

Glendale Community College District

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Administrative Regulation

REPORTING OF CRIMES

Employees of Glendale Community College District who are witnesses or victims of a crime should immediately report the crime to the Glendale Community College District College Police Department or the Glendale Police Department.

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the College Police Department or the Glendale Police Department. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct employees of the College Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Chief of Police if the complainant consents.

The District shall publish warnings to the campus community about the following crimes that are considered to represent a continuing threat to other students and employees:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;

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- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to Glendale Police Department, Burbank Police Department, Pasadena Police Department and the Sheriff's Department.

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued to students, faculty and staff through all available notification systems, including but not limited to email, social network, college website and newspaper, etc. The information shall be disseminated by the Chief of Police in a manner that aids the prevention of similar crimes.

Anyone with information warranting a timely warning should report the circumstances to the College Police Department by phone at (818) 409-5911 or Ext. 4000 from a campus phone, or in person at the Sierra Madre Building.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information. Reporting of these crimes is mandated by the Jeanne Clery Act, also known as the **Jeanne Clery** Disclosure of Campus Security Policy and Campus Crime Statistics **Act**.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and

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employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the College Police Department, Garfield Campus and Professional Development Center or at the website address www.glendale.edu/cleryact.

To Report a Crime:

Contact the College Police Department at 818-409-5925 for non-emergencies. For emergencies, dial 818 409-5911 or Ext. 4000 on any campus phone or 9-1-1. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the College Police Department. In addition you may report a crime to the following areas:

- Dean of Student Affairs
818-240-1000, Ext. 5594

- Dean of Student Services
818-240-1000, Ext. 5195

- Program Manager, Health Services
818-240-1000, Ext. 5189

- Chief Human Resources Officer
818-240-1000, Ext. 5165

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the College Police Department, Health Center, Human Resources or the Dean of Student Affairs 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 District can keep an accurate record of the number of incidents involving students, 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 crimes statistics for the institution.

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The College Police encourage anyone who is the victim or witness to any crime to promptly report the incident to the College Police. Because police reports are public records under state law, the College 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 campus security authorities as identified below. Confidential reports of crime may also be made to:

- the Chief Human Resources Officer
- the Vice President of Administrative Services
- the Vice President of Instructional Services
- the Vice President of Student Services
- the Chief of Police

Required Reports to Local Law Enforcement Agency:

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency.

References:

- Education Code Sections 212, 67380, 67383 and 87014;
- Penal Code Sections 245 and 422.55;
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
- 20 United States Code Section 1232g;
- 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;
- Campus Security Act of 1990
- Accreditation Standard III.B.1 (2014)

See Board Policy 3515

Adopted: 05/12/15