



# Glendale Community College District

## 2024

### ANNUAL SECURITY REPORT



<b>Introduction</b>	<b>2</b>
<b>Reporting Crimes and Other Emergencies</b>	<b>2</b>
<b>Timely Warnings</b>	<b>3</b>
<b>Preparing the Annual Disclosure of Crime Statistics</b>	<b>3</b>
<b>To Whom Clery Act Crimes Should Be Reported</b>	<b>4</b>
<b>Voluntary/Confidential Reporting</b>	<b>5</b>
<b>Security and Access to College Facilities</b>	<b>6</b>
<b>Glendale Community College District Police Department</b>	<b>7</b>
<b>Daily Crime Log</b>	<b>8</b>
<b>Professional Mental Health Counselors Reporting Procedures</b>	<b>9</b>
<b>Security Procedures and Practice Programs</b>	<b>9</b>
<b>Crime Prevention Programs for Students and Employees</b>	<b>11</b>
<b>Law Enforcement to Off-Campus Organizations</b>	<b>11</b>
<b>Controlled Substances and Alcoholic Beverages Policy (DAAPP)</b>	<b>12</b>
<b>Disclosures to Alleged Crime Victims of Violence/Non-Forcible Sex Offenses</b>	<b>28</b>
<b>Emergency Response and Evacuation Procedures</b>	<b>28</b>
<b>Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy</b>	<b>37</b>
<b>Educational Programs</b>	<b>37</b>
<b>Procedures Survivors Should Follow</b>	<b>44</b>
<b>Procedures the College Will Follow</b>	<b>48</b>
<b>Registration of Sex Offenders</b>	<b>63</b>
<b>Crime Statistic Data</b>	<b>63</b>
<b>Verdugo Campus</b>	<b>65</b>
<b>Garfield Campus</b>	<b>66</b>
<b>Montrose Campus (Professional Development Center)</b>	<b>67</b>

## **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 within or 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. Many classrooms have a wall-mounted phone with a one button direct dial option to report emergencies.

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 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. See Administrative Regulation 3515: Reporting of Crime for more information.

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

### **Timely Warnings**

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).

Prospective Verdugo Campus students and employees may also view a copy of this report online also at [www.glendale.edu/cleryact](http://www.glendale.edu/cleryact) . Garfield Campus prospective students may view this report at [www.glendale.edu/cleryact](http://www.glendale.edu/cleryact) as well. While prospective Montrose Campus students may view this report at [www.glendale.edu/cleryact](http://www.glendale.edu/cleryact).

Paper copies of this report may be obtained at the College Police Department lobby, located on the Verdugo Campus, Sierra Madre Building room 153.

### **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.

You may also report crimes to:

Title IX Coordinator, Verdugo Campus Administration Bldg. room 143, 818 240-1000 ext. 5162

Dean of Student Affairs, Verdugo Campus Student Center Bldg. room 204  
818-240-1000, ext. 5594

Dean of Student Services, Verdugo Campus Sierra Vista Bldg. room 389.  
818-240-1000, ext. 5512

Program Manager, Health Services, Verdugo Campus San Rafael Bldg. 1<sup>st</sup> floor  
818-240-1000, ext. 5190

Vice President of Human Resources, Verdugo Campus Administration Bldg. room 143  
818-240-1000, ext. 5162

Program Director of the Montrose Campus (PDC), Main Office, 818-240-1000 ext. 5961

Administrative Dean, Workforce Development, Continuing and Community Education of the Garfield Campus, Mariposa Bldg. room 114, (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). CSA's may include, but are not limited to:

- Vice President of Human Resources 818 240-1000 ext. 5162
- Vice President of Administrative Services 818 240-1000 ext. 5208
- Vice President of Instructional Services 818 240-1000 ext. 5104
- Vice President of Student Services, 818 240-1000 ext. 5126
- Chief of Police, 818 240-1000 ext. 3120
- Faculty/staff advisors to official student clubs/organizations 818 240-1000 ext. 5594
- Athletic coaches and training staff 818 240-1000 ext. 5376

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**

Verdugo Campus confidential mental health counseling and community resource referrals are available to enrolled credit students and employees on the first floor of the San Rafael Building. You may also call 818 551-5190 or email [healthcenter@glendale.edu](mailto:healthcenter@glendale.edu).

