



**GLENDALE  
COMMUNITY  
COLLEGE  
DISTRICT  
2018  
ANNUAL  
SECURITY  
REPORT**



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## **Introduction**

The Glendale Community College District Police Department is dedicated to providing a safe environment for students, employees, and the public who visit our respective campuses. The College Police Department is open seven days a week and is staffed by sworn peace officers, communication and records specialists, 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 District 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 Verdugo, Garfield, and Montrose (Professional Development Center or "PDC") campuses, the public property immediately adjacent and accessible to those campuses, and non-campus locations owned and/or controlled by the Glendale Community College District.

Sincerely,

Gary J. Montecucollo

Chief of Police

## **Reporting Crimes and Other Emergencies**

Glendale Community College, also referred to as the District and/or 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 (ASR), and timely warnings (crime bulletins) can be issued if needed. Crimes that occur off-campus (not immediately adjacent to the college) 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.

On campus emergencies including in-progress crimes should be reported immediately by dialing campus phone extension 4000, or by direct dial (818) 409-5911. A crime can also be reported in-person to the College Police Department located on the Verdugo Campus, Sierra Madre Building room 153.

The City of Glendale Police Department may be contacted by dialing 9-1-1 from a cell phone or pay phone or by direct dial (818) 548-4911. From campus phones dial 9+9-1-1.

Emergency Call Boxes (ECB's) are also located on the Verdugo and Garfield Campuses. They are linked by telephone lines to the College Police Department dispatch center. When the button is pushed and the ECB is activated, it 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 speakerphone. 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. There are no ECB's at the Montrose Campus (PDC) at this time.

Non-emergencies should be reported by dialing campus phone extension 5205, by direct dial (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." See Administrative Regulation 3515: Reporting of Crime for more information.

<https://www.glendale.edu/home/showdocument?id=27662>

### **Timely Warnings (Crime Bulletins)**

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 mandated for reporting under the Clery Act and is considered by the institution to represent a serious or continuing threat to students and/or employees. The Chief of Police 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, through the College's emergency notification system-"Nixle", college emails, college social media and college website postings. Please check the "Timely Warnings" webpage for more information and updates at [www.glendale.edu/timelywarnings](http://www.glendale.edu/timelywarnings). See Administrative Regulation 3515: Reporting of Crime for more information.

<https://www.glendale.edu/home/showdocument?id=27662>

### **Preparing the Annual Disclosure of Crime Statistics**

This report was prepared by the Glendale Community College District 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, College officials designated under policy to receive crime reports and Campus Security Authorities (CSA's) - officials who have significant responsibility over student and college activities. Crime statistics from local law enforcement agencies that have jurisdiction where Glendale Community College's campuses are located, the immediately adjacent public property, and non-campus (leased or owned) properties are also included in this report. The College Police Department compiles the statistics received from the above sources into this report.

A notice of this report is distributed each year to current students and employees by college email. A copy of this report may also be viewed on our website at [www.glendale.edu/cleryact](http://www.glendale.edu/cleryact). Paper copies of this report may be obtained at the College Police Department located on the Verdugo Campus, Sierra Madre Building room 153; the Garfield Campus Tropic Building room 200; and the Montrose Campus (PDC) 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](http://www.glendale.edu/index.aspx?page=1861), the Garfield Campus homepage and the Montrose Campus (PDC) homepage. Paper copies may also be obtained by prospective students at the Admissions and Records office located on the Verdugo Campus Sierra Vista Bldg. 3<sup>rd</sup> floor, Garfield Campus Tropic Bldg. room 200, and the Montrose Campus (PDC) front desk.

Prospective employees may view this report online at the Human Resources homepage at <https://www.glendale.edu/about-gcc/employment> or may obtain a paper copy of the report from the Human Resources Department on the Verdugo Campus.

### **To Whom Clery Act Crimes Should be Reported**

Anyone with information that may prompt a timely warning to be issued and/or to report crimes for this report is encouraged to contact the College Police Department immediately, either in person at the Verdugo Campus Sierra Madre Bldg. room 153, by direct dial at (818) 409-5911 or campus phone ext. 4000.

In addition to the College Police Department, you may also report crimes to:

Dean of Student Affairs, Verdugo Campus Student Center Bldg. room 202  
818-240-1000, ext. 5594

Dean of Student Services, Verdugo Campus Sierra Vista Bldg. room 389.  
818-240-1000, ext. 5195

Program Manager, Health Services, Verdugo Campus San Rafael Bldg. 1<sup>st</sup> floor  
818-240-1000, ext. 5189

Chief Human Resources Officer, Verdugo Campus 818-240-1000, ext. 5165

Title IX Coordinator, Verdugo Campus Administration Bldg. room 125, 818 240-1000 ext. 5130

Program Director of the Montrose Campus (PDC), Main Office, 818 957-0024

Administrative Dean, Workforce Development, Continuing and Community Education of the Garfield Campus, Tropico Bldg. room 300, (818) 240-1000 ext. 5018

## **Voluntary/Confidential Reporting: Campus Security Authorities, Professional Mental Health Counselors and Crime Stoppers**

### Campus Security Authorities

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). In addition to College Police personnel, CSA's may include, but are not limited to:

- Chief Human Resources Officer 818 240-1000 ext. 5165
- Vice President of Administrative Services 818 240-1000 ext. 5210
- Vice President of Instructional Services 818 240-1000 ext. 5104
- Vice President of Student Services, 818 240-1000 ext. 5130
- Chief of Police, 818 240-1000 ext. 3120
- Faculty/staff advisors to official student clubs/organizations
- Athletic coaches and training staff

Reports made to a CSA should include personal and/or identifying information. This is important for law enforcement to investigate the information to determine if a timely warning needs to be issued to the college community, to avoid double counting crime statistics for the Annual Security Report, and to provide victims' rights information when applicable.

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

### Professional Mental Health Counselors

Confidential mental health counseling and community resource referrals are available to enrolled credit students and employees at the Verdugo Campus Health Center located on the first floor of the San Rafael Building, 818 240-1000 ext. 5909. Confidential mental health counseling and community resource referrals are available to enrolled non-credit students at the Garfield Campus, Mariposa Building, room 221, 818 240-1000 ext. 5055.

Montrose Campus (PDC) non-credit enrolled students may use the confidential mental health counseling services at the Garfield Campus or contact the Montrose Campus (PDC) Program Director who may refer them to other off campus resources.

Professional Mental Health Counselors, while acting within the scope of their license and employment, are not considered Campus Security Authorities, 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, or for issuing a timely warning.

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.

The College is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

### Crime Stoppers

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 countywide 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 College Facilities**

Glendale Community College Administrative Regulation 3501: Campus Security and Access, 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. See AR 3501 <http://glendale.edu/home/showdocument?id=18233> .

The Facilities Department is generally responsible for securing Verdugo and Garfield Campus buildings during the weekdays, while the College Police is generally responsible for securing buildings during weekends and holidays. The College Police oversees access to college buildings during hours closed to the public and college keys are provided only to authorized individuals. The Montrose Campus (PDC), under the direction of the Program Director or designee, may have contracted employees and/or Facilities open and secure doors on that campus.

Glendale Community College does not have residential housing on its campuses. Overnight parking is prohibited on all District Campuses without prior authorization from the College Police Department.

### **Security Considerations in the Maintenance of College Facilities**

The Facilities Department maintains the general college infrastructure to include such things as lighting replacement/repair, exit sign light repair, walkway and clock maintenance, refuse collection and landscaping. The Facilities Department is located on the Verdugo Campus inside the Health Sciences and Technology building on the 2<sup>nd</sup> floor. They may also be reached by phone at (818) 240-1000 ext. 5555. Problematic areas may be reported to administrators, College Police, faculty, or staff. The Montrose Campus (PDC), under the direction of the Program Director or designee, may have contracted employees and/or Facilities or College Police address security concerns. Problematic areas may be reported to the front office staff or by calling (818) 957-0024.

## **Glendale Community College District Police Department**

### **Authority**

Police officers of the Glendale Community College District 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 authorized by section 830.32(a) of the California Penal Code and 72330 of the Education Code to make arrests. They possess the same authority, and adhere to the same state-mandated standards, as municipal police officers. Therefore, under California law, the officers' jurisdiction extends to any place in the State of California for the purpose of performing their primary duty or when making an arrest pursuant to California Penal Code Section 836. However, officers concentrate their efforts on the District's three campuses and the public areas that are adjacent and near them.

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; college safety escorts for students, employees and visitors; public safety presentations, and distribution of safety brochures.

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 Communication and Records Specialists who provide 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 lost and found property. Dispatchers also work closely with college officials on the annual Air Quality Management District (AQMD) report. Similarly, Police Cadets assist with parking enforcement, traffic control, vehicle jump-starts, lost and found property and college safety escort services for students, employees, and visitors. The College Police Cadets are students who also assist with observing and reporting suspected criminal activity. Cadets and Communication and Records Specialists do not have the authority to make arrests pursuant to Penal Code section 836, but can make "private persons" arrest pursuant to Penal Code section 837.

### **Working Relationships with Local Law Enforcement / Memorandum of Understanding**

The Glendale Community College District 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 of certain criminal activity that occurs on campus as soon as is possible. The College Police Department also works with the Los Angeles County Sheriff's Department,

other law enforcement agencies in the local San Gabriel area, and State agencies such as the California Highway Patrol. A Memorandum of Understanding (MOU) is in place between the Glendale Community College District Police Department and Glendale Police Department for the investigation of alleged criminal offenses.

### **Daily Crime Log**

A Daily Crime Log listing crimes reported to the College Police Department and other campus security authorities that occur within the department's patrol jurisdiction is available for viewing upon request at the College Police Department front desk located in the Verdugo Campus, Sierra Madre Building room 153. 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. The log is updated within two business days of a crime(s) being reported. In some cases, disclosure of information may be prohibited by law or information may be withheld 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.

### **Encouragement of Accurate and Prompt Reporting of Crimes**

All members of the college community are encouraged to accurately and promptly report all crimes directly to the College Police Department and to the local law enforcement agency with jurisdiction when the victim of crime elects to, or is unable to, make such a report.

AR 3515: Reporting of Crimes <http://glendale.edu/home/showdocument?id=27662> , encourages any person to 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 college community and/or determining where there is a pattern of crime with regard to a particular location, method, or suspect.

### **Professional Mental Health Counselors Reporting Procedures**

Professional Mental Health Counselors are encouraged, if and when they deem it appropriate, to verbally 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 and Web-based report to the Department of Education.

## **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.

<https://www.glendale.edu/home/showdocument?id=36135>

### **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.

<https://www.glendale.edu/home/showdocument?id=36143>

### **Skateboarding/Rollerblading/Bicycles and Motorcycles (Administrative Regulation 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.

<https://www.glendale.edu/home/showdocument?id=2472>

### **Service Animals and Animals on Campus Policy (Administrative Regulation 3440)**

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.

<https://www.glendale.edu/home/showdocument?id=31267>

## **Security Procedures and Practice Programs for Students and Employees**

The College Police Department works closely with members of our college community to make Glendale Community College a safer place. The sharing of information through crime bulletins, department and committee meetings, all college e-mails, Twitter, Facebook, and El Vaquero articles also helps to create a better-informed college community.

It is the responsibility of every member of the college community to act in ways that promote the safety of self, others and the protection of District property. Lock your vehicles and offices when not in use; report suspicious activity to the College Police; walk with friends or known associates after an evening class or call the College Police for a safety escort. You may wish to carry a small flashlight and a whistle. AR 3500: Campus Safety <http://glendale.edu/home/showdocument?id=24914> .

