



# 2022 Annual Security and Fire Safety Report

Coast Community College District

(Information for 2022-2023 Academic Year)

Crime Statistics for Calendar Years 2019, 2020, & 2021

## **Campuses addressed by this report includes:**

- Golden West College (GWC) Main Campus (Huntington Beach, CA)
- Orange Coast College (OCC) Main Campus (Costa Mesa, CA)
- Orange Coast College Waterfront Campus (Newport Beach, CA)
- Coastline College (CC) Garden Grove Campus (Garden Grove, CA)
- Coastline College Le-Jao Campus (Westminster, CA)
- Coastline College Newport Beach Campus (Newport Beach, CA)

Note: Only the Orange Coast College Main Campus has On-Campus Student Housing Facilities (a.k.a. “Residential Facilities”). Therefore, only this campus addresses Missing Student policies and procedures and publishes an Annual Fire Safety Report within this document. No other campuses addressed in this publication have On-Campus Student Housing Facilities.

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## **Introduction**

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, also known as the Clery Act, requires institutions of higher education to comply with certain campus and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the Higher Education Act. The Clery Act requires publication of an Annual Security Report for each campus of an eligible institution. With the addition of “The Harbour” residential facilities at Orange Coast College, this report includes a Fire Safety Report.

Coast Community College District has elected to combine all Annual Security Reports along with the Orange Coast College’s Fire Safety report into a single publication for the benefit of our students and employees. As such, all policy statements contained in this report apply to all campuses unless otherwise indicated. This publication will refer to “Coast Community College District” or “the District” when referring to all institutions. Where differences among institutions or campuses exist, the specific differences will be identified by the institution and/or campus names.

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

This report is compiled by the Coast Community College District Public Safety Departments which include OCC Public Safety, GWC Public Safety, and CC Public Safety.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the college community obtained from the following sources: each College Public Safety Department, local law enforcement agencies with jurisdiction on or within each campus, and non-police Campus Security Authorities of each institution (as defined by federal law). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities, and local law enforcement agencies.

The report contains information regarding campus safety and security including topics such as: campus law enforcement authority; crime reporting policies; fire safety policies and procedures (for the Orange Coast College Main Campus only); campus alerts (Timely Warnings and Emergency Notifications); programs to prevent dating violence, domestic violence, sexual assault and stalking; the procedures each institution will follow when one of these crimes is reported; and other matters of importance related to security on campus. The report also contains information about crime statistics for the three most recent calendar years concerning reported crimes that occurred on campus; in On-Campus Student Housing Facilities (for the Orange Coast College Main Campus only); in Noncampus buildings or property owned or controlled by Coast Community College District or a recognized student organization; and on public property within, or immediately adjacent to and accessible from, the campus. The report also contains fire statistics for any fires occurring in an On-Campus Student Housing Facility during the three most recent calendar years (for the Orange Coast College Main Campus only). All of the statistics are gathered, compiled, and reported to the District community via this report, which is published by CCCD Public Safety. CCCD Public Safety submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. For more information, please see Coast Community College policy AP 3515:

[https://www.cccd.edu/assets/documents/board/BP/AP\\_3515\\_Reporting\\_of\\_Crimes.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_3515_Reporting_of_Crimes.pdf)

Members of the public including any students can obtain a copy of this report by contacting the Public Safety Office on each campus or by viewing the Public Safety website on each campus and clicking on the hyperlink under Annual Security Report.

Coastline Community College: <https://www.coastline.edu/about/public-safety/index.php>

Golden West College: <https://www.goldenwestcollege.edu/public-safety/index.html>

Orange Coast College: <https://prod.orangecoastcollege.edu/about/parking-and-public-safety/>

**Crime Statistics**  
**OCC - Main Campus**

Primary Crimes	Year	On-Campus	Residential Facilities	Noncampus	Public Property	Total
Murder/Non Negligent Manslaughter	2021	0	0	0	0	0
Murder/Non Negligent Manslaughter	2020	0	0	0	0	0
Murder/Non Negligent Manslaughter	2019	0	N/A	0	0	0
Manslaughter by Negligence*	2021	2	2	0	0	2
Manslaughter by Negligence	2020	0	0	0	0	0
Manslaughter by Negligence	2019	0	N/A	0	0	0
Rape	2021	0	0	0	0	0
Rape	2020	0	0	0	0	0
Rape	2019	0	N/A	0	0	0
Fondling	2021	0	0	0	0	0
Fondling	2020	1	0	0	0	1
Fondling	2019	2	N/A	0	0	2
Incest	2021	0	0	0	0	0
Incest	2020	0	0	0	0	0
Incest	2019	0	N/A	0	0	0
Statutory Rape	2021	0	0	0	0	0
Statutory Rape	2020	0	0	0	0	0
Statutory Rape	2019	0	N/A	0	0	0
Robbery	2021	1	0	0	0	1
Robbery	2020	0	0	0	0	0
Robbery	2019	0	N/A	0	0	0
Aggravated Assault	2021	1	1	0	0	1
Aggravated Assault	2020	1	0	0	0	1
Aggravated Assault	2019	0	N/A	0	0	0
Burglary	2021	3	1	0	0	3
Burglary	2020	4	0	0	0	4
Burglary	2019	0	N/A	0	0	0
Motor Vehicle Theft	2021	6	0	0	0	6
Motor Vehicle Theft	2020	2	0	0	0	2
Motor Vehicle Theft	2019	3	N/A	0	0	3
Arson	2021	0	0	0	0	0
Arson	2020	1	0	0	0	1
Arson	2019	0	N/A	0	0	0

\*OCC has classified this offense based on information presently available from local agencies. If additional information is acquired after publishing the 2022 Annual Security Report, OCC will re-evaluate the classification and update the statistics if warranted.

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Residential Facilities</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2021	0	0	0	0	0
Liquor Law Violation Arrests	2020	0	0	0	0	0
Liquor Law Violation Arrests	2019	0	N/A	0	0	0
Drug Law Violation Arrests	2021	1	1	0	0	1
Drug Law Violation Arrests	2020	1	0	0	0	1
Drug Law Violation Arrests	2019	1	N/A	0	0	1
Weapons Law Violation Arrests	2021	1	1	0	0	1
Weapons Law Violation Arrests	2020	0	0	0	0	0
Weapons Law Violation Arrests	2019	0	N/A	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2021	56	56	0	0	56
Liquor Law Violation Referrals for Disciplinary Action	2020	44	44	0	0	44
Liquor Law Violation Referrals for Disciplinary Action	2019	0	N/A	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2021	32	32	0	0	32
Drug Law Violation Referrals for Disciplinary Action	2020	14	14	0	0	14
Drug Law Violation Referrals for Disciplinary Action	2019	0	N/A	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2021	2	2	0	0	2
Weapons Law Violation Referrals for Disciplinary Action	2020	1	0	0	0	1

Weapons Law Violation Referrals for Disciplinary Action	2019	1	N/A	0	0	1
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VAWA Offenses	Year	On-Campus	Residential Facilities	Noncampus	Public Property	Total
Domestic Violence	2021	1	1	0	0	1
Domestic Violence	2020	1	0	0	0	1
Domestic Violence	2019	0	N/A	0	0	0
Dating Violence	2021	8	8	0	0	8
Dating Violence	2020	0	0	0	0	0
Dating Violence	2019	0	N/A	0	0	0
Stalking	2021	4	4	0	0	4
Stalking	2020	0	0	0	0	0
Stalking	2019	1	N/A	0	0	1

*On-Campus Student Housing Facility crime statistics (referred to in the charts as “Residential Facilities”) are a subset of the On-Campus category, they are counted in both categories. Additionally, although Orange Coast College’s Main Campus opened Residential Facilities in Fall 2020, these facilities were not operational in calendar year 2019. Therefore, “N/A” appears in lieu of a statistic in years where these facilities were not operational.*

**Unfounded Crimes**

If a crime is reported as occurring On Campus, in On-Campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is "unfounded."

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2021 calendar year at this campus is 0.

The total number of unfounded crimes for the 2020 calendar year at this campus is 0.

The total number of unfounded crimes for the 2019 calendar year at this campus is 0.

**Hate Crimes**

Year	Number of Offenses	Clery Location	Crime Category	Category of Bias
2021	0	N/A	N/A	N/A
2020	1	On-Campus	Destruction of property	Race
2019	1	On-Campus	Destruction of property	Ethnicity

**OCC – Waterfront Campus**

<b>Primary Crimes</b>	<b>Year</b>	<b>On-Campus</b>	<b>Residential Facilities</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Murder/Non Negligent Manslaughter	2021	0	N/A	0	0	0
Murder/Non Negligent Manslaughter	2020	0	N/A	0	0	0
Murder/Non Negligent Manslaughter	2019	0	N/A	0	0	0
Manslaughter by Negligence	2021	0	N/A	0	0	0
Manslaughter by Negligence	2020	0	N/A	0	0	0
Manslaughter by Negligence	2019	0	N/A	0	0	0
Rape	2021	0	N/A	0	0	0
Rape	2020	0	N/A	0	0	0
Rape	2019	0	N/A	0	0	0
Fondling	2021	0	N/A	0	0	0
Fondling	2020	0	N/A	0	0	0
Fondling	2019	0	N/A	0	0	0
Incest	2021	0	N/A	0	0	0
Incest	2020	0	N/A	0	0	0
Incest	2019	0	N/A	0	0	0
Statutory Rape	2021	0	N/A	0	0	0
Statutory Rape	2020	0	N/A	0	0	0
Statutory Rape	2019	0	N/A	0	0	0
Robbery	2021	0	N/A	0	0	0
Robbery	2020	1	N/A	0	0	1
Robbery	2019	0	N/A	0	0	0
Aggravated Assault	2021	0	N/A	0	0	0
Aggravated Assault	2020	0	N/A	0	0	0
Aggravated Assault	2019	0	N/A	0	0	0
Burglary	2021	0	N/A	0	0	0
Burglary	2020	0	N/A	0	0	0
Burglary	2019	0	N/A	0	0	0
Motor Vehicle Theft	2021	0	N/A	0	0	0
Motor Vehicle Theft	2020	1	N/A	0	0	1
Motor Vehicle Theft	2019	0	N/A	0	0	0
Arson	2021	0	N/A	0	0	0
Arson	2020	0	N/A	0	0	0
Arson	2019	0	N/A	0	0	0

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Residential Facilities</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
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Liquor Law Violation Arrests	2021	0	N/A	0	0	0
Liquor Law Violation Arrests	2020	0	N/A	0	0	0
Liquor Law Violation Arrests	2019	0	N/A	0	0	0
Drug Law Violation Arrests	2021	0	N/A	0	0	0
Drug Law Violation Arrests	2020	0	N/A	0	0	0
Drug Law Violation Arrests	2019	0	N/A	0	0	0
Weapons Law Violation Arrests	2021	0	N/A	0	0	0
Weapons Law Violation Arrests	2020	0	N/A	0	0	0
Weapons Law Violation Arrests	2019	0	N/A	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2021	0	N/A	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2020	0	N/A	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2019	0	N/A	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2021	0	N/A	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2020	0	N/A	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	N/A	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2021	0	N/A	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2020	0	N/A	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	N/A	0	0	0

<b>VAWA Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>Residential Facilities</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2021	0	N/A	0	0	0
Domestic Violence	2020	0	N/A	0	0	0
Domestic Violence	2019	0	N/A	0	0	0
Dating Violence	2021	0	N/A	0	0	0
Dating Violence	2020	0	N/A	0	0	0
Dating Violence	2019	0	N/A	0	0	0
Stalking	2021	0	N/A	0	0	0
Stalking	2020	0	N/A	0	0	0
Stalking	2019	0	N/A	0	0	0

This campus does not have any On-Campus Student Housing Facilities (a.k.a. Residential Facilities).

### Unfounded Crimes

If a crime is reported as occurring On Campus, in On-Campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2021 calendar year at this campus is 0.

The total number of unfounded crimes for the 2020 calendar year at this campus is 0.

The total number of unfounded crimes for the 2019 calendar year at this campus is 0.

### Hate Crimes

<b>Year</b>	<b>Number of Offenses</b>	<b>Clery Location</b>	<b>Crime Category</b>	<b>Category of Bias</b>
2021	0	N/A	N/A	N/A
2020	0	N/A	N/A	N/A
2019	0	N/A	N/A	N/A

**Golden West College**

<b>Primary Crimes</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Murder/Non Negligent Manslaughter	2021	0	0	0	0
Murder/Non Negligent Manslaughter	2020	0	0	0	0
Murder/Non Negligent Manslaughter	2019	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
Rape	2021	0	0	0	0
Rape	2020	0	0	0	0
Rape	2019	0	0	0	0
Fondling	2021	0	0	0	0
Fondling	2020	0	0	0	0
Fondling	2019	0	0	0	0
Incest	2021	0	0	0	0
Incest	2020	0	0	0	0
Incest	2019	0	0	0	0
Statutory Rape	2021	0	0	0	0
Statutory Rape	2020	0	0	0	0
Statutory Rape	2019	0	0	0	0
Robbery	2021	0	0	0	0
Robbery	2020	1	0	0	1
Robbery	2019	0	0	0	0
Aggravated Assault	2021	0	0	0	0
Aggravated Assault	2020	0	0	0	0
Aggravated Assault	2019	0	0	0	0
Burglary	2021	2	0	0	2
Burglary	2020	5	0	0	5
Burglary	2019	4	0	0	4
Motor Vehicle Theft	2021	3	0	0	3
Motor Vehicle Theft	2020	0	0	0	0
Motor Vehicle Theft	2019	2	0	0	2
Arson	2021	0	0	0	0
Arson	2020	0	0	0	0
Arson	2019	0	0	0	0

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2021	0	0	0	0
Liquor Law Violation Arrests	2020	0	0	0	0
Liquor Law Violation Arrests	2019	0	0	0	0

Drug Law Violation Arrests	2021	0	0	0	0
Drug Law Violation Arrests	2020	0	0	0	0
Drug Law Violation Arrests	2019	0	0	0	0
Weapons Law Violation Arrests	2021	0	0	0	0
Weapons Law Violation Arrests	2020	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	1	0	0	1
Weapons Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0

<b>VAWA Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2021	0	0	0	0
Domestic Violence	2020	0	0	0	0
Domestic Violence	2019	0	0	0	0
Dating Violence	2021	0	0	0	0
Dating Violence	2020	0	0	0	0
Dating Violence	2019	0	0	0	0
Stalking	2021	0	0	0	0
Stalking	2020	0	0	0	0
Stalking	2019	1	0	0	1

*This campus does not have any On-Campus Student Housing Facilities (a.k.a. Residential Facilities).*

**Unfounded Crimes**

If a crime is reported as occurring On Campus, in On-Campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2021 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2020 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2019 calendar year at this campus is zero (0).

Hate Crimes

<b>Year</b>	<b>Number of Offenses</b>	<b>Clery Location</b>	<b>Crime Category</b>	<b>Category of Bias</b>
2021	0	N/A	N/A	N/A
2020	0	N/A	N/A	N/A
2019	0	N/A	N/A	N/A

**Coastline College - Garden Grove Campus**

<b>Primary Crimes</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Murder/Non Negligent Manslaughter	2021	0	0	0	0
Murder/Non Negligent Manslaughter	2020	0	0	0	0
Murder/Non Negligent Manslaughter	2019	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
Rape	2021	0	0	0	0
Rape	2020	0	0	0	0
Rape	2019	0	0	0	0
Fondling	2021	0	0	0	0
Fondling	2020	0	0	0	0
Fondling	2019	0	0	0	0
Incest	2021	0	0	0	0
Incest	2020	0	0	0	0
Incest	2019	0	0	0	0
Statutory Rape	2021	0	0	0	0
Statutory Rape	2020	0	0	0	0
Statutory Rape	2019	0	0	0	0
Robbery	2021	0	0	0	0
Robbery	2020	0	0	0	0
Robbery	2019	0	0	0	0
Aggravated Assault	2021	0	0	0	0
Aggravated Assault	2020	0	0	1	1
Aggravated Assault	2019	1	0	0	1
Burglary	2021	0	0	0	0
Burglary	2020	0	0	0	0
Burglary	2019	0	1	0	1
Motor Vehicle Theft	2021	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0
Arson	2021	0	0	0	0
Arson	2020	0	0	0	0
Arson	2019	0	0	0	0

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2021	0	0	0	0
Liquor Law Violation Arrests	2020	0	1	0	1
Liquor Law Violation Arrests	2019	0	0	0	0

Drug Law Violation Arrests	2021	0	0	0	0
Drug Law Violation Arrests	2020	0	0	0	0
Drug Law Violation Arrests	2019	0	1	0	1
Weapons Law Violation Arrests	2021	0	0	0	0
Weapons Law Violation Arrests	2020	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2020	0	1	0	1
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	1	0	1
Weapons Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0

<b>VAWA Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2021	0	0	0	0
Domestic Violence	2020	0	0	1	1
Domestic Violence	2019	0	0	0	0
Dating Violence	2021	0	0	0	0
Dating Violence	2020	0	0	0	0
Dating Violence	2019	0	0	0	0
Stalking	2021	0	0	0	0
Stalking	2020	1	0	0	1
Stalking	2019	1	0	0	1

*This campus does not have any On-Campus Student Housing Facilities (a.k.a. Residential Facilities).*

**Unfounded Crimes**

If a crime is reported as occurring On Campus, in On-Campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2021 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2020 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2019 calendar year at this campus is zero (0).

**Hate Crimes**

<b>Year</b>	<b>Number of Offenses</b>	<b>Clery Location</b>	<b>Crime Category</b>	<b>Category of Bias</b>
2021	0	N/A	N/A	N/A
2020	0	N/A	N/A	N/A
2019	0	N/A	N/A	N/A

**Coastline College - Le-Jao Campus**

<b>Primary Crimes</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Murder/Non Negligent Manslaughter	2021	0	0	0	0
Murder/Non Negligent Manslaughter	2020	0	0	0	0
Murder/Non Negligent Manslaughter	2019	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
Rape	2021	0	0	0	0
Rape	2020	0	0	0	0
Rape	2019	0	0	0	0
Fondling	2021	0	0	0	0
Fondling	2020	0	0	0	0
Fondling	2019	0	0	0	0
Incest	2021	0	0	0	0
Incest	2020	0	0	0	0
Incest	2019	0	0	0	0
Statutory Rape	2021	0	0	0	0
Statutory Rape	2020	0	0	0	0
Statutory Rape	2019	0	0	0	0
Robbery	2021	0	0	0	0
Robbery	2020	0	0	0	0
Robbery	2019	0	0	0	0
Aggravated Assault	2021	0	0	0	0
Aggravated Assault	2020	0	0	0	0
Aggravated Assault	2019	1	0	0	1
Burglary	2021	0	0	0	0
Burglary	2020	0	0	0	0
Burglary	2019	0	1	0	1
Motor Vehicle Theft	2021	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0
Arson	2021	0	0	0	0
Arson	2020	0	0	0	0
Arson	2019	0	0	0	0

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2021	0	0	0	0
Liquor Law Violation Arrests	2020	0	1	0	1
Liquor Law Violation Arrests	2019	0	0	0	0

Drug Law Violation Arrests	2021	0	0	0	0
Drug Law Violation Arrests	2020	0	1	4	5
Drug Law Violation Arrests	2019	0	1	0	1
Weapons Law Violation Arrests	2021	0	0	0	0
Weapons Law Violation Arrests	2020	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2020	0	1	0	1
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	1	0	1
Weapons Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0

<b>VAWA Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2021	0	0	0	0
Domestic Violence	2020	0	0	0	0
Domestic Violence	2019	0	0	0	0
Dating Violence	2021	0	0	0	0
Dating Violence	2020	0	0	0	0
Dating Violence	2019	0	0	1	1
Stalking	2021	0	0	0	0
Stalking	2020	1	0	0	1
Stalking	2019	1	0	1	2

*This campus does not have any On-Campus Student Housing Facilities (a.k.a. Residential Facilities).*

**Unfounded Crimes**

If a crime is reported as occurring On Campus, in On-Campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2021 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2020 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2019 calendar year at this campus is zero (0).

