

**Lassen Community College**



# **2024 Annual Security Report**

**Issued October 1, 2025**

**Crime & Fire Statistics 2022-2024**

***Welcome to Lassen Community College.***

We hope your time spent here will be rewarding and safe. Lassen Community College is committed to the safety and well-being of our students, faculty, staff, and community visitors. Although Lassen Community College enjoys an idyllic setting and very low crime rate, no community will ever be totally free of risk. Members of the college community, students, faculty, and staff share the responsibility of maintaining a safe and healthy environment. By reading the information presented in this report, you have taken the first step in becoming a partner in ensuring your own safety. It is only through everyone's cooperation and vigilance that Lassen Community College will remain a beautiful and safe environment to learn and work. The information contained in this report was prepared under the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act* {20 U.S.C.

1092(f)}. This report presents a description of Lassen Community College's security and safety policies and crime statistics for the most recent calendar year and the two preceding years.

**Student Right to Know links:****Retention, graduation, student diversity and much more information**

The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education. For retention, graduation and other Right to Know information please visit NCES at <http://nces.ed.gov/collegenavigator> and type in Lassen Community College, California.

**Equity in Athletics current data can be found on the web at**

<https://ope.ed.gov/athletics/#/institution/search>. Once at this website type Lassen Community College in the city of Susanville to get to a link to our college data.

**Placement and types of employment obtained**

Lassen Community College Classes and Programs and their cost and employment information can be found at <http://www.lassencollege.edu/academics/programs/Pages/Program-Costs.aspx>.

The Lassen Community College "Gainful Employment Disclosure" spreadsheets can be downloaded from the bottom of this web page.

This report is divided into chapters around multiple themes;

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# **CAMPUS ACCESS, DISCLOSURE OF CAMPUS SECURITY POLICIES WITH CRIME STATISTICS**

## **CAMPUS ACCESS**

During normal business hours, and other scheduled instruction times, teaching facilities and the residence hall are open to students, parents, employees, contractors, guests, and invitees. During non-business hours and during extended closings access to college facilities is by key, if issued, or by admittance by authorized college personnel with prior approval such as a properly completed facility use request. The Victor Saint Marie Residence Hall is secured at all times. Each resident is issued a key, which provides access to their room and the south west building entry. During extended breaks (holidays) the residence hall is secured 24/7 using locks not accessible to residents. Some District facilities may have individual hours which may vary at different times of year. Examples are the Sports Complex, Cafeteria, Bookstore, Admissions and Records and Academic Resource Center. In these cases the facilities will be secured according to schedules developed by the area responsible for the facility.

Key control performs a significant role in the security of the college. The Associate Vice President of Facilities issues keys for authorized purposes only upon written administrative authorization as evidenced by a completed "Key Request" form. Lost keys shall be immediately reported to the Associate Vice President of Facilities. Keys may not be duplicated or loaned. Keys are to be returned to the Associate Vice President of Facilities when no longer needed or upon employment termination.

Some areas on campus are equipped with 24/7 monitored security systems and video surveillance. Fire and security systems automatically contact the Police and Fire agencies when activated.

Safety and security are a priority concern in Sainte-Marie Hall. A Residence Hall Manager oversees a staff of trained student Resident Advisors to help assure a safe environment conducive to student life. Fire drills are run each semester and health room inspections are also scheduled at regular intervals. You can access housing information for Lassen College at: <http://www.lassencollege.edu/campus-life/Pages/Residence-Hall.aspx>

## **CAMPUS CRIMINAL AUTHORITY AND JURISDICTION**

It is the policy of Lassen Community College that individuals have primary responsibility for ensuring their own security and that of their personal effects. District employees, students, and visitors are asked to help maintain a secure campus by locking windows and doors, desks, file cabinets, equipment, residence room doors and windows, and vehicles. The college employs a Maintenance and Operations Manager who acts as a first-line responder for all security incidents, verifies lock down, and oversees facility use after hours and on weekends. The Susanville Police department has jurisdiction for crimes on the main campus and within the City of Susanville. The Lassen County Sheriff's department has jurisdiction for crimes within the county of Lassen but outside the city of Susanville. The Lassen Community College Maintenance and Operations Manager maintains the required crime statistics, assists law enforcement when asked and has authority to issue parking tickets.

## REPORTING OF CAMPUS CRIMINAL OFFENSES

Report all crimes immediately. To report a crime contact one of the Campus Security Reporting Authorities listed below OR call 911

- if a person's safety is at risk OR
- if there is a medical emergency OR
- College property is currently being vandalized, a theft is occurring, a fire or other emergency of an unsafe nature is detected that threatens the immediate safety of any person on the college campus.

Report crimes against district property after the act of theft, vandalism, etc. to the Director of Facilities

Office (530) 251-8889

Cell (530) 310-0489

\*Crimes can also be reported online via our campus [complaint and reporting link](#).

Report crimes against persons after the act of harassment, code of conduct violations, etc. to the Executive Vice President of Student and Academic Services

Office (530) 251-8823

\*Crimes can also be reported online via our campus [complaint and reporting link](#).

Report crimes of an academic nature such as discrimination in grading, faculty errors, fraud or bad faith, to the:

Vice President of Instruction

Office (530) 251-8854

Dean of Instructional Services

Office (530) 251-8839 or (530)257-6181 x8960

\*Crimes can also be reported online via our campus [complaint and reporting link](#).

Superintendent/President

Office (530)251-8820

## IMPORTANT NOTICE:

- **For all crimes currently in process and if any person's immediate safety is in danger CALL 911.**
- **Report directly to 911 for immediate action when college property is being vandalized, a theft is in progress, a reported/observed fire, or there is a medical emergency or crime against any person in process.**
- **Lassen Community College relies on the security force of local police and sheriff personnel for immediate response.**

## VOLUNTARY CONFIDENTIAL REPORTING

Confidential psychological or pastoral counseling sessions are considered privileged and the holder of the privilege is the client. Crime information can be forwarded anonymously at the request of the client depending on the nature of the crime. Title IX incidents cannot remain confidential if disclosed to a Campus Security Reporting Authority. Any reporting of statistics to comply with the *Jeanne Clery Act* is done by reporting numbers and not names so the information provided by clients remains confidential. Psychological counseling services by a professionally trained and licensed psychological counselor are available to students through the college at (530)257-6181 x8902. In emergency cases, call Lassen County Crisis Stabilization Unit at (888)530-8688. Any services should be arranged with counselors at the student's initiative.

## REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

Lassen Community College District receives criminal reports from the Campus Security Reporting Authorities, as well as public and local law enforcement. The Report includes statistics for the previous three years concerning reported crimes that occurred; on-campus, or property owned or controlled by the Lassen Community College District; and on public property within, immediately adjacent to and accessible from, the campus (Highway 139 and Skyline Drive East). The report also includes institutional policies and procedures concerning campus security. You can view the annual Crime Statistics Report on page 25 of this report. A copy of this report can be obtained by contacting the Director of Facilities at (530)251-8889 or the Human Resource Department at (530)251-8811.