- “Great California Shakeout” Earthquake Drill: Held once a year every October. Students and employees are encouraged to participate and receive helpful information towards earthquake preparedness, and are encouraged to practice the “Drop, Cover and Hold On” safety action on the day and time of the drill.
- Emergency Procedure Presentations: Offered to both students and employees multiple times throughout the year on all campuses. Topics covered include, but are not limited to, building evacuations, suspicious packages, earthquakes, and active shooter response procedures.
- Evacuation Chair Use: The College Police Department offers training to college employees on the use of evacuation chairs. Typically offered at least once a year or upon request.
- Table Top Exercises: Held at least once a year and offered to college employees on the Incident Management Team (IMT).
- Evacuation Drills: Held once a year on the Verdugo, Garfield and Montrose (PDC) campuses for both students and employees.
- Online orientation for new students also includes emergency procedure information and how to respond to different incidents.
- International Student Campus Safety Orientations: Offered approximately twice a year to students which provides evacuation procedure information as well as locations of Emergency Call Boxes and emergency contact numbers.

## **Programs that Encourage the Campus Community to Look After Each Other**

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.

- Dealing with Difficult People presentations: Typically held once a year or upon request to employees on the Verdugo, Garfield, and Montrose (PDC) campuses. These classes address de-escalation techniques for employees, how to identify and respond to when another person needs assistance and policies and procedures concerning student disciplinary referrals.
- Primary and Ongoing Dating Violence, Domestic Violence, Sexual Assault and Stalking Prevention and Awareness Programs and Campaigns: Offered to new and existing students and employees, multiple times per year during the fall and spring semesters and available online. These presentations offer risk reduction and bystander intervention information on how individuals can be responsible for their own security and intervene if needed when the security of others is at risk.

## **Crime Prevention Programs for Students and Employees**

Glendale Community College offers programs to the college community intended to address crime prevention. These programs may include but are not limited to,

- “Financial Survival Week” presented once a year to both students and employees. Members of the college community (administrators, faculty, staff, and public safety) provide valuable insight regarding financial security, privacy issues, and identity theft prevention. The Financial Survival Week has multiple presentations spanning throughout the week. Identity Theft and Fraud presentations provide tips and prevention information employees and students can use to avoid becoming a victim of these crimes.
- Campus Safety Orientation presentations are typically given twice a year during the International Student Orientation before the start of the spring and fall semesters. Important safety information is provided which includes but is not limited to, dating violence, domestic violence, sexual assault and stalking primary prevention and awareness, theft prevention regarding how to protect personal belongings, including vehicles and bicycles, as well as emergency procedures and College Police services.

- Primary Prevention and Awareness information regarding dating violence, domestic violence, sexual assault, stalking, and harassment is provided to new students as part of online orientation. Information on College Police Department services and the student code of conduct is provided as well.
- Ongoing Dating Violence, Domestic Violence, Sexual Assault and Stalking Prevention and Awareness Programs and Campaigns are also offered to existing students and employees throughout the fall and spring semesters. Risk reduction strategies that can aid in the prevention of these crimes are also included. Risk reduction information is presented in a way that discourages “victim blaming”, and provides practical steps that may prevent victimization.

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

### **Law Enforcement at Off-Campus Officially Recognized Organizations**

Glendale Community College does not have officially recognized student organizations with off-campus locations or housing facilities. College police officers, Communication and Records Specialists, 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**

#### **Possession, Use and Sale of Alcoholic Beverages**

In accordance with AR 5500: Standards of Student Conduct <http://glendale.edu/home/showdocument?id=23759> , AR 7331: Employee Drug Free Workplace <http://glendale.edu/home/showdocument?id=6233> and AR 3560: Alcoholic Beverages <https://www.glendale.edu/home/showdocument?id=36141> , Glendale Community College maintains a Drug Free Environment 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 by the possession, use and/or sale of

alcoholic beverages may be subject to arrest, citation, and/or disciplinary action. Disciplinary sanctions may include suspension, expulsion or discharge from employment.

### **Enforcement of State Underage Drinking Laws**

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.

### **Possession, Use and Sale of Illegal Drugs**

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 Administrative Regulation 5500 Standards of Student Conduct and 7331 Employee Drug Free Workplace.

### **Enforcement of Federal and State Drug Laws.**

All federal and state drug 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.

### **Glendale Community College District Drug Abuse and Alcohol Prevention Program (DAAPP) <http://www.glendale.edu/home/showdocument?id=33126>**

The Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]) specifies that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the Secretary that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, the Glendale Community College District has adopted and implemented program and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The Glendale Community College District (Verdugo, Garfield and PDC Campuses) is committed to providing a drug free environment. The institutions also prohibit the use of

tobacco products and electronic delivery devices on campus or at college/district sponsored events (Administrative Regulation 3570). Any type of drug use, including alcohol, is dangerous and potentially life threatening. Drugs and alcohol adversely affect the body, mind and behavior. The effects vary from person to person and from usage to usage. Even low doses of drugs and alcohol can impair judgment and coordination. If you use drugs or alcohol, you risk overdose, accidents, dependence, ill health, as well as legal, financial and personal problems. The federal laws against drugs are divided into two categories: possession and distribution. The penalties are severe depending upon the type of drug, quantity of the drug, and any prior offense. Simple possession of controlled substances will earn: civil fines up to \$10,000 per violation, jail sentence and denial of Federal benefits. Manufacture, sale or distribution of all scheduled drugs: prison sentence or a FELONY. (See GCC Catalog of Classes). State laws vary and may be more severe.

**District Policy** Administrative Regulation 5500 Standards of Student Conduct – States that use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages is prohibited except as expressly permitted by law and GCC regulations. Presence on campus or at a college-sponsored function while under the influence of narcotics, other legally controlled substances, or alcoholic beverages is prohibited except as expressly permitted by law and GCC regulations. A student may be suspended or expelled for violation of this policy.

Our program is as follows:

**Annual Notification:**

An annual notification will be sent to all students and employees. The notification will include:

1. Standards of conduct that clearly prohibit, at minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
2. 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;
3. A description of the health risks associated with the abuse of illicit drugs or alcohol use.
4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students;
5. A clear statement that the Institution of Higher Education (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.

In addition to the required notifications, Glendale Community College will provide and display information on the District's Drug and Alcohol Abuse Prevention Program for ALL students, faculty and staff to view as follows:

- Posters
- Student Health 101 on Health Center website
- College Police Website
- Student Affairs Website
- Class schedule
- College Catalogs
- Educational Workshops
- Digital Screens around college campuses – **(Approval with shared governance & Safety Committee)**

## **I. Standards of Conduct**

### **Employees:**

The unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on college/district property or at any of its activities is prohibited. The Glendale Community College District (GCCD) will impose sanctions, consistent with local, state, and federal law, for violations of GCCD alcohol and drug policies as stated in college policies or employee handbooks/manuals. Disciplinary action may include corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement for prosecution.

If an employee is convicted of violating criminal laws concerning alcohol or drugs, in addition to civil action, the employee may be subject to termination. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. In addition, failure to disclose previous convictions on a job application is grounds for termination.

GCCD supports the laws and regulations of the United States of America, the State of California, Los Angeles County, and the City of Glendale as well as the counties and cities in which our outreach sites are located. Each student and employee is expected to do the

same. Applicable legal sanctions under state, local, and federal law can include forfeiture of personal property and real estate, fines, revocation of driver's license, probation, parole, imprisonment, mandatory minimum sentences, and deportation for non-US citizens.

For further information, refer to Administrative Regulation 7331, Employee Drug Free Workplace, at: <http://www.gcc.edu/district/policies> Then click on the Human Resources link for more information

### **Students:**

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances and illegal drugs. In addition, the manufacture, distribution, sale, possession, consumption, use or transportation of alcoholic beverages, controlled substances and illegal drugs and/or possession of drug paraphernalia by any student on campus or district property, at any college or district-sponsored student activity, or at GCCD approved classes, field trips or activities off campus shall be strictly prohibited. This includes possession of alcoholic beverage containers.

No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on campus or at a college or district approved event off campus. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age. California under-age drinking laws will be enforced through judicial referrals and, or reporting incidents to the GCCD police department.

GCCD will impose sanctions, consistent with local, state, and federal law, for violations of GCC alcohol and drug policies and the Student Code of Conduct. Sanctions may include a verbal warning, written warning, loss of privileges, probation, suspension, expulsion from facilities and/or college, or imposition of a lesser sanction. Sanctions may also include classes, community service, referrals for appropriate counseling and/or referral to GCCD police department and or local law enforcement for prosecution. If a student is convicted of violating criminal laws regarding alcohol or drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. For further information, please review Board Policy 5500, Standards of Student Conduct, and Administrative Regulation 5500 at <http://www.gcc.edu/districtpolicies>, and then click on the Student Services link.

In addition, College Policies on Drug and Alcohol Use can be found at <http://www.gcc.edu/districtpolicies>.

The following sections of the Standards of Student Conduct pertain directly to Drug & Alcohol use, sale and possession:

- Participating in activities which are in violation of federal, state, or local laws or ordinances while on district premises or at district-sponsored or supervised activities.
- Use, possession, distribution, or sale of alcoholic beverages on college except as permitted by law.
- Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D," except as provided by law, is prohibited when on district premises.

The college will impose disciplinary sanctions on students who violate the Standards of Student Conduct. See Administrative Regulation 5500.

Note: A full version of Administrative Regulation 5500, Standards of Student Conduct – Students Rights, Responsibilities, College Safety and Administrative Due Process can be found at: <http://www.gcc.edu/districtpolicies>, then click on the Student Services link.

## **II. Legal Sanctions**

The Glendale Community College Police Department enforces all federal and state laws and local ordinances.

### **Federal:**

- A. Federal Trafficking Penalties table, obtained from the U.S. Drug Enforcement Administration (<http://222.justice.gov/dea/druginfo/ftp3.shtml>), is provided

below:

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p>
Hashish More than 10 kilograms	<p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

**State:**

In addition to the information listed above, a complete listing of California substances, how they are placed on the schedule and additional drug information, can be found at:

<http://www.leginfo.ca.gov>

**III. Health Risks**

Alcohol and drugs are toxic to the human body. Substance abuse may result in a wide array of serious health and behavioral problems and has both long and short-term effects on the body and the mind. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first-time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

**Listed below are additional Health Risks due to Alcohol Abuse****A. Alcohol Abuse**

- Known health risks include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction and fatal overdose.
- Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that result in harm to one's health, interpersonal relationships, or ability to work.