Garfield Campus confidential mental health counseling and community resource referrals are available to enrolled non-credit students at the Mariposa Building, room 221. You may also call 818 240-1000 ext. 5035 or 5099. <https://www.glendale.edu/academics/continuing-education-garfield/services/mental-health-services>

Montrose Campus (PDC) students may access confidential mental health counseling services and community resource referrals at the Garfield Campus or by calling 818-240-1000 ext. 5035 or 5099. Students may also 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 a cash 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, Facilities, or College Police open and lock 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 crime reported to the College Police Department and other campus security authorities that occur in Clery geography and within the college police 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.

## **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 and social media also helps to create a better-informed college community. Some presentations may be offered in a remote, online or in-person format.

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 or call the College Police for a safety escort. 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, including practicing the “Drop, Cover and Hold On” safety action on the day and time of the drill.
- Emergency Procedures 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, earthquake preparedness, sheltering-in-place and active shooter response procedures.

- Evacuation Chair Use: Training offered to college employees on the use of evacuation chairs. Typically offered upon request.
- Emergency Operations Center (EOC) Table Top Exercises: Held at minimum once a year and offered to college employees on the Campus Executive Committee.
- Evacuation Drills: Held once a year on the Verdugo, Garfield and Montrose (PDC) campuses for both students and employees.
- International Student Campus Safety Orientations: Offered approximately twice a year to new international students providing evacuation and sheltering-in-place procedure information as well as locations of Emergency Call Boxes and emergency contact numbers.
- Campus Security Authority (CSA) training: Available online through-out the year for GCC's CSA's.
- AED/Sidewalk CPR training: Available in-person upon request to GCC employees.

### **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. The following programs may be offered in a remote, online or in person format.

“Primary and Ongoing Dating Violence, Domestic Violence, Sexual Assault and Stalking Prevention and Awareness” presentations: Offered to new and existing students and employees and available online through-out the year and part of the new student online orientation. 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. This information is also available online via MyGCC student accounts and the employee Keenan Safe Colleges training platforms.

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

Glendale Community College offers programs to the college community intended to address crime prevention. Some of these programs may be offered in a remote, online or in-person format.

- Campus Safety Orientation presentations are typically given twice a year during the New 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. New International Student Orientation is also available online now as well.
- 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 Prevention and Awareness presentations regarding dating violence, domestic violence, sexual assault and stalking are also available to existing students and employees throughout the year. 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. These programs are available online to students on the MyGCC student account <https://mygcc.glendale.edu/> and for employees on the Keenan Safe Colleges platform <https://glendaleccd-keenan.safecolleges.com/login> .

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 to Off-Campus Organizations**

Glendale Community College does not have officially recognized student organizations with off-campus locations or housing facilities. However, when a student is involved in an off-campus offense, Glendale Community College Police Department (GCCPD) officers may assist with the investigation in cooperation with local, state, or federal law enforcement. GCCPD officers routinely work and communicate with local law enforcement on any serious incidents occurring on campus or in the immediate neighborhood and business areas surrounding college premises. Although the Glendale Police Department (GPD) has primary jurisdiction in all areas off campus, college police can and do respond to student-related incidents that occur in close proximity to college campuses. GCCPD officers have direct radio communications with the city police, fire

department, and ambulance services to facilitate rapid response in any emergency. 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.

<https://www.glendale.edu/home/showdocument?id=41027>

## **Controlled Substances and Alcoholic Beverages Policy (DAAPP)**

### **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.

## Drug Abuse and Alcohol Prevention Program (DAAPP)

<https://www.glendale.edu/about-gcc/college-police/drug-and-alcohol-policy-prevention-and-awareness>

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 Campus) 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
- Health Center website
- College Police Website
- Student Affairs Website
- Class schedule
- College Catalogs
- Educational Workshops
- Digital Screens around college and continuing education 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 are 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](http://www.glendale.edu/district/policies), at: <http://www.glendale.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 college 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 campus, 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, Administrative Regulation 5500 at:  
<http://www.glendale.edu/districtpolicies>, then click on the Student Services link.