## CONFIDENTIAL REPORTING OF CRIMINAL OFFENSES

If you are a victim of a crime and do not want to pursue action within the Lassen Community College District's Campus Security Reporting Authorities or the criminal justice system you may still want to consider making a confidential report. With your permission the Campus Security Reporting Authorities can file a report on the details of the incident without revealing your identity depending on the nature of the crime. Title IX incidents cannot remain confidential if disclosed to a Campus Security Reporting Authority. The purpose of the confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

## TIMELY WARNINGS

In the event a situation arises that the Lassen Community College District Administration believes constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through college e-mail, text message, and social media notices.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, warnings would be announced in every building, and through loud speakers in the gym, athletic fields and in the Ag/Rodeo complex. Our classrooms have phones for communication during emergencies and are used to broadcast messages via a speaker built into the phone during emergencies. When appropriate, notices will be posted on exterior bulletin boards, at every main entrance to college facilities and in the residence hall. The College Administration may also post notices on the college web site at:

<http://www.lassencollege.edu>. Anyone with information warranting a timely warning should report the circumstance to one of the college Administrators listed below;

Report situations involving college property after the act of theft, vandalism, etc. to:

Director of Facilities	Office (530) 251-8889
	Cell (530) 310-0489

\*Situations can also be reported online via our campus [complaint and reporting link](#).

Report situations involving persons behavior, acts of harassment, code of conduct violations, etc. to:  
Executive Vice President of Student and Academic Services office Office (530) 251-8823

\*Situations can also be reported online via our campus [complaint and reporting link](#).

Report situations involving an academic nature such as discrimination in grading, faculty errors, fraud or bad faith, etc. to:

Vice President of Instruction

Office (530) 251-8854

Dean of Instructional Services

Office (530) 251-8839 or (530)257-6181 x8960

\*Situations can also be reported online via our campus [complaint and reporting link](#).

Superintendent/President Office (530)251-8820

## **SECURITY AWARENESS AND CRIME PREVENTION**

### **CRIMINAL ACTIVITY OFF CAMPUS**

Lassen Community College operates no off-campus housing or off-campus student organization facilities. The College does periodically conduct athletic activities at Memorial Park (baseball field) located at 500-1799 North St in Susanville, CA, and at the Lassen County Fairgrounds located at Fair Grounds Rd in Susanville, CA.

## **HEALTH AND SAFETY POLICIES**

This section presents health and safety policies relevant to campus safety, security, and the well-being of students, staff, faculty, and the public. The Board policies listed hereafter are typically accompanied by Administrative Procedure that describe the specific actions to be taken to implement each policy.

- BP 3550 – Drug Free Environment And Drug Prevention Program
- BP 3570 – Smoking on Campus
- BP 3430 – Prohibition of Discrimination or Harassment
- AP 3435 – Discrimination and Harassment Complaints and Investigations
- BP 3510 – Workplace Violence Plan
- BP 3515 – Reporting of Crimes
- BP 3540 – Sexual and Other Assaults on Campus
- AP 3540 – Sexual and Other Assaults on Campus And in Campus Programs
- BP 3500 – Campus Safety
- AP 3500 – Campus Safety
- BP 3505 –Emergency Response Plan
- AP 3516 – Registered Sex Offender Information
- BP 3530 – Weapons on Campus

### **BP 3550 – DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM**

Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i; 34 Code of Federal Regulations (C.F.R.) Sections 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103

The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The health risks associated with the use of illicit drugs and abuse of alcohol are published annually in the College Catalog.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

### **BP 3570 – SMOKING AND TOBACCO ON CAMPUS**

References: Government Code Sections 7597

Lassen Community College District has a responsibility to its employees and students to provide a safe and healthful environment. Research findings show that smoking and the breathing of secondhand smoke, as well as the use of smokeless (chew) tobacco and exposure to tobacco spit constitute a significant health hazard.

Effective implementation of the Lassen College Smoking and Tobacco Use Policy depends upon the courtesy, sensitivity, and cooperation of all members of the campus community. Students, faculty, staff, and visitors are expected to comply with the provisions of the policy.

To provide a safe and healthy environment in which to learn and work, smoking is prohibited in the areas included in AP 3570. It is the intent of this policy to promote the comfort, health, and well-being of all District students, staff, and visitors, and to maintain the safety of District facilities.

### **BP 3430 – PROHIBITION OF DISCRIMINATION OR HARASSMENT**

Education Code Sections 212.5, 44100, 66252, and 66281.5; Government Code Sections 12923, 12940 and 12950.1; Civil Code Section 51.9; Title 2 Sections 10500 et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e; Age Discrimination in Employment Act of 1967 (ADEA); Americans with Disabilities Act of 1990 (ADA)

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ethnicity,

ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person with one or more of perceived or actual conditions.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall annually ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up

to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

#### **AP 3435 – DISCRIMINATION AND HARASSMENT COMPLAINTS AND INVESTIGATIONS**

References: Education Code Sections 212.5, 231.5, 66281.5, 66281.8, 67386, and 87623; Government Code Section 12950.1; Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.; Title 2 Sections 11023 and 11024

NOTE: In order to comply with California Civil Rights Department (“CRD”) regulations, Districts adopting this procedure should also adopt AP 3410 Nondiscrimination and AP 3430 Prohibition of Harassment.

NOTE: DFEH Regulations require any employer whose workforce contains 10 percent or more of persons who speak a language other than English as their spoken language to translate its harassment, discrimination, and retaliation policies into every language that is spoken by at least 10 percent (10%) of the workforce. In order to comply with this requirement, Districts should translate BP 3410 Nondiscrimination, BP 3430 Prohibition of Harassment, AP 3410 Nondiscrimination, AP 3430 Prohibition of Harassment, and AP 3435 Discrimination and Harassment Complaints and Investigations into any applicable languages.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

#### **Reporting and Filing Complaints**

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation or who has learned of harassment, discrimination, or retaliation may report harassment, discrimination, or retaliation. Complainants may have the option of filing a Complaint.

All responsible employees are required to report all actual or suspected sexual harassment to the EEO Coordinator or designee immediately. A responsible employee is any employee who has the authority to take action to redress sexual harassment or provide supportive measures to students, or who has been given the duty of reporting incidents of sexual harassment to an appropriate District official who has that authority.

#### **Confidential Reporting**

An employee who is a therapist, physician, psychotherapist, member of the clergy, sexual assault counselor, domestic violence counselor, or other individual acting in a professional capacity for which confidentiality is mandated by law is exempt from having to report sexual harassment concerns to the Title IX Coordinator or other designated employee, unless otherwise required by law.