## **Substance and Possible Long-Term Effects**

### **Alcohol**

Toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment

### **Amphetamines**

Uppers, speed, crank

Loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression

### **Barbiturates**

Barbs, bluebirds, blues

Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment

### **Benzodiazepines**

(Valium, Xanax, Ativan, Dalmane, Rohypnol) benzos, downers, sleepers, tranqs, roofies  
Impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence

### **Cocaine**

Freebase coke, crack

Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations

### **Codeine**

Physical dependence, constipation, loss of appetite, lethargy, respiratory depression

### **Heroin**

H, junk, smack

Physical dependence, constipation, loss of appetite, lethargy, respiratory depression

### **Inhalants**

Ames, gas, laughing gas, poppers, snappers

Psychological dependence, psychotic reactions, confusion, frozen airway, sudden death

**LSD**

Acid

May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks

**MDA, MDMA, MOMA**

Ecstasy, "XTC"

Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia

**Marijuana (cannabis)**

Pot, grass, dope, weed, joints

Bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration

**Mescaline (peyote cactus)**

mesc, peyote

May intensify existing psychosis, hallucinations at high dose

**Methamphetamine**

Meth, crystal, chalk, ice

Increased wakefulness, increased physical activity, decreased appetite, increased respiration, rapid heart rate, irregular heartbeat, increased blood pressure, and increased body temperature

**Methaqualone**

Ludes

Coma, convulsions

**Morphine**

M, morf

Physical dependence, constipation, loss of appetite, lethargy

**PCP**

**Crystal, tea, angel dust**

Psychotic behavior, violent acts, psychosis, hallucinations at high dose



## **Psilocybin**

Magic mushrooms, shrooms

May intensify existing psychosis

## **Steroids**

Roids, juice

Cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

## **IV. Drug and Alcohol Prevention Programs and Resources**

### **Students:**

The college provides information on drug and alcohol treatment and prevention through a variety of means including seminars, courses, and Student Health Services (Health Center). Contact Student Health Services at (818) 551-5189, Monday through Thursday, 8:00 am to 9:00 pm and Friday, 8:00 am to 4:00 pm or the Vice President, Student Services Office for additional information at (818) 240-1000, extension 5128.

College Based Programs and Resources: (Note: Not all programs and resources are available at all campuses)

- Mental Health Counseling
- Student Health Services Referrals
- Crisis Counseling
- Drug & Alcohol Abuse curriculum offered at Glendale Community College
- Health Fairs (Spring)
- Referrals to Community-Based Substance Abuse and Treatment Services

### **Community Based Programs and Resources:**

Outpatient and Community Based Substance Abuse Services

Resources for Drug and Alcohol Abuse and Recovery

## **Government Programs**

### **Los Angeles Department of Behavioral Health**

<http://losangeles.networkofcare.org/mh/support/index.cfm?id=76>

### **County of Los Angeles Public Health**

<http://www.lapublichealth.org/adpa/>

1-800-564-6600

### **SAMHSA—Substance Abuse and Mental Health Service Administration**

Department of Health and Human Services

[http://www.samhsa.gov/treatment/treatment\\_public\\_i.aspx](http://www.samhsa.gov/treatment/treatment_public_i.aspx)

1-800-662-4357

### **California Department of Drug and Alcohol Programs**

<http://www.adp.cahwnet.gov/>

### **National Institute of Health Training Guide**

<http://www.niaaa.nih.gov/Publications/EducationTrainingMaterials/guide.htm>

## **Private**

### **Sober Recovery Online Resources**

<http://www.soberrecovery.com/links/californiatreatmentcenters.html>

### **Matrix Institute**

<http://www.matrixinstitute.org/>

### **Roque <http://www.roquecenter.org/index.html>**

Garden Grove, Sliding Scale

## **Community Crisis Lines**

- Students who are experiencing a Behavioral Health emergency should call 9-1-1.
- Students who need information about handling a mental health crisis should speak to a trained counselor who can help with their specific situation. On college, contact the Health Center at 818 551-5189.
- LA County Mental Health Services PMRT: (818) 832-2410

- The toll-free call is available 24-hours a day, 7-days a week. 1 (800) 273-8255-6992

**Crisis Line Resources:**

**Los Angeles County Department of Mental Health**

<http://www.dmh.lacounty.gov>

**800-854-771 – 24 Hours Bilingual**

**Los Angeles County Human Services Hotline**

<http://www.211la.org>

**Dial 211 – 24 Hours Bilingual**

**Didi Hirsch – Suicide Prevention Hotline**

<http://www.didihirsch.org>

**877-7-CRISIS or 877-727-4747**

**The Soldiers Project**

[www.thesoldiersproject.org](http://www.thesoldiersproject.org)

**877-576-5343**

**The Trevor Project**

<http://www.thetrevorproject.org>

**866-488-7386**

**Asian Pacific Counseling and Treatment Centers**

**520 S. Lafayette Park, PL. #300**

**Los Angeles, CA 90057**

**(213) 252-2100**

**Employees:**

Employees may access drug and alcohol treatment programs through the following resources:

1. Employee Assistance Plan (EAP)

Contact: Crescent Orpelli – Health Center (818) 551-5189

**Community Drug and Alcohol Treatment**

1. Adult Alcohol Treatment Center  
[www.getrecovery.com](http://www.getrecovery.com) (855) 337-2026
2. Anaheim Lighthouse (877) 959-5909

3. Tarzana Treatment Center (888) 919-8827
4. LA Addiction Treatment  
[www.hopebythesea.com/losangeles](http://www.hopebythesea.com/losangeles) (855) 876-4077

### **Substance Abuse Referral Resources**

- Al-Anon Family Groups 818-760-7122
- Alcoholics Anonymous 818-988-3001  
323-936-4343
- Alpha Recovery Center 818-502-2300
- California Dept. of Alcohol & Drug Program 800-879-2772
- Casa de las Amigas 626-979-1124
- Cocaine Anonymous 310-216-4444
- Grandview Foundation 626-797-1124
- Marijuana Anonymous 818-759-9194  
800-766-6779
- Pasadena Alcohol Recovery Center 626-744-6001

## **V. Consequences for Violations**

### **Students:**

- Administrative Regulation **5500** – Standards of Student Conduct -Student Disciplinary Procedures
  - Possible Disciplinary Sanctions:
  - Reprimand - A written notice to the student that he or she has violated the Standards of Student Conduct. The reprimand serves as documentation of the student's misconduct, and as a warning to the student that further violations may result in formal disciplinary sanctions.
  - Loss of Privileges: Exclusion from extracurricular activities, removal from college organizations, or denial of specific privileges for a designated period of time. An organization may also lose college privileges including, but not limited to, the forfeiture of official recognition by GCC.
  - Restitution: Compensation for loss, damage, or injury. Restitution may take the form of appropriate service, monetary reimbursement, or materials replacement.

- Removal from Class: Dismissal of a student from class for disruptive behavior. An instructor is authorized to remove a student from class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Dean of Student Affairs.
- Restitution: Formal action by the Disciplinary Officer to require reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation;
- Suspension: Separation of a student from GCC for a specified period, after which the student may be eligible for readmission to the college under specified conditions. There are two types of suspensions:
  - Summary Suspension: An interim suspension for good cause designed to prevent a student from endangering the health and safety of the college community, destroying or damaging GCC premises or property, or disrupting or interfering with the orderly operation of the college. A summary suspension may be imposed pending a College Judicial Board hearing, for the purpose of investigation, or as a means of relieving the tension of the college community or an individual class due to a serious infraction of the Standards of Student Conduct. A student who has been summarily suspended shall be denied access to an individual class or all GCC premises, and lose specified privileges for which he or may otherwise be eligible.
  - Disciplinary Suspension: A formal dismissal of a student for good cause. While under disciplinary suspension a student shall be denied access to an individual class or all GCC premises, and lose specified privileges for which he or she may otherwise be eligible.
- Expulsion: A permanent dismissal or separation of the student from GCC for good cause when other means of correction fail to result in acceptable conduct, or when the presence of the student causes continuing danger to the health and safety of the college community.

**Employees:**

- Administrative Regulation 7331 – [Employee Drug Free Workplace](http://www.gcc.edu/district/policies), accessible at: <http://www.gcc.edu/district/policies> (Then click on the Human Resources link)
- Subject to Legal Sanctions under State, Federal and Local laws.

**VI. Notification of the Drug Abuse & Alcohol Prevention Program (DAAPP)**

The District will broadly distribute information about the Drug Abuse & Alcohol Prevention Program to all students and employees as follows:

**Students:**

- Send initial email blast at CENSUS to all current students w/ email address on file
- Bulk mailers will be sent at CENSUS to all current students w/invalid, or no email address on file
- Distribute brochures in Counseling Office at time of appointments
- Auto-emails will be sent to new and returning students at time of registration
- Auto-mailers will be sent to new and returning students w/invalid or no email address at time of registration
- Display notification on registration website with an acknowledgement check box that information has been read
- Distribute brochures in Counseling Office at time of appointment, or at Orientation Sessions
- Continuous notification to students who apply/register AFTER the CENSUS notifications are released
  - Auto-email at time of mid-term registration
  - Auto-mailer at time of mid-term registration to students w/invalid, or no email address

**Employees**

- All current employees will be notified by email blast

**VII. Biennial Review Committee**

The Biennial Review of the Drug and Alcohol Abuse Prevention Program and Policies determines program effectiveness and consistency of policy enforcement, as well as identifies and implements changes when appropriate. Additionally, the Biennial Review ensures that the campuses enforce the disciplinary sanctions for violating standards of conduct consistently.

The Biennial Review will be done by the Safety Committee and is comprised of college-wide representation, which include: the Senate, Guild, Faculty, CSEA, Administration (Facilities, College Police, Executive VP Administrative Services, and Director Health Services), and Associated Students of Glendale Community College (ASGCC). The Safety Committee also includes following resource members: Associate VP Human Resources, District Risk Manager, Parent Support Center (Garfield Campus) and Facilities. This Committee meets monthly and is responsible to work on the planning stages of the next review on an on-going basis as well as safety issues on college.

Additionally, the Committee reviews and updates the Drug-Free College Policies with the college community as needed. This committee is appointed by the executive committee representing the following constituencies, Academic Senate, Guild- faculty union, Joint Faculty, CSEA Classified staff appointments – staff union, Administration and Manager/Confidential appoints by the Superintendent/President in consultation with the area administrator and ASAGCC appointments by the Associate Student Government.

Responsibilities of the Committee include, but are not limited to, coordination of information required in the DAAPP, updates to the DAAPP, coordination of the annual notification to employees and students and the Biennial Review Report.

Contents of the Biennial Review shall include the following:

- Description of GCC college community;
- Statement of Alcohol and Other Drug (AOD) program goals;
- Description of AOD program elements;
  - College policies & procedures
  - Notification method
  - Prevention classes
  - Resources for students
  - Resources for employees (EAP)
  - Outcome statistics
- Summaries of AOD program strengths and weaknesses;
- Procedures for distributing annual notification to students and employees;
- Copies of the policies distributed to students and employees.

### **VIII. Means of Measuring Outcomes**

The Glendale Community College District shall develop data collection and tracking measures to report program effectiveness. The following activities will be measured and evaluated: **(Subject to discussion and approval by the committee)**

- Collect data and monitor violations and disciplinary sanctions imposed;
- Collect data and monitor referrals for counseling or treatment services;
- Collect data and monitor services provided on college.
- Means of data collection for reporting purposes: **(subject to discussion and approval by the committee)**
  - Conduct periodic employee and student surveys conducted/coordinator by Dr. Ed Karpp
  - Track on-college services utilized via Counseling and/or Health Services Offices;

- Track student violations via College Police Office and Student Disciplinary Officers;
- Track student disciplinary sanctions imposed via Student Disciplinary Officers.

### **IX. Oversight Responsibility**

Oversight of Biennial Review Report is the responsibility of the Administrative Affairs Committee. Oversight responsibilities include, but are not limited to; final review and approval of information required in the DAAPP, updates to the DAAPP, changes and updates to the annual notification to employees and students, and final approval of the Biennial Review Report.

