

Glendale Community College
2014 Jeanne Clery Disclosure of Campus Security Policy
And Campus Crime Statistics Act Report



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Introduction

The Glendale Community College Police Department is dedicated to providing a safe environment for students, employees, and the public who visit our respective campuses. Open 7 days a week, the College Police Department is staffed by sworn peace officers, dispatchers, and cadets. We work diligently to deter criminal activity, but we cannot do it alone. Emergencies, crimes, and suspicious activities should be reported immediately. As part of our public safety mission, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Glendale Community College Police Department provides annual disclosure of procedural information and statistical data over a three year period. The policies and crime statistics listed in this report apply to Glendale Community College's Main, Garfield and Professional Development Center campuses, the public property immediately adjacent/accessible to those campuses, and non-campus locations owned and/or controlled by Glendale Community College.

Sincerely,

Gary J. Montecucollo

Chief of Police

Reporting Crimes and Other Emergencies

Glendale Community College strongly encourages victims or witnesses to report all criminal incidents to the College Police immediately, regardless of their nature. This is to ensure that appropriate action can be taken, crime statistics can be recorded for the College's annual security report, and timely warning alerts can be issued if needed. Crimes that occurs off-campus (not immediately adjacent to the campus) should be reported to the law enforcement agency having jurisdiction over the location of occurrence. However, if the crime occurs at a Glendale Community College sponsored function that is off-campus, the matter should also be reported to the College Police Department in addition to the local agency having jurisdiction over the location of occurrence.

Campus emergencies including in-progress crimes should be reported immediately using campus extension 4000, or by calling (818) 409-5911. You can also reach the College Police Department by dialing the main college number (818-240-1000), entering the number "9" to reach the College Police, followed by the number "1" for an emergency. Non-emergencies should be reported using campus extension 5205, by calling (818) 551-5205, or by dialing the main college number (818-240-1000), entering the number "9" to reach the College Police, followed by the number "2." In addition to the College Police Department, you may also report crimes to the Dean of Student

Affairs, located on the Main Campus inside the J.W. Smith Student Center Building, Room 202, (phone: 818-240-1000 ext. 5594). The City of Glendale Police Department may be contacted by dialing 911 for emergencies or by calling (818) 548-4911.

Timely Warnings (Crime Alerts)

If a crime occurs that in the judgment of the College Chief of Police poses a potential or actual ongoing threat to the college community, a timely warning will be issued through all appropriate means. A crime for which a timely warning would be issued is one that is considered by the institution to represent a serious or continuing threat to students and employees. The Chief of Police, in conjunction with the Superintendent/President, will provide appropriate warnings to the parties affected or involved whenever there is a credible threat to their safety. This may be done in person, electronically (such as by a mass text notification system), campus emails, social media, college website postings, and/or by telephonic contact.

Anyone with information that may prompt a timely warning to be issued is encouraged to contact the College Police Department immediately, either in person at the Main Campus Sierra Madre Building, Room 153, or by phone at (818) 409-5911.

Annual Disclosure of Crime Statistics Overview

This report was prepared by the Glendale Community College Police Department to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The provided crime statistics, arrest statistics, and disciplinary referral statistics include those reported to the College Police Department, Dean of Student Affairs, and Campus Security Authorities. A CSA is an official of Glendale Community College who has significant responsibilities over student and campus activities. Crime statistics from local law enforcement agencies that have jurisdiction where Glendale Community College's campuses, its immediately adjacent public property, and non-campus (leased or owned) properties are located are also included in this report.

A notice of this report is distributed each year to current students and employees by campus email. A copy of this report may also be viewed on our web site at www.glendale.edu/cleryact. Paper copies of this report may be obtained at the College Police Department located on the Main Campus, Sierra Madre Building, Room 153; the Garfield Campus Tropico Building, Room 200; and the Professional Development Center (PDC) campus front desk.

Prospective students may view a copy of this report online through links provided on the Glendale Community College Admissions and Records homepage at www.glendale.edu/index.aspx?page=1861, the Garfield Campus homepage and the PDC campus homepage. Paper copies may also be obtained at the Admissions and Records office located on the Main Campus in Administration Building, Room 143.

Prospective employees may view this report online at the Human Resources homepage at www.glendale.edu/index.aspx?page=1746 or may obtain a paper copy of the report

from the Human Resources Department on the Main Campus, Sierra Madre Building Room 265.

Voluntary/Confidential Reporting – CSA's/CRIME STOPPERS

Any person may contact the College Police Department to report a perceived or actual threat or suspicious circumstance they feel should be reported. Reports will be documented in accordance with State and Federal laws regarding privacy, the California Public Records Act and the Family Educational Rights and Privacy Act. These reports may also assist the College Police in their public safety efforts and assist in issuing a timely warning to the campus community and/or determining where there is a pattern of crime with regard to a particular location, method, or suspect.

If you are a victim of a crime and do not wish to make a report to the College Police, you may instead file a report with a Campus Security Authority (CSA's). This report may be confidential. CSA's may include, but are not limited to the Dean of Student Affairs, Vice President of Student Services, faculty/staff advisors to official student organizations, and athletic coaches. Reports made to a CSA should include personal and/or identifying information. This is important for law enforcement to investigate the information contained in the report and to avoid double counting crimes statistics.