An employee who is not considered a responsible employee must inform each student who provides him/her/them with information regarding sexual harassment of the student’s ability to report to a responsible employee and direct the student to those specific reporting resources.

## **Outreach**

When a responsible employee reports actual or suspected sexual harassment involving students to the EEO Coordinator or designee, the Dean of Student Services or VP of Student Services will assess the report of sexual harassment and provide outreach, as appropriate, to each identifiable student who is alleged to be the victim of the reported conduct. The outreach shall include all of the following information:

- The District received a report that the student may have been a victim of sexual harassment;
- A statement that retaliation for filing a complaint or participating in the complaint process, or both, under this procedure is prohibited;
- Counseling resources within the District or in the community;
- Where a crime may have occurred, notice that the student has the right, but not the obligation, to report the matter to law enforcement;
- The District's complaint and investigation procedures established pursuant to this procedure;
- Potential interim measures, such as no-contact directives, housing changes, and academic schedule changes, where applicable;
- The importance of preserving evidence;
- A request for the student to meet with the Title IX coordinator or other designated employee to discuss options for responding to the report; and
- The manner in which the District responds to reports of sexual harassment and a description of potential disciplinary consequences.

The District shall consider and respond to requests for accommodations relating to prior incidents of student sexual harassment that could contribute to a hostile educational environment or otherwise interfere with a student's access to education where both individuals are, at the time of the request, subject to the District's policies.

## **Complaints**

A Complaint is a written or verbal statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or in violation of state or federal law. Complaints must be filed with the EEO Coordinator or designee unless the Party submitting the Complaint alleges discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the Superintendent/President.

The District may request, but shall not require the Complainant to submit a Complaint on the form prescribed by the Chancellor of the California Community Colleges. A copy of the form will be available at [http://cm.maxient.com/reportingform.phpLassenCC&layout\\_id=2](http://cm.maxient.com/reportingform.phpLassenCC&layout_id=2). A Complainant shall report a verbal Complaint to the EEO Coordinator. The EEO Coordinator or designee shall record the verbal Complaint in writing. The EEO Coordinator or designee will take steps to ensure the writing accurately reflects the facts alleged by the Complainant.

A Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures or state or federal law prohibiting discrimination, harassment, or retaliation;
- The Complainant must file any Complaint not involving employment within one year of the

date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegations of discrimination, harassment, or retaliation; and

- The Complainant must file any Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Complaint does not meet the requirements set forth above, the EEO Coordinator or designee will notify the Complainant within 14 days that the complaint does not contain allegations of unlawful discrimination that are sufficient under this procedure to trigger an investigation. The EEO Coordinator or designee will specify why the complaint is defective.

If the defect is based on the Complainant's failure to state sufficient facts to support a claim of unlawful discrimination, the EEO Coordinator or designee shall offer the Complainant an opportunity to proffer additional facts to support his/her/their claims through an intake interview, which shall be scheduled as soon as reasonably convenient for the Complainant and EEO Coordinator or designee.

If, after the intake interview, the EEO Coordinator or designee determines that the Complainant has still not stated sufficient facts to support a claim of unlawful discrimination, the EEO Coordinator or designee shall provide the Complainant with a written determination explaining the basis for dismissing the complaint within 14 days of the intake interview. The EEO Coordinator or designee must also notify the Complainant of his/her/their right to appeal this determination directly to the Chancellor of the California Community Colleges within 30 days from the date of the notice of dismissal.

**Oversight of Complaint Procedure:** The EEO Coordinator or designee is the "responsible District officer" charged with receiving complaints of discrimination or harassment and coordinating their investigation.

The investigation of complaints must be assigned by the EEO Coordinator or designee to a neutral investigator. A neutral investigator means an outside investigator or an internal investigator who is not in the chain of command of the respondent, not substantially implicated by the allegations in the complaint, and who is otherwise impartial. Neutral investigators must be properly trained to conduct such investigations.

**Who May File a Complaint:** Any student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

**Where to File a Complaint:** A student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed in violation of these policy and procedures may make a Complaint orally or in writing directed to the EEO Coordinator or designee. Complainants may but are not required to use the form prescribed by the Chancellor of the California Community Colleges. These forms are available from the EEO Coordinator or designee and at the California Community Colleges

Chancellor's Office website.

### **Advisers in Student Harassment Complaints**

Student Parties in Complaints involving sexual harassment are permitted to have a support person or adviser accompany him/her/them during any stage of the Complaint process described in this procedure. Student Parties in Complaints involving sexual harassment have the right to consult with an attorney, at his/her/their own expense, at any stage of the Complaint process if he/she/they wishes to do so. An attorney may serve as a support person or adviser.

### **Employment-Related Complaints**

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department (CRD).

Any District employee who receives a harassment or discrimination complaint shall notify the EEO Coordinator or designee immediately.

**Filing a Timely Complaint:** Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a Complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination, the existence of a hostile, offensive, or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

**Communicating that the Conduct is Unwelcome:** The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste, or inappropriate.

**Intake and Processing of the Complaint:** Upon receiving notification of a harassment or discrimination complaint, the EEO Coordinator or designee shall:

- Consider whether the District can undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules, obtaining apologies, providing informal counseling, training, etc.
- Advise all Parties that he/she/they need not participate in an informal resolution of the Complaint, as described above, and they have the right to end the informal resolution process at any time. NOTE: Districts cannot allow mediation, even on a voluntary basis, to resolve allegations of sexual violence.
- Advise a student Complainant that he/she/they may file a Complaint with the Office for Civil Rights of the U.S. Department of Education and employee Complainants may file a Complaint with the California Civil Rights Department. All Complainants should be advised that they have a right to file a Complaint with local law enforcement, if the act complained of is also a

criminal act. The District must investigate even if the Complainant files a Complaint with local law enforcement. In addition, the District should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services.

- In matters involving student sexual harassment, provide student Parties notice regarding appropriate counseling resources developed and maintained by the District.
- Take interim steps to protect a Complainant from coming into contact with an accused individual, especially if the Complainant is a victim of sexual violence. The EEO Coordinator or designee should notify the Complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove Complainants from classes or housing while allowing accused individuals to remain.

Regardless of whether a Complaint has been filed under this procedure, if the District knows, or reasonably should know, about possible sexual harassment involving individuals subject to the District's policies at the time, the District shall promptly investigate to determine whether the alleged conduct more likely than not occurred, or otherwise respond if the District determines that an investigation is not required.