### **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 (incest or statutory rape), the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of the victim shall be treated as the alleged victim. 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**

In the event of an emergency, natural disaster or the occurrence of a hazardous condition the College must ensure the activation of a plan or procedures to protect and govern employees, students, visitors and children in childcare programs on its campuses and facilities. Glendale Community College police officers, supervisors and Incident Management Team personnel have received training in the Incident Command System (ICS), Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) models for emergency response. See AR 3505 Emergency Operations Plan <http://glendale.edu/home/showdocument?id=25149> .

### **Procedures to Immediately Notify the College Community in the Event of an Emergency**

Glendale Community College will immediately notify the college community upon confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health or safety of students and employees on the campuses.

Students and employees may be directed to evacuate buildings or the campus and assemble in safe locations depending on the type, size and location of the emergency. Evacuation Procedures may be viewed online here: <http://www.glendale.edu/about-gcc/college-police/emergency-procedures/evacuation-buildings-video> .

Similarly, students and employees may be directed to “shelter-in-place” also depending on the type of emergency. Shelter-in-Place procedures may be viewed online here: <http://www.glendale.edu/about-gcc/college-police/emergency-procedures/shelter-in-place-video> .

The college community may be notified through various methods including the “Nixle” emergency notification system, reverse college phone intercom system, college email, college website, college social media (Facebook, Twitter), electronic message sign at Mountain St. and Verdugo Rd., on-campus television screens on the Verdugo and Garfield campuses, in person from first responders, bull horns and/or emergency vehicle PA systems. The form of notification may vary depending on the nature of the emergency.

To report an emergency contact the College Police Department directly at 818 409-5911, ext. 4000 from a campus phone or to reach the City of Glendale Police Department dial 9-1-1. You may also use the nearest emergency call box, or activate the nearest fire alarm pull station in cases of a suspected or actual fire. Emergency call boxes are located on Verdugo and Garfield Campuses. There are no emergency call boxes currently at the Montrose Campus (PDC).

Further information detailing procedures for other specific emergencies are also listed in Glendale Community College's Emergency Procedures Guide. Emergency Procedures Guides are located in classrooms and offices, typically posted near the entrance/exit of each room. The Emergency Procedures Guide is also available for viewing at the College Police Department, or online at [www.glendale.edu/emergencyprocedures](http://www.glendale.edu/emergencyprocedures). Building evacuation routes are posted in campus building hallways.

### **Confirmation of Significant Emergencies or Dangerous Situations**

If a serious incident were to occur on or near one of the campuses that causes an immediate confirmed threat to the college community, the College Police Department would assume the initial responsibilities, including but not limited to; response, assessment, confirmation of the emergency, scene containment, coordination of resources, investigation and follow-up, as well as documentation of the incident.

Additionally, mutual-aid assistance may be summoned from outside law enforcement or public safety resources by the College Police to assist if there is a significant emergency. These agencies may include but are not limited to; the Glendale Police Department, Glendale Fire Department, Los Angeles County Sheriff's Department, Area-C Mutual-Aid agencies, Los Angeles County Fire Department and the California Highway Patrol.

### **Notifying the Appropriate Segments of the College Community**

The Chief of Police in conjunction with the Office of the Superintendent/President will determine what information to release about the situation and appropriately notify the affected persons. Depending on the type, size and nature of the emergency, the college community may be notified if there is a likelihood the entire college would be affected. However, in other confined and limited emergencies, only individuals in a specific area or building may be notified.

As stated above, affected persons may be notified through the "Nixle" emergency notification system (by text and/or voice dial), reverse college phone intercom system, college email, college website, college social media (Facebook, Twitter), electronic message sign, on-campus television screens, in person from first responders, bull horns and/or vehicle PA systems. Additional affected persons may be notified if required, based on the continuing assessment of the situation.

When the College follows its emergency notification procedures, it is not required to issue a timely warning based on the same circumstances; however, the College will provide adequate follow-up information to the community as needed.

## **Emergency Notification Content**

As stated above, the Chief of Police, in conjunction with the Office of the Superintendent/President is responsible for determining the content of the information released. Factors that may be taken into consideration regarding the content are the facts and circumstances known at the time about the emergency, the potential persons affected by the emergency, any appropriate information, safety actions, directions, and if any other information should be disseminated at different points in time.

## **Initiating the Emergency Notification Systems**

There are different departments and authorized individuals who have the ability to initiate the notification systems described above if there is an emergency or dangerous situation. Certain members of the College Police Department, Office of the Superintendent/President, Communication and Community Relations Office, and the Information Technology and Services Department (ITS) are some of the departments with employees that have the ability to use different notification systems. Some of the notification systems may also be operated and initiated from on and off campus locations. In the event of a fire alarm activation, the College Police and/or the Glendale Fire Department will first be notified and send first responders to the location of the alarms.

## **Mandatory Statement**

The Department of Education Handbook for College Safety and Security Reporting requires the statement that as soon as confirmation of a significant emergency or dangerous situation exists, 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.

## **Titles/Organizations Responsible for Emergency Procedures Described Above**

- Office of the Superintendent/President – prevention, assessment, notification, recovery and mitigation policies and procedures.
- Chief of Police - prevention, response, assessment, notification, recovery and mitigation policies and procedures.
- College Police Department- prevention, response, assessment, notification, recovery and mitigation policies and procedures.
- Communication and Community Relations Office – Notification
- Information Technology Services (ITS) - Notification

As stated earlier, and in addition to on campus departments and officials, local emergency response agencies, including but not limited to the Glendale Police Department, Glendale Fire Department, Los Angeles County Sheriff's department may also be responsible for emergency response and procedures for a significant emergency or dangerous situation on the campuses.

### **Disseminating Information to a Larger Community**

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, Nixle emergency notification system, city email and/or personal contact. The City of Glendale is responsible for determining the content of the notification and disseminating that information to the larger community.

### **Testing Emergency Response and Evacuation Procedures**

Scheduled evacuation drills, and/or tabletop exercises are conducted on the Verdugo, Garfield, and Montrose (PDC) Campuses at least once a year. These evacuation drills and/or tabletop exercises may be announced or unannounced. Students and employees learn the locations of the designated evacuation areas, are provided information on evacuation procedures and told when it is safe to return to the buildings.

A test of the "Nixle" emergency notification system is also conducted a minimum of once a year, typically during the Great California ShakeOut Earthquake Drill. Fire alarms are also activated during evacuation drills to further test the operation of those systems.

Evacuation drills and tabletop exercises may be conducted in coordination with the Glendale Police Department and/or Glendale Fire Department as well as a combination of other departments on the campuses. The College's Incident Management Team (IMT) meets at minimum once a year to participate in tabletop exercises.

Follow-through meetings and/or written evaluations are held after the evacuation drills and/or tabletop exercises. Participating personnel may provide input on how to improve the emergency procedures that are currently in place.

The evacuation drills and/or tabletop exercises are designed to assess how personnel meet their responsibilities during the drill, and are designed to evaluate and test the College's Emergency Operations Plan (EOP) that is in place and whether or not adjustments are needed to improve those plans.

## **Publicizing Emergency Response and Evacuation Procedures**

To keep the college community informed of the emergency procedures in place, evacuation procedure information and a link to the current Glendale Community College emergency procedures website [www.glendale.edu/emergencyprocedures](http://www.glendale.edu/emergencyprocedures) is emailed a minimum of one time per year in conjunction with the evacuation drills. Information on the College's emergency procedures may also be viewed through links attached to the new student online orientation as well.

## **Documenting Drills**

All evacuation drills and/or table top exercises are documented and contain a description of the drill, the date it was held, that start time and end time and whether it was announced or unannounced.

## **Communication with Local Agencies**

Glendale Community College has also requested the City of Glendale Police Department to notify the College Police if they learn of any situation that may require an emergency response.

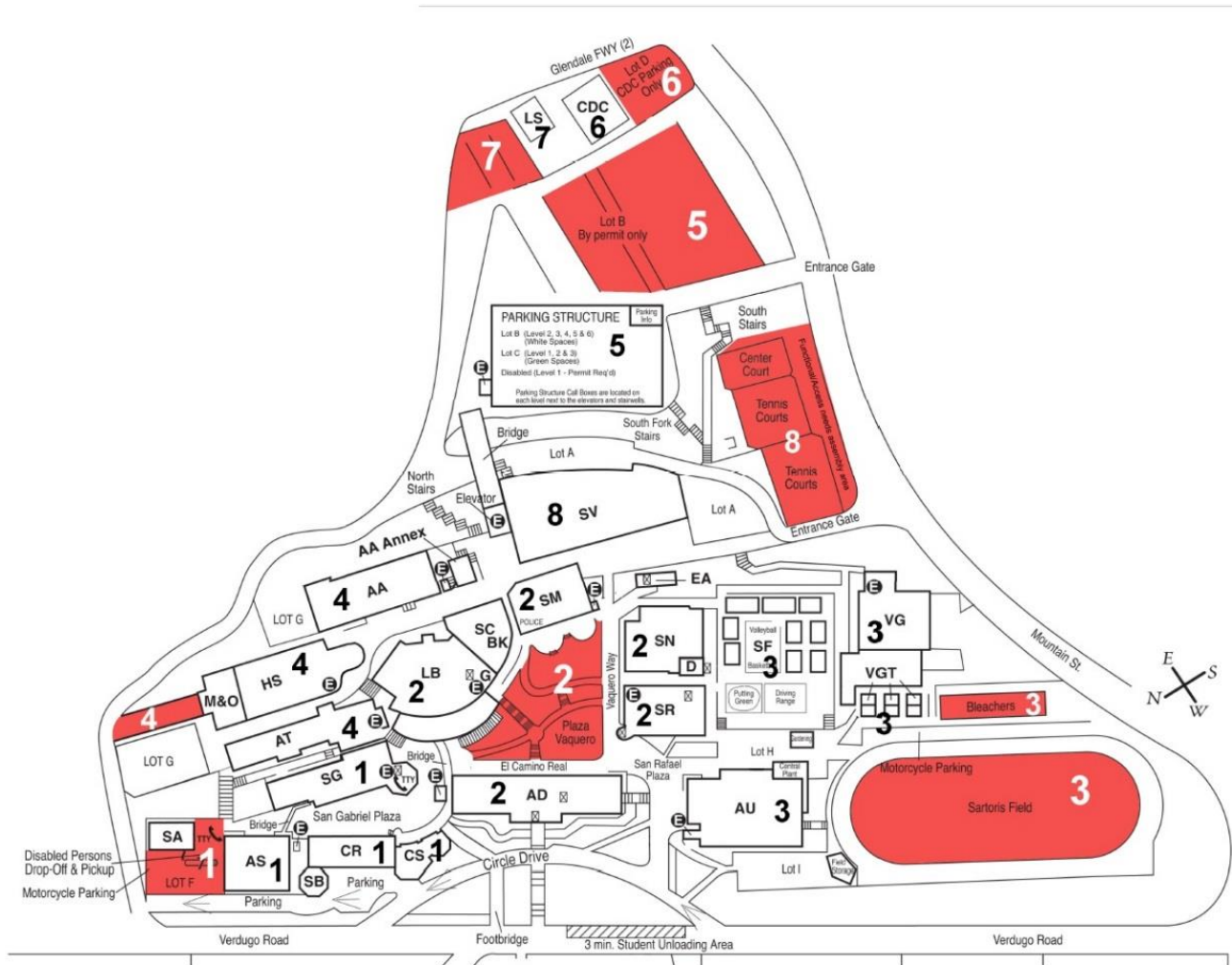
## **Emergency Notification System "Nixle"**

To receive emergency notification messages via Nixle, please text **GO GCCALERT** to **888777** to subscribe. Messages will be sent in cases of an emergency, emergency drills and/or timely warnings (crime bulletins). There is no cost to subscribe, however standard message/call rates may apply. You may also sign up online at [www.glendale.edu/alerts](http://www.glendale.edu/alerts) .