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

The College Police Department also participates in the Crime Stoppers Anonymous Crime Reporting Hotline. Crime Stoppers is a citizen-operated, non-profit organization that works side by side with local, state and federal law enforcement agencies county-wide to help solve serious crimes. Crime Stoppers gives everyone the opportunity to fight crime confidentially. If you believe that you have information concerning a serious crime or felony suspect, call Crime Stoppers at **(818) 507-STOP** (818 507-7867) to speak with an operator. The operators do not need your name or phone number. If your information leads to an arrest, your crime tip could earn you up to a \$1,000 reward.



Security and Access to Campus Facilities

Glendale Community College Administrative Regulation 3501 states that during business hours, the District will be open to students, parents, employees, contractors, guests, and invitees. Normal business hours are defined as the regular hours of operation including scheduled classes and events. Generally, during the hours between midnight and 6:00 a.m., access to all District facilities is approved by admittance via the College Police. In the case of periods of extended closing, such as an emergency, the District will admit only those with prior written approval to all facilities. Glendale Community College does not have residential housing on campus.

The Facilities Department maintains the general campus infrastructure to include such things as lighting replacement/repair and walkway maintenance. The Facilities Department is located on the Main Campus inside the Health Sciences and Technology building on the 2nd floor. They may also be reached by phone at (818) 240-1000 ext. 5555. Problematic areas may also be reported to administrators, college police, faculty, or staff.

Glendale Community College Police Department

Authority

Police officers of the Glendale Community College Police Department are sworn peace officers of the State of California who have met the background and training requirements of the California Commission on Peace Officer Standards and Training (P.O.S.T.). College police officers are empowered by section 830.32(a) of the California Penal Code and 72330 of the Education Code. They possess the same authority, and adhere to the same state-mandated standards, as municipal police officers. Therefore, under California law, the officers' authority extends to any place in the State for the purpose of performing their primary duty or when making an arrest pursuant to California Penal Code Section 836. Officers concentrate their efforts on the various campuses and the public areas that are adjacent to them.

Glendale Community College Police Officers may work in uniform or in plain-clothes. They provide a full-range of police services, including but not limited to: emergency responses; preventative patrols; initial investigation of observed, reported, or suspected crimes; enforcement of all applicable laws and administrative regulations; follow-up investigations; crime prevention; community liaison; VIP/dignitary protection; special event security; traffic enforcement and traffic collision investigation; parking enforcement; and campus escorts for students, employees and visitors. Persons arrested by the College Police will be processed in accordance with prevailing practices in Los Angeles County, which can include citation and release or booking at the City of

Glendale Police Jail or Los Angeles County Jail. Criminal investigations may be submitted to the Los Angeles County District Attorney's office for filing consideration.

The College Police Department also employs Police Records/Dispatch Specialists who provide valuable support services including, but not limited to; handling emergency phone calls, providing police communication, providing customer and counter service, maintaining police records, providing parking information and accepting lost and found property. Dispatchers also work closely with campus officials on the annual AQMD report. Similarly, Police Cadets assist with parking, traffic control, vehicle jump starts and escort services for students, employees, and visitors. The College Police Cadets are students who also assist with observing and reporting suspected criminal activity.

Working Relationships with Law Enforcement / Memorandum of Understanding

The Glendale Community College Police Department enjoys a positive and close working relationship with the City of Glendale Police Department, sharing proximity, geographic jurisdiction and mutual-aid assistance. The Glendale Police Department is notified regarding criminal activity on campus as soon as is possible. The College Police Department also works with the Los Angeles County Sheriff's Department and the California Highway Patrol, as well as with other law enforcement agencies in the local San Gabriel area. A Memorandum of Understanding is in place between the Glendale Community College Police Department and Glendale Police Department.

Encouragement of Accurate and Prompt Crime Reporting

As stated earlier, all members of the campus community are encouraged to accurately and promptly report all crimes directly to the College Police Department and appropriate local law enforcement agencies.

Confidential Reporting to Professional/Pastoral Counselors

Campus Professional Counselors/Pastoral Counselors, while acting within the scope of their license and employment, are not considered to be a Campus Security Authority, and are generally not required to report Clery Act Crimes they learn of from their patients for inclusion in the College's annual security report. They are encouraged, if and when they deem it appropriate, to inform their clients to report a crime to the College Police Department on a voluntary or confidential basis for inclusion in the College's annual security report.

Anonymous mental health counseling and community resource referrals are available to enrolled credit students and employees at the Main Campus Health Center located on the first floor of the San Rafael Building. Mental health counseling and community resource referrals are available to enrolled non-credit students at the Garfield Campus, Tropico Building, room 200.

California Penal Code Section 11160 does require prompt, mandatory reporting to local law enforcement agencies by health care practitioners 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. There are additional mandatory reporting requirements regarding suspected child abuse incidents, violent crimes and threats.

College Police Services

Escorts

The College Police Department offers escorts to students, employees, and visitors. Contact the College Police Department at (818) 551-5205 or campus extension 5205 to request an escort.

Public Safety Presentations

The Glendale Community College Police Department offers and/or participates in various presentations throughout the year including Emergency Preparedness, CERT (Community Emergency Response Team) training, Campus Safety Orientations, Sexual Assault, Domestic Violence, Dating Violence and Stalking Awareness and Prevention, Financial Survival Week and Dealing with Difficult People. These presentations are open to all students and employees. Contact the College Police Department for more information or to request a presentation for your class or department.

Lost and Found

All lost and found items should be turned in or claimed at the College Police Department located on the Main Campus Sierra Madre Building Room 153 during business hours from 8am to 6pm Monday through Friday. Clothing items are not accepted. Please be prepared to present a photo identification to claim your property. Items turned in as lost and found will be held for a period of at least ninety days before any disposition is attempted.