#### Student Complainant Requests for Confidentiality

If a student Complainant requests confidentiality when reporting sexual harassment, which could preclude a meaningful investigation or potential discipline of the Respondent, or that no investigation or disciplinary action be pursued to address alleged sexual harassment, the District shall take the request seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including for the Complainant. The District shall normally grant the request when possible. In determining whether to disclose a Complainant's identity or proceed to an investigation over the objection of the Complainant, the District may consider whether any of the following apply:

- There are multiple or prior reports of sexual misconduct against the Respondent;
- The Respondent reportedly used a weapon, physical restraints, or engaged in battery;
- The Respondent is a faculty or staff member with oversight of students;
- There is a power imbalance between the Complainant and Respondent;
- The Complainant believes that the Complainant will be less safe if the Complainant's name is disclosed or an investigation is conducted; and
- The District is able to conduct a thorough investigation and obtain relevant evidence in the absence of the Complainant's cooperation.

If the District determines that it can honor the student Complainant's request for confidentiality, it shall still take reasonable steps to respond to the Complaint, consistent with the request, to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating formal action against Respondent or revealing the identity of the Complainant. The District shall also take immediate steps to provide for the safety of the Complainant while keeping the Complainant's identity confidential as appropriate. The District shall notify the Complainant that the steps the District will take to respond to the Complaint will be limited by the Complainant's request for confidentiality.

If the District determines that it must disclose the student Complainant's identity to the Respondent or proceed with an investigation, it shall inform the Complainant prior to making this disclosure or initiating the investigation. The District shall also take immediate steps to provide for the safety of the Complainant where appropriate. In the event the Complainant requests that the District inform the Respondent that the Complainant asked the District not to investigate or seek discipline, the District shall honor this request.

## **Investigation**

The EEO Coordinator or designee shall:

- Provide notice to student Parties to a sexual harassment complaint that the District is conducting an investigation. The notice shall include the allegations against the Respondent and the alleged District policy violations under review. If new allegations that arise during the course of the District's investigation that could subject either student Party to new or additional discipline or corrective action, the EEO Coordinator or designee shall provide a supplemental notice to the student Parties.
- Authorize the investigation of the Complaint, and supervise or conduct a thorough, prompt, and impartial investigation of the Complaint, as set forth below. Where the Parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. The investigation will include interviews with the Complainant, the accused, and any other persons who may have relevant knowledge concerning the Complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

**Investigation of the Complaint:** The District shall promptly investigate every Complaint. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes Complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus. The District shall notify the Complainant that the District will commence an impartial fact-finding investigation of the allegations contained in the Complaint.

As set forth above, where the Parties opt for an informal resolution, the EEO Coordinator or designee may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational

Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

**Investigation Steps:** The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially using trauma-informed investigation techniques.

The investigation and adjudication of alleged misconduct under this procedure is not an adversarial process between the Complainant, the Respondent, and the witnesses, but rather a process for the District to comply with its obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct.

Investigators will use the following steps: interviewing the Complainant; interviewing the accused individual; identifying and interviewing witnesses and evidence identified by each Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved Parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the Complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred. Student Complainants should be aware that any evidence available but not disclosed during the investigation might not be considered at a subsequent hearing, if a hearing is required under this procedure. Written evidence submitted by a Party is limited to at least 20 pages.

**Timeline for Completion:** The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report, and the District shall notify the Complainant and Respondent of the outcome within 90 days of the District receiving the Complaint. The District will toll the timeline while the Parties are engaged in good faith efforts at informal resolution.

**Cooperation Expected:** All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim and regardless of whether a Complaint is filed. No employee will be retaliated against as a result of lodging a Complaint or participating in any workplace investigation.

### **Written Report**

The results of the investigation of a Complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Complaint;

- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony provided by each witness with information relevant to the allegations, including the Complainant;
- An explanation of why an identified potential witness was not interviewed;
- An analysis of relevant data or other evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether each factual allegation in the Complaint occurred based on the preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages and
- Any other information deemed appropriate by the District.

### **Confidentiality of the Process**

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation and to protect the rights of student and employee Respondents during the investigation process and any ensuing discipline.

### **Evidence of Past Sexual History**

An investigator or hearing officer, if required by this procedure, shall not consider the past sexual history of the Complainant or Respondent except in the limited circumstances described below:

- The investigator or hearing officer shall not consider prior or subsequent sexual history between the Complainant and anyone other than the Respondent for any reason unless directly relevant to prove that physical injuries alleged to have been inflicted by the Respondent were inflicted by another individual;
- The investigator or hearing officer shall not consider the existence of a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent unless the evidence is relevant to how the Parties communicated consent in prior or subsequent consensual sexual relations;
  - Where the investigator or hearing officer allows consideration of evidence about a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent pursuant to this circumstance, the mere fact that the Complainant and Respondent engaged in other consensual sexual relations with one another is never sufficient, by itself, to establish that the conduct in question was consensual.

Before allowing the consideration of any evidence proffered pursuant to this section, the investigator or hearing officer shall provide a written explanation to the Parties as to why consideration of the evidence is consistent with this procedure.

### **Administrative Determination**

In any case not involving employment discrimination, within 90 days of receiving a Complaint, the district shall complete its investigation and forward a copy or summary of the report, and written notice to the Complainant setting forth all of the following:

- The Superintendent/President’s or his/her/their designee’s determination as to whether

unlawful discrimination occurred with respect to each allegation in the Complaint based on a preponderance of the evidence standard and the basis for that determination including factual findings;

- In the event a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
- The proposed resolution of the Complaint;
- The Complainant's right to appeal to the District's Board of Trustees and the California Community Colleges Chancellor's Office; and
- In matters involving student sexual misconduct, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

In any case involving employment discrimination, within 90 days of receiving a Complaint, the District shall complete its investigation and forward a copy or summary of the report and written notice to the Complainant setting forth all the following: [ NOTE: For cases involving employment discrimination, Title 5 only requires that a copy or summary of the report be provided to the Complainant. The District may, but is not required to, provide the report to the respondent in order to have a consistent process for addressing employment and non-employment discrimination claims.

- The Superintendent/President's or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the Complaint based on the preponderance of the evidence standard and the basis for that determination including factual findings;
- If a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
- The proposed resolution of the Complaint; and
- The Complainant's right to appeal to the District's Board of Trustees and to file a Complaint with the California Civil Rights Department.

The District shall also provide the Respondent the following:

- The Superintendent/President's or his/her/their designee's determination as to whether unlawful discrimination occurred with respect to each allegation in the Complaint based on the preponderance of the evidence standard and the basis for that determination including factual findings;
- The proposed resolution of the Complaint, including any disciplinary action against the Respondent; and
- In matters involving student sexual misconduct not subject to Title IX, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

The District will toll the timelines described above while the Parties are engaged in good faith efforts at informal resolution.