# Evacuation Areas

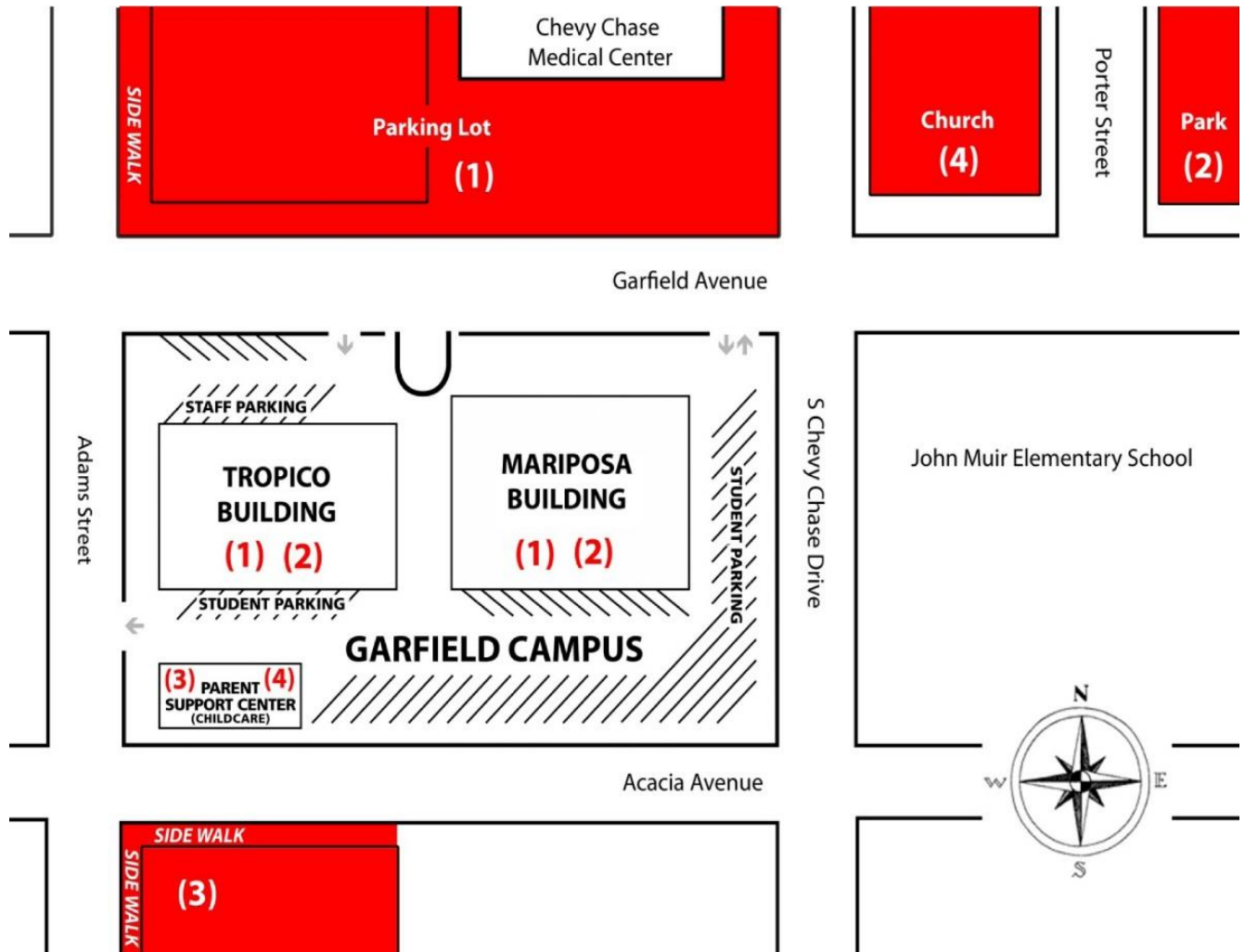
## Verdugo Campus

1. Parking Lot F
2. Vaquero Plaza
3. Sartoris Field and bleachers
4. Central Receiving
5. Parking Lot B
6. Life Skills Parking Lot
7. Parking Lot D
8. Tennis Courts



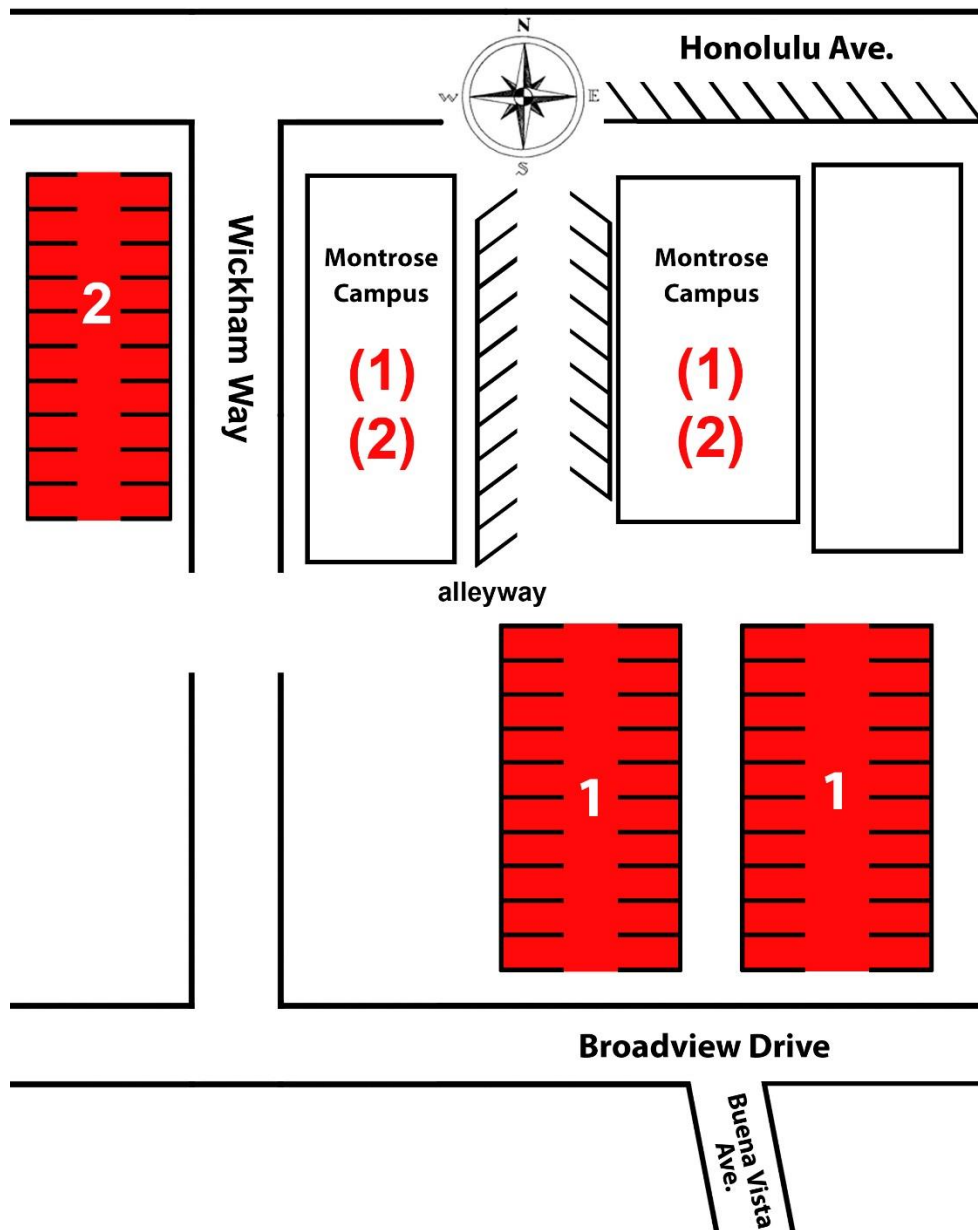
Garfield Campus

1. Chevy Chase Medical Center Parking Lot/Garfield Ave sidewalk.
2. Windsor Mini-Park (secondary evacuation area)
3. Southeast corner of Adams St. and Acacia Ave.
4. Chevy Chase Baptist Church (secondary evacuation area).



Montrose Campus (PDC)

1. South college parking lot
2. Glendale City Parking Lot at Wickham Way and Honolulu Ave (secondary evacuation area)





## **Policies, Programs and Procedures: Sexual Assault, Domestic Violence, Dating Violence and Stalking**

Under Board Policy and Administrative Regulation 3540: Sexual and Other Assaults On Campus, any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault or stalking as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization *or in a District vehicle*, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

<http://glendale.edu/home/showdocument?id=25717>

### **Educational Programs and Campaigns**

Glendale Community College offers programs that promote awareness and educate students and employees about preventing dating violence, domestic violence, sexual assault and stalking. These programs are defined as comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, informed by research or assessed for value, effectiveness or outcome, and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Glendale Community College may work with local outreach organizations to assist in these programs. Organizations may include, but are not limited to, Peace Over Violence, Neighborhood Legal Services of Los Angeles County, and the YWCA.

### **Primary Prevention and Awareness Programs**

Primary Prevention Programs are defined as programming, initiatives and strategies 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.

Awareness programs are defined as community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety, and reduce perpetration.

Glendale Community College offers Primary Prevention and Awareness Programs to new and incoming students and employees.

Primary Prevention and Awareness programs may include;

- “Dating Violence, Domestic Violence, Sexual Assault and Stalking Policy, Procedures, Rights and Information” written brochures provided during “in-person” new student orientations for the Verdugo, Garfield and Montrose (PDC) campuses.
- New student online orientation on the Moodle student web-portal.  
<https://www.glendale.edu/students/student-services/academic-counseling/orientation>
- In-person Campus Safety presentations for new International Student Orientation
- Online multi-media modules offered to new employees on the Human Resources training webpage at <http://glendale.edu/about-gcc/employment/for-staff-faculty-only> and SharePoint intranet site <https://sp.glendale.edu/hr/Pages/vawa.aspx>
- In-person presentations during faculty and classified staff institute days.
- “Dating Violence, Domestic Violence, Sexual Assault and Stalking Policy, Procedures, Rights and Information” written brochures provided during faculty and classified staff institute days.
- “Dating Violence, Domestic Violence, Sexual Assault and Stalking Policy, Procedures, Rights and Information” written brochures offered at the Human Resources Department front counter.
- Dating Violence, Domestic Violence, Sexual Assault and Stalking Primary Prevention and Awareness information and online training links offered on the [www.glendale.edu/vawa](http://www.glendale.edu/vawa) website.

The content of Primary Prevention and Awareness Programs includes the following elements.

### **Statement of Policy**

A statement that Glendale Community College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the *Clery Act* (local jurisdiction definitions are provided during Primary and Ongoing Prevention and Awareness Programs and Campaigns as well).

## Definitions

*As defined in the Clery Act;*

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling – The touching of the private body parts of another for the purposes of sexual gratification without 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.