District Policies

Weapons on Campus (Administrative Regulation 3530)

Except as legally authorized for duly appointed peace officers, weapons are not allowed on Glendale Community College campuses at any time. This prohibition includes but is not limited to explosives, firearms, replica firearms, pellet guns, BB guns, Tasers, batons, knives, dirks, daggers, ice picks, razors, or other dangerous objects. Persons bringing weapons to campus may be subject to arrest and/or disciplinary sanctions.

Smoking on Campus (Administrative Regulation 3570)

It is the policy of the Glendale Community College District not to allow smoking on campus. This policy pertains to students, faculty, staff, administrators, visitors, and the general public.

This policy shall apply to all owned or leased Glendale Community College facilities and all owned or leased District vehicles. This policy shall also apply to electronic cigarettes or other imitation cigarette devices. The College Police are authorized by the Board of Trustees to enforce this policy and issue citations consistent with CA Gov. Codes 7596-7598.

Skateboarding/Rollerblading/Bicycles and Motorcycles on Campus (Board Policy 6750)

No person shall ride a skateboard, roller-skates, rollerblades or non-motorized scooter on District property. No person shall operate a bicycle in excess of 5 mph while on District property. Bicycles and motorized bicycles shall not be operated on pedestrian walkways or in buildings. Bicycles and motorized bicycles must park only in designated areas. Motorcycles are not permitted to drive in any area that motor vehicles are prohibited from entering except designated motorcycle parking areas.

Animals on Campus Policy (Board Policy 3535)

Glendale Community College is committed to providing its employees, students, and visitors with a healthy environment in which to work and study. No animals are allowed on campus except those animals that are individually trained to provide services to individuals with disabilities.

Traffic Safety

The Glendale Community College Police Department is responsible for the enforcement of traffic regulations on campus. Persons violating the regulations may receive citations that will be processed according to State law. The college's police department enforces the California Vehicle Code for traffic related offenses. See Administrative Regulation 6750. The speed limit is 5 mph in all campus parking lots. Always stop at "stop signs" and watch for pedestrians. Wear your seatbelt. Pedestrians should watch for vehicles.

Traffic Collisions

If you are involved in a traffic collision, stop and check for injuries. If there are injuries call 9-1-1 or the College Police immediately at (818) 409-5911. If there is property damage only, contact the police if a report is desired by either driver or owner of the

property that was damaged. Exchange driver license information and vehicle registration information per State law requirements.

Hit and Runs

Hit and run collisions can occur when a vehicle is moving, or when a vehicle is parked. If someone strikes your vehicle and causes damage to it, and then leaves the scene without stopping, contact the police immediately. If your vehicle is parked, do not move your vehicle until the police arrive. If you strike a parked vehicle or damage property with your vehicle, attempt to locate the owner. If the owner cannot be located, leave a note in a conspicuous place on the vehicle or property stating your name, address and the registered owner of the vehicle involved. Provide a written statement of the circumstances leading to the collision. Then notify the City of Glendale Police Department without unnecessary delay.

Security Awareness Programs for Students/Employees

The College Police Department works closely with members of our campus community to make Glendale Community College a safer place. The sharing of information through crime alerts, department meetings, committee meetings, all campus e-mails, Twitter, Facebook, and El Vaquero articles also helps to create a better-informed campus community. Like all communities, however, members should take an active role to assist with their own safety. Lock your vehicles and offices when not in use; report the presence of suspicious persons to the College Police; walk with friends or known associates after an evening class or call the College Police for an escort. You may wish to carry a small flashlight and a whistle. The following Security Awareness Programs are designed to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Once a year, in recognition of Sexual Assault Awareness month in April, a self-defense class is presented by the City of Glendale Commission on the Status of Women in conjunction with the Glendale Community College Office of Student Affairs on the Main Campus. The class is available to students, employees, and members of the public. The class provides information on how to prevent sexual assaults from occurring, as well as practical self-defense tips. The class is taught by self-defense instructors.

The “Financial Survival Week” is presented once a year to both students and employees. Members of the campus community (administrators, teaching faculty, counseling faculty, staff, and public safety) provide valuable insight regarding financial security, privacy issues, and identity theft protection.

Glendale Community College participates in the “Great California Shakeout” (statewide earthquake drill) once a year every October. Participating students and employees receive helpful information towards earthquake preparedness, and are encouraged to

practice “Drop, Cover and Hold On” procedures on the day and time of the drill while in their classrooms or offices.

The College Police Department holds Emergency Preparedness presentations for students and employees multiple times through-out the year. Topics covered include, but are not limited to, building evacuations, structure fires, earthquakes, and active shooter response procedures.

A “Dealing with Difficult People” presentation is also available upon request to employees and students on the Main, Garfield, and Professional Development Center campuses. Topics discussed are de-escalation techniques for employees and policies and procedures concerning disciplinary referrals.

Campus Safety Orientation presentations are typically given twice a year to the International Students Orientation before the start of the spring and fall semesters. Important safety information, theft prevention, and College Police services are provided.

Safety information regarding stalking, sexual assault, college police services, and the student code of conduct are also provided to new students during priority online registration.

A Sexual Assault, Domestic Violence, Dating Violence and Stalking Prevention and Awareness presentation is also offered to new and existing students and employees at least once a year.

To learn more information or to request a security awareness presentation for your class or department, please contact the College Police Department at (818) 551-5205.