In matters involving an academic employee placed on involuntary paid administrative leave, the District shall complete its investigation within 90 working days of the administrative leave commencing, unless the period of paid administrative leave is extended by agreement of the employee and District for a period not exceeding 30 additional calendar days.

### Discipline for Student Sexual Misconduct Not Subject to Title IX

In a Complaint involving student sexual misconduct not subject to Title IX, if a student Respondent is subject to severe disciplinary sanctions, and the credibility of witnesses was central to the investigative findings, the District will provide an opportunity for the student Respondent to cross-examine witnesses indirectly at a live hearing, either in person or by videoconference, conducted by a neutral decision-maker other than the investigator.

In other Complaints involving sexual harassment against a student, the District shall decide whether a hearing is necessary to determine whether any sexual violence more likely than not occurred. In making this decision, the District may consider whether the Parties elected to participate in the investigation and whether each Party had the opportunity to suggest questions to be asked of the other Party and witnesses during the investigation.

The District shall appoint a neutral third party to attend the hearing solely for the purpose of asking any questions to the witnesses. The neutral third party shall not be the student Respondent, the student Respondent's representative, or any individual charged with making a final determination regarding discipline. The student Respondent may submit written questions before and during the cross-examination, including any follow-up questions. Either Party or any witness may request to answer the questions by videoconference from a remote location.

At the hearing, the other Party shall have an opportunity to note an objection to the questions posed. The District may limit such objections to written form, and neither the hearing officer nor the District are obligated to respond, other than to include any objection in the record. The hearing officer shall have the authority and obligation to discard or rephrase any question that the hearing officer deems to be repetitive, irrelevant, or harassing. In making these determinations, the hearing officer is not bound by, but may take guidance from, the formal rules of evidence.

Generally, the Parties may not introduce evidence, including witness testimony, at the hearing that the Party did not identify during the investigation and that was available at the time of the investigation. However, the hearing officer has discretion to accept for good cause, or exclude, such new evidence offered at the hearing.

The hearing officer shall provide an explanation of the meaning of the preponderance of the evidence standard, and affirm that it shall apply to adjudications under this procedure. The preponderance of the evidence standard is met if the District determines that it is more likely than not that the alleged misconduct occurred, based on the facts available at the time of the decision.

### **Discipline and Corrective Action**

If harassment, discrimination, or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay if negotiated or available through policy or procedure, demotion if negotiated or available through policy or procedure, suspension, or discharge.

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

- providing an escort to ensure that the Complainant can move safely between classes and activities;
- ensuring that the Complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services or a referral to counseling services;
- providing medical services or a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a student Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the District may inform the Complainant that the harasser must stay away from the Complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the Complainant from further harassment, or discrimination, address the hostile environment, if one has been created, prevent its recurrence, address its affects, and protect the Complainant and witnesses from retaliation as a result of communicating with the Complaint or assisting in the investigation.

The District will ensure that Complainants and witnesses know how to report any subsequent problems and should follow-up with Complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all Parties to the extent possible without impeding the District's ability to investigate and respond effectively to the Complaint.

If the District cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

### **Appeals**

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within 30 days, submit a written appeal to the Board of Trustees.

In a Complaint involving student sexual misconduct not subject to Title IX, a Respondent who is not satisfied with the results of the administrative determination may submit a written appeal to the District's Board of Trustees within 30 days.

The Board shall review the original Complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the Complainant and the Respondent. The Complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days, the administrative determination shall be deemed approved on the 46th day and shall become the final decision of the District in the matter. The District shall promptly notify the Complainant and the Respondent of the Board's action, or if the Board took no action, that the administrative determination is deemed approved.

In any case not involving workplace discrimination, harassment, or retaliation, the Complainant shall have the right to file a written appeal with the California Community Colleges Chancellor's Office within 30 days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the Complainant may, at any time before or after the issuance of the final decision of the District, file a Complaint with the California Civil Rights Department.

In any complaint dismissed pursuant to Title 5 Section 59332, a complainant may file a written appeal with the California Community Colleges Chancellor's Office within 30 days from the date of the notice of dismissal.

### **Remand**

The California Community Colleges Chancellor's Office may remand any matter to the District for any of the following reasons: to cure defects in the investigation or in procedural compliance; to consider new evidence not available during the investigation despite the Complainant's due diligence that would substantially impact the outcome of the investigation; or to modify or reverse a decision of the District's Board of Trustees based upon misapplication of an applicable legal standard or an abuse of discretion.

If the California Community Colleges Chancellor's Office remands a matter to the District, the District shall take necessary action and issue a decision after remand within 60 days. In any case not involving employment discrimination, the Complainant may appeal the District's amended determination to the California Community Colleges Chancellor's Office within 30 days by following the appeal procedures above.

### **Extension of Time**

A student Complainant or Respondent may request, in writing, an extension of a deadline related to a Complaint during periods of examinations or school closures. The District shall grant a student Party's reasonable request for an extension of a deadline related to a Complaint during periods of examinations or school closures.

If the District is unable to comply with the 90-day deadline, the District may extend the time to respond by up to 45 additional days. An extension may be taken only once without permission from the California Community Colleges Chancellor's Office, and must be necessary for one of the following reasons:

- a need to interview a party or witness who has been unavailable;
- a need to review or analyze additional evidence, new allegations, or new complaints related to the matter; or
- to prepare and finalize an administrative determination.

The District shall send a written notice to the Complainant and to a Respondent who is aware of an investigation indicating the necessity of an extension, the justification for the extension, and the number of days the deadline will be extended. The District shall send this notice no later than 10 days prior to the initial time to respond.

The District may request additional extensions from the California Community Colleges Chancellor's Office after the initial 45-day extension. The District shall send a copy of the extension request to the Complainant and to a Respondent who is aware of an investigation. The Complainant and Respondent may each file a written objection with the California Community Colleges Chancellor's Office within 5 days of receipt.

The extension of time provisions described above do not apply to investigations involving an academic employee placed on involuntary paid administrative leave.

#### **Disclosures to the California Community Colleges Chancellor's Office**

Upon request of the California Community Colleges Chancellor's Office, the District shall provide copies of all documents related to a discrimination Complaint, including the following: the original Complaint, any investigative report unless subject to the attorney-client privilege, the written notice to the Complainant setting forth the results of the investigation, the final administrative decision rendered by the Board or a statement indicating the date upon which the decision became final, and a copy of the notification to the Complainant of his/her/their appeal rights, the Complainant's appeal of the District's administrative determination, any other non-privileged documents or information the Chancellor requests.

The District shall provide to the California Community Colleges Chancellor's Office an annual report with the following information: the number of employment and non-employment discrimination complaints and informal charges received in the previous academic year; the number of complaints and informal charges resolved in the previous academic year; the number of complaints of unlawful discrimination received in the previous academic year, and the number of those complaints that were sustained in whole or in part; and any other information requested by the Chancellor.