*As defined in the California Penal Code;*

Sexual Assault: Means any non-consensual sexual act, including those acts when the victim lacks capacity to consent. Sexual assault is any forced, coerced, unwanted sexual contact. While there are specific legal definitions of rape and sexual assault in the California Penal Code (including but not limited so PC 261, 243.4, 220, 269, 285, 286, 288, 289, 311.3), sexual violence is best understood as a broader continuum of unwanted non-mutual sexual activities that range from subtle to extremely violent. Sexual assault can include, but is not limited to, the concepts of rape, sexual threats and intimidation, incest, sexual assault by intimate partners, child sexual abuse, human sexual trafficking, sexual harassment, street harassment and other forms of unwelcome, coerced or non-consensual activity. The terms *sexual violence* and *sexual abuse* are also often used to describe the wide range of activities that constitute sexual assault. - *California Coalition Against Sexual Assault*.

*The following are abridged definitions. Click on the links or visit [www.leginfo.ca.gov](http://www.leginfo.ca.gov) for full text.*

Rape- act of penile/vaginal intercourse, no matter how slight, without consent of the victim.

[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=261.&lawCode=PEN](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=261.&lawCode=PEN) CA p.c. 261

Sodomy – penetration, no matter how slight with the penis of one person with the anus of another person.

[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=286.&lawCode=PEN](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=286.&lawCode=PEN) CA p.c. 286

Oral copulation - Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another person.

[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=PEN&sectionNum=288a](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN&sectionNum=288a). CA p.c. 288a(a)

Penetration with a foreign object –.Any person who commits an act of sexual penetration when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person.

[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=289.&lawCode=PEN](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=289.&lawCode=PEN) CA p.c. 289. (a) (1) (A)

Sexual Battery – touching of the private body parts of another for sexual gratification or abuse.[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=243.4.&lawCode=PEN](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=243.4.&lawCode=PEN) CA p.c. 243.4

Unlawful sexual intercourse with a minor - Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a “minor” is a person under the age of 18 years and an “adult” is a person who is at least 18 years of age.

[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=261.5.&lawCode=PEN](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=261.5.&lawCode=PEN) CA p.c. 261.5.(a)

Incest - Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other.

[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=285.&lawCode=PEN](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=285.&lawCode=PEN) CA p.c. 285.

*As defined in Glendale Community College District’s Institutional Definition;*

Consent (in reference to sexual activity) means “Affirmative Consent”. Affirmative consent means affirmative, conscious and voluntary agreement to engage in sexual activity. It is

the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other, or others, to engage in the sexual activity.

- Lack of protest is not the same as consent.
- Lack of resistance is not the same as consent.
- Silence is not the same as consent.

Affirmative consent must be ongoing throughout a sexual activity. Affirmative consent can be revoked (taken back) at any time, including during a sexual encounter.

The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

For evaluating complaints during the College disciplinary process, it is not a valid excuse that the accused believed the complainant consented if: (A) the accused's belief arose from his or her own intoxication or recklessness, or (B) the accused did not take reasonable steps to ascertain whether the complainant affirmatively consented.

Similarly, it will not be a valid excuse that the accused believed the complainant affirmatively consented where the accused knew or reasonably should have known that the complainant was unable to consent because he or she was:

1. Asleep or unconscious.
2. Incapacitated due to the influence of drugs, alcohol, or medication, so that the other person could not understand the fact, nature or extent of the sexual activity.
3. Unable to communicate due to a mental or physical condition.

*See SB 967 and Administrative Regulation 3540*

*As defined in the California Penal Code;*

Consent (in reference to sexual activity): In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, "consent" shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a, or 289. Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent. *Penal Code section 261.6*

*As defined under the Clery Act;*

Domestic Violence: A felony or misdemeanor crime of violence committed

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

*As defined in the California Penal Code;*

Domestic Violence is defined under Penal Code section 273.5(a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000), or by both that fine and imprisonment.

(b) Subdivision (a) shall apply if the victim is or was one or more of the following:

- (1) The offender's spouse or former spouse.
- (2) The offender's cohabitant or former cohabitant.
- (3) The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.
- (4) The mother or father of the offender's child.

*As defined under the Clery Act;*

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.

- 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,
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

*As defined in the California Penal Code;*

Dating Violence is defined under Penal Code section 243(e)(1) When a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship.

*As defined under the Clery Act;*

Stalking – 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.

For the purposes of this definition:

- *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.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

*As defined in the California Penal Code;*

Stalking is defined under Penal Code Section 646.9(a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.

### **Save and Positive Options for Bystander Intervention**

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

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

The following are bystander strategies that may be utilized.

- Bystanders should notice the incident taking place.
- Determine if someone needs assistance.
- Assume responsibility. Be ready to intervene even if others do not. Do not assume someone else will intervene.
- Speak up when you hear others make sexist comments or jokes.
- Speak up if you see someone intentionally getting someone else intoxicated.
- Speak up if you see a friend leaving with someone who is intoxicated.
- Remind friends that sexual contact with an incapacitated person is against the law. There must be AFFIRMATIVE CONSENT.
- Attempt to help. This may include helping a person to leave the situation, directly confront a behavior, distract the person(s), or delegate others to help.
- Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary. Keep yourself safe. Call the police any time that you feel it is necessary
- If you choose to intervene, distractions or diversions may be viable strategies that can stop an aggressor from continuing his/her actions.



## **Risk Reduction**

Risk reduction are options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

While dating violence, domestic violence, sexual assault and stalking is ALWAYS the fault of the perpetrator, consider taking these steps that may help in lowering risk.

- Walk with friends or with others when possible to and from classes. You may also contact the College Police for a safety escort at (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 bag. 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.
- Consider engaging in group activities in the early stages of dating,
- Go to social gatherings with a friend and be responsible for each other. Arrive together, leave together.
- Have a pre-planned signal to let your friend know if someone is making you uncomfortable, that you want to leave or need help.
- When dating, consider letting a friend know whom you are dating, where you are going, and what time you plan to return.
- Meet and STAY at public places. Have a plan to arrange for your own transportation if you want to leave.
- Communicate clearly and often to your partner. Verbalize your expectations with your date. Talk about boundaries.
- Drink responsibly or not at all. Do not abuse substances that might hinder your ability to think clearly, communicate or act quickly.
- Be aware that someone who may already be sexually aggressive when sober may become more sexually aggressive when intoxicated.
- Do not accept drinks from people you do not know or trust. Keep your drink with you at all times.
- Trust your instincts. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.

***Information regarding “Procedures Survivors Should Follow after an Assault and “Procedures the College will take after an Assault is Reported” is also provided in the Primary Prevention and Awareness campaigns and are described below.***

## Ongoing Prevention and Awareness Campaigns

In addition to the Primary Prevention and Awareness Programs provided to incoming students and new employees, Glendale Community College also provides Ongoing Prevention and Awareness Campaigns for existing students and employees.

Ongoing Prevention and Awareness Campaigns means programming, initiatives and strategies that are sustained over time. The programming, initiatives and strategies must also focus on increasing the understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault and stalking, using a range of strategies with audiences throughout the institution.

Ongoing Prevention and Awareness Campaigns meet the same standards as the Primary Prevention and Awareness Programs provided to incoming students and new employees, as described above.

Ongoing Prevention and Awareness Campaigns offered may include;

- Glendale Community College District Police Department Ongoing Prevention and Awareness presentations. These presentations are made in conjunction with community-based organizations such as Peace Over Violence and/or Neighborhood Legal Services of Los Angeles County. They are typically offered during “college hour” (when no classes are scheduled) multiple times during the spring and fall semesters to allow for maximum participation from the college community. These in-person presentations may also be offered to individual classes, departments, athletic teams, student organizations/clubs or community groups upon request.
- Online information, resources, policies and videos are available to existing students on the MyGCC homepage at <https://mygcc.glendale.edu/psmygcc/login.asp> .
- Online information, resources, policies and videos are available to existing employees on the SharePoint intranet site at <https://sp.glendale.edu/hr/Pages/vawa.aspx>
- College emails are sent to current students notifying them of the availability this training, information, policies and resources. These emails are sent multiple times per year.
- College emails are sent to all existing employees notifying them of the availability of this training, information, polices and resources. These emails are sent multiple times per year.
- Events During Sexual Assault Awareness Month in April
- Denim Day events

- Theater performances, art exhibits and work-shops.
- The College Police Department also provides written literature on domestic violence, sexual assault, stalking and the rights of crime victims (Marsy's Law). Los Angeles County District Attorney pamphlets regarding these crimes and rights are available at the College Police Department located on the Verdugo Campus, Sierra Madre Building room 153.
- The Health Center also offers written literature relating to the understanding and identifying of date rape and abusive relationships.

Different methods used to promote Ongoing Prevention and Awareness Campaigns range from:

- All student/employee college emails with links to websites with information, resources and training.
- College VAWA webpage postings at [www.glendale.edu/vawa](http://www.glendale.edu/vawa) ,
- Social media posts to GCC's Twitter and Facebook pages,
- GCC's main website news feed,
- Weekly College Events Bulletins sent through college email.
- Campus television screens on both the Verdugo and Garfield Campuses.

### **Procedures Survivors Should Follow in the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault, or Stalking**

The first priority for a victim of dating violence, domestic violence, sexual assault or stalking is to get to a place of safety away from the attacker. Seek medical care as soon as possible. Even if you do not have any visible physical injuries, you may be at risk of becoming pregnant or acquiring a sexually transmitted disease. Contact someone who may help you such as law enforcement, your local rape crisis center or a person you trust.

#### **Preservation of Evidence**

If you are a victim of dating violence, domestic violence, sexual assault or stalking, time is also a critical factor for the preservation of evidence that may be helpful for proving the criminal offense occurred or may be helpful in obtaining a protection order. Completing a forensic examination would not require someone to file a police report, however having a forensic examination will help preserve evidence in case you decide at a later date to file a police report. It is ideal to collect forensic evidence from the body within 72 hours.

However, a victim should not refrain from reporting an assault simply because there has been a delay.

- Do not wash your hands, bathe yourself, use the restroom, brush your teeth, or drink anything until a medical exam can be provided and evidence collected.
- Consider remaining in the clothing worn during the assault or putting the clothing in a paper bag (not plastic) so that it can be entered into evidence.
- Do not clean or straighten up the area where the assault occurred.
- Note names/descriptions of other people who may have witnessed, been present in the area or have knowledge of the assault.

Sexual assault forensic examinations may be obtained at the San Gabriel Valley Medical Center located at 438 W. Las Tunas Drive, San Gabriel, CA. 91776. (877) 209-3049

### **How and to Whom the Alleged Offense should be Reported**

These crimes should be reported as soon as possible to the College Police Department by direct dial at (818) 409-5911 or college extension 4000, or local area law enforcement by dialing 9-1-1. You may also report the offense to;

- Dean of Student Affairs (818) 240-1000 ext. 5594
- Title IX Coordinator (818) 240-1000 ext. 5130
- Program Manager of Health Services (818) 240-1000 ext. 5189
- Dean of Student Services (818) 240-1000 ext. 5195
- Chief Human Resources Officer (818) 240-1000 ext. 5165
- Program Director of the Montrose Campus (PDC) (818) 957-0024
- Administrative Dean, Continuing and Community Education of the Garfield Campus (818) 240-1000 ext. 5018

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

- Peace Over Violence (626) 793-3385 (West San Gabriel Valley), (213) 626-3393 (Central Los Angeles), and (310) 392-8381 (South Los Angeles)
- Sexual Assault Response Team (877) 209-3049
- Neighborhood Legal Services of Los Angeles County (800) 433-6251
- YWCA (818) 242-1106
- RAINN-Rape/Abuse/Incest/National Network Hotline (800) 656-4673
- Rape Treatment Center Santa Monica-UCLA Medical Center (310) 319-4000
- East Los Angeles Women's Center Rape and Battering Hotline (800) 585-6231

## **Options to Notify Law Enforcement and College Authorities**

A victim of dating violence, domestic violence, sexual assault or stalking has the option to report the offense directly to the College Police by direct dial (818) 409-5911, by college phone extension 4000 or by contacting local area law enforcement by dialing 9-1-1.