In addition, College Policies on Drug and Alcohol Use can be found at:  
<http://www.glendale.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 campus 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, Campus Safety and Administrative Due Process can be found at: <http://www.glendale.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 is provided below:

## FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	<p><b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	5 kgs or more mixture	<p><b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><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.</p>
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture	50 grams or more pure or 500 grams or more mixture	100 gm or more pure or 1 kg or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture			
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <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 not an individual.</p>		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><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.</p>		
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><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.</p>		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

## FEDERAL TRAFFICKING PENALTIES MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE*
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	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.	Not less than 20yrs. 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.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	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.	Not less than 10yrs. 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.
Marijuana (Schedule I)	More than 10kg hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less 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.	Not less than 30yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants;  1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

**State:**

In addition to the information listed above, a listing of standards and schedules of controlled substance for California, can be found at:

[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?division=10.&chapter=2.&lawCode=HSC](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=10.&chapter=2.&lawCode=HSC)

**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



## **Prescription Opioids**

Fentanyl (Duragesic)  
Propoxyphene (Darvon)  
Hydromorphone (Diludid)  
Meperidine (Demoral)  
Methadone

### Possible Long-Term Effects

- Tolerance
- Increased sensitivity to pain
- Constipation
- Sleepiness
- Dizziness
- Confusion
- Depression
- Nausea, Vomiting
- Itching and Sweating

## **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

## **Fentanyl**

Apache, Dance Fever, Friend, Goodfellas, Jackpot, Murder8, Tango & Cash  
50 times stronger than heroin, 100 times stronger than morphine. Small, constricted "pinpoint pupils", Falling asleep or losing consciousness, slow, weak, or no breathing,

choking or gurgling sounds, limp body, cold and/or clammy skin, discolored skin (lips and nails)

### **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 campus wide events, courses, and Student Health Services (Health Center). Contact Student Health Services at (818) 551-5189, Monday through Thursday, 8:00 am to 5:00 pm and Friday 8am to 2pm. Visit zoom (970 317 8635) Monday through Thursday, 9:00 am to 3:00pm or contact the Vice President of Student Services' Office for additional information at (818) 240-1000, extension 5128.

Campus Based Programs and Resources: (Note: Not all programs and resources are available at all institutions)

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

**Community Based Programs and Resources:**

Resources for Drug and Alcohol Abuse and Recovery

**Tarzana Treatment Center (888) 777-8565**

8330 Reseda Blvd, Northridge, CA  
(818) 319-4679 (818) 423-4766 [www.tarzanatc.org](http://www.tarzanatc.org)

**Los Angeles Centers for Alcohol and Drug Abuse (LACADA)**

11015 Bloomfield Ave, Santa Fe Springs, CA 90670 (562) 906-2676, (844) 804-7727  
[www.lacada.com](http://www.lacada.com)

**Westwind Recovery**

7966 Beverly Blvd, Los Angeles, CA 90048

(855) 711-0432 24/7

**Discovery House**

6956 Bertrand Ave., Reseda, CA 91335  
(818) 452-1676

**Other Programs**

<http://publichealth.lacounty.gov/sapc/PatientPublic/Flyer.pdf>  
844-804-7500

**Los Angeles Department of Mental Health**

<https://dmh.lacounty.gov/>

**County of Los Angeles Public Health**

<http://publichealth.lacounty.gov/sapc 1-800-854-7771>

**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

**Private**

**Sober Recovery Online Resources**

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

**Roque**

<http://www.roquecenter.org/index.html>

Garden Grove, Sliding Scale

**Community Crisis Lines**

- Students who are experiencing a Behavioral Health emergency should call 988.
- Students who need information about handling a mental health crisis should speak to a trained counselor who can help with their specific situation. On campus, 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 877-727-474