Crime Prevention Programs for Students/Employees

Escort Services

The College Police Department offers safety escorts to students, employees, and visitors. Contact the College Police Department at (818) 551-5205 or campus extension 5205 to request an escort.

Emergency Call Boxes

Emergency Call Boxes (ECB's) are located on the Main and Garfield campuses, in or adjacent to several campus parking lots or buildings. They are linked by telephone lines to the College Police Department dispatch center. Follow the instructions on the box. When the button is pushed and the ECB is activated, it immediately alerts the police dispatcher that someone has activated the ECB. Wait for the dispatcher to contact you. You may then speak into the box as if you are using a speaker phone. If, for any reason you are unable to talk into the ECB, you can summon assistance by just pushing the

button and waiting next to the ECB. Police personnel are dispatched to the ECB each time it is activated.

Daily Crime Log

A Daily Crime Log listing crimes reported to the College Police Department and Campus Security Authorities is available for viewing upon request at the College Police Department front desk located in the Sierra Madre Building, Room 153 on the Main Campus. Information regarding the nature of the crime, date/time occurred (if known), date/time reported, general location, and disposition (if known) can be viewed. The logs are available for public viewing Monday through Friday during normal business hours, except for days when the college is closed. In some cases, disclosure of information may be prohibited by law. If disclosure of the crime log would jeopardize the confidentiality or safety of a victim, would jeopardize an ongoing investigation, would cause a suspect to flee or evade detection, or would result in the destruction of evidence, information may be withheld.

Crime Alert Bulletins (Timely Warnings)

If a Clery Act Crime occurs that poses an ongoing danger of victimization to members of the campus community, a crime alert will be issued using all appropriate means to notify the campus community. General information about the crime as well as tips to prevent future victimization will be provided. Please check the "Timely Warnings" page for updates at www.glendale.edu/timelywarnings.

Safety Brochures

The College Police Department offers various brochures to members of the campus community regarding crime prevention, identity theft protection, sexual assault, domestic violence and stalking. The brochures are available upon request at the police department located in the Sierra Madre Building Room 153 at the Main Campus.

Law Enforcement to Off-Campus Organizations

Glendale Community College does not have any officially recognized student organizations with off-campus locations or housing facilities. College police officers, dispatchers, and cadets do not provide law enforcement services to off-campus fraternity, sorority, or associated student body organizations. Criminal activity that occurs off-campus which involves students or recognized student groups falls under the jurisdiction of local law enforcement. However, as noted earlier, criminal activity that occurs at a Glendale Community College sponsored function should be reported to the College Police as well as the local police agency having jurisdiction over the location of occurrence.

Controlled Substances and Alcoholic Beverages

Alcohol Policy

In accordance with Administrative Regulations 5500: Standards of Student Conduct and 7331: Employee Drug Free Workplace, Glendale Community College maintains a Drug Free Workplace and “prohibits the use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages on college property and/or at all functions, both on or off-campus except as expressly permitted by law and Glendale Community College regulations”. Any student or employee found in violation of these policies may be subject to arrest, citation, and/or disciplinary action. Disciplinary sanctions may include suspension, expulsion or discharge from employment. In addition, it is a misdemeanor to sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under 21 or any obviously intoxicated person, and no one under 21 may purchase alcoholic beverages. It is also unlawful for any person under 21 to possess alcoholic beverages on any street or highway, or in any place open to the public. The College Police Department will strictly enforce all state laws relating to underage drinking and/or possession.

Illegal Drug Possession, Use, Sale, Enforcement

The possession, use, sale, manufacture and/or distribution of controlled substances are unlawful under both state and federal laws as well as a violation of College policy. These laws are strictly enforced by the College Police Department. Drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C. 812) and are further defined by Regulations 21 CFR 1308.11 through 1308.15.

Drug and Alcohol Abuse Education Programs

The abuse of alcohol and drugs can produce harmful levels of intoxication and physical symptoms such as hangovers, blackouts, impaired motor function, damage to the liver, stomach, intestine, cardiovascular system, brain and neurological systems, to the point of addiction and in some cases, even death. Alcohol and illegal drugs are not only toxic to the body, but may also result in the transmission of infections associated with intravenous drug use such as HIV and hepatitis. Pregnant women risk fetal damage and birth defects including hyperactivity, neurological abnormalities, and development difficulties. The use of these substances can also result in family, social and psychological problems, as well as intellectual impairment which may be permanent.

Substance abuse referral resources, counseling, as well as additional information on chemical dependency and substance abuse prevention, are available at the Health Center. The Health Center is located on the Main Campus, first floor San Rafael Building. Contact (818) 240-1000 ext. 5909 for more information. Further information and brochures on drug and alcohol dependency may also be obtained from the Drug and Alcohol Studies Department located on the Main Campus Health Sciences and

Technology Building third floor. Contact (818) 240-1000 ext. 5513 for more information. The above information and services are available to both students and employees. Enrolled non-credit students may also obtain community resource referrals for substance abuse treatment programs at the Garfield Campus, Tropico Building Room 200. Contact (818) 240-1000 ext. 5035 or ext. 5678 after 4:30 p.m. for more information.

If you have additional questions regarding college policies and regulations, please contact the Student Affairs Office in the J.W. Smith Student Center.

Disclosures to Alleged Crime Victims of Violence or Non-forcible Sex Offenses

Glendale Community College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Glendale Community College will provide the results of the disciplinary hearing to the victim's next of kin if so requested.