Hate Crimes

<b>Year</b>	<b>Number of Offenses</b>	<b>Clery Location</b>	<b>Crime Category</b>	<b>Category of Bias</b>
2021	0	N/A	N/A	N/A
2020	0	N/A	N/A	N/A
2019	0	N/A	N/A	N/A

**Coastline College - Newport Beach Campus**

<b>Primary Crimes</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Murder/Non Negligent Manslaughter	2021	0	0	0	0
Murder/Non Negligent Manslaughter	2020	0	0	0	0
Murder/Non Negligent Manslaughter	2019	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
Rape	2021	0	0	0	0
Rape	2020	0	0	0	0
Rape	2019	0	0	0	0
Fondling	2021	0	0	0	0
Fondling	2020	1	0	0	1
Fondling	2019	0	0	0	0
Incest	2021	0	0	0	0
Incest	2020	0	0	0	0
Incest	2019	0	0	0	0
Statutory Rape	2021	0	0	0	0
Statutory Rape	2020	0	0	0	0
Statutory Rape	2019	0	0	0	0
Robbery	2021	0	0	0	0
Robbery	2020	0	0	1	1
Robbery	2019	0	0	0	0
Aggravated Assault	2021	0	0	0	0
Aggravated Assault	2020	0	0	0	0
Aggravated Assault	2019	1	0	0	1
Burglary	2021	0	0	0	0
Burglary	2020	0	0	0	0
Burglary	2019	0	1	0	1
Motor Vehicle Theft	2021	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0
Arson	2021	0	0	0	0
Arson	2020	0	0	0	0
Arson	2019	0	0	0	0

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2021	0	0	0	0
Liquor Law Violation Arrests	2020	0	1	0	1
Liquor Law Violation Arrests	2019	0	0	0	0

Drug Law Violation Arrests	2021	0	0	0	0
Drug Law Violation Arrests	2020	0	0	0	0
Drug Law Violation Arrests	2019	0	1	0	1
Weapons Law Violation Arrests	2021	0	0	0	0
Weapons Law Violation Arrests	2020	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	1	1
Liquor Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2020	0	1	0	1
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	1	0	1
Weapons Law Violation Referrals for Disciplinary Action	2021	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0

<b>VAWA Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2021	0	0	0	0
Domestic Violence	2020	0	0	0	0
Domestic Violence	2019	0	0	0	0
Dating Violence	2021	0	0	0	0
Dating Violence	2020	1	0	0	1
Dating Violence	2019	0	0	0	0
Stalking	2021	0	0	0	0
Stalking	2020	1	0	0	1
Stalking	2019	1	0	0	1

*This campus does not have any On-Campus Student Housing Facilities (a.k.a. Residential Facilities).*

### Unfounded Crimes

If a crime is reported as occurring On Campus, in On-Campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2021 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2020 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2019 calendar year at this campus is zero (0).

### Hate Crimes

<b>Year</b>	<b>Number of Offenses</b>	<b>Clery Location</b>	<b>Crime Category</b>	<b>Category of Bias</b>
2021	0	N/A	N/A	N/A
2020	0	N/A	N/A	N/A
2019	0	N/A	N/A	N/A

## **Campus Geography**

### **OCC - Main Campus**

Orange Coast College (OCC) is located at 2701 Fairview Road, Costa Mesa, CA 92626. The geographic space encompasses each campus building, pathway, garden, and parking lot. The campus has three main public streets that surrounds it and create its boundary. These are Merrimac Way to the south, Fairview Road to the east, and Adams Avenue to the north. A private business surrounds the campus to the west. The campus owns all buildings within the boundaries. The area considered “Public Property” includes the sidewalks adjacent to the campus, the surrounding streets of Merrimac Way, Fairview Road, and Adams Avenue and the sidewalks on the opposite side of those streets.

### **OCC – Waterfront Campus**

Orange Coast College also has the Waterfront Campus located at 1801 W. Pacific Coast Highway, Newport Beach, CA 92663. The geographic space encompasses each campus building, pathway, garden, and parking lot. Private businesses surround the campus to the east and west, and Pacific Coast Highway to the north. The campus owns all buildings within the boundaries. The area considered “Public Property” includes the sidewalks adjacent to the campus, the surrounding street of Pacific Coast Highway and the sidewalks on the opposite side of the street.

### **Golden West College**

Golden West College (GWC) is located at 15744 Golden West Street in Huntington Beach, California. Golden West College does not have any “non-campus” locations. The geographic space encompasses each campus building, pathway, garden, and parking lot. The campus has four main public streets that surrounds it and create its boundary. These are Goldenwest Street to the west, Edinger Avenue to the south, Gothard Street to the east and McFadden Street to the north. The campus has no public street or easement within the boundaries. The campus has no student housing. The campus owns all buildings within the boundaries except for a leased retail pharmacy at the corner of Goldenwest and McFadden and a Boys and Girls Club located on the east side of the campus adjacent to the Gothard parking lot. A detailed description of the campus property can be found on Attachment “A.” The area considered “Public Property” includes the sidewalks adjacent to the campus, the surrounding streets of Goldenwest, McFadden, Gothard and Edinger and the sidewalks on the opposite side of those streets.

### **Coastline College-Garden Grove**

Garden Grove Campus is located at 12901 South Euclid Street in Garden Grove, California. The geographic space encompasses the campus building, pathway, garden, and parking lot. The campus has four main public streets that surrounds it and create its boundary. These are Euclid Street to the east, Garden Grove Boulevard to the south, Pine Street to the west, and Acacia Parkway to the north. The campus does not have student housing and owns all buildings within the boundaries except for a privately owned restaurant (McDonald’s). The Concorde Institute building that is adjacent and to the south of our campus building is also privately owned and not within the campus geography; however, the easements at Concorde and McDonald’s are within the campus core boundary. The area considered “Public Property” includes the sidewalks adjacent to the campus, the surrounding streets of Euclid, Garden Grove, Acacia, and Pine as well as the sidewalks on the opposite side of those streets.

Garden Grove Campus non-campus locations:

- Coastline College Center (Administration Building) located at 11460 Warner Avenue, Fountain Valley, CA 92708
- Garden Villa located at 13051 Wilson St, Garden Grove, CA 92844
- Hy-Lond Home located at 9861 11th St, Garden Grove, CA 92844
- Santa Ana High School located at 520 West Walnut Street, Santa Ana, CA 92801

### **Coastline College–Newport Beach Campus**

Newport Beach Campus is located at 1515 Monrovia Ave in Newport Beach, California. The geographic space encompasses each campus building, pathway, gardens, and parking lot. Private businesses surround the campus to the north and south with Banning Ranch to the West. Monrovia Avenue is the campus' one main public street and is to the east. The campus has no public street or easement within the boundaries. The campus has no student housing and owns all buildings within the boundaries. The area considered "Public Property" includes Monrovia Avenue and its sidewalks.

Newport Beach Campus non-campus locations:

- California Elwyn Institute located at 18325 Mt Baldy Circle, Fountain Valley, CA 92708
- Community Youth Center located at 3000 Fifth Avenue, Corona Del Mar, CA 92625
- Costa Mesa Senior Center at 695 W. 19" Street, Costa Mesa, CA 92627
- Encore Program located at 15245 Springdale St, Huntington Beach, CA 92649
- Fairview Developmental Center located at 2501 Harbor Boulevard, Costa Mesa, CA 92626
- Fountain Valley Senior Center located at 17967 Bushard Street, Fountain Valley, CA 92708
- Oasis Senior Center located at 801 Narcissus Avenue, Newport Beach, CA 92625

### **Coastline College–Westminster (Le-Jao) Campus**

Westminster Le-Jao Campus is located at 14120 All American Way in Westminster, California. The geographic space encompasses each campus building, pathway, garden, and parking lots. The campus has two main public streets, a public park, and a privately owned building that immediately surrounds it. These are 15th Street to the north, All American Way to the west, Sir Goldstein Freedom Park to the east and the Rose Performing Art Center to the south. The campus owns all buildings within the boundaries and does not have student housing. Also within its boundaries are two privately owned parking lots, the Westminster Civic Center parking lot and the County of Orange parking lot. There is one easement along the east border of campus that allows for traffic to and from 15th Street and the Rose Center. The area considered "Public Property" includes the sidewalks adjacent to the campus, the surrounding streets of All American Way, 15th Street, and the portion of Westminster Boulevard adjacent to the Civic Parking lot as well as the sidewalks on the opposite side of those streets.

Le-Jao Campus non-campus locations:

- Corona del Mar High School located at 2101 Eastbluff Dr. Newport Beach, CA 92660
- Costa Mesa High School located at 2650 Fairview Rd, Costa Mesa, CA 92626
- Estancia High School located at 2323 Placentia Ave, Costa Mesa, CA 92627
- Leisure World Clubhouse No. 6 located at 1661 'E' Golden Rain Rd, Seal Beach, CA 90740
- Liberty Park located at 13900 Monroe St, Westminster, CA 92683
- Newport Harbor High School located at 600 Irvine Ave, Newport Beach, CA 92663
- Newport Mesa Early College High School located at 2990 Mesa Verde Drive East, Costa Mesa,

CA 92626

- Westminster City Senior Center located at 8200 Westminster Blvd, Westminster, CA 92683
- Westview Adult Day Care Center located at 8295 Westminster Blvd, Westminster, CA 92683

### **Daily Crime Log**

Each Public Safety Department in the Coast Community College District maintains a Daily Crime Log that includes all crimes reportedly occurring within the applicable campus Clery Geography. All entries are reflected in these logs without the presumption of guilt or innocence. The Daily Crime Logs for each institution can be accessed as follows and an example of each is listed below the campus:

- **Orange Coast College:** The Daily Crime Log is available to the public during normal business hours from 8:00 a.m. to 5:00 p.m. Monday through Friday at the front counter of the OCC Public Safety Office. The office is located near Lot C at 2701 Fairview Road, Costa Mesa, CA 92626. OCC Public Safety does not maintain a Daily Crime Log at the Waterfront Campus.



# ORANGE COAST COLLEGE PUBLIC SAFETY

## Clery Act Public Crime Log

From 2/1/2020 To 2/7/2020

Incident Type:	THEFT : LARCENY (\$950 OR LESS)		
Location:	ORANGE COAST COLLEGE : BUILDINGS : MENS LOCKER ROOM - 96		
Date/Time Reported:	2/1/2020 0300	Incident Occurred Between:	2/1/2020 0305 and 2/1/2020 1700
Case #:	OCC-IR2020-25	Int. Ref. #:	Disposition: CLOSED / REFERRED TO OTHER AGENCY/DEPARTMENT
Notes:	Multiple media tablets missing from Athletic office.		
Incident Type:	INFORMATION ONLY REPORT		
Location:	ORANGE COAST COLLEGE : PARKING LOTS : ADAMS LOT		
Date/Time Reported:	2/2/2020 1210	Incident Occurred Between:	2/2/2020 1200 and 2/2/2020 1250
Case #:	OCC-IR2020-26	Int. Ref. #:	Disposition: REFERRED TO LAW ENFORCEMENT
Notes:	Verbal altercation between two parties during the swap meet.		
Incident Type:	THEFT : LARCENY (\$950 OR LESS)		
Location:	ORANGE COAST COLLEGE : BUILDINGS : CAFETERIA - 86		
Date/Time Reported:	2/4/2020 1525	Incident Occurred Between:	2/4/2020 1300 and 2/4/2020 1550
Case #:	OCC-IR2020-28	Int. Ref. #:	Disposition: REFERRED TO LAW ENFORCEMENT
Notes:	MALE HAD SOME GAMING ITEMS STOLEN FROM CAFETERIA.		
Incident Type:	TRAFFIC COLLISION		
Location:	ORANGE COAST COLLEGE		
Date/Time Reported:	2/5/2020 1400	Incident Occurred Between:	2/5/2020 1338 and 2/5/2020 1435
Case #:	OCC-IR2020-30	Int. Ref. #:	Disposition: OTHER
Notes:	Hit & Run In Delta parking lot.		
Incident Type:	MEDICAL ASSIST : STUDENT (NOT TRANSPORTED)		
Location:	ORANGE COAST COLLEGE : PARKING LOTS : LOT D		
Date/Time Reported:	2/5/2020 1815	Incident Occurred Between:	2/5/2020 1815 and 2/5/2020 1815
Case #:	OCC-IR2020-29	Int. Ref. #:	Disposition: N/A
Notes:	Student fell in parking lot and sustained an abrasion to the back of his head. Refused medical attention.		

**Golden West College:** The Daily Crime Log is available for public inspection during normal business hours at the front counter in the Public Safety Office. The Public Safety Office is located on the south side of the campus off the Edinger Parking Lot. The office is the one-story building facing Edinger just west of the Nursing Building. Office hours are 8:00 a.m. to 5:00 p.m. Monday

through Friday.



## GOLDEN WEST COLLEGE PUBLIC SAFETY

### Clery Act Public Crime Log

From 2/1/2020 To 2/7/2020

<b>Incident Type:</b>	INFORMATION ONLY REPORT		
<b>Location:</b>	GOLDEN WEST COLLEGE : SWAP MEET : ROW S : SPACE : S8		
<b>Date/Time Reported:</b>	2/1/2020 0705	<b>Incident Occurred Between:</b>	2/1/2020 0705 and 2/1/2020 0735
<b>Case #:</b>	GWC-IR2020-09	<b>Int. Ref. #:</b>	Disposition: REFERRED TO LAW ENFORCEMENT
<b>Notes:</b>	SWAP MEET: FOUND LOADED FIREARM IN VENDOR SPACE.		
<b>Incident Type:</b>	INFORMATION ONLY REPORT		
<b>Location:</b>	GOLDEN WEST COLLEGE : BUILDINGS : STUDENT UNION		
<b>Date/Time Reported:</b>	2/3/2020 1614	<b>Incident Occurred Between:</b>	2/3/2020 1614 and 2/3/2020 1614
<b>Case #:</b>	GWC-IR2020-10	<b>Int. Ref. #:</b>	Disposition: VICTIM TO HANDLE FURTHER ACTION
<b>Notes:</b>	Light pole fell over when student leaned against it.		
<b>Incident Type:</b>	MALICIOUS MISCHIEF (DAMAGE / DESTROY /GRAFFITI PROPERTY)		
<b>Location:</b>	GOLDEN WEST COLLEGE : BUILDINGS : GYMNASIUM (RECREATION EDUCATION) - 18		
<b>Date/Time Reported:</b>	2/3/2020 1814	<b>Incident Occurred Between:</b>	2/3/2020 1814 and 2/3/2020 1814
<b>Case #:</b>	GWC-IR2020-11	<b>Int. Ref. #:</b>	Disposition: OTHER
<b>Notes:</b>	Handwritten etching on the window next to the front doors.		
<b>Incident Type:</b>	TRAFFIC COLLISION		
<b>Location:</b>	GOLDEN WEST COLLEGE		
<b>Date/Time Reported:</b>	2/6/2020 0645	<b>Incident Occurred Between:</b>	2/6/2020 0530 and 2/6/2020 0530
<b>Case #:</b>	GWC-IR2020-13	<b>Int. Ref. #:</b>	Disposition: N/A
<b>Notes:</b>	Vehicle collided with light pole #4 in the Goldenwest lot		
<b>Incident Type:</b>	TRAFFIC COLLISION : HIT AN RUN WITHOUT INJURY		
<b>Location:</b>	GOLDEN WEST COLLEGE : PARKING LOTS : EDINGER PARKING LOT 22		
<b>Date/Time Reported:</b>	2/6/2020 1700	<b>Incident Occurred Between:</b>	2/5/2020 1503 and 2/5/2020 1915
<b>Case #:</b>	GWC-IR2020-14	<b>Int. Ref. #:</b>	Disposition: CLOSED / REFERRED TO OTHER AGENCY/DEPARTMENT
<b>Notes:</b>	Hit and Run report		
<b>Incident Type:</b>	MEDICAL ASSIST		
<b>Location:</b>	GOLDEN WEST COLLEGE : PARKING LOTS : GOTHARD PARKING LOT 37		
<b>Date/Time Reported:</b>	2/7/2020 1325	<b>Incident Occurred Between:</b>	2/7/2020 1320 and 2/7/2020 1345
<b>Case #:</b>	GWC-IR2020-15	<b>Int. Ref. #:</b>	Disposition: CLOSED / OTHER
<b>Notes:</b>	Student tripped and fell.		

**Coastline College:** The Daily Crime Log can be accessed at the Public Safety Office during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday). The Public Safety Office is located at 11460 Warner Avenue, Fountain Valley, CA 92708.



## COASTLINE COLLEGE PUBLIC SAFETY

### Clery Act Public Crime Log

From 2/1/2020 To 2/7/2020

<b>Incident Type:</b>	STUDENT CODE OF CONDUCT - VIOLATION : VIOLATION OF HEALTH & SAFETY REGULATIONS		
<b>Location:</b>	COASTLINE COLLEGE : NEWPORT BEACH CENTER : BUILDING : WEST SIDEWALK (BEACH SIDE)		
<b>Date/Time Reported:</b>	2/3/2020 1025	<b>Incident Occurred Between:</b>	2/2/2020 1025 and 2/3/2020 1025
<b>Case #:</b>	CCC-IR2020-03	<b>Int. Ref. #:</b>	Disposition: WARNING ONLY
<b>Notes:</b>	While monitoring the campus surveillance cameras, I observed an Acquired Brain Injury (A.B.I.) Student urinating in public near the south rear gate area. Student contacted.		
<b>Incident Type:</b>	MEDICAL ASSIST : STAFF (NOT TRANSPORTED)		
<b>Location:</b>	COASTLINE COLLEGE : COLLEGE CENTER : PARKING LOTS : WEST		
<b>Date/Time Reported:</b>	2/5/2020 1633	<b>Incident Occurred Between:</b>	2/5/2020 1632 and 2/5/2020 1650
<b>Case #:</b>	CCC-IR2020-04	<b>Int. Ref. #:</b>	Disposition: OTHER
<b>Notes:</b>	Female staff tripped and fell over a speed bump at the West side parking lot. No medical attention was needed. Left the site under her own power.		
<b>Incident Type:</b>	MEDICAL ASSIST : STUDENT (NOT TRANSPORTED)		
<b>Location:</b>	COASTLINE COLLEGE : NEWPORT BEACH CENTER : BUILDING : THIRD FLOOR : MAIN OFFICE		
<b>Date/Time Reported:</b>	2/6/2020 1625	<b>Incident Occurred Between:</b>	2/6/2020 1625 and 2/6/2020 1740
<b>Case #:</b>	CCC-IR2020-05	<b>Int. Ref. #:</b>	Disposition: CLOSED / OTHER
<b>Notes:</b>	Special Program student lost balance and fell backwards. Student reported back head injury. Student declined ambulance and was provided an ice pack. Student was picked up by mother.		