### **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: Life Assistance Program – 24/7 support

Phone: 800-535-3543

Website: 222.signalap.com

## **Community Drug and Alcohol Treatment**

1. Anaheim Lighthouse (866) 613-1822
2. Tarzana Treatment Center (888) 777-8565
3. 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, 818-547-3027 Al-Anon.org
- Alcoholics Anonymous 877-469-2056 aa.org
- California Dept. of Alcohol & Drug Program 800-502-2772
- Casa de las Amigas 626-792-5826, (888) 311-3043

- Cocaine Anonymous 310-216-4444, CA.org
  - 818-760-8402
  - 804-402-1588
- Grandview Foundation 626-797-1124
- Marijuana Anonymous 818-759-9194 800-766-6779  
<https://marijuana-anonymous.org/find-a-meeting/>
- Pasadena Alcohol Recovery Center 800-633-3030

## **V. Consequences for Violations Students:**

### **· Administrative Procedure 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 campus organizations, or denial of specific privileges for a designated period of time. An organization may also lose campus 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 of, 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 campus 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 Campus Judicial Board hearing, for the purpose of investigation, or as a means of relieving the tension of the campus 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 campus community.

**Employees:**

- Administrative Regulation **7331** – Employee Drug Free Workplace, 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 campus-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 campus. Additionally, the Committee reviews and updates the Drug-Free Campus Policies with the campus 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 ASGCC 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 campus.
- Conduct periodic employee and student surveys conducted/coordinator by Dr. Ed Karpp (yet to be determined)
- Track on-campus services utilized via Counseling and/or Health Services Offices; (check legality)
- Track student violations via College Police Office and Student Disciplinary Officers; (check legality)
- Track student disciplinary sanctions imposed via Student Disciplinary Officers. (check legality)

## **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/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: [www.glendale.edu/emergencyprocedures](http://www.glendale.edu/emergencyprocedures)

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, X), 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, X), 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.

E-mails are sent to the campus community promoting the Nixle emergency notification system and the emergency procedures in place.

A test of the “Nixle” emergency notification system and campus phone intercom system is also conducted a minimum of once a year, typically during the Great California ShakeOut Earthquake Drill in October.

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 Executive Committee also 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 text 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. To receive email and/or voice message notifications you may also sign up online at [www.glendale.edu/alerts](http://www.glendale.edu/alerts) .

# Evacuation Areas Verdugo Campus

## VERDUGO CAMPUS EVACUATION AREAS

- 1. Plaza Vaquero:** San Gabriel, Camino Real, Cimmarusti Science Center, Library, Student Center, Sierra Vista, Sierra Madre, Sierra Nevada, San Rafael, Administration, Buena Vista
- 2. Sartoris Field:** Auditorium, San Fernando Complex, Kinesiology and Vaquero Athletic Complex
- 3. Facilities Loading Dock:** Health Sciences and Technology, Advanced Technology, Tongva
- 4. Outer Parking Lot B:** East side of campus, Child Development Center Building
- 5. Parking Lot D:** East side of campus, Life Skills Building
- 6. Life Skills Parking Lot:** East side of campus, Life Skills Building