Emergency Response and Evacuation Procedures

An Emergency Procedures Guide is located in classrooms and offices, typically posted near the main entrance of each room. An Emergency Procedures Guide is also available upon request from the College Police Department, or may be viewed online at www.glendale.edu/emergencyprocedures.

Glendale Community College police officers and supervisors have received training in the Incident Command System (ICS) model for emergency response. If a serious incident were to occur on campus that causes an immediate threat or possible threat to the campus community, the College Police Department would assume the initial responsibilities, including but not limited to; response, confirmation of the emergency, scene containment, coordination of resources, investigation and follow-up, as well as documentation of the incident.

The campus community will be notified upon confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health or safety of students and employees on campus. The Chief of Police in conjunction with the office of the Superintendent/President's office will determine what information to release about the situation, appropriately notifying the affected persons. Affected persons may be notified through the Nixle emergency notification system, campus phone intercom system, campus email, social media, in person from first responders, and/or emergency vehicle PA systems.

The Department of Education Handbook for Campus Safety and Security Reporting requires the statement that Glendale Community 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 to contain, respond to, or otherwise mitigate the emergency.

If residents of the surrounding neighborhoods that border the campuses become affected by a serious or ongoing threat occurring on campus, notification may be made through the City of Glendale Police Department reverse 911 phone system, city email and/or personal contact.

In addition to the notification methods discussed earlier, mutual-aid assistance may be summoned from any law enforcement or public safety resource, including but not limited to; the Glendale Police Department, Los Angeles County Sheriff's Department, Area-C Mutual-Aid agencies, Glendale Fire Department, and Los Angeles County Fire Department. Glendale Community College has also requested the Glendale Police Department to notify the College Police if they learn of any situation that may require an emergency response.

Testing

Scheduled evacuation drills, and/or tabletop exercises are conducted on the Main, Garfield, and Professional Development Center campuses at least once a year. Students and employees learn the locations of the Emergency Evacuation Areas, and are given information on evacuation procedures and told when it is safe to return to the buildings. Further information regarding Shelter-in-Place procedures may also be provided. Evacuation drills may be announced or unannounced. A test of the "Nixle" emergency notification system is also conducted a minimum of once a year.

All evacuation drills are documented and contain a description of the drill, the date and time it was held, and whether it was announced or unannounced.

Tabletop and evacuation drills may be conducted in coordination with the Glendale Police Department and Glendale Fire Department as well as other departments on campus. Follow-through activities are held after the evacuation and table top drills where participating agencies provide input on how to improve the emergency procedures that are currently in place.

Publicizing

To keep the campus community informed of the emergency procedures in place, a link to the current Glendale Community College Emergency Procedures Guide and/or emergency procedure information is emailed a minimum of one time per year, per campus, in conjunction with the evacuation drills.

Emergency Evacuation Areas

Main Campus

On Campus Locations: Sartoris Field, Vaquero Plaza, Lot F, Lot B, Life Skills Parking Lot, Lot D.

Garfield Campus

Off Campus Locations: Chevy Chase Medical Center Parking Lot, south east corner of Adams St. and Acacia Ave, Windsor Mini-Park, Chevy Chase Baptist Church.

Professional Development Center Campus

On Campus Location: Rear parking lot at Broadview Drive and Buena Vista St.

Off Campus Location: Glendale City Parking Lot at Wickham and Honolulu Ave.

“Nixle” Emergency Notification System

To receive emergency text message notifications via the Nixle emergency notification system, please text GO GCCALERT to 888777 to subscribe. Messages will only be sent in cases of an emergency and/or emergency drills. There is no cost to subscribe, however, standard message rates may apply.

Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy

Violence Against Women Act (VAWA)

On March 7, 2013 President Obama signed into law an amendment to the Violence Against Women Act. This new amendment covers both students and employees of institutions such as Glendale Community College. It amends the Clery Act to include statistics for the crimes of domestic violence, dating violence, and stalking such that these crimes, if they occur, must now be included in the Annual Security Report. This amendment also affords additional rights to victims, and provides primary prevention and awareness programs to existing and new students and employees.

Policy

Glendale Community College is committed to providing services, resources and support to the victims of sexual assaults, domestic violence, dating violence and stalking. The college is in the process of implementing Administrative Regulation and Board Policy 3430: Sexual and Other Assaults on Campus. Glendale Community College prohibits these offenses. Violators are subject to both criminal prosecution and college disciplinary proceedings. Domestic violence, dating violence, sexual assault and stalking, whether by a stranger or an acquaintance, whether against women or men, are violations of the law and the policy of the Glendale Community College District.

Definitions

Sexual Assault – Defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of *his/her* youth. Sexual assault includes, but is not limited to rape, forcible sodomy, penetration with a foreign object, sexual battery or the threat of sexual assault.

Consent in reference to sexual activity – Defined as a voluntary, sober, imaginative, enthusiastic, creative, wanted, informed, mutual, honest, and verbal agreement. It is an active agreement, not a passive nod of the head or smile. Consent cannot be coerced, never implied, and cannot be assumed, even in the context of a relationship. Just because you are in a relationship does not mean that you have permission to have sex with your partner. There is legally no consent when either partner:

- is below the legal age of consent
- fears the consequences of not consenting (including use of force)
- feels threatened or intimidated
- is coerced
- says no, either verbally or physically (e.g. crying, kicking or pushing away)
- has disabilities that prevent the person from making an informed choice
- is incapacitated by alcohol or drugs
- lacks full knowledge or information of what is happening
- is not an active participant in the activity

Domestic Violence – Defined as a felony or misdemeanor crime(s) of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws where the violence occurred, or 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 California.