### Reporting Crimes and Other Emergencies

#### **Orange Coast College (Main Campus and Waterfront Campus)**

Criminal activity and other campus emergencies can be reported directly to the Public Safety Department by telephones on campus. Outdoor emergency phones are easily identified by bright blue overhead lights. Crimes and other emergencies can be reported in-person at the Public Safety Office which is open Monday-Friday 8:00 a.m. to 5:00 p.m. These incidents can also be reported via phone by dialing (714) 432-5017 for routine calls and (714) 432-5555 for emergencies. On weekends or after regular business hours, incidents can be reported to the on-duty officers by calling them direct on their cell phones at (714) 412-0582 or (714) 412-2733.

Individuals should report criminal offenses to OCC Public Safety Department by calling (714) 432-5017 for assessment to determine if a Timely Warning Notice is warranted and for inclusion in the annual statistical disclosure. OCC encourages accurate and prompt reporting of all crimes to the Public Safety Department (or local police) when the victim of a crime elects to, or is unable to, make such a report.

#### Response to Reports (Main Campus and Waterfront Campus)

In response to a call, the Public Safety Department will take the required action, either dispatching an officer or asking the victim to report to the Public Safety Department to file an incident report. Certain reported crimes at the main campus will be investigated by the Costa Mesa Police Department and may become a matter of public record. Certain reported crimes at the Waterfront Campus will be investigated by the Newport Beach Police Department and may become a matter of public record. The Public Safety Department incident reports are forwarded to the Dean of Students Office for review for potential action, as appropriate. The Public Safety Department will complete an incident report when it is deemed appropriate. Additional information obtained via the incident report will also be forwarded to the Dean of

Students Office. If assistance is required from the Costa Mesa Police Department, Costa Mesa Fire Department, Newport Beach Police Department, or Newport Beach Fire Department, the Public Safety Department will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including the Public Safety Department, will offer the victim a wide variety of services.

Members of the community are helpful when they immediately report crimes or emergencies to the OCC Public Safety Department and/or the following preferred receivers of reports for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary:

- President (714) 432-5577
- Vice President, Instruction (714) 432-5015
- Vice President, Student Services (714) 432-5897
- Vice President, Administrative Services (714) 432-5111
- Dean of Student Services (714) 432-5741
- Dean, OCC School of Sailing (949) 258-7091
- Director of Student Equity and Title IX (714) 432-5930
- Director, Public Safety (714) 432-5117
- Public Safety Officer (714) 412-0582

### **Golden West College**

Working together, public safety at Golden West College is everyone's responsibility. No Community, of course, can be totally risk-free in today's society. Students, faculty, staff, and visitors are partners in creating an atmosphere that is safe and conducive for learning. All students, staff, faculty, and visitors are encouraged to report any crime to public safety or the Huntington Beach Police Department. Any Part I crime reported to public safety will be reported to the local police agency immediately.

Golden West College maintains a Public Safety Department with personnel available 24 hours a day. A person may report any criminal action or emergency at any time - day or night - by calling Public Safety at (714) 895-8924 or for emergencies (714) 895-8999. Anyone can contact Public Safety in person with the Public Safety Office which is located on the south side of campus on the Edinger Parking lot, 8:00 a.m. to 5:00 p.m. Monday through Friday. Anyone may also use the numerous Code Blue Emergency Phones located in all parking lots and throughout the campus. They may also dial 911. Public Safety maintains a webpage with resources available to students.

Individuals should report criminal offenses to any Public Safety member or any college staff member. GWC encourages accurate and prompt reporting of all crime to the Public Safety Department (or local police), when the victim of a crime elects to, or is unable to, make such a report. A report of crimes may be made directed to the campus Public Safety Department or to the local law enforcement agency.

### GWC Response to Reports

In response to a call, the Public Safety Department will take the required action, either dispatching an officer or asking the victim to report to the Public Safety Department to file an incident report. Public Safety Officers will respond, and document all reported crimes. Certain crimes will be reported to the Huntington Beach Police Department for investigation. Crimes reported to the College may become a matter of public record. The Public Safety Department incident reports when appropriate are sent to the

Vice President of Student Life and Administrative Services for review and referral for any student discipline as appropriate. Public Safety Department Officers will investigate any report of a crime and immediately notify the Huntington Beach Police Department for further investigation. Reports received by Public Safety may be sent to the Student Affairs office for review and potential action. If a sexual assault or rape should occur, the staff on the scene, including the Public Safety Department, will offer the victim a wide variety of services.

Members of the community are helpful when they immediately report crimes or emergencies to the GWC Public Safety Department and/or the following preferred receivers of reports for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary:

- President (714) 895-8101
- Vice President, Instruction (714) 895-8707
- Vice President, Student Services (714) 895-8130
- Vice President, Administrative Services (714) 895-8307
- Dean of Student Services (714) 895-8705
- Director of Student Equity and Title IX (714) 895-8705
- Director of Public Safety (714) 895-8183
- Public Safety Office (714) 895-8924

**Coastline College: Garden Grove Campus, Le-Jao Campus, & Newport Beach Campus**

Community members, students, faculty, staff, and visitors are encouraged to accurately and promptly report all crimes and public safety-related incidents to the Public Safety Department in a timely manner when the victim of a crime elects to, or is unable to, make such a report. While no community can be entirely risk-free in today’s world, students, faculty, staff, and visitors are partners in creating an atmosphere that is safe and conducive to learning. By working together, public safety at Coastline College is everyone’s business.

Coastline College does not operate a 24/7 Public Safety Department. The Public Safety Office is open from 8:00 am to 5:00 pm, Monday-Friday. Public safety officers are available at the learning centers until 10:30 pm Monday-Thursday. Friday hours vary by facility and schedule of events. Persons who want to report a crime in progress or other emergencies on campus should call 9-1-1 for a local law enforcement response. Individuals should report criminal offenses to the Public Safety Department (during business hours) and/or the following Campus Security Authorities (CSAs) for assessment to determine if a Timely Warning Notice is warranted and for inclusion in the annual statistical disclosure:

- President (714) 241-6152
- Vice President, Instruction (714) 241-6195
- Vice President, Student Services (714) 241-6160
- Vice President, Administrative Services (714) 241-6144
- Dean of Student Services (714) 241-6142
- Dean, Garden Grove Center (714) 241-6209
- Dean, Westminster (Le-Jao) Center (714) 241-6184
- Dean, Newport Beach Center (714) 546-7600 x17201
- Director of Student Equity and Title IX (714) 241-6130

- Director of Public Safety (714) 241-6360
- Public Safety Officers: GGC (714) 837-6071; NBC (714) 837-6502; WLJC (714) 837-6477

Emergency phones are also located in the parking lots at the College Center, Garden Grove and Newport Beach campuses. One is also mounted at the front entrance at the Le-Jao campus. For services of a non-emergency or more routine nature, the Public Safety Office may be called at (714) 241-6120.

The business, non-emergency numbers of the local police departments responsible for the College Center and three campuses are listed below:

<b>Coastline Location</b>	<b>Area Office</b>	<b>Agency</b>	<b>Business Number</b>
College Center	(714) 546-7600	Fountain Valley PD	(714) 593-4484
Garden Grove Campus	(714) 241-6209	Garden Grove PD	(714) 741-5704
Newport Beach Campus	(714) 241-6213	Newport Beach PD	(949) 644-3717
Westminster (Le Jao) Campus	(714) 241-6184	Westminster PD	(714) 898-3315

**Coastline College Response to Reports**

The Coastline Campus Public Safety Department does not have a centralized Dispatcher Center. Those needing a Public Safety Officer should contact the Duty Phone of the officer at the campus for which they are needed. In response to a call, Public Safety or local law enforcement will take the required action, either dispatching an Officer or asking the victim to report to their department to file an incident report. All Public Safety incident reports are forwarded to the Dean of Students Office for review and referral to the Office of Student Judicial Services for potential action, as appropriate. All reported crime reports may become a matter of public record. When it is deemed appropriate, investigations will be forwarded to the appropriate Law Enforcement agency. If assistance is required from the Garden Grove, Newport Beach, Westminster or Fountain Valley Police Departments or the Orange County Fire Authority for the Garden Grove Campus, Newport Beach, Westminster, or Fountain Valley Fire Departments depending on campus location, Public Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including public safety, will offer the victim a wide variety of services and the College will contact Law Enforcement/Medical authorities.

**Voluntary and Confidential Reporting of Crimes**

If you are the victim of a crime and do not want to pursue action within the Coast Community College District or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Public Safety officer can file a report on the details of the incident without revealing your identity (except to the applicable College Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, each college in the District can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. CCCD does not employ any pastoral counselors.

### **Monitoring and Recording through Local Police Agencies of Criminal Activity by Students at Noncampus locations of Officially Recognized Student Organizations**

None of the Colleges in the District use local police for the monitoring and recording of criminal activity by students at noncampus locations of student organizations officially recognized by the institution, as no officially recognized student organizations have any noncampus housing facilities.

### **Security Awareness & Crime Prevention Programs**

Due to the COVID-19 pandemic, the 2020-2021 academic year resulted in a closed campus. There were no crime prevention and security awareness programs provided. As campuses open and staff and students are permitted to return, security programs will resume. Topics such as personal safety, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs which will be offered during the academic year. As part of the security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others. Finally, all effective crime prevention programs will include some measure of people watching out for one another. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Public Safety to report suspicious behavior. For additional questions regarding crime prevention, contact the Public Safety Department directly.

As part of the department's community-oriented policing philosophy, Public Safety will resume crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness, Rape Aggression Defense (R.A.D.) and property protection strategies.

### **Orange Coast College (Main Campus and Waterfront Campus)**

One of the essential components of any successful crime prevention program is an informed public. It is the intent of the OCC to inform students of good crime prevention and security awareness practices. OCC's Public Safety Department publishes pamphlets and flyers on various topics relating to crime prevention on campus. These topics include active shooter incident checklist, security awareness, crime reporting, safety escorts, and weapons policy.

The Director of Public Safety regularly presents workshops on such topics as: Public Safety Department Services, Security Awareness, General Crime Prevention, Bicycle Safety, Rape and Sexual Assault Awareness, and Prevention of Vehicle Theft and Burglary. The workshops are offered free of charge. The Dean of Students and Student Life also offers educational programs. These programs address topics such as personal safety, alcohol and drug abuse awareness and sexual assault prevention. As part of the security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Public Safety to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (714) 432-5017.

### **Golden West College**

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Golden West College to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to their physical safety. Such information will be distributed to students through this brochure and through student publications. The "GWC" App is used to communicate various information to students directly. Staff is informed through in-house memos or bulletins and regularly published newsletters. Crime prevention programs and services provided

by GWC include officers attending various classes to discuss safety issues and several crime prevention topics and recommendations are posted on the [Public Safety webpage](http://www.goldenwestcollege.edu/public-safety/prevention/) at URL: <http://www.goldenwestcollege.edu/public-safety/prevention/>

Crime prevention also includes some deterrent efforts and investigative aids. These include the use of Closed-Circuit TV Cameras and Monitors, panic buttons and emergency phones. The campus recently expanded the number of CCTV cameras and installed new “Blue” emergency phones and towers throughout the campus and in the parking lots. In addition to this equipment, the officers perform proactive patrols and provide escorts to students when requested.

Another critical element of a campus safety program is training. The College Public Safety Department, Student Health Services and Student Activities office sponsor programs on various topics ranging from security awareness, crime prevention, and sexual assault awareness to substance abuse prevention.

### **Coastline College (Garden Grove, Le-Jao, Newport Beach)**

A successful crime prevention program must ensure that the public is well informed. It is the intent of Coastline College to provide information in a timely manner regarding criminal activity or security problems which may pose a threat to the safety of students, faculty, staff, visitors, and their property. Such information will be distributed to students through flyers, and staff through in-house memos and bulletins, and a new Coastline application that is compatible with both android and Apple cell phone platforms. Crime and security information is also shared among the District’s Campus Public Safety Departments, as well as those in neighboring districts. Crime prevention programs and services provided by Coastline Campus Public Safety include Safety Patrols, Escorts, and Assists.

Crime prevention programs must also include a component involving individuals being alert and reporting suspicious activity. All staff and students are asked to report any suspicious behavior to the local police department or the Public Safety Department at (714) 241-6120. Crimes in progress should be reported directly to the local police department by calling 9-1-1.

Due to the unique nature of Coastline College, there is no Student Health Office or Student Activities Office on campus to sponsor or assist in the different types of crime prevention or security awareness training which are offered at other colleges in the District. However, crime prevention information is disseminated in response to individual inquiries or incidents, or current crime trends. Finally, a member of the Associated Student Government is part of Coastline’s Facilities, Safety, and Sustainability Committee.

### **Security of and Access to Campus Facilities**

#### **Orange Coast College (Main Campus and Waterfront Campus)**

Access to academic, recreational, and administrative facilities on campus will be restricted to students, faculty, and employees of the District. Some outdoor athletic facilities on campus, unless locked, are open for unrestricted use to the general public as long as the public’s activities do not conflict with authorized college activities. Access to cultural and recreational events on campus by the general public will be limited to only the facilities in which the events occur. Most campus buildings are open from 8:00 a.m. to 10:00 p.m.

On the Main Campus, residential facilities are only accessible to building residents and their authorized guests and visitors, as monitored by residential life staff. Residents are helpful to avoid allowing unknown individuals access to the residential buildings. Residential life staff and private security officers monitor

security in the residential facilities and encourage building residents to report suspicious or unusual activity.

Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours must complete a Use of Facility form to use college facilities for that date and time. The Public Safety Department is notified when such facility use permits are approved. Many campus rooms and buildings are protected by intrusion alarms and monitored by video cameras. Before entering such areas, the Public Safety Department should be notified.

Campus buildings will normally be locked from 5:30 p.m. Friday to 8:00 a.m. Monday. College personnel will unlock doors for weekend classes and other events as published in the facility use schedule. It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. Keys and access cards are provided to staff members on a need-to-enter basis as determined by the appropriate supervisor. Lost keys and access cards must be reported immediately to one's supervisor and the Public Safety Department. Public Safety Officers conduct routine patrols of campus buildings in order to monitor security related matters.

#### Security Considerations in the Maintenance of Campus Facilities

OCC maintains a physically secure campus through various methods that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Public Safety works with Facilities Maintenance in order to address burned out lights, malfunctioning door lock mechanisms, etc. Other members of the College community are helpful when they report equipment problems to Public Safety or to Facilities Management.

#### **Golden West College**

Most campus buildings are open from 6:30 a.m. to 10:30 p.m. and accessible to students, staff, faculty and members of the public. Students and staff members will be asked to identify themselves if there is a question about their authorization in a specific area. Members of the public or public groups who want to use campus buildings or other areas must secure a Permit to Use College Facilities for that date and time from the Facilities Office. The Public Safety Department is notified when the facilities use permits are approved.

#### Keys

The responsibility of maintaining custody of campus keys is managed by Public Safety and keys are provided to staff and faculty members on a need-to-enter basis as determined by the appropriate Manager or Dean. Lost keys must be reported immediately to one's supervisor and to the College Public Safety Department. College Public Safety personnel will confiscate any keys which have not been specifically issued to a particular individual. Unauthorized duplication of District keys is not permitted. All classroom doors are accessible by use of an assigned electronic access card. The doors can be secured by the faculty from the inside and can also be electronically locked remotely by Public Safety. The college has the ability to perform an emergency "lock-down" of a specific building or all of the classrooms, campus-wide for security.

Campus buildings will normally be locked from 5:30 p.m. on Friday to 6:00 a.m. on Monday. Public Safety personnel will unlock doors for weekend classes and other events as published in The Weekend Events Calendar prepared by the Facilities Office. It is the responsibility of those who use rooms, offices, and areas, to lock access doors, turn off lights, and close windows. Facilities services staff and Public

Safety staff will check many areas of the campus during off-hours but the primary responsibility for security lies with the user. Public Safety officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

#### Security Considerations in the Maintenance of Campus Facilities

GWC maintains a physically secure campus through a various method that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Campus Public Safety works with Facilities Maintenance in order to address burned out lights, malfunctioning door lock mechanisms, etc. Maintenance or repair issues are immediately reported to the Maintenance and Operations staff. Other members of the College community are helpful when they report equipment problems to Public Safety or to Facilities Management.

#### **Coastline College (Garden Grove, Le-Jao, Newport Beach)**

The Coastline College Center (administration building) is generally open from 8:00 am to 5:00 pm, while the offices at the three campuses (Garden Grove, Le-Jao, and Newport Beach) are open from 8:00 am to 10:00 pm. Public Safety Officers are on-duty until 10:30 pm, after classes are finished. It is the responsibility of those who use rooms, offices, and other areas to lock access doors, turn off lights, and close windows. Maintenance & Operations (M&O) staff will check many areas of the campus during off-hours, but the primary responsibility for security remains with the concerned users.

All staff members have been issued identification cards, and non-distance learning students are strongly encouraged to obtain one which they may be asked to produce if there is a question about their authorization in a specific area. Members of the public or public groups who want to use campus buildings or other areas must secure a Permit to Use College Facilities for the concerned date and time from the Business Office. The Public Safety Department is notified when the facility use permits are approved. Campus buildings will normally be locked during weekends. Public Safety, M&O personnel, or staff will unlock doors for weekend classes and other events as necessary. Public Safety officers conduct routine patrols of campus buildings to evaluate and monitor security-related matters. The officer's conduct checks of the parking lot and exterior of the building before classes begin. When classes are over, they check the entire building before it is locked. The officers are available for escorts or to help students with special needs that may require assistance going to or from their vehicles.

Keys are provided to staff members on a need-to-enter basis as determined by the appropriate supervisor or dean. Lost keys must be reported immediately to one's supervisor and to the Public Safety Department. Keys should never be loaned to other staff members or students. Unauthorized duplication of District keys is strictly prohibited. Electronic access cards are issued to staff and faculty at all Centers based on their need to enter secure areas at any time, or the facility during their hours of instruction, or gaining entry during off-hours. In addition, each campus has a security camera system with cameras placed at strategic locations on the interior and exterior of the buildings.