# Evacuation Areas **Garfield Campus**

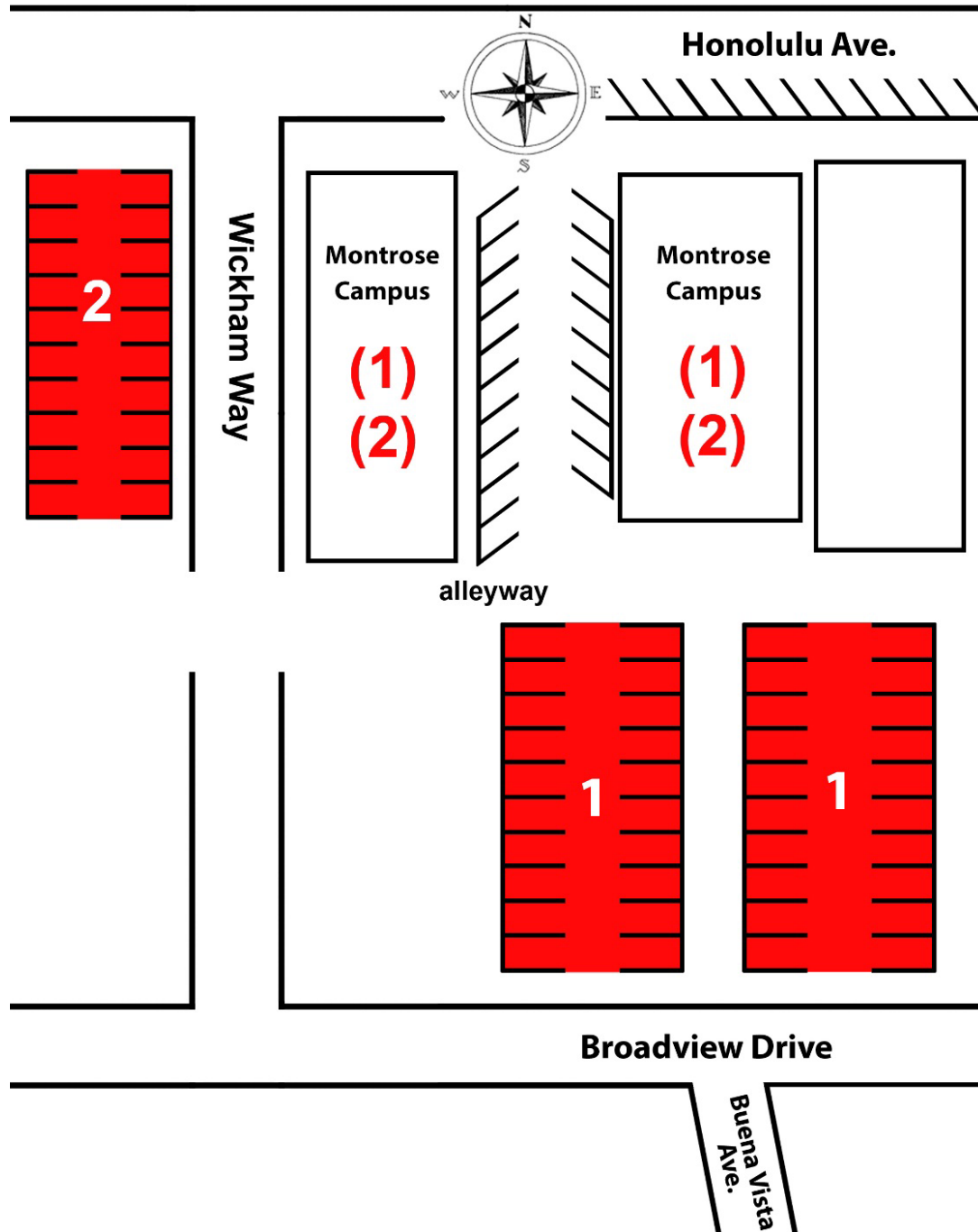
## GARFIELD CAMPUS EVACUATION AREAS

- 1. Primary Evacuation Area: On Campus Lawn**
- 2. Secondary Evacuation Area: Windsor Mini-Park**  
(On the corner of E. Windsor Road and Porter Street)



Montrose Campus (PDC)

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



## **Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy**

Under Board Policy and Administrative Regulations 3540: Sexual and Other Assaults On Campus and 3433: Prohibition of Sexual Harassment under Title IX, 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>

<https://www.glendale.edu/home/showpublisheddocument/48673/637484668262970000>

### **Educational Programs**

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 may be offered in remote, online or in-person formats. Glendale Community College has partnered with Keenan Safe Colleges training platforms to provide these online programs and resources.