Dating Violence – Defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship may be determined by the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking – Defined by the VAWA Amendment as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

Prevention and Awareness Programs

Each year Glendale Community College holds prevention and awareness programs regarding domestic violence, dating violence, sexual assault and stalking. Programs include presentations during new student and international student orientation as well as new employee orientation and institute days. Information regarding domestic violence, dating violence, sexual assault and stalking is also listed in the new student orientation handbook and new student online orientation.

As stated earlier, Glendale Community College in conjunction with the City of Glendale Commission on the Status of Women offers an annual self-defense class in recognition of Sexual Assault Awareness Month on the Main Campus. The class is taught by self-defense instructors who provide prevention tips and self-defense techniques against sexual assault. For more information on the class contact the Office of Student Affairs at (818) 240-1000 ext. 3033.

The College Police Department provides written literature on domestic violence, sexual assault and stalking. Los Angeles County District Attorney brochures regarding domestic violence, sexual assault, stalking, and the Rights of Crime Victims are also available at the College Police Department located on the Main Campus, Sierra Madre building room 153.

Anonymous help and mental health counseling can be obtained through the Health Center as well. The Health Center offers videos relating to the understanding and identifying of “Date Rape/Abusive Relationships.”

Risk Reduction and Prevention Tips

- Walk with friends or with others to and from classes. Contact the college police for an escort (818) 551-5205.
- Be aware of your surroundings. Do not focus/text on your cell phone while walking.

- Have your car keys ready. Do not focus your attention on searching through your purse/backpack. Check your backseat before entering your vehicle.
- Do not get into person(s) vehicles who may offer you a ride back to your vehicle to take your parking space. Do not pick up person(s) to give them a ride back to their parking space.
- During the early stages of dating, consider dating with a group of those you know. Go with a friend and be responsible for each other. Have a pre-planned signal to let your friend know that you want to leave or need help.
- When dating, consider letting a friend know who you are dating, where you are going, and what time you plan to return.
- Communicate clearly and often to your partner.
- Control your alcohol; don't let it control you. Drink responsibly or not at all. Do not abuse substances that might hinder your ability to think clearly or act quickly.
- Be willing and able to say "No."
- It's never too late to say "No."
- Don't be embarrassed or ashamed to say "No" or ask someone to stop.
- Verbalize your expectations with your date. Talk about boundaries.
- Trust your instincts. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.

Bystander Intervention

Bystander intervention focuses on helping individuals understand and become more sensitive to crimes of sexual assault, domestic violence, dating violence, and stalking by providing prevention and interruption skills. The bystander role includes interrupting situations that could prevent an assault before it happens. It involves speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking. The following are bystander strategies that may be utilized.

- Bystanders should notice the incident taking place and should evaluate the situation to determine whether or not it is an emergency.
- Determine if someone needs assistance.
- Assume responsibility. Be ready to intervene even if others do not.
- Speak up if you see someone intentionally getting someone else drunk.
- Speak up if you see a friend leaving with someone he/she knows is drunk.
- Remind friends that sexual contact with an intoxicated person is against the law.
- Attempt to help. This may include helping a person to leave the situation, confront a behavior, diffuse a situation, or call for other support/security.
- Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary. Keep yourself safe. Call the police any time that you feel it is necessary
- If you choose to intervene, distractions or diversions may be viable strategies that can stop an aggressor from continuing his/her actions.

Campus Victims' Rights

A student or employee who reports to the College that he/she has been a victim of domestic violence, dating violence, sexual assault, or stalking shall be provided with a written explanation of the student or employee's rights and options as described below. The written information may be a copy of the College's most recent Annual Security Report. This will be provided whether the offense occurred on or off campus,

Procedures to follow after an occurrence of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

The first priority for a victim of a domestic violence, dating violence, sexual assault or stalking, is to get to a place of safety. The victim should then obtain necessary medical treatment. These crimes should be reported as soon as possible to the **College Police Department** (818) 409-5911, the **Dean of Student Affairs** (818) 240-1000 ext. 5594, the **Health Center** (818) 240-1000 ext. 5909 and/or **local area law enforcement** (dialing 911). If you are a victim of a domestic violence, dating violence, sexual assault or stalking, time is also a critical factor for the preservation of evidence that may be helpful for criminal prosecution or for obtaining a protection order.

- Do not wash or clean, change clothes, use the restroom, brush teeth, or drink anything until a medical exam can be provided and evidence collected.
- Do not clean or straighten up the area where the assault occurred.
- Do not attempt to cover up any injuries with make-up, lotions or creams.

Notification to Law Enforcement

A victim of domestic violence, dating violence, sexual assault or stalking has the option to report the offense directly to the college police (818) 409-5911 or local area law enforcement (dialing 911). Or, if the victim prefers, college personnel will assist a victim by notifying the appropriate law enforcement authorities. Filing a police report will not obligate the victim to prosecute. A victim also has the option to decline to notify such authorities. The City of Glendale Police Department will be notified of any domestic violence, dating violence, sexual assault or stalking investigation that occurs on campus.

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

Where applicable, a victim may have the right to be notified of protection orders, no contact orders, or similar lawful orders issued by a criminal, civil, or tribal court.

- An Emergency Protective Order (EPO) is an order issued by a judicial officer upon request by a peace officer under *Family Code Section 6250*. The purpose of this order is to provide for immediate and short-term protection.