No District property may be removed from the campus without specific written permission from the department chairperson or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

Coastline College maintains a physically secure campus through various methods that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Public Safety works with Maintenance & Operations in order to address burned out lights in the parking lot or other

campus locations; malfunctioning door lock mechanisms; observing and reporting suspicious persons; and reporting unsafe conditions. Other members of the College community are helpful when they report equipment problems to Public Safety or to Facilities Management.

**Drug and Alcohol Policy**

Coast Community College District prohibits the unlawful possession, use, and sale of alcoholic beverages and illegal drugs on each campus within the District. The Public Safety Department at Orange Coast College is responsible for the reporting of state underage drinking laws and reporting of Federal and State drug laws on the OCC Main Campus and at the Waterfront Campus. The Public Safety Department at Golden West College is responsible for the enforcement of state underage drinking laws and enforcement of Federal and State drug laws at GWC. The Public Safety Department at Coastline College is responsible for the enforcement of state underage drinking laws and enforcement of Federal and State drug laws at the Garden Grove, Le-Jao, and Newport Beach campuses.

<b>Law Enforcement Authority</b>	<b>Contact Numbers</b>
<b>Huntington Beach Police Department</b> 2000 Main St., Huntington Beach CA 92648	<b>(714) 960-8811</b>
<b>Costa Mesa Police Department</b> 99 Fair Dr., Costa Mesa, CA 92626	<b>(714) 754-5280</b>
<b>Fountain Valley Police Department</b> 10200 Slater Ave., Fountain Valley, CA 92708	<b>(714) 593-4485</b>
<b>Newport Beach Police Department</b> 870 Santa Barbara Dr, Newport Beach, CA 92660	<b>(949) 644-3681</b>
<b>Garden Grove Police Department</b> 11301 Acacia Pkwy, Garden Grove, CA 92840	<b>(714) 741-5704</b>
<b>Westminster Police Department</b> 8200 Westminster Blvd., Westminster, CA 92683	<b>(714) 898-3315</b>

**Drug and Alcohol Abuse Prevention Program**

In compliance with the Drug Free Schools and Communities Act, Coast Community College District publishes information regarding the District’s prevention program: standards of conduct that prohibit, at a minimum, the unlawful use, possession, and distribution of alcohol and illegal drugs on campus and at institution-associated activities; sanctions for violations of federal, state, and local laws and District policies; a description of health risks associated with alcohol and other drug use and abuse; and a description of available counseling, treatment, rehabilitation and re-entry programs for Coast Community College District students and employees. A complete description of these topics, as provided in the District’s annual notification to students and employees, is available online at: [https://www.cccd.edu/boardoftrustees/Documents/BP\\_3550\\_Drug\\_Free\\_Environ\\_and\\_Drug\\_Prevent\\_Prgm%20\(2\).pdf](https://www.cccd.edu/boardoftrustees/Documents/BP_3550_Drug_Free_Environ_and_Drug_Prevent_Prgm%20(2).pdf).

## **Public Safety Enforcement Authority, Jurisdiction, and Interagency Relationships**

The Coast Community College District which includes Orange Coast College, Golden West College and Coastline Community College has written Memorandums of Understanding (MOUs) with the below listed police departments:

- The Costa Mesa Police Department
- The Huntington Beach Police Department
- The Westminster Police Department
- The Garden Grove Police Department
- The Fountain Valley Police Department
- The Newport Beach Police Department

These Memorandums of Understanding (MOU's) with the local law enforcement agencies pertain to the investigation of alleged criminal incidents. The local police departments will be responsible for all law enforcement and criminal investigative activities on the campus of Coastline College that involve a Part 1 crime as described above and any reported property crime.

MOUs designate the operational responsibility and defines specific geographic boundaries of response for the investigation of Part 1 violent crimes which includes homicide, rape, robbery, and aggravated assaults. In addition, the colleges will report any Hate Crimes and Sexual Assaults. This agreement also ensures the proper reporting of violent crime and property crime occurring on campus property in compliance with the FBI Uniform Crime Reporting Program.

### **Orange Coast College - Main Campus**

Orange Coast College employs public safety officers with training specific to parking and public safety. Public Safety officers are not peace officers and do not have peace officer powers of arrest. Public Safety Officers receive initial and bi-annual training that complies with Senate Bill 1626. Under Penal Code Section 837, Public Safety officers can conduct a private person's arrest. Officers enforce OCC policies and parking regulations. Public Safety officers are also trained in basic first aid, CPR, and receive specialized training in campus safety and security operations.

Orange Coast College requests assistance from Costa Mesa Police Department for incidents that require resources not available to Orange Coast College. Moreover, the College will summon the assistance of other agencies to provide services for incidents that require special resources. This may include the Costa Mesa Fire Department. These include homicide, rape, robbery, and aggravated assaults on campus property and property controlled by the campus. This agreement also ensures the proper reporting of violent crime and property crime occurring on campus property in compliance with the FBI Uniform Crime Reporting Program. The Public Safety Department will report all crimes to the Costa Mesa Police Department for criminal investigations. The Public Safety Department maintains a close working relationship and communicates regularly with the Costa Mesa Police Department.

The Security Officers have jurisdiction to operate on Coast Community College District owned or controlled property. The patrol jurisdiction of security officers is limited to any buildings or properties owned or controlled by Coast Community College District.

Although non-sworn, Public Safety Officers at OCC are required to pass the Commission on Peace Officer Standards and Training P.C. 832.2, School Peace Officer Course. The course outline includes: the role of school peace officers, laws impacting school campuses, maintaining campus community relations,

reporting offenses to other law enforcement agencies, dealing with violence/gangs on campus, dealing with campus parking and traffic, facility protection, and emergencies and disasters. Officers are required to maintain current certification in First Aid and CPR Training. All officers are required to have training in the use of Automated External Defibrillators (A.E.D.s). These units are standard officer equipment to assist in saving the lives of cardiac-arrest victims.

In addition, the OCC Public Safety Department has established a comprehensive training program to augment the expertise and confidence of the individual in the performance of his or her duties. The training program consists of self-defense tactics videos for the officers and other on-going video training films for officers, Safety Assistants, and Desk Officers. Officers also participate and attend an 8-hr annual training update.

Campus-Community Emergency Response Training (C-CERT) course is provided by the District. An eight-hour course for First Responders to Hazardous Material Spills is offered to select full-time officers. Officers are issued the department officer's manual, and law enforcement updates from various sources are regularly disseminated.

The OCC Public Safety Officer is usually first on the scene for assault and battery incidents, and they do not carry weapons other than pepper spray. Therefore, self-defense training and knowledge is imperative.

### **Orange Coast College – Waterfront Campus**

Orange Coast College employs public safety officers with training specific to parking and public safety. Public Safety officers are not peace officers and do not have peace officer powers of arrest. Public Safety Officers receive initial and bi-annual training that complies with Senate Bill 1626. Under Penal Code Section 837, Public Safety officers can conduct a private person's arrest. Officers enforce OCC policies and parking regulations. Public Safety officers are also trained in basic first aid, CPR, and receive specialized training in campus safety and security operations.

The Security Officers have jurisdiction to operate on Orange Coast College Waterfront Campus owned or controlled property. The patrol jurisdiction of security officers is limited to any buildings or properties owned or controlled by Orange Coast College Waterfront Campus. The Orange Coast College Public Safety Dept. maintains a strong working relationship with state and local police agencies, including the Newport Beach Police Department

### **Golden West College**

Golden West College maintains a Public Safety Department which responds to all security and safety issues and emergency response on campus according to the guidelines and policies set forth by the Coast Community College District Board of Trustees. The department is non-sworn and relies on solid working relationships maintained with the Huntington Beach Police Department in all matters outside the scope and authority of a Public Safety Officer.

Golden West College employs public safety officers with training specific to parking and public safety. Our Public Safety Officers are on duty 24/7. Public Safety officers are not peace officers. However, all Public Safety Officers receive initial and twice annual training that complies with SB 1626. Public Safety officers do not have peace officer powers of arrest but can affect "private person's" arrests (citizens arrests) under Penal Code Section 837. Officers enforce GWC policies and traffic regulations. Public

Safety officers are also trained in basic first aid and CPR and receive specialized training in campus safety and security operations.

The Public Safety Officers have jurisdiction to operate for the purposes of campus safety and traffic enforcement on the college property. The patrol jurisdiction is limited to all buildings and property owned by the Coast Community College District. The Chief of Police for the Coast Community College District is a fully sworn peace officer authorized by California Penal Code Section 830.32 and California Education Code Section 72330a. The Chief of Police also serves as the Director of Public Safety at Golden West College and the Chief's office is located at Golden West College.

### **Coastline College (Garden Grove Campus, Le-Jao Campus, Newport Beach Campus)**

Coastline Community College Public Safety Officers are non-sworn and do not possess peace officer powers of arrest but can affect a Private Person's Arrest; only for crimes that are committed in their presence. Public Safety officers are authorized to enforce parking regulations on campus and have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. All officers have received First Aid, CPR, and AED training.

The Security Officers have jurisdiction to operate on property owned or controlled by the CCCD. The patrol jurisdiction of security officers is limited to any buildings or properties owned or controlled by Coastline College and the CCCD.

The Coastline College Public Safety Department will notify the local jurisdictions of any Part 1 violent crime, hate crime or sexual assault that occurs on the campus. The Public Safety Department maintains a close working relationship with the local law enforcement agencies for each location:

- Garden Grove Campus – Garden Grove P.D.
- Newport Beach Campus – Newport Beach P.D.
- Westminster (Le-Jao) Campus – Westminster P.D.
- Costa Mesa Center – Costa Mesa P.D.

### **Timely Warnings**

In the event a crime is reported, or a situation arises, within the Coast Community College District Clery Geography (On Campus, Non-campus Property, and Public Property), that, in the judgement of the Campus Director of Public Safety, and in consultation with the College Vice President of Administrative Services and/or College President when time permits, constitutes a serious or continuing threat, a campus wide timely warning will be issued.

Timely warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Public Safety Department. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other campus members, a timely warning would not be distributed. In cases involving a sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the Public Safety Department. Cases involving property crimes will be

assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime. The Director or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a timely warning is warranted. Timely Warnings may also be posted for other Clery crimes as determined necessary by the Director of Public Safety, or his or her designee in his or her absence. Timely warnings may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of our colleges, as deemed necessary.

Timely warnings are typically written by Director of Public Safety or designee and may be sent out with assistance of the Office of the Vice President of Administrative Services and/or the College President. The distribution of the warning may be sent via the College ReGroup electronic message platform that will send it via cellphone call and text message, email, and phone call to other listed numbers. Social media platforms may also be utilized as well as communications from the Campus Office of Public Relations and Marketing to the community and/or media sources. Timely warnings will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. Our District Colleges are not required to issue a timely warning with respect to crimes reported to a pastoral or professional counselor.

### **Emergency Response Procedures**

#### **Orange Coast College (Main Campus and Waterfront Campus)**

Orange Coast College (OCC) maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions. College units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

Orange Coast College administrators are extremely proactive in planning and practicing emergency response exercises in the event of any major incident that might affect the campus. Regularly scheduled evacuation drills of the campus buildings, on-going training for staff in emergency response and life-saving instruction, and various forms of communicating pertinent information to the campus community have been implemented. Faculty and staff in every building on campus have been recruited and received training in evacuation procedures during an emergency. Using Regroup, staff, student, and members of the community would receive a text message, email, and/or phone call regarding real-time information on situations that are occurring. Three public announcement loudspeakers have been installed on top of buildings to advise persons on campus what action to take. Emergencies occurring on campus should be reported to the campus' Public Safety Department. For more information on emergency response, please visit URL

[https://www.cccd.edu/assets/documents/board/BP/AP\\_3505\\_Emergency\\_Response\\_PlanCombined.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_3505_Emergency_Response_PlanCombined.pdf)

The OCC Emergency Action Plan includes information regarding shelter-in-place and evacuation guidelines.

### **Emergency Exercises and Drills**

In conjunction with other emergency agencies, the college conducts numerous emergency response drills and exercises each year, to include table-top and field exercises. Monthly testing of the Emergency Notification System is also conducted. These tests are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. The

Public Safety Department Officers have received training in Incident Command and Rapid Response. General information about the emergency response and evacuation procedures is publicized each year as part of the College's Clery Act compliance efforts and is available on the OCC Emergency Management website

[www.orangecoastcollege.edu/about\\_occ/parking\\_public\\_safety/emergency\\_management/Pages/default.aspx](http://www.orangecoastcollege.edu/about_occ/parking_public_safety/emergency_management/Pages/default.aspx).

OCC publicizes a summary of the emergency response and evacuation procedures on an annual basis via email, in conjunction with the Great ShakeOut earthquake drill that meets all of the requirements of the Higher Education Opportunity Act. Documentation for each test will be retained and shall include the following (a description of the exercise, the date, time and whether it was announced or unannounced).

### **Golden West College**

GW maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of units or positions. College units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

Golden West College has designed multiple orders for emergency response. The Public Safety Department is staffed 24 hours a day, 7 days a week. Responses include the prompt dispatch of Public Safety personnel to the site of the reported crime or emergency, the prompt notification to law enforcement and/or ambulance services or emergency medical services through a direct dial system, and access for the victim to campus counseling or victim support services.

The GWC Emergency Action Plan includes information regarding shelter-in-place and evacuation guidelines. Emergency phone "Code Blue" towers and wall phones are strategically located throughout the campus and are used to broadcast emergency notices; emergency telephone numbers are published in the District's telephone directory, as well as in the District's or students' newspapers. An emergency text message alert system is in place and will be activated by a member of the Emergency Response Team. The team utilizes ReGroup to notify the campus community by phone, e-mail and text.

Emergency Preparedness personnel work closely with Public Safety to assist in emergencies. A practice exercise is conducted at least once per year. The exercise consists of either an evacuation drill, assembly of the ICS Emergency Response Team or other similar event. An Emergency Response exercise is performed each year and involved building evacuations and meeting up at all four assembly areas. Participants included Senior Campus staff, Building Marshalls, Floor Wardens, Division Supervisors, Command Post Personnel, CERT trained members and Public Safety Officers. The campus conducted a review of the exercise by assembling our Incident Command Team and discussing the exercise. The Emergency Preparedness Team continuously attends workshops and seminars to provide the campus staff up-to-date training and certifications. Emergency and evacuation procedures are posted in each building and classroom on campus.

Emergencies occurring on campus should be reported to the campus' Public Safety Department. For more information on emergency response, please visit URL

[https://www.cccd.edu/assets/documents/board/BP/AP\\_3505\\_Emergency\\_Response\\_PlanCombined.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_3505_Emergency_Response_PlanCombined.pdf)

### Emergency Exercises and Drills

In conjunction with other emergency agencies, the college conducts emergency response exercises each year, to include tabletop and field exercises, and tests of the emergency notification systems on campus. The campus conducted an announced emergency drill as part of the California Great Shakeout on October 17, 2019, at 10:19 AM. The emergency practice message advised all students, staff and faculty to “stop, drop and cover” simulating an earthquake. Monthly testing of the Emergency Notification System is also conducted. These tests are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. The Public Safety Department Officers have received training in Incident Command and Rapid Response. General information about the emergency response and evacuation procedures is publicized each year and will be coincided with a test of the emergency response plan which is a part of the college’s Clery Act compliance efforts and is available on the [GWC Public Safety](http://www.goldenwestcollege.edu/public-safety/) website at URL:

<http://www.goldenwestcollege.edu/public-safety/>.

GWC publicizes the procedures to test emergency response and evacuation procedures via email on an annual basis in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. Emergencies occurring on campus should be reported to the campus’ Public Safety Department. For more information on emergency response, please visit URL:

[https://www.cccd.edu/assets/documents/board/BP/AP\\_3505\\_Emergency\\_Response\\_PlanCombined.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_3505_Emergency_Response_PlanCombined.pdf)

The Emergency Response Team made up of members of Public Safety, Emergency Preparedness, CERT trained staff and building marshals is part of a comprehensive program designed to promote a safe environment in which to work and study. It has the responsibility to respond to all campus incidents involving personal and/or sexual assaults or continued threat of danger. When such incidents arise, the Emergency Response Team will meet to determine the most appropriate action to be taken to ensure the safety of students, faculty and staff. Such actions will include but are not limited to:

- Notifications to the College President and District Chancellor.
- Postings on Bulletin Boards and the posting of Sign Boards at campus entrances or other strategic locations.
- Notification of the media.
- Detailed information to be available on the Public Safety Department Web Page.
- Phone, Text and e-mail message notification via Regroup.

### **Coastline College (Garden Grove, Le-Jao Center, Newport Beach Center)**

Coastline College has an emergency plan which meets State and Federal legal requirements. CC maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of units or positions.

College units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

The Director of Public Safety and Emergency Management is responsible for developing the emergency plan and coordinating the emergency planning process. Annual emergency preparedness training provides the campus community with information about emergency procedures, notification procedures, and protective actions regarding potential hazards on campus.

The Coastline College Emergency Activation Guide includes information regarding shelter-in-place and evacuation guidelines.

In July 2018, Coastline updated its Emergency Operations Center (EOC) Activation Plan for each of its four sites. The plan provides various checklists and information related to the start-up of the EOC and communications with each site.

Floor Marshals have been designated for each of the main campuses. They receive annual training to improve emergency management response and coordination efforts, which include but are not limited to evacuation procedures; basic search and rescue techniques; fire suppression; Stryker evacuation chair training; emergency communications, and the location of emergency shutoffs and emergency supplies.

Emergencies occurring on campus should be reported to the campus' Public Safety Department. For more information on emergency response, please visit URL

[https://www.cccd.edu/\\_assets/documents/board/BP/AP\\_3505\\_Emergency\\_Response\\_PlanCombined.pdf](https://www.cccd.edu/_assets/documents/board/BP/AP_3505_Emergency_Response_PlanCombined.pdf)

### Emergency Exercises and Drills

In conjunction with other emergency agencies, the college conducts at least one emergency response exercise each year. The emergency notification system, Regroup, is also tested several times a year. These tests are designed to assess and evaluate the emergency response plans and capabilities of the college. Coastline will publicize a summary of the emergency response and evacuation procedures on an annual basis via email in conjunction with a test (exercise or drill) that meets all of the requirements of the Higher Education Opportunity Act. The documentation for each test will be retained and shall include a description of the exercise, the date and time, and whether it was announced or unannounced.

Coastline participated in the annual statewide earthquake drill, the Great Shakeout. The three main campuses and the Coastline College Center conducted a drop, cover, and hold-on drill, followed by an evacuation drill. The drills were announced.

### Emergency Notifications

Coast Community College District has developed a process to notify each campus community whenever appropriate officials confirm the existence of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire. Campus-specific procedures for confirming the need to send an emergency notification as well as composing and sending such notifications through designated systems are identified below.

### **Orange Coast College (Main Campus and Waterfront Campus)**

Individuals can report emergencies occurring at Orange Coast College by calling (714-432-5017).

The Public Safety Department receives information from various offices and departments on campus. The Public Safety Department or designee uses Regroup to immediately notify the campus community. In the event of an emergency, Orange Coast College will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a dangerous situation or significant emergency exist involving an immediate threat to the health or safety of students, employees or visitors.