#### **Interim and Supportive Measures**

Interim measures are individualized services offered as appropriate to either or both the Complainant and Respondent in an alleged incident of sexual misconduct, prior to an investigation or while an investigation is pending.

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a Complaint has been filed.

The District will provide interim or supportive measures to Parties as appropriate and as reasonably available.

Interim and supportive measures may include changes to academic, living, transportation, and working situation or protective measures such as counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

### **No-Contact Directives**

When requested by a Complainant or otherwise determined to be appropriate, the District shall issue an interim no-contact directive prohibiting the Respondent from contacting the Complainant during the pendency of the investigation. The District shall not issue an interim mutual no-contact directive automatically, but instead shall consider the specific circumstances of each case to determine whether a mutual no-contact directive is necessary or justifiable to protect the noncomplaining party's safety or well-being, or to respond to interference with an investigation. If the District issues a no-contact directive after making decision of responsibility, the no-contact directive shall be unilateral and only apply against the Party found responsible.

Upon the issuance of a mutual no-contact directive, the District shall provide the Parties with a written justification for the directive and an explanation of the terms of the directive. Upon the issuance of any no-contact directive, the District shall provide the Parties with an explanation of the terms of the directive, including the circumstances, if any, under which violation could be subject to disciplinary action.

### **File Retention**

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

- the original Complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the Parties of the District's administrative determination and the right to appeal;
- any appeal; and
- the District's final decision.

For any appeal to the California Community Colleges Chancellor's Office, the district shall provide all relevant, non-privileged documents upon request of the California Community Colleges Chancellor's Office.

**NOTE:** The following language is legally required.

### **Dissemination of Policy and Procedures**

District policy and procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, all employees, all volunteers who will regularly interact with students, and each individual or entity under contract with the District to perform any service involving regular interaction with students at the District. District policy and procedures related to harassment will also be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

## **Training**

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have refresher training until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of "abusive conduct," and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training must also address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, and appropriate remedial measures to correct harassing behavior. NOTE: The following language is legally advised as it helps the District create a rebuttable presumption of knowledge of possible sexual harassment if an Official with Authority failed to report the sexual harassment to the Title IX Coordinator as trained. Training for responsible employees must also address the responsible employee's obligation to report sexual harassment and instruction on how to report sexual harassment to the responsible District officer.

The District will also provide comprehensive, trauma-informed training to each employee involved in the District's sexual harassment or discrimination grievance procedure including investigating and adjudicating complaints involving sexual violence, sexual assault, domestic violence, dating violence, and stalking. This training shall include information on trauma-informed investigatory and hearing practices that help ensure an impartial and equitable process, best practices for assessment of a sexual harassment or sexual violence complaint, best practices for questioning of the complainant, respondent, and witnesses, and implicit bias and racial inequities, both broadly and in school disciplinary processes. Materials for this training shall include statistics on the prevalence of sexual harassment and sexual violence in the educational setting, and the differing rates at which students experience sexual harassment and sexual assault in the educational setting based on their race, sexual orientation, disability, gender, and gender identity.

For a District that maintains any on-campus student housing facility, include the following language: The District shall ensure that residential life student and nonstudent staff, or their equivalent, annually receive training on how to handle, in a trauma-informed manner, reports made

to them of sexual harassment or sexual violence, and situations in which they are aware of sexual harassment or sexual violence, in student residential facilities.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written response or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

### **Education and Prevention for Students**

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. An individual who participates as a Complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

#### **Complaint Reporting**

The Superintendent/President shall provide the Board of Trustees, upon request, a report of complaints filed pursuant to this procedure. This report must disaggregate the Complaints by complaint type (Student Complainant and Student Respondent, Student Complainant and Employee Respondent, Employee Complainant and Student Respondent, Employee Respondent and Employee Respondent, etc.). This report must also disaggregate the Complaints by the Complainant's race,

age, gender, religion, or any other characteristic identified by the Board.

#### **BP 3510 – WORKPLACE VIOLENCE PLAN**

References: Cal/OSHA: Labor Code Sections 6300 et seq.; 8 California Code Regulations Section 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8); Penal Code Sections 273.6 and 12021

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Superintendent/President shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

#### **BP 3515 – REPORTING OF CRIMES**

Reference: Education Code Section 67380

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to the Associate VP of Facilities of any arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

#### **BP 3540 – SEXUAL AND OTHER ASSAULTS ON CAMPUS**

References: Education Code Section 67382, 67385 and 67386; 20 U.S. Code Section 092(f); 34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse or domestic violence, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, including off-campus grounds or facilities maintained by the District, or upon grounds or facilities maintained by affiliated student organizations, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures consistent with state and federal law. Students, faculty, and staff who may be victims of sexual and other assaults and domestic violence shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults and domestic violence receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385, 67385.7, and

### **AP 3540 – SEXUAL AND OTHER ASSAULTS ON CAMPUS AND IN CAMPUS PROGRAMS**

References: Education Code Sections 67385, 67385.7, and 67386; 20 U.S. Code Section 1092 subdivision (f); 34 Code of Federal Regulations Part 668.46 subdivision (b)(11)

**NOTE:** This procedure is legally required. The following are the minimum requirements contained in the Education Code and in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“the Clery Act,” 20 U.S. Code Section 1092 subdivision (f)). The requirements of the Clery Act are broader than those found in California’s Education Code and apply to all institutions of higher learning that receive federal aid.

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see AP 3433 Prohibition of Sexual Harassment under Title IX, AP 3434 Responding to Harassment Based on Sex under Title IX, and AP 5500 Standards of Student Conduct.)

“Sexual assault,” “dating violence,” “domestic violence,” and “stalking” are defined in AP3434 Responding to Harassment Based on Sex under Title IX.

It is the responsibility of each person involved in sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500 Campus Safety, AP 3510 Workplace Violence, and AP 3515 Reporting of Crimes.

All students, faculty members, or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Human Resource Officer, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Human Resource Officer is authorized to release such information.

The Human Resource Officer shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the District's policy and 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;
- Information about the importance of preserving evidence and the identification and location of witnesses;
- 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 or referral to a counseling center;
  - a list of other available campus resources or appropriate off-campus resources;
- The victim's option to:
  - notify proper law enforcement authorities, including on-campus and local police;
  - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
  - decline to notify such authorities;
- Information about the participation of victim advocates and other supporting people;
- The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
- Information about how the district will protect the confidentiality of victims; and
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A description of each of the following options:
  - counselors and support services for victims;
  - criminal prosecution;
  - civil prosecution (i.e., lawsuit);
  - District disciplinary procedures, both student and employee;
  - modification of class schedules;
  - tutoring, if necessary.
  - alternative dispute resolution or other accountability processes;
  - alternative housing assignments; and
  - academic assistance alternatives.