### **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;

- New Students may access sexual misconduct prevention and awareness videos and resources via the Student Center tile of PeopleSoft in the Student Services area by clicking on the Sexual Misconduct Prevention link in their MyGCC student accounts <https://mygcc.glendale.edu/>
- Garfield Campus New Student Online Orientation; “Student Sexual Misconduct Prevention and Awareness”, “Bystander Intervention” and “Drug and Alcohol Awareness”, “Forming Healthy Relationships”, videos and resources available on the Canvas platform through MyGCC student accounts <https://mygcc.glendale.edu/>
- “Campus Safety Orientation” in-person and/or online presentations for New International Student Orientation presented by the college police department and/or International Student Center.
- “Title IX and Sexual Harassment Prevention for Employees” available on the Keenan Safe Colleges Training website <https://glendaleccd-keenan.safecolleges.com/login>
- New Employee “Sexual Harassment Prevention for Non-Managers (SB 1343)” available on the Keenan Safe Colleges Training website. <https://glendaleccd-keenan.safecolleges.com/login>
- New Employee “Title IX and Sexual Harassment” available on the Keenan Safe Colleges Training website <https://glendaleccd-keenan.safecolleges.com/login>
- New Employee “Title IX: Roles of Employees” available on the Keenan Safe College’s training website <https://glendaleccd-keenan.safecolleges.com/login>
- Dating Violence, Domestic Violence, Sexual Assault and Stalking Primary Prevention and Awareness information and online training links offered on the college website at [www.glendale.edu/vawa](http://www.glendale.edu/vawa) .

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*.

### Definitions

Consent: Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent. The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident.

A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
  - o asleep or unconscious;
  - o unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
  - o unable to communicate due to a mental or physical condition.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity (hostile environment harassment);



Sexual Assault, including the following:

- 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 (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
- Sodomy. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- Sexual Assault with an Object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
- Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.

**Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**

- Incest: Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Non-Forcible: Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.

**Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors:

- the length of the relationship,
- the type of relationship,
- and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence.** Violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;

- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
- By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.

**Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to;

- fear for his/her/their safety or the safety of others
- or suffer substantial emotional distress

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

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

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

The following are bystander strategies that may be utilized.

- Bystanders should notice the incident taking place.
- Determine if someone needs assistance.
- Assume responsibility. Be ready to intervene even if others do not. Do not assume someone else will intervene.
- Speak up 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, the "4 D's" method may be viable strategies that can stop an aggressor from continuing his/her actions. Direct, Distract, Delegate and Delay.

## 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.

- 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. Watch your drinks being made.
- 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 in this report.***

## 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 may be provided in-person and/or online. Glendale Community College has partnered with Keenan Safe Colleges training platforms to provide online viewing resources.

Ongoing Prevention and Awareness Campaigns offered may include;

- “Student Sexual Misconduct Prevention”, “Drug and Alcohol Awareness” and “Bystander Intervention” videos, information, resources and policies available to existing students on the MyGCC homepage dashboard at <https://mygcc.glendale.edu/>
- “Employee Sexual Misconduct Prevention”, “Drug and Alcohol Awareness” and “Bystander Intervention” videos, information, resources, and policies available to existing employees on the SharePoint Intranet website <https://glendale0.sharepoint.com/sites/gccfacultystaff/SitePages/Training-Videos-&-Info.aspx>
- College emails sent to all current students notifying them of the availability of in-person and/or online training, information, policies and resources on their “MyGCC” homepage. These emails are sent throughout the year.
- College emails sent to all existing employees notifying them of the availability of in-person and/or online training, information, policies and resources available on the Keenan Safe Colleges training platform. These emails are sent throughout the year.
- “Title IX and Sexual Harassment Prevention for Employees” available on the Keenan Safe Colleges Training website <https://glendaleccd-keenan.safecolleges.com/login>
- “Sexual Harassment Prevention for Non-Managers (SB 1343)” available on the Keenan Safe Colleges Training website. <https://glendaleccd->

[keenan.safecolleges.com/login](https://glendaleccd-keenan.safecolleges.com/login)

- “Campus Security Authority Roles and Responsibilities” available on the Keenan Safe College’s Training website <https://glendaleccd-keenan.safecolleges.com/login>
- “Workplace Violence: Awareness and Prevention” available on the Keenan Safe College’s Training website <https://glendaleccd-keenan.safecolleges.com/login>

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

- All student/employee college emails with direction/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 X and Facebook pages,
- GCC’s main website news feed
- Campus TV monitors

### **Procedures Survivors Should Follow**

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.