If the Public Safety Department confirms (with the assistance of key campus administrators, local first responders, public health officials and/or the National Weather Service) that there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the OCC community (including students, employees, or visitors), the Public Safety Department will collaborate with The Office of Public Relations and Marketing to determine the content of the message and will use some or all of the systems described below to communicate the threat to the OCC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The college utilizes a siren/public address system, text messaging, voice messaging, e-mail, social media platforms, and desktop messaging for notification purposes. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency notification. To opt-in for emergency text and voice messaging, students, faculty, and staff can do so through <https://orangeoastcollege.regroup.com/login>.

The College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the judgment of responsible authorities, (including, but not limited to: Public Safety, Costa Mesa Police, Newport Beach Police, and/or the Costa Mesa Fire, Newport Beach Fire and Emergency Medical Services) compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the identified communication systems (except fire alarm) by the Director of Public Safety or designee.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. Individuals who are members of the larger community and interested in receiving information pertaining to emergencies on campus may also access that information by visiting [www.orangeoastcollege.edu](http://www.orangeoastcollege.edu).

If there is an immediate threat to the health and safety of students or employees occurring on campus, OCC will follow its emergency notification procedures. An institution that follows its emergency notifications procedure is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

### **Golden West College**

Individuals can report emergencies occurring at Golden West College by calling (714-895-8999).

The Public Safety Department receives information from various offices/departments on campus, such as the Emergency Management Team. The Public Safety Department uses the “Regroup” system and will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on the campus.

If the Public Safety Department confirms (with the assistance of key campus administrators, local first responders, public health officials, and/or the National Weather Service) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the GWC community. The Critical Incident Team includes the President, Vice Presidents, Director of Public Safety, Director of Maintenance and Operations and key support staff. If an emergency notification is needed it will be drafted and approved by the team or can be drafted and sent out by the Vice President of Administrative Services and/ the Director of Public Safety will use some or all of the systems described below to communicate the threat to the GWC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The following administrators have the authority to determine when a notification will be sent and what information will be distributed:

- President
- Vice President, Administrative Services
- Vice President, Instruction
- Vice President, Student Services
- Director, Public Relations and Marketing
- Director, Maintenance and Operations
- Area Deans
- Director of Public Safety

The Public Safety Department 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 judgment of the professional judgment of responsible authorities and first responders, (including, but not limited to: Public Safety, the Huntington Beach Police and Fire Department and the Westminster Police and Fire Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the systems referred to below. If and when updated information is available, it will be communicated out using the Regroup system to update members of the campus community as to the status of the incident or emergency and when any critical conditions are no longer present.

All messages will be sent out via the Regroup system to all using e-mail, cell phone, home phone, and office phone and text messages. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

All student and staff participating in the Emergency Notification System are automatically opt-in to the system. All students and staff who choose not to participate, must email their campus Administration department to be removed from the distribution list.

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

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

**Coastline College (Garden Grove Center, Le-Jao Center, Newport Beach Center)**

Individuals can report emergencies occurring at Coastline College by calling (714-981-1958).

Coastline College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

If the Public Safety Department confirms (with the assistance of key campus administrators, local first responders, public health officials and/or the National Weather Service) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Coastline College community (including students, employees, or visitors), the Public Safety Department will collaborate with the Public Relations and Marketing to determine the content of the message and will use some or all of the systems described below to communicate the threat to the CCC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Information can be disseminated through the following methods of notification which may include but are not limited to the Coastline College website; social media sites (such as Facebook and Twitter); traditional media outlets; and the college's mass notification system (Regroup) for telephone, email and text messages. Although the Director of Public Safety has the primary responsibility, the following Coastline College administrators also have the authority to determine when a notification will be sent and what information will be distributed:

- President
- Vice President, Administrative Services
- Vice President, Instruction
- Vice President, Student Services
- Director, Public Relations and Marketing
- Director, Maintenance and Operations
- Area Deans
- Director of Public Safety

The colleges utilize text messaging, voice messaging, e-mail, and desktop messaging, for notification purposes. Students are automatically enrolled during registration to receive the messages.

If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency notification.

The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, (including, but not limited to: Public Safety, Local PDs (Garden Grove, Newport Beach, Westminster, Fountain Valley, or Costa Mesa PDs), and/or the Local Fire and Emergency Medical Services (Orange County Fire Authority, Newport Beach, Fountain Valley, or Costa Mesa)), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the identified communication systems (except fire alarm).

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

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

### **Emergency Evacuation Procedures**

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Public Safety Department does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Public Safety Department staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Coast Community College District, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

### **Fire**

Generally, when a building fire alarm sounds, California law mandates that everyone must evacuate the building.

- Close your door as you leave.
- If possible, know at least two escape routes from wherever you are.
- If smoke or flame is detected, and no alarm is sounding, alert others as you exit.
- During the evacuation, go to the nearest exit or exit stairwell.
- Do not use the elevator, if there is one.
- If smoke is present, keep low to the floor.
- Once outside, move away from the area.

### **When Evacuation is Not Possible**

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window as much as possible. Do not reopen your window unless forced to do so by smoke. After you have sealed your door, immediately call 911 and advise emergency responders of your location and situation. Wait for help to arrive.

### **Shelter in Place**

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as tornado, hostile intruder, or hazardous material release outside, you should consult each relevant section for guidance.

Emergencies change as they progress. The questions to ask yourself are:

Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible. Evacuations may occur under various emergencies. All classrooms and offices have evacuation diagrams indicating the evacuation routes and the appropriate campus assembly areas.

1. Evacuate when
  - a. A fire or life safety emergency occurs
  - b. The fire alarm activates (audible and/or visual)
  - c. Notified to do so by campus Public Safety or Campus Emergency Response Team (CERT)
2. Remain calm; keep noise to a minimum and listen for and follow instructions.
3. In most cases that require the evacuation of buildings, occupants should proceed to the closest exit or stairway and exit the building. Use CAUTION when exiting to prevent injuries. Normal exits and stairways may be damaged or blocked and an alternate exit should be used.
4. Do NOT use elevators.
5. When exiting via the stairs use the handrails and stay to the right to allow for emergency personnel access to the stairs.
6. Whenever possible, assist patrons and disabled persons. (Evacuation of Persons with Disabilities)
7. If time permits, lock up the room take personal items with you. Access to the building may become restricted.
8. Occupants should proceed directly to an appropriate Assembly Area and check-in. Do not leave the campus because your instructor or supervisor must account for your whereabouts and be assured of your safety.
9. Assembly Areas are pre-selected locations where students and employees check-in following a disaster. Each building has Assembly Areas marked on maps located at main exits. Move at least 20 feet away from all buildings. Keep streets and walkways clear for emergency vehicles and personnel.
10. Notify emergency personnel if you suspect someone may be trapped in a building.
11. Do not re-enter a building until cleared by authorized personnel.

## **Evacuation and Assembly Areas**

The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.

1. Evacuate when the fire alarm is activated, when instructed to do so, or when danger is imminent.
2. Do NOT use elevators when evacuating.
3. All persons should proceed toward the nearest safe exit. When a person with a disability reaches an obstruction, such as a staircase, he/she should request assistance from others in the area.
4. If assistance is not immediately available, stay in the exit corridor and call for help. If the exit corridor should become dangerous (smoke, fire), proceed to the top of the stairway and stay at the stairway landing. If the stairway should become unsafe, proceed to a safe area. Call Public Safety and advise the operator of your situation. If in a room with a window, signal rescuers by waving or placing a sign in the window. Do not open the window unless smoke is entering the room.
5. If possible, place a wet cloth material around and under the door to keep smoke out of the room and then place one over your face to prevent smoke inhalation.
6. Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.

Note: It is suggested that individuals with mobility, visual or hearing disabilities prepare for an emergency ahead of time by informing their Campus Emergency Response Teams (CERT), campus Public Safety, co-workers and classmates how they can best assist during an emergency.

## **Evacuation of persons with Disabilities**

If you have disabled persons in your classroom or work area, you should designate volunteers to assist these persons during the evacuation. The type of assistance necessary can vary by the disability.

### **Mobility Impaired**

Individuals with mobility impairments and who use wheelchairs may be evacuated using several methods described below. In each case, ask the disabled person which method would work best for them.

#### **In chair evacuation (only for non-motorized wheelchairs)**

Unlock brake, gently lean chair backward and move to edge of first stair step. The helper in front steadies the chair by the rods to which the footrests are attached. The helper at the rear of the chair controls the descent and takes most of the weight of the chair.

#### **Office chair evacuation**

Transfer the disabled person in-to a sturdy office chair. One helper gently leans the chair backward. The other helper faces the chair and holds onto the front legs. Helpers control the descent by bending their legs slowly and keeping their backs erect.

#### **Out of chair evacuation**

The helper kneels in front of the wheelchair, his/her back to the disabled individual. Place the disabled person's arms up and over the helper's shoulder and across the helper's chest. Helper then leans forward before standing with the disabled person on his back.

#### **Two person-carry side-by-side**

The helpers position themselves next to the wheelchair and grasp the other helper's upper arm or shoulder. The disabled person places his/her arms around the helper's necks. The helpers lean forward

and place their free arms under the individual and firmly grasp each other's wrists. The helpers descend the steps at the same time side by side.

Assisting persons with disabilities during emergency evacuations:

1. Persons Who Are Non-Ambulatory:

Stryker Evacuation Chairs have been placed at the top of most stairwells on campus. It takes a minimum of two individuals to assist a mobility impaired person down the stairs in a Stryker Evacuation Chair.

Always consult the person about the following:

- a. Preferred ways of being removed from a wheelchair. Wheelchairs should not be used in stairwell, if at all possible.
  - b. Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
  - c. Whether a seat cushion or pad should be brought along with the person if he or she is removed from that chair.
  - d. Being carried forward or backward on a flight of stairs.
  - e. After-care if removed from the wheelchair (i.e., whether they prefer a stretcher, chair with pad or medical assistance).
2. Person with Visual Disabilities
- a. Tell the person the nature of the emergency. Offer to guide him or her to safety.
  - b. As you walk, say where you are and advise of any obstacles.
  - c. When safety is reached, help to orient the person and ask if additional assistance is needed. Do not leave them alone.
3. Person with Hearing Disabilities
- a. If time permits, write a note explaining the nature of the emergency.
  - b. Turn light switch on and off to gain attention and then indicate through gestures or writing what is happening and what to do.

**Information Regarding Registered Sex Offenders**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteer services, or is a student.

In California, convicted sex offenders must register with the State of California Department of Justice. Specifically, California Penal Code Section 290 and 290.01 requires convicted sex offenders who are students at any university, state college, or community college, to register with campus police department within five working days of commencing enrollment or employment at that university, college, community college, or other institution of higher learning. If the university, college, community college, or other institution of higher learning has no campus police department, the registrant shall instead register with the local law enforcement agency. Interested persons can access law enforcement agency information provided by a State concerning registered sex offenders on the California Department of Justice website at <https://www.meganslaw.ca.gov/>.

## **Missing Students**

*The following policies and procedures apply to the OCC Main Campus only since that campus is the only campus with On-Campus Student Housing Facilities.*

In accordance with the Higher Education Opportunity Act, OCC must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours. Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by OCC no later than 24 hours after the time the student is determined to be missing by the designated College officials authorized to make that determination (specifically, the OCC Public Safety Department) or the local law enforcement agency in the jurisdiction from which the student went missing. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

OCC will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, OCC must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, OCC will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Suspected missing students must be reported immediately to the OCC Public Safety Department. If members of the OCC community believe that a student has been missing for 24 hours, it is critical that they report that information to the OCC Public Safety Department by calling (714) 432-5017. A student is determined to be missing when the OCC Public Safety Department have verified that reported information is credible and circumstances warrant declaring the person missing. Should the OCC Public Safety Department investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the OCC Public Safety Department. If the student is under the age of 18 and is not an emancipated individual, OCC Public Safety Department will notify the student's parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, OCC will inform the Costa Mesa Police Department or Newport Beach Police Department (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

## **Title IX Information**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. The Title IX regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, the failure to provide equal opportunity in athletics, and discrimination based on pregnancy. To enforce Title IX, the U.S. Department of Education maintains an Office for Civil Rights, with headquarters in Washington, DC and 12 offices across the United States.

Members of the Coast Community College District community and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. All three of our colleges do not tolerate sexual misconduct. When an allegation of misconduct is brought to an appropriate employee's attention and a respondent is found to have violated any sexual misconduct district policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. The following is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

All people who participate in programs and activities of the Coast Community College District have the right to do so under safe conditions without physical or psychological threat. Toward that end, the District, through its three colleges, provides policies and resources to minimize the risk of sexual assault to all citizens who use its facilities. Accordingly, Golden West College, Orange Coast College and Coastline College operate a coordinated program dealing with the issue of sexual assault. The areas of emphasis are education, the maintaining of a same campus environment and proactive services.

## **Overview of Expectations with Respect to Consensual Relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The college does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the college's goals or district policies. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party is in violation of district policy. This includes student assistants over whom they have direct responsibility.

Sexual misconduct offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit)
- Non-Consensual Sexual Intercourse (or attempts to commit)
- Sexual Exploitation

## **Sexual Misconduct**

Orange Coast College follows guidance from the U.S. Department of Education, Office for Civil Rights, requiring faculty and staff to act as a “mandatory reporter” of any personal disclosure of sexual harassment, abuse, and/or violence related experiences or incidents shared with the faculty member or staff member in person, via email, and/or in classroom papers or homework exercises. These disclosures include, but are not limited to, reports of personal relational abuse, relational/domestic violence, and stalking. The only staff members who are not required to report this information to campus officials are those working in the Orange Coast College Student Health Center. While faculty are often able to help students locate appropriate channels of assistance on campus, disclosure by a student to a faculty member requires that the faculty member inform the appropriate OCC administrator (Title IX Coordinator) to help ensure that the student’s safety and welfare is being addressed, even if the student requests that the disclosure not be shared. For more information about sexual misconduct, visit the OCC website (under Student Services/Sexual Misconduct Information).

## **Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Coast Community College District prohibits dating violence, domestic violence, sexual assault, and stalking and reaffirms its commitment to equal opportunity in educational programs, employment, and access to institutional programs and activities. Students, staff, administrators, and faculty are entitled to an educational and working environment free from these behaviors.

Toward that end, Coast Community College District issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

The College provides educational programming and makes available victim resources, including comprehensive victim services. Educational programming consists of primary prevention and ongoing awareness programs that are comprehensive, intentional, and integrated initiatives, strategies, and campaigns intended to prevent and address dating violence, domestic violence, sexual assault, and stalking. Educational programming also provides information about Coast Community College District’s policies and procedures that will be followed when dating violence, domestic violence, sexual assault, and stalking are reported.

All employees engage in mandatory sexual harassment training that include dating violence, domestic violence, sexual assault, and stalking. Training sessions are held online on a 2-year recurring basis set forth on the year in which the employee was hired.

Due to the COVID-19 pandemic, the 2020-2021 academic year resulted in a closed campus. As a result, there were no on campus prevention and awareness programs offered to Coast Community College District students and employees. As campuses open and staff and students are permitted to return, programs will resume.

## **Definitions – Federal Clery Act**

Pursuant to the Clery Act, the definitions of dating violence, domestic violence, sexual assault, and stalking are as follows:

### Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition—
  - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - B) Dating violence does not include acts covered under the definition of domestic violence.
- For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### Domestic Violence

- A felony or misdemeanor crime of violence committed—
  - A) By a current or former spouse or intimate partner of the victim;
  - B) By a person with whom the victim shares a child in common;
  - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### Stalking

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - A) Fear for the person’s safety or the safety of others; or
  - B) Suffer substantial emotional distress.
- For the purposes of this definition—
  - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
  - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **Definitions – Local Law Enforcement Jurisdiction**

Pursuant to the California Penal Code, the definitions of dating violence, domestic violence, sexual assault, and stalking are as follows:

#### Dating Violence – 243(e)1

The state of California defines Dating Violence as follows:

When a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant’s child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship, the battery is punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail for a period of not more than one year, or by both that fine and imprisonment. If probation is granted, or the execution or imposition of the sentence is suspended, it shall be a condition thereof that the defendant participate in, for no less than one year, and successfully complete, a batterer’s treatment program, as described in Section 1203.097, or if none is available, another appropriate counseling program designated by the court. However, this provision shall not be construed as requiring a city, a county, or a city and county to provide a new program or higher level of service as contemplated by Section 6 of Article XIII B of the California Constitution.

#### Domestic Violence – 273.5 PC

The state of California defines Domestic Violence as follows:

(a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000), or by both that fine and imprisonment. (b) Subdivision (a) shall apply if the victim is or was one or more of the following: (1) The offender's spouse or former spouse. (2) The offender's cohabitant or former cohabitant. (3) The offender's fiancé or fiancée,

or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243. (4) The mother or father of the offender's child. (c) Holding oneself out to be the husband or wife of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section. (d) As used in this section, "traumatic condition" means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, "strangulation" and "suffocation" include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.

### Sexual Assault

#### Sexual Battery - 243.4 PC

The state of California defines Sexual Battery as follows:

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

#### Rape – 261 PC

The state of California defines Rape as follows:

Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances: (1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent. (2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another. (3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused. (4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions: (A) Was unconscious or asleep. (B) Was not aware, knowing, perceiving, or cognizant that the act occurred. (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact. (D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose. (5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief. (6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death. (7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed

by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official. (b) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress. (c) As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.

#### Unlawful Sexual Intercourse with a Person under 18 (Statutory Rape) - 261.5 PC

The state of California defines Unlawful Sexual Intercourse with a Person under 18 (Statutory Rape) as follows:

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

#### Stalking – 646.9 PC

The state of California defines Stalking as follows:

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

#### Consent – 261.6 PC

The state of California defines Consent, in relation to sexual activity, as follows:

Consent shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.

#### **Definitions – Coast Community College District**

Pursuant to Coast Community College District Administrative Procedure 5910 Sexual Misconduct, the definitions of dating violence, domestic violence, sexual assault, stalking, and affirmative consent are as follows:

#### Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of a romantic or intimate relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

#### Domestic Violence

A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the Complainant;
- A person with whom the Complainant shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
- A person similarly situated to a spouse of the Complainant under California law; or

- Any other person against an adult or youth Complainant who is protected from that person's acts under California law.

### Sexual Assault

A sex offense is any sexual act directed against another person, without consent of the Complainant, including instances where the Complainant is incapable of giving consent. Sex offenses include forcible sex offenses<sup>1</sup> and non-forcible sexual intercourse<sup>2</sup>.

### Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition:

- Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

### Affirmative Consent

Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure they have the Affirmative

#### Sexual Offenses, Forcible:

- (1) Sex Offenses, Forcible: any sexual act directed against another person, without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent;
- (2) Forcible Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant;
- (3) Forcible Sodomy: oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually, or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity);
- (4) Sexual Assault with an Object: the use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body or another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

#### <sup>2</sup> Sexual Offenses, Non-forcible:

- (1) Incest: non-forcible sexual intercourse, between person who are related to each other, within the degrees wherein marriage is prohibited by California law;
- (2) Statutory Rape: non-forcible sexual intercourse, with a person who is under the statutory age of consent of 18 years old.