The Human Resource Officer should be available to provide assistance to District law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3434 Responding to Harassment Based on Sex under Title IX, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Human Resource Officer of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has

waived rights to confidentiality consistent with state and federal law.

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

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to allege lack of affirmative consent that the accused believed that the Complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the Complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the Complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that 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.

The District shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence consistent with state and federal law, unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Human Resource Officer, which shall work to assure that all confidentiality rights are maintained consistent with state and federal law.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any district proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
- Information about how the District will protect the confidentiality of victims;
- Information for students about existing on- and off-campus counseling, mental health, victim

- advocacy, legal assistance, or other services for victims;
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking including a clear statement that:
  - Such proceedings shall provide a prompt, fair, and impartial resolution;
  - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
  - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
  - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from alleged domestic violence, dating violence, sexual assault, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occur prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

### **Sexual Assault and Domestic Violence Counselors**

Sexual assault and domestic violence counselors shall be independent from the Title IX office, and shall, at a minimum, meet the qualifications defined in Sections 1035.2 and 1037.1 of the Evidence Code, respectively.

Services provided by sexual assault and domestic violence counselors, including, but not limited to, securing alternative housing assignments and academic assistance alternatives, shall not be contingent on a victim's decision to report to the Title IX office or law enforcement.

A sexual assault or domestic violence counselor shall obtain specific permission from the victim before disclosing the identity of the victim, or any information that could reasonably be expected to reveal the identity of the victim, to the university or any other authority, including law enforcement, unless otherwise required to do so by applicable state or federal law.

### **Education and Prevention Information**

The Human Resource Officer shall:

- Provide, as part of each campus' established on-campus orientation program, education, prevention, and outreach information about domestic violence, dating violence, sexual

assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.

The outreach programming included as part of an incoming student's orientation must include, at a minimum, all of the following:

- The warning signs of intimate partner and dating violence.
  - Campus policies and resources relating to intimate partner and dating violence.
  - Off-campus resources and centers relating to intimate partner and dating violence.
  - A focus on prevention and bystander intervention training as it relates to intimate partner and dating violence.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

Office of Primary Responsibility: Superintendent/President

#### **BP 3500 – CAMPUS SAFETY**

Reference: Education Code Section 67380(a)(4)

The Board of Trustees is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

#### **AP 3500 – CAMPUS SAFETY**

References: Education Code Sections 212, 67380, and 87014; Penal Code Section 45; 20 U.S. Code Sections 1232g and 1092(f); 34 Code of Federal Regulations 668.46; 34 Code of Federal Regulations 99.31(a)(13), and (14); Campus Security Act of 1990

A campus safety plan shall be developed and provided to students via the Campus Safety Procedures and Guidelines Brochure.

The Associate Vice President of Facilities prepares and annually updates a report of all occurrences reported to campus personnel of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board of Trustees.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

Education Code Section 67380 defines “hate violence” as: “any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.” Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of “non-criminal acts of hate violence” (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, "hate crimes" includes domestic violence, dating violence and stalking.

#### **BP 3505 – EMERGENCY RESPONSE PLAN**

References: Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; 19 California Code of Regulations (CCR) Sections 2400-2450 34 Code of Federal Regulations Part 668.46 subdivision (g)

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
  - Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities.

Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive state or federal funding.

#### **AP 3516 – REGISTERED SEX OFFENDER INFORMATION**

References: Penal Code Sections 290, 290.01, and 290.95; 34 Code of Federal Regulations Part 668;  
42 U.S. Code Section 14071j; 20 U.S. Code Sections 1092 subdivision (f)(1)(I) and 1232g subdivision (b)(7)(A) (Campus Sex Crimes Prevention Act)

The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose his/her/their status as a registrant upon his/her/their application or acceptance of the position if he/she/they:

1. would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children or
2. would be working directly and in an accompanied setting with minor children and his/her work would require touching minor children on more than an incidental basis.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Sex offenders who may be required to register should do so at the City of Susanville Police Department 530.257.5603.

Information concerning registered sex offenders can be obtained from the City of Susanville Police Department 530.257.5603.

#### **BP 3530 – WEAPONS ON CAMPUS**

References: Penal Code Sections 626.9 and 626.10

Firearms or other weapons shall be prohibited on any college or center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

## **BUILDING EVACUATION PROCEDURE**

In the event of an emergency, it may be necessary to immediately evacuate a campus building or all buildings. It is important that you become familiar with the various responsibilities outlined in this procedure and the location of the evacuation zone for your building. Should such a situation occur, the fire alarm horns and strobe lights will be activated and you will need to do the following:

### **FACULTY RESPONSIBILITIES**

Faculty are to insure that students immediately leave the classroom and building with their personal property (e.g., backpacks, briefcases, etc.). Faculty are to direct students to proceed to the nearest evacuation zone, which is the **South** side of the building clear of hazards i.e. trees, light poles, possible falling materials from buildings, roadways, emergency vehicles etc. Faculty are to lock their assigned classrooms and leave the building immediately preceding to the South side of the building waiting for further direction from designated communication liaisons.

### **CLASSIFIED RESPONSIBILITIES**

Classified staff are responsible for locking their offices and immediately leaving the building with their personal property (e.g., purse, briefcases, etc.) proceeding to the nearest evacuation zone, which is the **South** side of the building clear of hazards i.e. trees, light poles, possible falling materials from buildings, roadways, emergency vehicles etc. There they will wait for further direction from designated communication liaisons.

### **SUPERVISORS, MAINTENANCE & CUSTODIAL (M&O) STAFF AND DESIGNEES**

Supervisors, M&O staff and designees shall standby to render assistance to first responders if called upon. All exterior doors are to remain unlocked and a confirmation radioed to the central command post that each building has been evacuated. Supervisors, M&O staff, and designees will then be directed to provide other support or to report to specific evacuation areas where they will act as designated communication liaisons between the central command post, faculty, staff, and students.

### **SUPERINTENDENT/PRESIDENT OR DESIGNEE**

The Superintendent/President or designee will provide further direction via the central command post and will determine if it is safe to return to the buildings. This information will be radioed to designated communication liaisons.

If it is not safe to return to the buildings the designated communication liaisons will be contacted to follow the procedures outlined in the section for Campus Evacuation.

## **CAMPUS EVACUATION PROCEDURES**

In the event of an emergency in which campus buildings have been evacuated, it may be necessary to immediately evacuate the campus as well. Should such a situation occur the following procedures will go into effect.

### **SUPERINTENDENT/PRESIDENT OR DESIGNEE**

The Superintendent/President or Designee will direct the central command post to coordinate the evacuation of the campus.