## **Assistance from College Authorities in Notifying Law Enforcement**

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

The City of Glendale Police Department will be notified of any dating violence, domestic violence, sexual assault or stalking report that is reported to have occurred on any of the College campuses.

## **Declining to Notify Law Enforcement**

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

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

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

Below are different legal options available under certain circumstances. This information is also available in the "Dating Violence, Domestic Violence, Sexual Assault and Stalking Policy, Procedures, Rights and Information" brochure, which can be viewed at [www.glendale.edu/vawa](http://www.glendale.edu/vawa) or picked up at the College Police Department located on the Verdugo Campus in Sierra Madre Bldg. room 153.

- An Emergency Protective Order (EPO) is an order issued by a judicial officer upon request by a peace officer under *Family Code Section 6250*. The purpose of this order is to provide for immediate and short-term protection to victims of dating violence, domestic violence, sexual assault and stalking. Emergency Protective Orders may be obtained by a peace officer investigating a report of these crimes. Contact local law enforcement by dialing 9-1-1 or the College Police Department by direct dial 818 409-5911 or ext. 4000 from a college phone if you believe you are in immediate need of an EPO.
- 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. Applications for temporary restraining orders may be obtained and filed at the Civil Department located in Room 279. (818) 265-6497. The application must first be approved by a judicial officer before a Temporary Restraining Order is issued.
- 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. A victim may contact the Los Angeles County District Attorney's Office, 600 E. Broadway Room 280, Glendale, Ca. 91206, (818) 500-3593, the City of Glendale Police Department located at 131 N. Isabel St. Glendale, Ca. 91206 (818) 548-4840, or the Glendale Community College District Police Department, 1500 N. Verdugo Rd. Glendale, Ca. 91208 (818) 551-5205.
- Civil prosecution: A victim may also pursue civil remedies through the civil court system. Contact the Los Angeles County Superior Court Civil Department 600 E. Broadway, Room 279, Glendale, Ca. 91206 or call (818) 265-6497.
- Rights of Crime Victims: Victims of crime or a family member of a victim have many rights throughout the criminal justice system. Information pamphlets regarding the Victims' Bill of Rights Act of 2008: "Marsy's Law" are available in the College Police Department lobby on the Verdugo Campus, Sierra Madre Building Room 153, or at the Los Angeles County District Attorney's Office, 600 E. Broadway Room 280, Glendale, Ca. 91206, (818) 500-3593.
- College Orders of Protection: Under Board Policy and Administrative Regulation 3435: Discrimination and Harassment Investigations, the College may take measures to protect a complainant who reports being the victim of these crimes. These protective measures may include; prohibiting the accused individual from having any contact with the complainant, by providing escorts to ensure that the

complainant can move safely between classes and activities, ensuring the complainant and alleged perpetrator do not attend the same classes or work in the same work area, and preventing offending third parties from entering the college. Orders of protection may be requested from the College's Title IX Coordinator (818) 240-1000 ext. 5130, Dean of Student Affairs (818) 240-1000 ext. 5594 and/or Chief Human Resources Officer (818) 240-1000 ext. 5165.

## **Procedures Glendale Community College Will Follow In the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking**

### **Protection of Confidentiality of Victims and other Necessary Parties**

Glendale Community College will maintain the identity of any alleged victim or witness or third party reporter of domestic violence, dating violence, sexual assault or stalking on District property, as defined above, in confidence unless the alleged victim or witness, or third party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults or stalking on District property shall be referred to the District's Public Information Office (Communications and Community Relations Office), which shall work with the College Police Department to assure that all confidentiality rights are maintained.

Alleged victims of domestic violence, dating violence, sexual assault or stalking are also required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

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 college community, or in fulfillment of the legal obligations of the College.

The College will keep an investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the College may weigh the request for confidentiality against the following factors; the seriousness of the alleged harassment; the complainant's age; whether there have been other complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the College as an "educational record" under the Family Educational Rights

and Privacy Act. The College will inform the complainant if it cannot maintain confidentiality.

It is important for a victim to know that certain information concerning details of the offense and the actual investigation of these crimes may be given to other College employees or to outside persons or organizations under contract with the College to investigate the offense.

### **Publicly Available Recordkeeping**

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

### **Confidential Accommodations or Protective Measures**

The College will also maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures. The College may disclose information about a protective measure to an individual found to have engaged in domestic violence, dating violence, sexual assault or stalking when the protective measure/sanction directly relates to the victim. For example, the College may inform the accused individual they must stay away from the victim.

### **On/Off Campus Services**

The College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. Currently there are no on-campus services for mental health, legal assistance, and visa and immigration assistance and student financial aid on the Montrose Campus (PDC). However, some of these services are available to Montrose Campus (PDC) students at the Garfield Campus.



### On Campus Services

- Confidential health and mental health counseling is available at the Health Center located on the Verdugo Campus, San Rafael Building first floor, (818) 240-1000 ext. 5909
- Mental health counseling is available to enrolled non-credit students at the Garfield Campus, Mariposa Building, room 221, (818) 240-1000 ext. 5055.
- Mental health counseling is available to enrolled non-credit students of the PDC Campus at the Garfield Campus, Mariposa Building, room 221, (818) 240-1000 ext. 5055.
- Visa/Immigrations services are available through the International Student Program Office located on the Verdugo Campus, San Rafael Building 2<sup>nd</sup> floor. 818 240-1000 ext. 5439, 6645 & 5440.
- Citizenship services are available to enrolled non-credit students at the Garfield Campus Citizenship Center Mariposa Building room 105, (818) 240-1000 ext. 5719.
- Legal, Medical and Housing Community Resource referrals for enrolled non-credit students are available through the Garfield Campus Mariposa Building room 221, (818) 240-1000 ext. 5035
- Student Financial Aid services are available through the Financial Aid Office located on the Verdugo Campus, San Fernando Complex room 110. 818 240-1000 ext. 5916
- Academic Counseling services are available through the Academic Counseling Center located on the Verdugo Campus, San Rafael Building 2<sup>nd</sup> floor. 818 240-1000 ext. 5918
- Academic Counseling services are available to non-credit enrolled students at the Garfield Campus Counseling Center located in Mariposa Building room 221 (818) 240-1000 ext. 5055

- Extended Opportunity Programs and Services (E.O.P.S) for students who have been affected by economic, language, social and educational barriers is available at the EOPS Building located on the Verdugo Campus 818 240-1000 ext. 6900

### Off Campus Services

- Peace Over Violence: (626) 793-3385 (West San Gabriel Valley), (213) 626-3393 (Central Los Angeles), and (310) 392-8381 (South Los Angeles), Stalking Hotline: (877) 633-0044
- Neighborhood Legal Services of Los Angeles County (800) 433-6251
- East Los Angeles Women's Center Rape and Battering Hotline: (800) 585-6231
- Rape Treatment Center, Santa Monica-UCLA Medical Center: (310) 319-4000
- Sexual Assault Response Team (SART) San Gabriel Valley Medical Center (877) 209-3049
- 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
- RAINN-Rape/Abuse/Incest/National Network Hotline (800) 656-4673
- The National Domestic Violence Hotline (800) 799-7233
- Los Angeles County District Attorney's Victim Assistance Program (800) 380-3811

### **Changes in Academic/Work/Living/Transportation Situation**

The College will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures following an alleged report of domestic violence, dating violence, sexual assault or stalking incident regardless of whether the victim chooses to report the crime to college police or local law enforcement.

The College is obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense. Accommodations or

protective measures may be made if they are requested and if they are reasonably available. While Glendale Community College does not have housing and modes of transportation to the college are generally voluntary, the Vice President of Student Services and/or the Chief Human Resources Officer are responsible for providing 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, allowing for the withdrawal of a class without a penalty, and change of work locations and/or work schedules for employees.

When making an accommodation or protective measure, the College will take necessary steps to minimize the burden on the victim. For example, it is not appropriate to remove a victim from a class while allowing an accused individual to stay.

When deciding what accommodations or protective measures to take, the College may look at different factors, including but not limited to; the specific need expressed by the victim, the age of the parties involved, the severity or pervasiveness of the allegations, any continuing effects on the victim and if the victim and accused individual share the same class or work location.

To request a student academic situation change please contact the Vice President of Student Services at (818) 240-1000 ext. 5130. To request a work situation change please contact the Chief Human Resources Officer (818) 240-1000 ext. 5165.

## **Procedures for Disciplinary Action**

Glendale Community College is committed to providing a prompt, fair, and impartial process from the initial investigation to the final result for an institutional disciplinary proceeding of reported domestic violence, dating violence, sexual assault or stalking. The District will investigate all complaints alleging these crimes under the procedures for sexual harassment investigations described in AR 3435: Discrimination and Harassment Investigations, regardless of whether a complaint is filed with College Police or local law enforcement and regardless of where the alleged offense occurred.

<https://www.glendale.edu/home/showdocument?id=25150>

## **Types of Disciplinary Proceedings**

Glendale Community College has two types of disciplinary proceedings. Disciplinary proceedings for students and for employees. Both proceedings are formal in cases involving an alleged dating violence, domestic violence, sexual assault or stalking incident. Depending on the campus, the appropriate judicial officer or designee is responsible for conducting disciplinary proceedings involving students while the Chief

Human Resources Officer or designee is responsible for conducting disciplinary proceedings involving employees.

Disciplinary proceedings for students will be conducted in accordance with Administrative Regulation 5500: Standards of Student Conduct, while disciplinary procedures for employees will be conducted in accordance with Administrative Regulations 7365: Discipline Procedures, 7367: Disciplinary Appeals, the Education Code (87666-87669 and 87732) and any collective bargaining agreements. Regardless of whether the complainant or accused is a student or employee, all proceedings will conform to all relevant statutes, regulations, personnel policies and regulations.

### **Steps and General Overview of the Disciplinary Processes**

#### For students:

Glendale CCD Administrative Regulation 5500 controls student disciplines <https://www.glendale.edu/home/showdocument?id=23759> . AR 5500 includes the following:

- Determination of a violation of policy and appropriate sanctions. Upon receipt of a complaint, the Title IX Coordinator and/or appropriate judicial officer will conduct an investigation and make a determination if there was a violation of policy and the appropriate sanction. For all sanctions except expulsion, the Title IX Coordinator and/or appropriate judicial officer may issue the sanction to the accused student.

#### Expulsions

- Campus Judicial Board Hearings. For a violation of policy where expulsion is recommended, the Title IX Coordinator and/or appropriate judicial officer will recommend expulsion to the College Judicial Board.
- Judicial Board Hearing. The Campus Judicial Board will hold hearings where the appropriate Judicial Officer states their case and the accused student can respond.
- Judicial Board Findings. The Campus Judicial Board will make a determination if there was a violation of policy. If a violation of policy is found, a recommendation for expulsion will be made to the Superintendent/President.
- Superintendent/President recommendation to Board of Trustees. If the Superintendent/President accepts a recommendation for expulsion, the case will be referred to the Board of Trustees for review and decision.