Consent of the other participant(s) to engage in the sexual activity. Lack of protest, resistance, or silence does not mean Affirmative Consent.

Affirmative Consent must be ongoing throughout the sexual activity and can be withdrawn or revoked at any time. Once one party withdraws or revokes consent, the sexual activity must stop immediately. Affirmative Consent to one form of sexual activity (or one sexual act) does not constitute Affirmative Consent to other forms of sexual activity. Affirmative Consent given to sexual activity on one occasion does not constitute Affirmative Consent on another occasion. The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to indicate Affirmative Consent.

Affirmative Consent must be voluntary (an act of free will), and given without force, coercion, threats, or intimidation. For purposes of this definition:

- Force means the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion (unreasonable pressure for sexual activity) that overcomes free will or resistance or that produces consent.
- There is no requirement for a person to resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

It shall not be a valid excuse that the Respondent believed that the Complainant consented to the sexual activity if the Respondent knew or reasonably should have known the Complainant was unable to consent to the sexual activity under any of the following circumstances:

- The Complainant was asleep or unconscious.
- The Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity.
- The Complainant was unable to communicate due to a mental or physical condition.

It shall not be a valid excuse that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances:

- The Respondent's belief in Affirmative Consent arose from the intoxication or recklessness of the Respondent. A person's own intoxication or incapacitation from drugs, alcohol, or medication does not diminish that person's responsibility to obtain Affirmative Consent before engaging in sexual activity.
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

Sexual activity with a minor (under 18 years old) is never consensual because a minor is incapable of giving legal consent due to age.

The Coast Community College District Title IX procedure is applicable regardless of the sexual orientation and/or gender identity of the participants engaging in the sexual activity.

### **Coast Community College District Policies and Procedures**

The following statement applies to all procedures for Coast Community College District disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, regardless of whether the alleged conduct will be resolved in accordance with its Title IX/Sexual Harassment policy (BP/AP 5910 Sexual Misconduct).

The Coast Community College District will provide prompt and equitable response to any report of dating violence, domestic violence, sexual assault, and stalking made to the Title IX Coordinator or District employee with authority to institute corrective measures. Upon receiving a report of dating violence, domestic violence, sexual assault, and stalking, the Title IX Coordinator or designee will:

- Inform the complainant of the availability of supportive measures, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain the process for filing a formal complaint.

A formal complaint is a document filed and signed by the complainant or signed by the Title IX Coordinator, alleging dating violence, domestic violence, sexual assault, and stalking against a respondent and requesting that Coast Community College District investigate the allegations.

Once Coast Community College Districts receives a formal complaint and verifies it met the criteria, the District shall promptly investigate every formal complaint of dating violence, domestic violence, sexual assault, and stalking, unless the parties give their mutual consent to informal resolution.

The following board policies and administrative procedures outline the procedures that the District will follow. It also outlines how to file a formal complaint, anticipated timelines, standard of evidence, procedures for institutional disciplinary action, resolution forums (e.g., informal resolution, investigation, hearing process, and appeal), and possible sanctions that the District may impose following the results of a disciplinary procedure.

A full copy of Coast Community College District policies and procedures can be downloaded from the Coast Community College District website (or the direct links provided below):

- <https://www.cccd.edu/boardoftrustees/BoardPolicies/index.cfm>

#### Board Policy and Administrative Procedure 5910 Sexual Misconduct

Coast Community College District Board Policy and Administrative Procedure 5910 Sexual Misconduct outlines the procedures the District will use to respond to reported dating violence, domestic violence, sexual assault, and stalking by students:

- [https://www.cccd.edu/assets/documents/board/BP/BP\\_5910\\_Sexual\\_Misconduct.pdf](https://www.cccd.edu/assets/documents/board/BP/BP_5910_Sexual_Misconduct.pdf)
- [https://www.cccd.edu/assets/documents/board/BP/AP\\_5910\\_Sexual\\_Misconduct.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_5910_Sexual_Misconduct.pdf)

#### Board Policy and Administrative Procedure 5500 Student Code of Conduct

Coast Community College District Board Policy and Administrative Procedures 5500 Student Code of Conduct outlines the procedures the District will use to respond to reported dating violence, domestic violence, sexual assault, and stalking that does not violate its Title IX procedures (BP/AP 5910 Sexual Misconduct).

- [https://www.cccd.edu/assets/documents/board/BP/BP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://www.cccd.edu/assets/documents/board/BP/BP_5500_Student_Code_of_Conduct.pdf)
- [https://www.cccd.edu/assets/documents/board/BP/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_5500_Student_Code_of_Conduct.pdf)

#### Board Policy and Administrative Procedure 3540 Sexual and Other Assaults on Campus

Coast Community College District Board Policy and Administrative Procedure 3540 Sexual and Other Assaults on Campus outlines the procedures the District will use to respond to reported dating violence,

domestic violence, sexual assault, and stalking by employees, including student employees there the allegations arise out of their employment.

- [https://www.cccd.edu/assets/documents/board/BP/BP\\_3540\\_Sexual\\_and\\_Other\\_Assaults\\_on\\_Campus.pdf](https://www.cccd.edu/assets/documents/board/BP/BP_3540_Sexual_and_Other_Assaults_on_Campus.pdf)
- [https://www.cccd.edu/assets/documents/board/BP/AP\\_3540\\_Sexual\\_and\\_Other\\_Assaults\\_on\\_Campus.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_3540_Sexual_and_Other_Assaults_on_Campus.pdf)

### **Reporting Options – How and Whom to Report**

Any person may report dating violence, domestic violence, sexual assault, and stalking (whether or not the person reporting is the person alleged to be the victim of conduct. Reports may be made using any of the following options:

1. Report directly to the College Title IX Coordinator in person, by mail, by telephone, or by email using the contact information below;
2. Submit an electronic reporting form available on the College's Title IX website;
3. Report to any District employee who has authority to institute corrective measures on behalf of the District (who may notify the College Title IX Coordinator);
4. Report to the College Campus/Public Safety Office (who will notify the College Title IX Coordinator);
5. Report to the College Director of Human Resources (who will notify the College Title IX Coordinator); or
6. Local law enforcement (who may not notify the College Title IX Coordinator).

### Title IX Coordinator

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the District's Title IX Coordinator is Crystal Crane, Executive Director, Human Resources and Employee/Employer Relations, (714) 438-4708, ccrane@ccd.edu, located at the District Office (1370 Adams Avenue, Costa Mesa, CA 92626).

The District has also authorized Title IX Coordinators at each College with coordinating the District's responsibilities under Title IX.

- Coastline College Title IX Coordinator is Leighia Fleming, Director, Student Equity and Title IX, (714) 241-6130, lfleming5@coastline.edu, located on the second floor of the College Center, room 228 (11460 Warner Ave, Fountain Valley CA 92708).
- Golden West College Title IX Coordinator is Dr. Carla Martinez, Dean of Students, (714) 895-8781, cmartinez@gwc.cccd.edu, located on the third floor of the Learning Resources Center (15744 Goldenwest St, Huntington Beach CA 92647).
- Orange Coast College Title IX Coordinator is Shannon Quihuiz, Associate Dean, Student Relations and Title IX, (714) 432-5930, squihuiz@occ.cccd.edu, located on the second floor of the Student Union, suite 202 (2701 Fairview Road, Costa Mesa CA 92626).

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

To access each College's electronic reporting form, please refer to the College's Title IX website.

- Coastline Community College: <https://www.coastline.edu/title-ix/index.php>
- Golden West College: <https://www.goldenwestcollege.edu/titleix/index.html>
- Orange Coast College: [http://www.orangecoastcollege.edu/student\\_services/sexual-misconduct/Pages/Title%20IX.aspx](http://www.orangecoastcollege.edu/student_services/sexual-misconduct/Pages/Title%20IX.aspx)

### Local Law Enforcement

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the Campus/Public Safety Office or the Title IX Coordinator will assist victims in notifying law enforcement, if so, requested by the victim. The police department can be contacted directly at:

- Costa Mesa Police Department, (714) 754-5252, located at 99 Fair Drive, Costa Mesa CA 92626 (Orange Coast College)
- Fountain Valley Police Department (714) 593-4484, located at 10200 Slater Ave., Fountain Valley, CA 92708 (Coastline College)
- Garden Grove Police Department, (714) 741-5704, located at 11301 Acacia Pkwy, Garden Grove CA 92840 (Coastline College)
- Huntington Beach Police Department, (714) 960-8811, located at 2000 Main Street, Huntington Beach CA (Golden West College)
- Newport Beach Police Department (949) 644-3717, located at 870 Santa Barbara Drive, Newport Beach CA 92660 (Coastline College)
- Westminster Police Department (714) 898-3315, located at 200 Westminster Blvd, Westminster CA 92683 (Coastline College).

### (HEOA) Notification to Victims of Crimes of Violence

The college will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Options for Assistance, Supportive Measures, and Resources**

The Title IX Coordinator shall offer and implement appropriate and reasonable supportive measures upon notice of dating violence, domestic violence, sexual assault, and stalking, including before or after the filing of a formal complaint and where no formal complaint has been filed.

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to restore or preserve access to the District's education program or activity, including measures designed to protect the safety of the parties or the District's educational environment, and/or deter dating violence, domestic violence, sexual assault, and stalking.

Supportive measures may include, but are not limited to:

- Academic assistance (e.g., excused absence, permit late assignments, retake assignments, grade change, withdraw, leaves of absence, tutoring) in consultation with the faculty/Dean;
- Campus/Public Safety escort;
- Education and training;
- Implementing contact limitations (no contact orders) between the parties;

- Increased security and monitoring of certain areas on campus;
- On-campus employment assistance (e.g., adjustments to work schedule or assignment) in consultation with Human Resources;
- On-campus housing assistance (e.g., altering room assignment), if available;
- Other measures deemed appropriate by the Title IX Coordinator;
- Referral to counseling, medical, and/or other healthcare services;
- Referral to the Employee Assistance Program, if an Employee;
- Referral to off-campus community-based service providers;
- Safety planning;
- Timely warnings; and
- Trespass orders.

The District shall maintain the privacy of the supportive measures, provided that privacy does not impair the District's ability to provide the supportive measures. The District will act to ensure as minimal an academic impact on the parties as possible. The District will implement supportive measures in a way that does not unreasonably burden the other party.

### **Coast Community College District Accommodations and Protective Measures for Victims**

Coast Community College District may issue a campus specific interim intervention and protective measures (no contact orders) if deemed appropriate or at the request of the complainant or respondent. Examples of interim protective measures include but are not limited to a College order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Coast Community College District.

### **Local Law Enforcement-Orders of Protection and Restraining Orders**

Coast Community College District complies with California law in recognizing protection and restraining orders. Any person who obtains a protection or restraining order from the State of California or any reciprocal state should provide a copy to the Campus/Public Safety Office. A complainant may then meet with Campus/Public Safety Office, in partnership with the Title IX Coordinator, to develop a safety action plan, which is a plan for reduced risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. Campus/Public Safety Office and the Title IX Coordinator cannot apply for a legal order of protection or restraining order for the complainant from the applicable jurisdiction.

Information on orders of protection and restraining orders can be obtained from the [Orange County Superior Court](http://www.occourts.org/self-help/restrainingorders/) at <http://www.occourts.org/self-help/restrainingorders/>

### **On-Campus and Off Campus Resources**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Coast Community College District will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health,

mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

<b>Resources</b>	<b>Services</b>	<b>Location</b>	<b>Contact Info.</b>
Health Center	RN assessment and triage and community referrals	GWC Student Health Center	(714) 895-8379
Health Center	RN assessment and triage and community referrals	OCC Student Health Center	(714) 432-5808
Health Center	RN assessment and triage and community referrals	CC students have access to both OCC & GWC	(714) 895-8379 (714) 432-5808
Legal Assistance	Legal assistance	CC Legal Clinic	(714) 714-7162
Legal Assistance	Legal assistance	OCC Student Life & Leadership	(714) 432-5730
Legal Assistance	Legal assistance	GWC does not have this service	N/A
Mental Health Services	Confidential counseling and psychological support and community referrals	CC Mental Health Services	(714) 241-6005
Mental Health Services	Confidential counseling and psychological support and community referrals	GWC Mental Health Services	(714) 895-8379
Mental Health Services	Confidential counseling and psychological support and community referrals	OCC Mental Health Services	(714) 432-5808
Student Financial Aid	Financial aid questions, concerns, and needs	CC Financial Aid	(714) 241-6239
Student Financial Aid	Financial aid questions, concerns, and needs	GWC Financial Aid	(714) 892-7711
Student Financial Aid	Financial aid questions, concerns, and needs	OCC Financial Aid	(714) 432-5508
Victim Advocacy	Advocacy on behalf of the victim	Community Service Programs, Inc. (CSP)	(714) 957-2737 or (949) 831-9110

Visa and Immigration Assistance	Undocumented Student Resources	CC Student Equity	(714) 241-6130
Visa and Immigration Assistance	Undocumented Student Resources	GWC Student Equity	(714)-892-7711 ext. 55306
Visa and Immigration Assistance	Undocumented Student Resources	OCC Student Equity	(714) 432-6847

### Off Campus Resources

In addition to the on-campus resources, there are other resources available off-campus to persons who report being the victim of dating violence, domestic violence, sexual assault, and stalking.

#### Local Community Resources:

- Domestic Violence Assistance Programs, Orange County: <https://www.ocgov.com/gov/sheriff/about/info/referral/domestic.asp>
- Sexual Assault Victim Services/Rape Crisis, Orange County: 24-Hour Hotline (714) 957-2737 or (949) 831-9110, <https://waymakersoc.org/supporting-victims/>
- Sexual Assault 24 Hour Hot Line (714) 940-1000
- North County Rape Crisis Center: (714) 834-4317
- South County Rape Crisis Center: (949) 752-1971
- Orange County Health Care Agency- STD Clinic Testing & Treatment (714) 834-8787
- Orange County Behavioral Health Services (855) OC-Links or (855) 625-4657
- Legal Aid Society of Orange County (800) 834-5001
- Superior Court of CA- County of Orange
- LGBTQ Center OC: <https://www.lgbtqcenteroc.org/>
- Casa di la Familia: (714) 667-5220, <https://casadelafamilia.org/>
- Mariposa Women & Family Center: (714) 547-6494, <https://www.mariposacenter.org/>
- Victim/Witness Assistance:
  - West Justice Center (Westminster) (714) 896-7188
  - Central Justice Center (Santa Ana) (714) 834-4350
  - Harbor Justice Center (Newport Beach) (949) 476-4855
  - North Justice Center (Fullerton) (714) 773-4575
  - Lamoreaux Justice Center (Orange) (714) 935-7074

#### National Hotlines:

##### LGBTQ

- [LGBT National Hotline](https://www.thehotline.org/): 888-843-4564
- [The Trevor Project](https://www.thetrevorproject.org/): 866-488-7386

##### Dating, Domestic, and Intimate Partner Violence

- [National Domestic Violence Hotline](https://www.thehotline.org/): 800-799-SAFE (7233), 800-787-3224 (TTY)
- [Human Options](https://www.humanoptions.org/): 877-854-3594

##### Rape, Sexual Assault, Incest, and Abuse

- [National Sexual Assault Hotline](https://www.thehotline.org/): 800-656-HOPE (4673)

- [1in6 National Helpline for Men](#)
- [National Center for Victims of Crime](#): 202-467-8700, info@victimsofcrime.org

Suicide

- [National Suicide Prevention Lifeline](#): 800-273-8255

### **How to Be an Active Bystander and Risk Reduction**

Bystanders play a critical role in the prevention of sexual and relationship violence. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Bystander Intervention Techniques (the 4D's)**

Please remember that your safety is of the utmost importance. When a situation that threaten physical harm to yourself or another student, ask someone for help or contact the police.

#### Direct

Step in and address the situation directly. This might look like saying, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you about what is going on may be impaired, and they are more likely to become defensive.

#### Distract

Distract either person in the situation to intervene. This might look like saying, "Hey, aren't you in my Spanish class?" or "Who wants to go get pizza?" This technique is especially useful when drugs or alcohol are being used because people under the influence are more easily distracted than those that are sober.

#### Delegate

Find others who can help you to intervene in the situation. This might look like asking a friend to distract one person in the situation while you distract the other ("splitting" or "defensive split"), asking someone to go sit with them and talk, or going and starting a dance party right in the middle of their conversation. If you didn't know either person in the situation, you could also ask around to see if someone else does and check in with them. See if they can go talk to their friend, text their friend to check in, or intervene.

## Delay

For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Then, this might look like asking them, "Are you okay?" or "How can I help you get out of this situation?" This could also look like texting the person, either in the situation or after you see them leave and asking, "Are you okay?" or "Do you need help?"

Active Bystander Intervention to help the victim has the following components and can be used to help prevent sexual assaults:

1. Assess the situation- Ensure that all parties are safe, and gauge whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
2. Decide whether to use direct or indirect action to resolve the problem.
3. Know your options. Once you've decided whether you want to handle the situation directly or indirectly, think of all the possible options for doing so.
4. Intervene – with reinforcements. If safe to intervene, you're likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.

Be cognizant and recognize potential warning signs of abusive behavior. These can include:

- Past abuse
- Threats of violence or abuse
- Breaking objects
- Use of force during an argument
- Others such as jealousy, controlling behavior, isolation, blaming others and more.

## **Risk Reduction**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

### **Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported**

The Coast Community College District has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant<sup>3</sup> and an accused party, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The District will make such accommodations or protective measures, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses

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<sup>3</sup> EDITORIAL NOTE – NOT FOR PUBLICATION IN ASR: This document will use “victim” and “complainant” and “perpetrator” and “accused party” interchangeably. Each institution needs to use language consistent with their institutional policies.

to report the crime to the Public Safety Office or local law enforcement. Students and employees should contact the campus Dean of Students for assistance:

- Coastline Community College: (714) 241-6142
- Golden West College: (714) 895-8705
- Orange Coast College: (714) 432-5741

If a report of domestic violence, dating violence, sexual assault or stalking is reported to Coast Community College District below are the procedures that Coast Community College District will follow:

### **Sexual Assault**

1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care
2. Institution will assess immediate safety needs of complainant
3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
4. Institution will provide complainant with referrals to on and off campus mental health providers
5. Institution will assess need to implement interim or long-term protective measures, if appropriate.
6. Institution will provide the victim with a written explanation of the victim's rights and options
7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
8. Institution will provide written instructions on how to apply for Protective Order
9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

### **Stalking**

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide the victim with a written explanation of the victim's rights and options
7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate

### **Dating Violence**

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests

- AND provide the complainant with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
  4. Institution will provide written information to complainant on how to preserve evidence
  5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
  6. Institution will provide the victim with a written explanation of the victim's rights and options
  7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate

### **Domestic Violence**

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide the victim with a written explanation of the victim's rights and options
7. Institution will provide a "No trespass" directive to accused party if deemed appropriate

### **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

1. the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
2. information about how the institution will protect the confidentiality of victims and other necessary parties;
3. a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
4. a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
5. an explanation of the procedures for institutional disciplinary action

### **Confidentiality**

Victims may request that directory information on file with the District be withheld by request. If you choose to have your information withheld, please notify your campus Administration and Registration Department.