Any individual may report sexual harassment to the District’s Title IX Coordinator. The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District’s ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct.

A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation. If there are parallel criminal and Title IX investigations, the District

will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, and the time, date, and location. (Also see BP/AR 3540 Sexual and Other Assaults on Campus).

## **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**

District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so. The District has designated the following employees as Officials with Authority:

- o College Police Department (818) 240-1000 ext. 4000
- o Title IX Coordinator (818) 240-1000 ext. 5162
- o Vice President of Human Resources (818) 240-1000 ext. 5162
- o Dean of Student Affairs (818) 240-1000 ext. 5594
- o Dean of Student Services (818) 240-1000 ext. 5512
- o Program Manager of Health Services (818) 240-1000 ext. 5190

- o Program Director of the Professional Development Center (Montrose Campus) (818) 957-0024
- o Administrative Dean, Workforce Development, Continuing and Community Education of the Garfield Campus (818) 240-1000 ext. 5018

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

These crimes may also be reported to local area law enforcement by dialing 9-1-1.

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 3434: Responding to Harassment Based on Sex Under Title IX, 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. 5162, Dean of Student Affairs (818) 240-1000 ext. 5594 and/or the Vice President of Human Resources Officer (818) 240-1000 ext. 5162.

### **Procedures the College Will Follow**

The District will respond to harassment complaints based on sex under Title IX following procedures set forth in Administrative Regulation 3434: Responding to Harassment Based on Sex Under Title IX

<https://www.glendale.edu/home/showpublisheddocument/48679/637484671266000000>

These Title IX sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

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

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

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.

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- The District's determination regarding responsibility;
- Audio or audiovisual recording or transcript from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision Makers, and any person who facilitates an informal resolution process.

The District will make these training materials publicly available on its website. The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

### **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.

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

## Written Notification of 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. 5035 or 5099.
- 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. 5035 or 5099.
- Visa/Immigrations services are available through the International Student Program Office located on the Verdugo Campus, Sierra Vista 3rd floor. 818 240-1000 ext. 3231, or 6645.
- Citizenship services are available to enrolled non-credit students at the Garfield Campus Citizenship Center Tropicco Building room 200-G, (818) 240-1000 ext. 5717.
- 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, Sierra Vista 3<sup>rd</sup> floor. 818 240-1000 ext. 5916.
- Academic Counseling services are available through the Academic Counseling Center located on the Verdugo Campus, Sierra Vista 3<sup>rd</sup> floor room 352. 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. 5035 or 5099.
- Extended Opportunity Programs and Services (E.O.P.S) for students who have been affected by economic, language, social and educational barriers is available on the Verdugo Campus Sierra Vista 3<sup>rd</sup> floor room 315. 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
- National Sexual Assault Hotline: (800) 656-4673
- Strength United. Sexual Assault/Child Sexual Abuse 24 hr. hotline: (818) 886-0453
- 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
- Child Protection Hotline: (800) 540-4000
- 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 Glendale YWCA Domestic Violence Hotline (818) 242-1106
- Los Angeles County Domestic Violence Hotline: (800) 978-3600
- 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 Vice President of 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 a different factor, 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. 5126. To request a work situation, change please contact the Vice President of Human Resources (818) 240-1000 ext. 5162.

### **Procedures for Disciplinary Action**

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In

implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

Title IX Coordinator Questions concerning Title IX may be referred to the District Title IX Coordinator whose contact information is below.

The District's Title IX Coordinator is the Vice President of Human Resources and the Title IX Coordinator's contact information is: 1500 North Verdugo Road Administration Building, Room 143, 818-240-1000, Ext. 5162 Email: [bgrice@glendale.edu](mailto:bgrice@glendale.edu)

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures. A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

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

#### Formal Title IX complaint

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

#### Informal resolution

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint

arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

### Jurisdictional Requirements

#### Application of Procedures

These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;
- The conduct took place in a District "education program or activity." This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control.
- The conduct meets the definition of Title IX "sexual harassment."

