support for battered women and their children. They also provide follow-up support, and education about domestic violence so that when they leave Haven House, they have the tools and knowledge to live their lives free of violence. Maximum stay is 30 days, services are totally free of charge. *If there is no availability or if they are full they will do an intake over the phone and continue with a referral process.

Pacific Clinics

909 S. Fair Oaks Ave.
Pasadena, CA 91105
(626) 254-5000

Private, non-profit psychiatric service: medication evaluation and outpatient mental health care; low to moderate fees or Medi-Cal; services to adults, children, and geriatric patients; for residents of Pasadena, Altadena, So. Pasadena, and San Marino; no emergency services. Staff: psychologists, psychiatrists, social workers, and graduate interns in psychology. Monrovia office (Pacific Clinics - East) serves central and east San Gabriel Valley communities. Call (626) 303-1541 for more info.

Peace Over Violence Rape and Battering Hotline (English/Español)

West San Gabriel Valley Center
892 N. Fair Oaks Ave Suite D
Pasadena, Ca 91103-3046
(626)793-3385

This emergency hotline offers emotional support, information, referral and advocacy services, to victims of sexual assault, domestic violence and stalking. This confidential, non-judgmental hotline is available 24 hours a day, 7 days a week.

ACCESS TO CAMPUS FACILITIES

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.

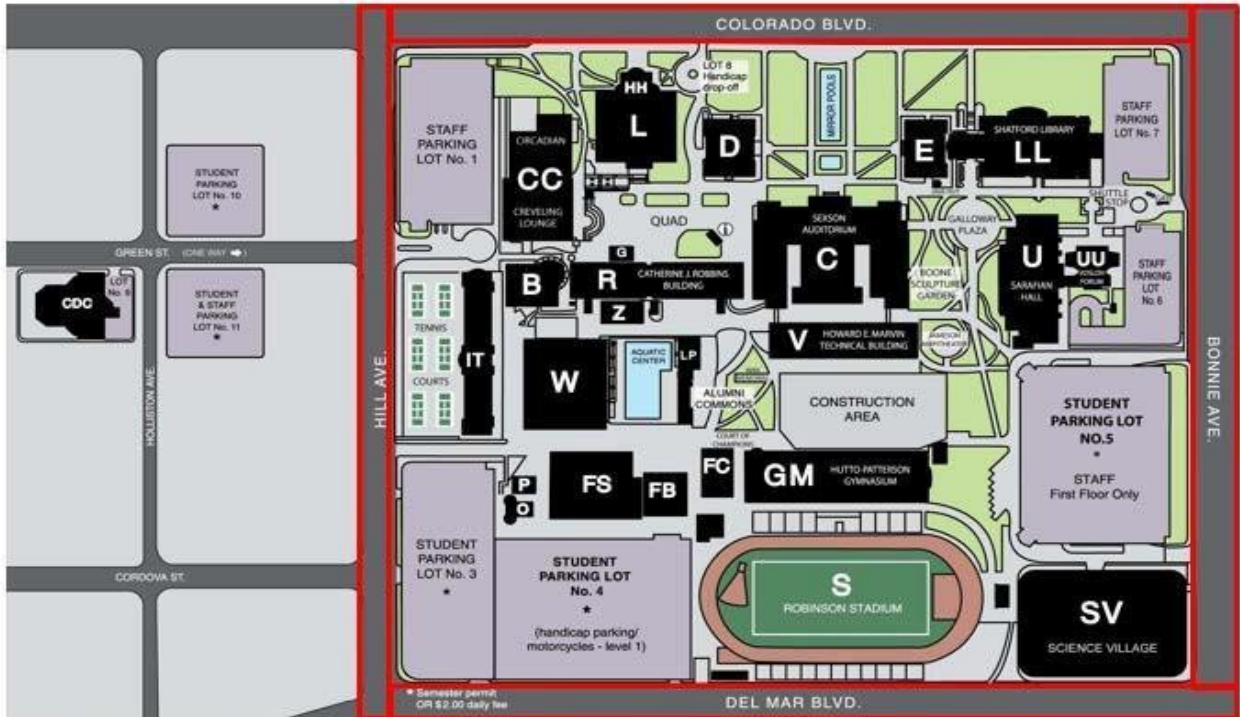
PCC Police & Safety Services regularly conducts crime analysis as part of an ongoing effort to identify crime patterns and to address specific crime issues. PCC Police & Safety will also conduct a security survey when an area is reconfigured, remodeled, or constructed; and when requested by the appropriate 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.