Regardless of whether a victim has opted-out of allowing a College in the District to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information

with individuals on a need-to-know basis, the institution will 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 institution to provide the accommodations or protective measures.

Coast Community College District does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

### **Adjudication of Violations**

Coast Community College District disciplinary process includes a prompt, fair, and impartial initial investigation and final resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. Coast Community College District officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to observing and consulting with and providing support to the Complainant or Respondent. An Advisor may not participate (speak) in the investigation and hearing processes on the Student's/Complainant's behalf. The advisor should also maintain confidentiality.
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the

accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the college or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

**Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking Involving Students**

Pursuant to Board Policy BP 5500 – Student Code of Conduct, and Administrative Procedure AP 5500 – Student Code of Conduct, Coast Community College District jurisdiction concerning alleged Student Code of Conduct violations extends to the college or any of its activities occurring on college property. This jurisdiction includes, but is not limited to, its main and satellite campuses, and to any other property used by the college. This jurisdiction may also apply to Student-to-Student or Student-to-employee off-campus conduct and/or actions, including electronic activity (such as e-mail, texting, telephone contact, social media), when the College Administrator, or designee, determines that the off-campus conduct affects, disrupts, or interferes with the educational mission of the campus.

Coast Community College District Sexual Misconduct and Student Code of Conduct Policies:

- AP 5500 Student Code of Conduct (available at: [https://www.cccd.edu/boardoftrustees/board\\_committees/accreditation/Documents/Agendas/AP\\_5910\\_Sexual\\_Misconduct.pdf](https://www.cccd.edu/boardoftrustees/board_committees/accreditation/Documents/Agendas/AP_5910_Sexual_Misconduct.pdf))
- AP 5910 Sexual Misconduct (available at: [https://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student\\_Services/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/AP_5500_Student_Code_of_Conduct.pdf))

A full copy of [Administrative Procedure AP 5910](https://www.cccd.edu/boardoftrustees/Documents/BP_5010_Admissions_and_Concurrent_Enrollment.pdf) can be downloaded on the Coast Community College District website link: [https://www.cccd.edu/boardoftrustees/Documents/BP\\_5010\\_Admissions\\_and\\_Concurrent\\_Enrollment.pdf](https://www.cccd.edu/boardoftrustees/Documents/BP_5010_Admissions_and_Concurrent_Enrollment.pdf)

***How to File a Disciplinary Complaint Under This Policy***

Employees are required, under this Section, to report known or reasonably suspected incidents of Sexual Misconduct to the Title IX Office at their campus/location. Employees may submit reports online via the incident reporting feature at the College the employee works at, or in person to the Colleges’ designated Title IX Coordinator, Director of Personnel Services, or to the Public Safety Office. Students may report incidents of Sexual Misconduct directly to the Title IX Coordinator, the Director of Personnel Services, the Public Safety Office, or to the local law enforcement where the incident occurred. Students may also report incidents of Sexual Misconduct to the Student Health Center if they wish to remain confidential (see Confidentiality section below).

The college has an optional form for Students to use in the reporting of Sexual Misconduct complaints. Students may also file an Unlawful Discrimination Form directly to the California Community College State Chancellor’s Office or the District’s Chief Human Resources Officer.

**How the College Determines Whether This Policy Will Be Used**

Title IX investigations and/or Student Conduct Code proceedings are independent from court or other

administrative proceedings. Discipline may be instituted against a Respondent also charged in civil or criminal courts based on the same facts that constitutes the alleged violation of the Student Code of Conduct or other applicable Board Policy or collective bargaining agreement. The college may proceed before, concurrently with, or after any judicial, criminal, or administrative proceedings, except in cases involving Sexual Misconduct. In Sexual Misconduct cases, the college shall proceed with investigation without undue delay, typically within 14 Days, in accordance with federal and state law requirements, and District Policies and Procedures.

The Title IX Coordinator is the designated person(s) responsible for oversight and implementation of Title IX compliance at each College for the effective oversight of the District's Sexual Misconduct Policy and Procedures and for the responsibilities outlined in this Administrative Procedure.

### **Steps in the Disciplinary Process**

#### Step 1—Notice

Once a complaint of Sexual Misconduct has been received by the Title IX Coordinator, the Personnel Director, or the Public Safety Office, or designee, will provide a notice in writing to involved Parties with the following information:

1. A description of the alleged violation(s);
2. A description of the applicable policies;
3. A statement of the potential Sanctions/responsive actions that could result; and
4. A required date, time, and location for a review, an interview, or hearing

If any Party does not appear at the scheduled review, investigation, or hearing, the meeting will be held in his/her absence. For compelling reasons, the Title IX Coordinator, or designee, may reschedule the meeting.

Time frames for reviews, investigations, and hearings may vary depending on the details of a case and at certain times of the academic year for possible violations that occur near, during, or after District holidays, breaks, or the end of an academic terms, in which meetings will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by this policy and procedures.

#### Step 2—Interim Accommodations and Sanctions

Once the Title IX Coordinator or designee has received a complaint of Sexual Misconduct, the College will make an interim assessment to determine if any immediate remedies are warranted, pending investigation. The College will work with Students affected by the Sexual Misconduct report to ensure their safety and promote their well-being. Sometimes this assistance will take the form of immediate interim actions or accommodations to support and protect the involved Students in the immediate aftermath of an incident and while an investigation or disciplinary action is pending.

The Title IX Coordinator, or designee, may assign a victim's advisor to the person who reported the complaint or the Complainant may choose his/her own. Likewise, the Title IX Coordinator may determine other remedies, such as, but not limited to, accommodations relating to changing academic schedules, Public Safety escort services, restrictions on the alleged perpetrator pending investigation, and other remedies to promote the well-being, safety, and restoration of alleged victim.

#### Interim Actions and Requests to Stay

As set forth in the college's Student Code of Conduct (BP/AP 5500), a student may be subject to interim actions pending investigation of a complaint. The College Disciplinary Officer, Title IX Coordinator, or

designee, may impose interim Sanctions deemed reasonably necessary to protect the student, or the campus community. The student shall be notified of any interim action in accordance with the Student Code of Conduct.

Upon notice of an Interim Suspension by the College Disciplinary Officer, Title IX Coordinator, or designee, the student has 3 calendar Days (from the date of the notice) to submit reason(s) for a Request to Stay to the Vice President of Student Services or their designee. The Vice President of Student Services or their designee will render a decision on providing a stay, with or without modifications to the student's request. The Vice President of Student Services or their designee will provide the student with a decision within 1 business Day of the received Request for Stay.

The Interim Suspension remains in effect until a decision from the Vice President of Student Services or designee is rendered.

### Step 3—Investigation

The Title IX Coordinator will investigate all reports of alleged violations of Sexual Misconduct. The investigators will interview the Complainant, Respondent, and any witnesses (if appropriate). The investigator will also gather information, documents, and materials (if any) that are relevant to the case.

The District, through a trained Title IX Investigator or Coordinator, will investigate all reports of alleged violations of Sexual Misconduct. The investigators will interview the Complainant, Respondent, and any witnesses (if appropriate). The investigator will also gather information, documents, and materials (if any) that are relevant to the case.

Once sufficient evidence has been collected, the College Title IX Coordinator, Deputy Title IX Investigators, or Hearing Panel makes a determination of Responsible or Not Responsible based on the preponderance of the evidence that there has been a violation of College District BP/AP 5910 (see Step 4—Determination of Findings).

### *Informal Resolution Options*

If appropriate, the Title IX Officer may seek to resolve certain Sexual Misconduct cases through an informal process involving both the Complainant and Respondent, subject the Complainant's agreement to do so.

### *Declining/Reluctance to Participate in an Investigation*

A Complainant and/or Respondent may decline to participate in the investigation and hearing. In these cases, the investigation and adjudication process will continue and a determination of Responsible or Not Responsible will be made without the benefit of the Complainant and/or Respondent's input.

As a Complainant/victim of an incident of Sexual Misconduct, Students may inform the College that they are unwilling to participate further in any investigation and/or disciplinary action against the student(s) who has been accused (Respondent). The college has an obligation to investigate to the extent of the information that is available and known. If during the investigation the investigator finds corroborating information, it may be determined that it is necessary to move forward with the student conduct process without the involvement of the Complainant or to implement other appropriate remedies. If a Complainant does not wish to participate in the student conduct process, the college is obligated to record the incident for Clery Act reporting compliance. When a report is being recorded into a document, there will be no personally identifying information about the Complainant within the document. The Complainant will be

notified of any actions by the college, coupled with a letter stating the choice to participate in the investigation and/or Student conduct process.

#### Step 4—Determination of Findings

Once the Title IX Coordinator, Deputy, or Investigator(s) have concluded their investigation, they will make a determination based on the preponderance of the evidence that the Respondent is Responsible or Not Responsible for the alleged violation of Sexual Misconduct. Depending on the case, the Title IX Coordinator will determine if a Hearing Panel will be used to determine the findings (see use of Hearing Panel for Determination of Findings).

#### *Responsible*

If after the conclusion of an investigation, the preponderance of the evidence indicates that it is more likely than not that the Respondent violated District BP/AP 5910, the Respondent will be found Responsible for the violation. Both the Complainant and the Respondent will be informed of the outcome and the investigatory report will be forwarded to the College Discipline Officer for applicable Sanctions. The Title IX Coordinator, the Deputy, or Investigator(s) may make a recommendation to the College Discipline Officer as to the Sanctions that should be imposed based on the severity of the violations. Both the Complainant and the Respondent will be advised of their right to appeal (see Section VII Appeal Process in AP 5910 Sexual Misconduct for detailed information regarding appeal procedures).

#### *Not Responsible*

If after the conclusion of an investigation, the preponderance of the evidence indicates that it is NOT more likely than not that the Respondent violated the District policy, the Respondent will be found Not Responsible for the violation. Both the Complainant and the Respondent will be informed of the outcome and advised of their right to appeal (see Section VII Appeal Process in AP 5910 Sexual Misconduct for detailed information regarding appeal procedures).

#### Step 5—Sanctions

If the College Disciplinary Officer receives an investigation report finding that a Respondent is Responsible for violating the District Sexual Misconduct Policy, the College Disciplinary Officer will follow the District's Student Code of Conduct, or other applicable board policy, to impose Sanctions and to notify the Respondent of the imposed sanctions and their right to appeal. Once the Sanctions have been imposed, the Title IX Coordinator will notify the Complainant of the imposed Sanctions and their right to appeal.

#### *Impact Statements*

The purpose of impact statements is to allow the Complainant and Respondent, during the sanctioning process, to describe to the Hearing Panel how this violation has had an impact on them. The College Disciplinary Officer and/or the Title IX Coordinator may use information from these statements to help determine an appropriate sanction(s).

Impact statements may provide information about damage to Complainant/Respondent that would otherwise have been unavailable to the Hearing Panel. A Complainant is not required to appear before a Hearing Panel, but is empowered by the Hearing Panel, if the Complainant so desires, to convey her/his experience(s) in the case to the Hearing Panel in written form.

### Step 6—Appeals of the Investigation Process or Imposed Sanctions

Both the Respondent and the Complainant have the right to submit an appeal for review of the investigation process and/or the imposed Sanctions (refer to Section VII Appeal Hearing Process in AP 5910 Sexual Misconduct for detailed information regarding appeal procedures). Appeals must be submitted in writing to the Title IX Coordinator or the College Disciplinary Officer within 7 Days of the notice of findings.

#### **Anticipated Timelines**

The college will investigate and communicate its findings within 60 Days of the date in which the complaint was filed unless there are extenuating circumstances that prohibit the timeliness of the completion of the investigation. If an extenuating circumstance exists that prohibits the completion of an investigation within 60 Days, the College will inform the Complainant and the Respondent in writing of such delay.

The Title IX Coordinator, or designee, shall use reasonable, diligent efforts to resolve Sexual Misconduct reports within 60 Days of an initial report, not including appeals. The College's intended timeline, barring unexpected delay or complex investigations, is as follows:

1. Review and investigation process begins within 7 Days after the date of the initial report
2. Investigation is completed within 25 Days after the investigation begins
3. Hearing, if any (as defined in the District's Student Code of Conduct BP/AP 5500) is held within 20 Days after the conclusion of the investigation
4. Determination of the hearing is issued within 7 Days after the completion of the hearing
5. Notice of Sanction(s) issued within 7 Days after the completion of the hearing
6. Notice of appeals filed by either or both Complainant and Respondent to the College Disciplinary Officer within 7 Days after the notice of determination and sanction(s)
7. Appeal hearing is held within 20 Days after Complainant and/or Respondent's notice of appeal was received  
Determination of appeal hearing by the President, or designee, is issued within 7 Days after the completion of the appeal hearing

#### **Decision-Making Process**

##### Use of Hearing Panel for Determination of Findings

Depending on the severity and/or pervasiveness of the alleged Sexual Misconduct, the Title IX Coordinator, or designee, may use a Hearing Panel to determine if the Respondent is Responsible/Not Responsible. The Hearing Panel will consist of an odd number of members, typically 3 or 5 trained District personnel, who will weigh the evidence provided by the Deputy Investigator/s assigned to the case. The Hearing Panel will make a determination of Responsible/Not Responsible based on a majority vote.

The District shall make reasonable efforts to give the student(s) an opportunity to refute the accusation or otherwise provide relevant information to the Hearing Panel regarding the alleged violation(s).

The hearing is closed to all persons except the: 1) the Title IX Deputy Investigator/s who conducted the investigation; 2) Respondent; 3) Student's Legal Counsel; 4) an attorney or other professional, expert, or consultant retained by the District; 5) a court-certified interpreter at the Student's own expense; 6) members of the Hearing Panel, and 7) witnesses, for the limited purpose of providing relevant testimony. In some cases, a campus safety officer may be present to ensure safety and security during the hearing. Likewise, the Title IX Coordinator, or designee, may be present to ensure a fundamentally fair process

and compliance. Panel members for a Hearing Panel will consist of trained District employees only. Students will not serve on any Hearing Panel due to the sensitive nature of the subject matter.

In cases where the student is a dependent minor, the student's parent or legal guardian must be present at the hearing.

#### *Guidelines Used During Interviews, Hearings, and Determination of Findings*

- Information regarding romantic or sexual history. The hearing panel will not consider the romantic or sexual history of either the Complainant or the Respondent in cases involving allegations of Sexual Misconduct, except for testimony offered by one or the other about the Complainant's and Respondent's shared sexual history that the Hearing Panel deems relevant. The existence of a sexual relationship between the Complainant and Respondent may not support the inference of Consent to alleged Sexual Misconduct.
- Prior Conduct Violation. The Hearing Panel will not consider the Respondent's prior conduct violations, unless 1) the Respondent was previously found to be Responsible, and 2) the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the Respondent.
- To minimize victim reticence, to encourage the reporting of Sexual Misconduct offenses, and to encourage participation in investigations, the use of audio or video recording devices, including, but not limited to cell phones and other devices is prohibited during investigations, hearings, or appeals.

#### **Standard of Evidence**

A Student will be found either Responsible or Not Responsible based on a preponderance of the evidence meaning that it is more likely than not that the student has violated the District's BP/AP 5910. The determination of Responsible or Not Responsible shall be based upon the thorough investigation of allegations and the weighing of evidence in totality by the Title IX Coordinator, or his or her designee.

#### **Possible Sanctions**

Sanctions issued shall be:

- Fair and appropriate given the facts of the particular case;
- Consistent with the individual College's handling of similar cases;
- Adequate to protect the safety of the District Community; and
- Reflective of the seriousness of the Sexual Misconduct.

The relevant factors that are considered, as applicable to the specifics of each type of Sexual Misconduct, when imposing Sanctions are:

- 1) the specific Sexual Misconduct at issue (such as penetration, touching, unauthorized recording, etc.);
- 2) the circumstances accompanying the lack of Consent (such as force, threat, coercion, incapacitation, etc.);
- 3) the Respondent's state of mind (intentional, knowing, bias-motivated, reckless, etc.);
- 4) the impact of the offense on the Complainant;
- 5) the Respondent's disciplinary history;
- 6) the safety of the District Community; and
- 7) the Respondent's conduct during the disciplinary process.

The District employs a variety of sanctions that can be imposed when necessary in student conduct issues. These sanctions include but are not limited to short and long-term suspensions and expulsion. The campus will work with the victim to assist in making changes to their academic schedule to avoid contact with any identified responsible subject(s) or any other adverse impact caused by the incident.

### **Range of Protective Measures Available to a Complainant Alleging Misconduct**

Whatever the outcome of the informal resolution, investigation, or hearing process, a Complainant may request ongoing or additional accommodations. In consultation with other campus departments, a determination will be made on whether such measures are appropriate.

Potential ongoing accommodations include:

1. Providing an escort by Public Safety
2. Changing the Complainant's academic schedule
3. Adjusting the Complainant's on campus job work schedule
4. Allowing the Complainant to withdraw from or retake a class without penalty
5. Providing access to tutoring or other academic support, such as extra time to complete or re-take a class

The college may also determine that additional measures are appropriate to respond to the effects of the incident. Additional responses for the benefit of the College Community may include:

1. Revision of the College's policies and procedures regarding Sexual Misconduct
2. Additional training and education materials for Students, faculty, and staff
3. Increased monitoring, supervision, or security at locations or events where the Sexual Misconduct occurred

Ensuring relevant climate surveys that focus on safety, security, and inclusion are gathered to improve on developing a culture that is intolerant of Sexual Misconduct.

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

AP 7365 Discipline and Dismissal – Classified Employees

[https://www.cccd.edu/assets/documents/board/BP/AP\\_7365\\_Discipline\\_and\\_Dismissal\\_Classified%20Emp.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_7365_Discipline_and_Dismissal_Classified%20Emp.pdf)

AP\_3515\_Reporting\_of\_Crimes.pdf

[https://www.cccd.edu/assets/documents/board/BP/AP\\_3515\\_Reporting\\_of\\_Crimes.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_3515_Reporting_of_Crimes.pdf)

AP 3540 SEXUAL AND OTHER ASSAULTS ON DISTRICT PROPERTY

[https://www.cccd.edu/assets/documents/board/BP/AP\\_3540\\_Sexual\\_and\\_Other\\_Assaults\\_on\\_Campus.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_3540_Sexual_and_Other_Assaults_on_Campus.pdf)

**1. *How to File a Disciplinary Complaint Under this Policy***

To report an incident, individuals are advised to contact Campus Public Safety. For a crime in progress or other emergency, individuals may contact the local police department by dialing 9-1-1.

If possible, it is recommended that Campus Public Safety also be notified immediately. Any suspicious activity or person(s) on District or Campus property that appear to possibly be involved in criminal activity should be reported to the Campus Public Safety Department immediately.