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

After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

### **Anticipated Timeline of Completion**

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 270 calendar days. When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 270-calendar day



period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion. A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

## **Decision Making Process**

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

When the Decision-Maker decides of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than 40 business days after the date that the hearing ends. When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;

- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the District's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;
- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;
- The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent;
- The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

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

As stated above, disciplinary complaints may be filed directly with the Title IX Coordinator; Administration Bldg. Room 143, 818 240-1000 X 5162, [bgrice@glendale.edu](mailto:bgrice@glendale.edu) .

### **Standards of Evidence**

The District, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that reported conduct occurred.

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal

complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

## **Sanctions**

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- Providing counseling services or a referral to counseling services;
- Providing medical services or a referral to medical services;
- Providing academic support services, such as tutoring;
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, or other disciplinary measures available under the Education Code, Board Policies or Administrative Regulations, or applicable collective bargaining agreements.

## Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

### Emergency removal

The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The District's Title IX Coordinator or designee will conduct the individualized safety and risk analysis.

If the Title IX Coordinator determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The Title IX Coordinator or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

### Administrative leave

The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

## **Protective Measures**

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational

environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

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

#### Equitable Treatment of the Parties

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

#### Statement of Presumption of Non-Responsibility

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

#### Bias or Conflict of Interest

The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process. The District will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;
- The scope of the District's education program or activity;
- How to conduct an investigation;
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

## **Proceedings Conducted by Trained Officials**

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

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

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure. Both Parties have the right to have an Advisor present at every meeting described in this section.

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

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

## **Simultaneous Notification**

The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

## **Appeal Procedure**

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within 10 business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within five business day days of receiving a Party's appeal;
- Allow the non-appealing Parties at least 10 business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome.

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

## **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 currently be picked up at the College Police Lobby, Verdugo Campus Sierra Madre Bldg. room 153.

## **Terms**

Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of its choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor

may participate in the proceedings as long as the restrictions apply equally to both Parties.

**Complainant:** A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

**Decision-Maker:** The person who will oversee the live hearing and make a determination of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

**Formal Complaint:** A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

**Parties:** As used in this procedure, this means the Complainant and Respondent.

**Respondent:** A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

### **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 <https://www.meganslaw.ca.gov/Disclaimer>, 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

	<u>On Campus</u>			<u>Public Property</u>			<u>Non-Campus</u>		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
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	1	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	2	0	0	0
Burglary	1	1	0	0	0	0	1	0	0
Vehicle Theft	0	0	0	0	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	1	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	1	2	0	4	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

2021: There were no on-campus, public property or non-campus hate crimes reported.

2022: There were no on-campus, public property or non-campus hate crimes reported.

2023: There were no on-campus, public property or non-campus hate crimes reported.

### Unfounded Crimes

2021: No unfounded crimes.

2022: No unfounded crimes.

2023: No unfounded crimes.

## Garfield Campus

	<u>On Campus</u>			<u>Public Property</u>			<u>Non-Campus</u>		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
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	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	1	0	0	0	0	0	0	0
Vehicle Theft	0	1	0	1	1	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	0	1	0	0	0	0
Dating Violence	0	0	1	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	1	0	1	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

2021: There were no on-campus, public property or non-campus hate crimes reported.

2022: There were no on-campus, public property or non-campus hate crimes reported.

2023: There were no on-campus, public property or non-campus hate crimes reported.

### Unfounded Crimes

2021: No unfounded crimes.

2022: No unfounded crimes.

2023: No unfounded crimes.

## Montrose Campus (Professional Development Center)

	<u>On Campus</u>			<u>Public Property</u>		
	2021	2022	2023	2021	2022	2023
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

2021: There were no on-campus or public property hate crimes reported.

2022: There were no on-campus or public property hate crimes reported.

2023: There were no on-campus or public property hate crimes reported.

### Unfounded Crimes

2021: No unfounded crimes.

2022: No unfounded crimes.

2023: No unfounded crimes.

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