PASADENA CITY COLLEGE MAP

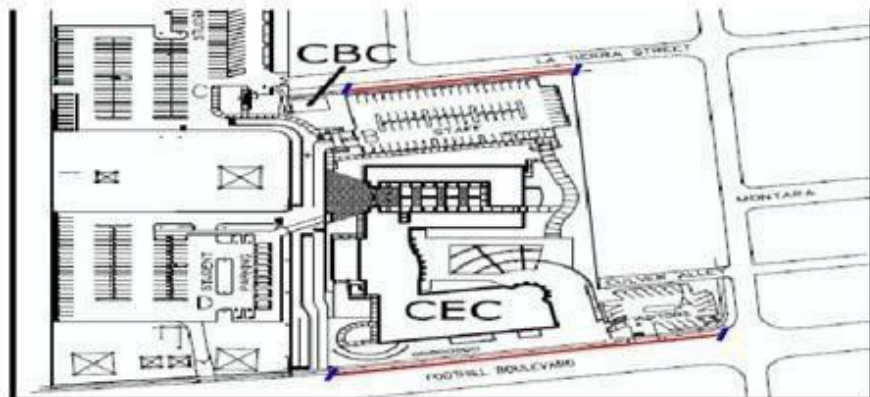
1570 E. Colorado Blvd. Pasadena, CA 91106 Phone: (626)585-7123



- Red lines indicate public property



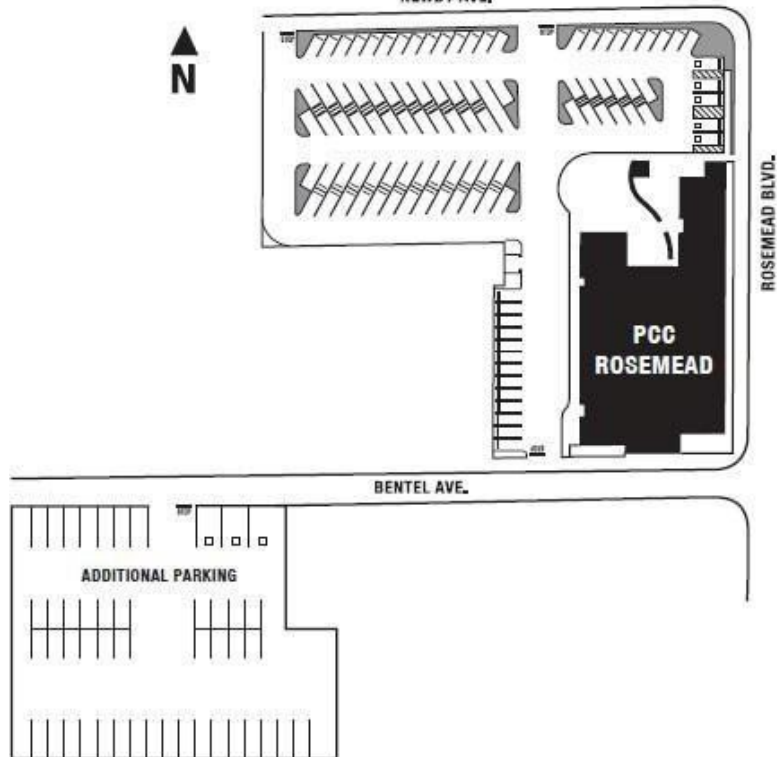
**COMMUNITY EDUCATION CENTER MAP
(Foothill Campus)
3035 E. Foothill Blvd. Pasadena, CA 91770 Phone: (626)585-3000**



ROSEMEAD CAMPUS MAP

4105 N. Rosemead Blvd. Rosemead, CA 91770 Phone: (626)585-3333

Email: Rosemead@pasadena.edu



PCC NORTHWEST MAP
1905 N. Lincoln Ave, Pasadena, CA 91103 Phone: (626) 396-5600



1905 N. Lincoln Ave, Pasadena, CA 91103 * Phone (626) 396-5600 * Fax (626) 791-3499 * www.johnmuirhs.org