In addition, individuals may also report an incident to any of the following college administrators:

- Vice President, Administrative Services
- College Student Health Center Dean or Manager
- College Human Resources Officer
- District Risk Services Department

**2. *How the College Determines Whether This Policy will be Used***

Pursuant to BP 7365 titled Discipline and Dismissal – Classified Employees, if an employee’s conduct presents a threat to the health and safety of the employee or others or disrupts College and/or District operations, or if a critical circumstance needs to be addressed, the Chancellor may approve that the employee be immediately suspended or immediately demoted without compliance with the provisions of this procedure. However, as soon as possible after such suspension or demotion, the employee shall be given Notice of Proposed Disciplinary Action and Statement of Charges as set forth herein.

**3. *Steps in the Disciplinary Process***

Whenever the District intends to suspend an employee, demote the employee, or discharge the employee, the employee shall be given a written notice of intent to discipline which sets forth the following:

- The disciplinary action intended.
- The specific charges upon which the action is based.
- A factual summary of the grounds upon which the charges are based.
- A copy of all written materials, reports, or documents upon which the discipline is based.
- Notice of the employee’s right to respond to the charges either orally or in writing to the appropriate manager.
- The date, time, and person before whom the employee may respond in no less than five working days.
- Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.

**4. *Anticipated Timelines***

If an employee, having been issued the notice of disciplinary action and evidentiary hearing rights, wants to appeal the action, he/she shall within five calendar days from the date of receipt of the notice, appeal to the Board of Trustees by filing a written answer to the charges and a request to the Human Resources Department for a hearing.

The Board of Trustees shall, within a reasonable time from the filing of the appeal, commence the hearing. The Board may conduct the hearing itself, or it may secure the services of a hearing officer or Administrative Law Judge to conduct a hearing and render a proposed decision for consideration by the Board. However, in every case, the decision of the Board itself shall be final. The Board of Trustees may affirm, modify or revoke the discipline. Any employee, having filed an appeal with the Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Board, may be deemed to have abandoned his/her appeal. In this event, the Board may dismiss the appeal.

## DISCIPLINARY PROCESS

### 5. *Decision-Making Process*

Should the Board elect to conduct the hearing itself, the following guidelines apply:

- The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth.
- Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
- Irrelevant and unduly repetitious evidence may be excluded.
- The Board shall determine relevancy, weight and credibility of testimony and evidence. Decisions made by the Board shall not be invalidated by any informality in the proceedings.
- During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.

### 6. *Standard of Evidence*

In a disciplinary appeal the District has the burden of proof by preponderance of the evidence.

### 7. *Possible Sanctions*

Disciplinary action taken by the District against a permanent member of the classified service may include the following:

- Involuntary reassignment – The District may involuntarily reassign an employee whose performance of the required duties falls below standard, or for misconduct.
- Reduction in pay or demotion – The District may reduce the pay or demote an employee whose performance of the required duties falls below standard, or for misconduct. Demotion shall include reduction in pay from a step within the class to one or more lower steps.
- Suspension – An employee may be suspended for disciplinary purposes without pay.
- Discharge – A permanent member of the classified service may be discharged for just cause

at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

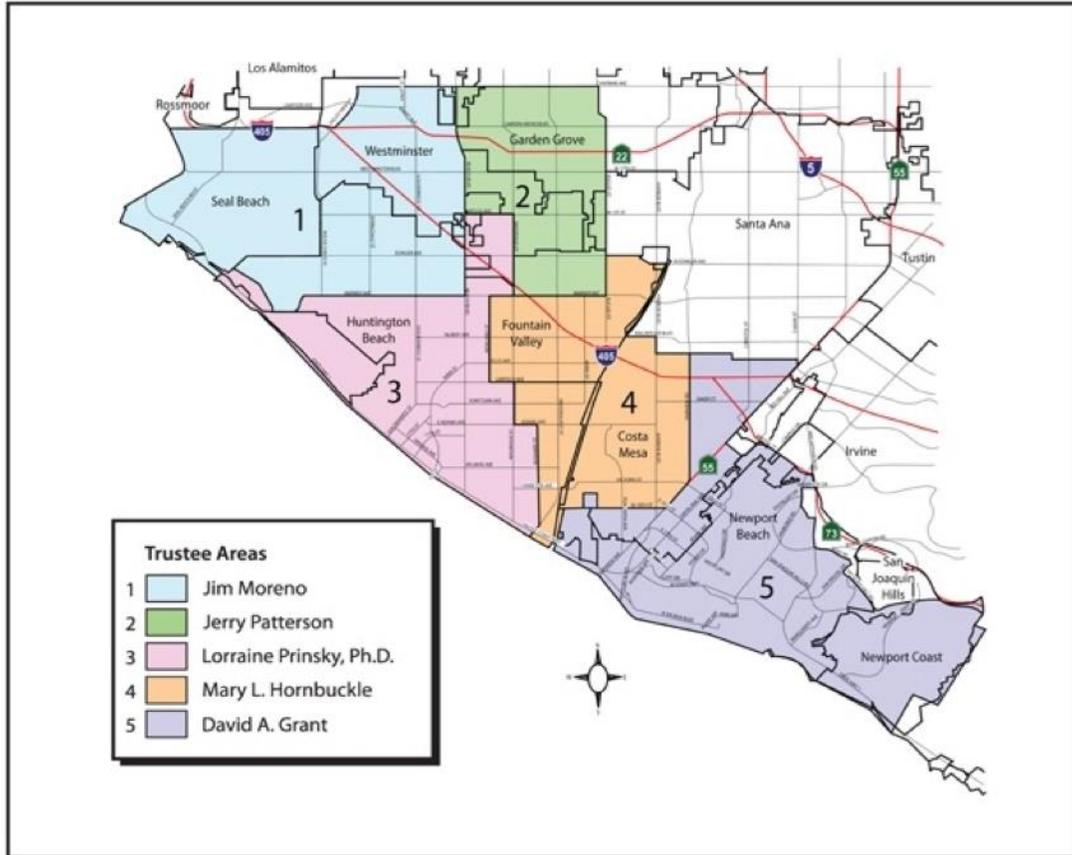
**8. *Range of Protective Measures Available to a Victim Alleging Misconduct***

The Campus Public Safety Departments, Health Services Offices on each campus, and if employees, the Human Resources Department, shall provide all victims of domestic violence, dating violence, sexual assault, or stalking with the following, upon request:

- A copy of the BP 3540 titled Sexual and Other Assaults on Campus and this administrative procedure regarding domestic violence, dating violence, sexual assault, or stalking.
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents.
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
  - Transportation to a hospital, if necessary.
  - Counseling by College Health Center, or a referral to a counseling center.
  - Notice to local law enforcement, if desired.
  - A list of other available campus resources or appropriate off-campus resources.
- A description of each of the following procedures:
  - Criminal prosecution.
  - Civil prosecution (i.e., lawsuit).
  - District disciplinary procedures, both student and employee.
  - Modification of class schedules.
  - Tutoring, if necessary.

## Coast Community College District Map

### COAST COMMUNITY COLLEGE DISTRICT MAP



*Trustee Areas: (1) Jim Moreno: Seal Beach & Westminster, (2) Jerry Patterson: Garden Grove, (3) Lorraine Prinsky, Ph.D.: Huntington Beach, (4) Mary L. Hornbuckle: Fountain Valley & Costa Mesa, (5) David A. Grant: Newport Beach & Newport Coast*

### Key Locations

#### **District Office**

1370 Adams Avenue  
Costa Mesa, CA 92626  
Phone: (714) 438-4600  
Web Site: [www.cccd.edu](http://www.cccd.edu)

#### **Golden West College**

15744 Goldenwest Street  
Huntington Beach, CA 92647  
Phone: (714) 895-8101  
Web Site: [www.goldenwestcollege.edu](http://www.goldenwestcollege.edu)

#### **Orange Coast College**

2701 Fairview Road  
Costa Mesa, CA 92626  
Phone: (714) 432-0202  
Web Site: [www.orangecoastcollege.edu](http://www.orangecoastcollege.edu)

#### **Coastline College**

11460 Warner Avenue  
Fountain Valley, CA 92708  
Phone: (714) 546-7600  
Web Site: [www.coastline.edu](http://www.coastline.edu)

# ORANGE COAST COLLEGE

## Fire Safety Report

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### **Higher Education Opportunity Act**

#### **Introduction**

Fire Safety is an essential tool in protecting a campus community from injuries, deaths, business interruption, and property damage resulting from fires and related perils. Fire Safety includes education, training, and policies designed to ensure all students, staff and faculty of these institutions are aware of and understand the elements that help to ensure the safety of all.

In an effort to standardize the information that an institution publishes in regards to their own fire safety, the Department of Education developed a new law called Higher Education Opportunity Act (HEOA). HEOA is intended to ensure a reasonable and consistent notification of fire related incidents on Orange Coast Colleges' on-campus apartments, The Harbour at OCC, managed by The Scion Group.

#### **Overview**

In August of 2008, the Department of Education passed a law (Public Law 110-315) stating that all Title IV eligible institutions that participate in any Title IV program and that maintain on-campus student housing facilities publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education. Starting October 2010, the report must be publicly disclosed.

#### **Fire Log**

A fire log is available for review at the Orange Coast College Public Safety Department, from 8 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

### **Higher Education Opportunity Act Annual Fire Safety Report Summary of Fire Department/EH&S Reporting Requirements**

Orange Coast College, Costa Mesa

The Higher Education Opportunity Act (HEOA) (Code Reference DOE 34 CFR 600, 668, 675 Final Rule) requires that certain information pertaining to the Fire Safety in OCC's student apartments of current or perspective students and employees be reported on and readily available for viewing by any interested party. This document will address the following:

- I. Definition of Terms §668.49(a): a) Cause of Fire b) Fire c) Fire Drill d) Fire-related Injury e) Fire-related Death f) Fire Safety Systems g) Value of property damage
- II. Additional Terms: a) On-Campus Student Housing Facility
- III. Policies §668.49(b): a) Safety Policies §668.49(b)(4) i. Use of Electrical Appliances ii. Smoking iii. Open Flames b) Fire Evacuation Procedures §668.49(b)(5) c) Fire Safety Education and Training §668.49(b)(6)
- IV. Fire Safety Systems §668.49(b)(2): a) Description of systems for all facilities
- V. Fire Drills §668.49(b)(3):
- VI. Reporting List §668.49(b)(7):

- VII. Future Improvements §668.49(b)(8):
- VIII. Statistics §668.49(c): a) Number of fires b) Cause of each fire c) Number of injuries d) Number of deaths e) Value of property damage
- IX. Fire Log §668.49(d):
- X. Disclosure of Information: a) Fire Log b) Fire Statistics Report c) Annual Safety Report d) Access to Annual Security Report

**Definition of Terms §668.49(a)**

- a. Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- b. Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- c. Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.
- d. Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
- e. Fire-related death: Any instance in which a person i. Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or ii. Dies within one year of injuries sustained as a result of the fire.
- f. Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system may include sprinkler systems or other fire extinguishing systems, fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- g. Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water and overhaul; however, it does not include indirect loss, such as business interruption.

**Additional Terms**

**On-Campus Student Housing Facility:**

Regulatory Language §668.41(a): A dormitory or other residential facility for students that is located on an institution's campus, as defined in §668.46(a). Costa Mesa Fire Marshal's Definition: The HOEA applies to all residential facilities owned or controlled by an institution within the same reasonably contiguous geographic area including privately operated residential housing, provided the building is owned by the College or on the main campus. If the residential housing facility is privately operated, not owned by the College and not located on the main campus then the facility is NOT included in this report.

If the residential housing facility is privately operated, not owned by the College, but located on the land owned by the Coast College Community College District, then the facility is included. POLICIES §668.49(b) a. Safety Policies §668.49(b)(4) i. Use of Electrical Appliances All living environments with full-size kitchens have refrigerators and microwaves. Mini refrigerators or micro-fridges are permitted in individual rooms if they are UL-approved and not larger than 4.3 cubic feet. Energy star is recommended. For safety reasons, the use of electrical cooking appliances such as coffee pots, personal microwaves, hot plates, sandwich makers, electric grills, and popcorn poppers is permitted only in kitchen areas. Window air conditioners are not permitted. HRE or Harbour staff will document and provide notice for removal of unauthorized or dangerous electrical appliances.

ii. Smoking is not permitted on campus property Effective June, 2020, the Coast Community College District issued a system wide Policy on Smoke and Tobacco.

iii. Open Flames

6.12 Open Burning - Open burning is defined as any open/exposed flame, whether located indoors or outdoors, that could cause a potential fire hazard (i.e. bonfires, campfires, leaf burning, art work involving flames, pyrotechnics of any kind, etc.).

6.12.1 Open Burning Indoors - Open burning indoors (particularly when such burning will activate any type fire alarm detection/suppression system) is normally prohibited.

b. Fire Evacuation Procedures §668.49(b)(5)

All residents/visitors are required to evacuate during every fire alarm (drill or actual alarm), failure to evacuate during a fire alarm is a violation of state law. For more information on the Health and Safety Code, go to [leginfo.ca.gov](http://leginfo.ca.gov) and look up Health and Safety Code 13111.

Follow these rules when evacuating from any building: Be familiar with evacuation routes from your building and housing community; Remain calm and walk, do not RUN, to the nearest marked exit and ask other to do the same; Do not use the elevators unless directed to do so; Assist others with disabilities, access, or functional needs; Notify emergency personnel if you suspect any one is trapped in the building or anyone needing assistance evacuating the building; Move to the nearest evacuation area, allowing the sidewalks and driveways clear for emergency vehicles and personnel; Do not return to building until all-clear is given by either OCC Campus Safety, Fire department, or Scion Staff and you are directed to return to the building.

### **Emergency Evacuation Procedures Students and Employees should follow in case of a Fire**

There are numerous emergency situations that could cause a single building, all buildings or even a whole campus evacuation. When an alarm sounds in a building or if an order from The Harbour staff or OCC Campus Safety is received to evacuate part of or all the campus, then it is understood that a situation exists of sufficient urgency to warrant immediate action by the residential community. While the circumstances requiring an evacuation may be varied, the process of evacuation is relatively standard. The main emphasis is on a safe, orderly, timely and complete egress of all building occupants to a pre-designated evacuation area.

In the event of a campus emergency that requires an evacuation from The Harbour, all residents and their guests should meet at Assembly Area Zone A, either in the OCC Adams Lot north of the Horticulture Gardens or south of The Harbour in the OCC parking lot west of Information Technology.

## The Harbour Evacuation Map

OC
Assembly Area Zones

A

### HELPING OTHERS

Assisting people with access and functional needs during an EVACUATION

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**FOR VISUALLY IMPAIRED PERSONS**

**Announce** the type of emergency. **Offer your arm** for guidance. Do not push or pull. **Narrate** where you are going. **Alert** any obstacles you encounter. When you reach the Assembly Area, ask if further help is needed.

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**FOR PEOPLE WITH HEARING LIMITATIONS**

**Turn lights on/off** to gain person's attention. **Use gestures** and/or write a note with evacuation directions to indicate directions.

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**FOR PEOPLE USING CRUTCHES, CANES OR WALKERS**

**Evacuate** injured persons. **Assist and accompany** injured people to the Assembly Area, if possible. **Use a sturdy chair** (or one with wheels), if necessary and safe, to move the person or help carry the individual to safety.

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**FOR WHEELCHAIR USERS**

**Consult** with the person to determine the best carry options. Individuals at ground floor locations may exit without help, while others have minimal ability to evacuate. **Use a sturdy chair** (or one with wheels), if necessary and safe, to move the person or help carry the individual to safety.

Lifting may be dangerous. Wheelchairs too heavy to take down stairs may be left behind. Reunite person with the chair as soon as it is safe to do so.

Those who cannot walk or use a wheelchair may wait in rescue assistance areas or stairwells. Alert emergency responders of their location. The Fire Department will evacuate them.

For those who have respiratory complications and use a wheelchair or cannot walk, remove them from smoke and vapors immediately. Wheelchair users with electrical respirators get priority assistance.

**ORANGE COAST COLLEGE**

Preparation is key:

- Know the closest Assembly Area Zone for evacuation from your room or common spaces.
- Determine in advance the nearest exit from your location and the best way to get there.
- Determine in advance at least one alternate route and alternate exit location in the event your primary path is blocked.

When you receive an evacuation order:

- If time and conditions permit, secure your bedroom/apartment and take your important personal items such as car keys, purse, medication, glasses, cell phone, flashlight, wallet, etc.
- Check doors for the heat of a fire before opening. Do not open the door if it's hot.
- Walk. Do not run. Don't push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.

- Move to your assembly point unless otherwise instructed.
- Watch for falling objects and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- DO NOT return to the building for any reason unless you are notified by authorities that it is safe to do so.
- Follow the directions of The Harbour Staff, Campus Safety and First Responder personnel.

**Fire Safety Education and Training §668.49(b)(6)**

All staff are trained annually on various aspects of fire safety and education. Live-In staff and Resident Advisors training conducted by Scion Staff. Trainings include – Evacuation, Fire Safety, Fire Alarm Systems, Fire Extinguishers, First Responder System. Specialized training for maintenance, life safety & security, building custodians, etc. also takes place. All students living in on-campus housing receive fire safety and evacuation information in their Housing & Residential Education (HRE) Handbook. The handbook is designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the OCC’s fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a “buddy” assigned to them.

**Fire Safety Systems §668.49(b)(2)**

FIRE DRILLS §668.49(b)(3) a. A description of each on-campus student housing facility fire safety system and fire drills. b. The Harbour has a single fire drill that is performed in the evening.

<b>Residential Facilities with Address</b>	<b>Fire Alarm Monitoring Done On Site</b>	<b>Partial Sprinkler System<sup>4</sup></b>	<b>Full Sprinkler System<sup>5</sup></b>	<b>Smoke Detection</b>	<b>Fire Extinguisher Devices</b>	<b>Evacuation Plans/Placards</b>	<b>Number of Evacuation (fire) drills each calendar year</b>
The Harbour at OCC; 1369 Adams Ave., Costa Mesa, CA 92626	Yes	Yes	Yes	Yes	Yes (common areas)	Yes	1

**Reporting a Fire for Inclusion in the Fire Statistics**

Per federal law, Orange Coast College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, then dial 911. Once the emergency has passed, you should

<sup>4</sup> Partial Sprinkler System is defined as having sprinklers in the common areas only.

<sup>5</sup> Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

notify the Public Safety Department at 714-432-5017 to investigate and document the incident for disclosure in the College’s annual fire statistics.

If a member of the OCC community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Public Safety at 714-432-5017 to investigate and document the incident for disclosure in the College’s annual fire statistics.

**Plans for Improvement to Fire Safety**

The College does not have any planned improvements in fire safety at this time.

**Fire Statistics**

Statistics and Related Information Regarding Fires in Residential Facilities for CY 2021

<b>Residential Facilities (Name and Address)</b>	<b>Total Number of Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries That Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire (in USD)</b>
The Harbour at OCC; 1369 Adams Ave., Costa Mesa, CA 92626	1	N/A	Cooking	0	0	\$0-99