- Temporary Restraining Orders (TRO's) may be requested by a victim from the Los Angeles County Superior Court. The nearest Los Angeles County Superior Court location to the Glendale Community College campuses is located at 600 E. Broadway, Glendale, Ca. 91206.
- Criminal Prosecution: A victim may or may not request criminal prosecution. The Glendale Community College Police Department strongly encourages a victim to prosecute criminal acts; however they are under no obligation to do so.
- Civil prosecution: A victim may also pursue civil remedies through the civil court system. You may contact the Los Angeles County Superior Court Civil Department at (818) 500-3551 for more information.

Rights to Confidentiality

The victim's name/identity of a domestic violence, dating violence, sexual assault or stalking crime will be kept confidential upon request of the victim per Penal Code Section 293 and Government Code Section 6254 (f). To protect the privacy of the individuals involved, the District will not release names without the consent of those involved unless the release is essential to the health and safety of the victim, or the campus community, or in fulfillment of the legal obligations of the College.

On/Off Campus Services

On Campus Services

Counseling and community resource referrals are available for victims of domestic violence, dating violence, sexual assault and stalking from the College through the:

- Health Center located on the Main Campus, San Rafael Building first floor, (818) 240-1000 ext. 5909
- Community resource referrals for domestic violence programs are also available to enrolled non-credit students at the Garfield Campus, Tropico building, room 200, (818) 240-1000 ext. 5035, or ext. 5678 after 4:30 p.m.

Off Campus Services

Counseling and local support services outside the College may be obtained through:

- Peace Over Violence: 892 N. Fair Oaks Ave. Suite # D, Pasadena, Ca. 91103 (626) 793-3385 (West San Gabriel Valley), (213) 626-3393 (Central Los Angeles), and (310) 392-8381 (South Los Angeles)
- Peace Over Violence Stalking Hotline: (877) 633-0044

- East Los Angeles Women's Center Rape and Battering Hotline: (800) 585-6231
- Rape Treatment Center, Santa Monica-UCLA Medical Center: (310) 319-4000
- The Glendale YWCA Domestic Violence Hotline (818) 242-1106
- Center for the Pacific Asian Family: (for Korean, Japanese language) (800) 339-3940
- The California Coalition Against Sexual Assault (916) 446-2520
- RAIN-Rape/Abuse/Incest/National Hotline (800) 656-4673
- The National Domestic Violence Hotline (800) 799-7233

Changes in Academic/Work/Living/Transportation Situation

When President Obama signed into law the new amendment to the Violence Against Women Act, it also included a provision for colleges to assist a student or employee requesting an academic/work/living/transportation situation change following an alleged report of domestic violence, dating violence, sexual assault or stalking incident. Changes may be made if they are reasonably available. While Glendale Community College does not have housing and while modes of transportation to the campus are generally voluntary, the Dean of Student Affairs and/or the Human Resources Director may provide assistance to a student or employee to change such things as a change of class, assistance in working with instructors on "make up" assignments or tests, working with other college services on behalf of the student, etc. To request a student academic change please contact the Dean of Student Affairs at (818) 240-1000 ext. 5594. To request a work situation change please contact the Office of Human Resources at (818) 240-1000 ext. 5921.

Disciplinary Proceedings/Standard of Evidence

Glendale Community College District is committed to providing a fair and impartial process for an institutional disciplinary proceeding of reported domestic violence, dating violence, sexual assault or stalking. The standard of evidence used during an institutional disciplinary process will be a preponderance of evidence. This definition is the same as is used in most civil courts, and is not the standard of beyond a reasonable doubt. The preponderance of the evidence means that the offence "more likely than not" occurred. The proceedings will be conducted by officials who receive annual training related to domestic violence, dating violence, sexual assault, and stalking, including training that protects the safety of victims and promotes accountability.

Procedures for Campus Disciplinary Action

Glendale Community College has a process for handling disciplinary matters involving reports of domestic violence, dating violence, sexual assault and stalking. The new amendment to the Violence Against Women Act also includes provisions for both the accuser and the accused to have another person be present during the disciplinary hearing. Similarly, the accuser and the accused have the right to be informed of the outcome of any disciplinary proceeding. They both have right to appeal the results. Any changes to the proposed disciplinary action must include notification to the parties that were involved before the final disciplinary action takes place.

Sanctions and Protective Measures

The District may impose sanctions following a final determination of an institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault, and stalking. For students, that may include but not be limited to suspension or expulsion. For employees, disciplinary action may include but is not limited to a reprimand, suspension, or release from employment.

Registration of Sex Offenders

State law requires that all sex offenders attending the College register with the College Police Department within 5 business days of enrollment or employment with the College, in addition to registering with the police department of the city they reside in. Information on registered sex offenders attending the campus may be obtained by viewing the California Department of Justice Online Megan's Law Website at www.meganslaw.ca.gov, or by calling the California Department of Justice Sex Offender Tracking Program at (916) 227-4974.

Crime Statistic Data

The following crime statistic data has been prepared by the Glendale Community College Police Department. The data collected was reported using the Uniform Crime Reporting procedures as set forth by the Federal Bureau of Investigation and the California Department of Justice. Crime statistics are collected from the College Police Department, Dean of Student Affairs, Campus Security Authorities (CSA's), and local law enforcement agencies. Crime statistics disclosed are those that were reported to have occurred on Glendale Community College District campuses, non-campus property owned or controlled by Glendale Community College, and public property immediately contiguous/adjacent to the Glendale Community College District campuses, as required by the Clery Act. Glendale Community College does not have any on-campus student housing facilities.