## Appeal Procedures

An accused student may appeal any sanction using the regulation for appealing a disciplinary decision.

### For employees:

Glendale CCD Administrative Regulations 7362, 7365 and 7367, the Education Code (87666-87669 and 87732), and the relevant collective bargaining agreements control employee disciplines. <https://www.glendale.edu/home/showdocument?id=26888>  
<https://www.glendale.edu/home/showdocument?id=26889>  
<https://www.glendale.edu/home/showdocument?id=26887> . These discipline mechanisms include the following:

- Determination of a violation of policy and appropriate sanctions. The Chief Human Resources Officer or designee will make a determination if there was a violation of policy and the appropriate sanctions after an investigation is completed.
- Persons Authorized to Impose Personnel Action. The Superintendent/President or designee will receive the recommendation for sanction and may impose personnel action against the employee.
- Initiation and Notification of Charges. The Superintendent/President or designee may initiate discipline by filing a written action with the Board of Trustees.
- Administrative Hearing. The employee may appeal the recommendation for personnel action by filing an appeal. An administrative hearing may take place where the accused employee can respond.

### **Anticipated Timeline of Completion**

The College will undertake the investigation step as promptly and swiftly as possible. To that end, efforts will be made to complete the investigation process within 90 days after receipt of the complaint.

There are no anticipated timelines for student Campus Judicial Board hearings and/or employee Administrative Hearings. However all efforts are made to complete this process without unnecessary delay.

If the College imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the regulation for appealing a disciplinary decision. Appeal procedures may take up to 90 days based on the appeal procedures listed in Administrative Regulation 3435: Discrimination and Harassment Investigations.

## **Decision Making Process**

The initial decision making process in evaluating complaints and sanctions for students is made by the Title IX Coordinator and/or appropriate Judicial Officer responsible for the specific campus the student is enrolled. The Campus Judicial Board is authorized to recommend a student's permanent expulsion from the College to the Superintendent/President based on a majority decision. The Campus Judicial Board is comprised of students, faculty members, classified staff members, and one administrator. The recommendation is forwarded to the Superintendent/President for review and confirmation. In cases where the sanction is expulsion, the Superintendent/President will automatically forward the case to the Board of Trustees, which shall exercise final review and approval of all student expulsions. Any appeals will be in accordance with the appeal procedures stated in Administrative Regulation 3435: Discrimination and Harassment Investigations.

The Chief Human Resources officer shall make recommendations to the Superintendent/President for disciplinary actions against employees. The Superintendent/President may then make a "Recommendation for Personnel Action" to the Board of Trustees. An Administrative Hearing Panel will make a determination as to any disciplinary sanctions. Any appeals will be in accordance with the appeal procedures stated in Administrative Regulation 3435: Discrimination and Harassment Investigations.

## **How to File a Disciplinary Complaint**

In addition to the reporting mechanisms described above, complaints alleging, dating violence, domestic violence, sexual assault or stalking may be filed with:

- Chief Human Resources Officer, Verdugo Campus 818 240-1000 ext. 5165
- Title IX Coordinator, Verdugo Campus Administration Bldg. room 125 (818) 240-1000 ext. 5130

Complaints may be made orally or in writing within one year of the date of the alleged violation or the date on which the complainant knew or should have known of the facts underlying the complaint. If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she must file the complaint on the complaint form prescribed by the State Chancellor's Office. These approved forms are available on the GCC Human Resources and the State Chancellor's websites.

The completed form must be filed with any of the following:

- the Chief Human Resources Officer;
- the Vice President of Administrative Services,

- the Vice President of Student Services,
- the Vice President of Instruction;
- the Chief of Police;
- or the State Chancellor's Office

### **How the College Will Determine Which Type of Proceeding to Use Based on the Circumstances of an Allegation**

The College will determine which type of proceeding to use based on the type of allegation, i.e. dating violence, domestic violence, sexual assault and stalking and whether it involves students and/or employees. These proceedings will be assigned formal hearings and be conducted by the appropriate officials.

### **Standards of Evidence**

The standard of evidence used during an institutional disciplinary hearing arising from an allegation of dating violence, domestic violence, sexual assault or stalking will be a "preponderance of the evidence" standard. This standard is the same as is used in civil courts, and is not the standard of beyond a reasonable doubt. The preponderance of the evidence means that the offense "more likely than not" occurred—i.e., greater than 50% likelihood.

In evaluation of complaints involving sexual assault, it is not a valid excuse that the accused believed the complainant consented if: (A) the accused's belief arose from his or her own intoxication or recklessness, or (B) the accused did not take reasonable steps to ascertain whether the complainant affirmatively consented.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

### **Sanctions**

The District may seek to impose sanctions following a final determination of an institutional disciplinary proceeding regarding dating violence, domestic violence, sexual assault, and stalking.

Each of these crimes is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

Possible sanctions for students may include:

- Reprimand
- Loss of Privileges
- Restitution
- Removal from Class
- Administrative Hold
- Suspension:
  - Summary: Interim suspension of a student for good cause up to 10 days
  - Disciplinary: Formal dismissal of a student for good cause up to 10 days and /or one or more school terms
- Expulsion

A student may appeal a sanction issued by the Judicial Officer or the Campus Judicial Board under procedures listed in Administrative Regulation 5500.

Possible sanctions for employees may include:

- Suspension without pay
- Demotion to a lower class in which qualified
- Reduction of pay step within class; and/or
- Dismissal

An employee may appeal a sanction under procedures listed in Administrative Regulation 7367.

**Protective Measures**

All reasonable and available protective measures may be provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the College Police or local law enforcement. All efforts will be made to minimize the burden on the victim. Protective measures may include but are not limited to;

- Safety escorts
- Giving “no contact” orders
- Preventing offending third parties from entering college
- Adjusting class locations/schedules and or
- Adjusting work office locations/schedules



## **Prompt, Fair and Impartial Process from the Initial Investigation to the Final Result**

The College will make all efforts to complete proceedings within reasonably prompt timeframes according to the College's policy. Including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay. The proceedings must be conducted in a manner as follows:

- Is consistent with the College's policies and transparent to the accuser and the accused
- Includes timely notice of meetings at which the accuser or accused, or both, may be present
- Provides timely and equal access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings
- Is conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

## **Proceedings Conducted by Trained Officials**

These proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. These trainings may include online video/tutorials, webinars, and in-person trainings. The trainings, at minimum address relevant evidence and how it should be used during proceedings, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding and avoid actual or perceived conflicts of interest.

## **Same Opportunities to Have Others Present During Proceedings**

The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

## **No limitations on the Choice of Advisor**

The College may not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in the proceeding, as long as the restrictions apply equally to both parties.

## **Simultaneous Notification**

The College will simultaneously notify, in writing, both the accuser and the accused of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change of the result
- When such results become final.

## **Written Explanation of Rights**

When a student or employee reports to the College that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off the campuses, the College will provide the student or employee a written explanation of the student's or employee's rights and options as described above. A "Dating Violence, Domestic Violence, Sexual Assault and Stalking Policy, Procedures, Rights and Information" brochure is available online at [www.glendale.edu/vawa](http://www.glendale.edu/vawa) . Physical copies may also be picked up at the following locations;

- College Police Lobby, Verdugo Campus Sierra Madre Building room 153
- Health Center, Verdugo Campus San Rafael Bldg. 1<sup>st</sup> floor.
- Title IX Coordinator Office. Verdugo Campus Administration Building room 125
- Counseling Center, Garfield Campus Mariposa Building room 221
- Montrose Campus (PDC) main office front counter
- Garfield Campus Administrative Offices, Tropico Building room 300
- Dean of Student Affairs Office, Student Center Building room 212.
- Human Resources Office, Verdugo Campus.

## **FERPA (Family Educational Rights and Privacy Act)**

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

## **Terms**

*Proceeding:* All actives related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

*Result:* Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result may include any sanctions imposed by the institutions.

*Advisor:* Any individual who provides the accuser or accused support, guidance, or advice.

### **Registration of Sex Offenders**

State law requires that all sex offenders attending the College register with the College Police Department within five 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 campuses may be obtained by viewing the California Department of Justice Online Megan's Law Website at [www.meganslaw.ca.gov](http://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 District 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, 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 adjacent and accessible 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.

### **Hate Crimes**

A hate crime is a criminal offense committed against a person or property, which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin and gender identity. For the purposes of Clery Act reporting, the criminal offenses of simple assault, larceny-theft, intimidation, and destruction/damage/vandalism of property are also included in this category.

### **Unfounded Crimes**

An institution may withhold, or subsequently remove, a reported crime from its crime statistics. In the rare situations where sworn or commissioned law enforcement personnel have thoroughly investigated a reported Clery Act crime, and found through the investigation that the crime report is false or baseless, meaning the crime did not occur and was never attempted, the report may be classified as 'unfounded' and subsequently withheld from the crime statistics.

Only sworn or commissioned law enforcement personnel may "unfound" a crime report for reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and/or the failure to make an arrest do not automatically "unfound" a crime report

# VERDUGO CAMPUS

	On Campus			Public Property			Non-Campus		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses/Forcible</b>									
Rape	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	1	0	0	0	0	0	0
<b>Sex Offenses/Non-Forcible</b>									
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	1	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	1	0	0	0
Burglary	2	1	0	0	0	0	0	0	0
Vehicle Theft	1	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	1	1	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Special Category Arrests</b>									
Weapons Offenses	0	0	0	0	0	0	0	0	0
Drug Violations	2	1	1	1	3	2	1	1	1
Liquor Laws	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals</b>									
Weapons Offenses	0	0	0	0	0	0	0	0	0
Drug Violations	3	0	0	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0

## Hate Crimes

2015: There were no on-campus, public property, or non-campus hate crimes reported.

2016: There were no on-campus, public property, or non-campus hate crimes reported.

2017: There were no on-campus, public property, or non-campus hate crimes reported.

## Unfounded Crimes

2015: One unfounded crime.

2016: No unfounded crimes.

2017: One unfounded crime.

# GARFIELD CAMPUS

	On Campus			Public Property			Non-Campus		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses/Forcible</b>									
Rape	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
<b>Sex Offenses/Non-Forcible</b>									
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	1	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	2	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Special Category Arrests</b>									
Weapons Offenses	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	1	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals</b>									
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

2015: There were no on-campus, public property or non-campus hate crimes reported.

2016: There were no on-campus, public property or non-campus hate crimes reported.

2017: There were no on-campus, public property or non-campus hate crimes reported.

## Unfounded Crimes

2015: No unfounded crimes.

2016: No unfounded crimes.

2017: No unfounded crimes.

# **MONTROSE CAMPUS (Professional Development Center)**

	<b>On Campus</b>			<b>Public Property</b>		
	2015	2016	2017	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
<b>Sex Offenses/Forcible</b>						
Rape	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0
<b>Sex Offenses/Non Forcible</b>						
Statutory Rape	0	0	0	0	0	0
Incest	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
Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>VAWA Offenses</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Special category Arrests</b>						
Weapons Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0
<b>Disciplinary Referrals</b>						
Weapons Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0

**Hate Crimes**

2015: There were no on-campus or public property hate crimes reported.

2016: There were no on-campus or public property hate crimes reported.

2017: There were no on-campus or public property hate crimes reported.

**Unfounded Crimes**

2015: No unfounded crimes.

2016: No unfounded crimes.

2017: No unfounded crimes.

**\*\*\* The Montrose Campus (PDC) does not have any non-campus property.**