MAIN CAMPUS

	On Campus			Public Property			Non-Campus		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder	0	0	0	0	0	0	0	0	0
Manslaughter-Negligent	0	0	0	0	0	0	0	0	0
Manslaughter-Non-Negligent	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible									
Rape	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault w/ object	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	3	0	0	0	0	0	0
Sex Offenses/Non-Forcible									
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Dating Violence	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Stalking	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Robbery	2	1	0	1	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	3	4	6	0	0	0	0	0	0
Vehicle Theft	2	2	0	0	0	0	2	0	1
Arson	0	0	0	0	0	0	0	0	0
Special Category Arrests									
Weapons Offenses	1	1	0	0	0	0	0	0	0
Drug Violations	5	1	3	2	3	4	2	0	0
Liquor Laws	0	2	1	0	3	0	0	0	0
Disciplinary Referrals									
Weapons Offenses	0	0	0	0	0	0	0	0	0
Drug Violations	0	1	0	0	0	0	0	0	0
Liquor Laws	0	1	0	0	0	0	0	0	0

Hate Crimes

2011: There were no on-campus, public property or non-campus hate crimes reported.

2012: There were no on-campus, public property, or non-campus hate crimes reported.

2013: There were no on-campus, public property, or non-campus hate crimes reported.

Additional footnote information

There are no statistics listed for domestic violence, dating violence and stalking for calendar years 2011 and 2012 due to the Violence Against Women Act (VAWA) amendments to the Clery Act requiring colleges to list statistics for 2013 only.

*The following crime statistics were reported to have occurred outside the geographic locations and time requirements mandated for reporting by the Clery Act. They are provided for informational purposes only.

*A 2013 Robbery (strong arm) was reported to have occurred at the bus stop on Canada Blvd north of the fork with Verdugo Rd.

*A 2013 Burglary was reported to have occurred in the Main Campus non-campus property located at the Glendale Civic Auditorium Parking Structure, however this occurred during a date and time Glendale Community College did not have control over the property.

*A 2013 Stolen Vehicle was reported to have occurred at the Main Campus non-campus property at the Pasadena Aquatics center. However this occurred during a date and time when Glendale Community College did not have classes at the property.

*A 2013 Burglary was reported to have occurred at the Main Campus non-campus property at the Pasadena Aquatics Center, however this occurred during a date and time when Glendale Community College did not have classes at the property.

*Crime Statistics received from the Los Angeles Police Department for GCC classes held in the Whiteman Airport Hartmann Hangar could not specify if any Clery Act crimes occurred in the actual leased/controlled property at the time GCC classes were being held. However there were three 2013 domestic violence incidents reported to have occurred at Whiteman Airport.

*Crime statistics received from the Baja California State Police in Mexico could not specify if any Clery Act crimes occurred at the GCC owned "Estacion del mar Cortes" field station in Bahia De Los Angeles. Statistics for the overall region included two homicides, three robberies, three burglaries, and one illegal weapon possession in 2013.

GARFIELD CAMPUS

	On Campus			Public Property			Non-Campus		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder	0	0	0	0	0	0	0	0	0
Manslaughter-Negligent	0	0	0	0	0	0	0	0	0
Manslaughter-Non-Negligent	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible									
Rape	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault w/ object	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses/Non-Forcible									
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Dating Violence	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Stalking	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Special Category Arrests									
Weapons Offenses	0	0	0	0	0	1	0	0	0
Drug Violations	0	0	0	1	1	0	0	0	0
Liquor Laws	0	1	0	0	0	0	0	0	0
Disciplinary Referrals									
Weapons Offenses	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0

Hate Crimes

2011: There were no on-campus, public property, or non-campus hate crimes reported.

2012: There were no on-campus, public property or non-campus hate crimes reported.

2013: There were no on-campus, public property or non-campus hate crimes reported.

Additional footnote information

There are no statistics listed for domestic violence, dating violence and stalking for calendar years 2011 and 2012 due to the Violence Against Women Act (VAWA) amendments to the Clery Act requiring colleges to list statistics for 2013 only.

PROFESSIONAL DEVELOPMENT CENTER

	On Campus			Public Property		
	2011	2012	2013	2011	2012	2013
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Sex Offenses/Forcible						
Rape	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0
Sexual Assault w/ object	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0
Sex Offenses/Non Forcible						
Statutory Rape	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Domestic Violence	N/A	N/A	0	N/A	N/A	0
Dating Violence	N/A	N/A	0	N/A	N/A	0
Stalking	N/A	N/A	0	N/A	N/A	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary		0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0		0	0
Special category Arrests						
Weapons Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	1
Liquor Laws	0	0	0	0	0	0
Disciplinary Referrals						
Weapons Possession	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0

Hate Crimes

2011: There were no on-campus or public property hate crimes reported.

2012: There were no on-campus or public property hate crimes reported.

2013: There were no on-campus or public property hate crimes reported.

Additional footnote information

There are no statistics listed for domestic violence, dating violence and stalking for calendar years 2011 and 2012 due to the Violence Against Women Act (VAWA) amendments to the Clery Act requiring colleges to list statistics for 2013 only.

The Professional Development Center does not have a non-campus category because it does not have any leased property.

The Glendale Police Department database for crime records does not have the ability to search for crime statistics in the public alleyway that bisects the Professional Development Center building and parking lot.