**CENTRAL COMMAND POST**

The central command post located in the Superintendent/President's office will contact each designated communication liaisons that their evacuation zone is to leave the campus. This notification will be done sequentially in order to avoid traffic jams by those exiting the campus.

**DESIGNATED COMMUNICATION LIAISONS**

The designated communication liaisons will radio the central command post that their zone has been evacuated and then report to the location of the central command post for final directions. The Superintendent/President or designee will provide further direction via the central command post:

- If it is safe to return to the buildings, the designated communication liaisons will be notified via two-way radio.
- If it is not safe to return to the buildings, the designated communication liaisons will be contacted and given direction from the Superintendent/President or designee.

**EVENING CLASSES**

In the event of an emergency at night when classes are still in session, it may be necessary to evacuate a building or all campus buildings. If this should occur, the Superintendent/President or designee shall make the decision to evacuate. The Superintendent/President or designee will notify those individuals who make up the central command post to assist in evacuation efforts.

# LASSEN COMMUNITY COLLEGE REPORTED CRIME AND HATE STATISTICS 2022–2024

Offense	Year	On campus Property	Residential Housing	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Manslaughter By Negligence	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Rape	2022	0	0	0
	2023	2	0	0
	2024	0	0	0
Fondling	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Incest	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Statutory Rape	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Hate Crimes	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Robbery	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Aggravated Assault	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Burglary	2022	3	0	0
	2023	0	0	0
	2024	1	0	0
Motor Vehicle Theft (Does Not Include Theft From Motor Vehicle)	2022	1	0	0
	2023	0	0	0
	2024	0	0	0
Arson	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Domestic Violence	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Dating Violence	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Stalking	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Illegal Weapons Possession	2022	0	0	0
	2023	0	0	0
	2024	0	0	0
Liquor Law Violations	2022	0	0	0
	2023	3	0	0
	2024	2	0	0
Drug Abuse Violations	2022	2	0	0
	2023	4	0	0
	2024	0	0	0

# MISSING PERSONS REPORTING AND FIRE SAFETY STATISTICS

## RESIDENCE HALL FIRE SAFETY SYSTEMS

Each room in the residence hall is equipped with a working smoke detector. All hallways and common areas are also equipped with smoke detection apparatus and fire extinguishers. All areas of the residence hall are equipped with automatic sprinklers for fire suppression. All of these systems are regularly inspected and maintained according to applicable fire code and laws. Records of these inspection are available by contacting the Maintenance and Operations Manager at (530)310-0489.

## FIRE SAFETY AND PREVENTION INFORMATION

The following information is contained in the Student Handbook which is provided to each student at orientation.

Emergency Procedures -- Because each life is precious, any resident not following these safety guidelines at all times may face immediate eviction. We each share responsibility in maintaining a safe environment. A copy of this information will be provided in the Resident Handbook given to each resident at check in.

Fire Prevention -- Preventing fires is everyone's responsibility, as literally hundreds of lives are at stake if we do not use proper judgment. Everyone's cooperation is needed.

### A few basic rules to remember include:

1. Be certain the smoke detector in your room is always in good working order. It could save your life. Never cover the smoke detector.
2. Never smoke or burn any object (such as incense or candles) in, on, or near student housing buildings. Smoking of a cigarette is only allowed outside. Smokers are expected to use the proper receptacle for putting out and disposing of cigarette debris. Do not toss cigarettes into trashcans or onto the ground.
3. Do not tamper with fire alarm equipment, emergency exits or activate a false alarm. This will result in disciplinary action and a \$500.00 fine.
4. Do not use combustible materials for decorative purposes.
5. Keep all materials that could catch fire away from hot surfaces. Do not cover light bulbs with a cloth or block the heating / cooling unit in any way.
6. Be familiar with the location of the exits.
7. No matter how many false alarms may occur in the facility, you must treat each one as if it is signaling a real fire. If you fail to evacuate or take excessive time evacuating the building, you could lose your life. You are responsible to cooperate with staff and evacuate the building in a timely manner. Failure to cooperate with staff or failure to evacuate in a timely manner will result in disciplinary action.
8. After leaving the building, keep a safe distance away from it and do not interfere with housing staff or Emergency Personnel operations.
9. Return to the building only after told that it is safe to do so. Do not re-enter the building when you hear the alarm stop, as it may not be safe to enter. You need to wait until you are given verbal clearance to re-enter by a housing staff or Emergency Personnel or hear/see an announcement on the campus mass communication system, public address system or electronic reader boards.
10. If smoke does enter your room, open a window slightly. Hang something noticeable out the

window like a towel or sheet to indicate your exact location to fire fighters.

11. If you cannot open a window, remain close to the floor. The best breathing air will be within 18 inches of the floor.
12. Above all, do not panic. The Susanville Fire Department is familiar with campus residential hall and will be on the scene in minutes.

## **FIRE STATISTICS – ON-CAMPUS STUDENT HOUSING FACILITIES**

Lassen Community College Student Housing  
Victor St. Marie Residence Hall  
478-200 Hwy 139, Susanville, CA 96130

OFFENSE	Year	On campus Property	Residential Housing	Public Property
<b>Annual Fire Safety Report Fires in Residence Housing</b>	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2023</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2024</b>	<b>0</b>	<b>0</b>	<b>0</b>
Fire Safety Drills	<b>2022</b>		<b>4</b>	
	<b>2023</b>		<b>4</b>	
	<b>2024</b>		<b>4</b>	

### **IF YOU DISCOVER A FIRE:**

Call 911 and report the location of the fire from outside the building.

### **REPORTING OF CAMPUS FIRES**

Report all fires immediately. To report a fire call 911 and then contact one of the Campus Security Reporting Authorities listed below:

Security	Cell (530) 310-0489
Director of Facilities	Office (530) 251-8889 Cell (530) 310-0489
Executive Vice President of Student and Academic Services	Office (530) 251-8823
Vice President Instruction	Office (530) 251-8826
Superintendent/President	Office (530) 251-8820

If you cannot reach the Campus Security Reporting Authorities listed above you can also report crimes to:

Residential Manager	Office (530)251-8879
Dean of Instructional Services	Office (530) 251-8839 or (530)257-6181 x8960

## **IMPORTANT NOTICE:**

- **In case of fire call 911.**
  - **Report directly to 911 for immediate action when college property is being vandalized, a theft is in progress, a reported/observed fire, or there is a medical emergency or crime against any person in process.**
  - **Lassen Community College relies on the security force of local fire personnel for immediate response.**
1. Evacuate the residence hall. Getting out safely is the main priority.
  2. Grab your identification and a cell phone if it is possible to do so quickly. Do not pack. Leave all other belongings behind and exit the building in a prompt manner.
  3. Proceed at least 500 feet away from the buildings and meet at the opposite end of the emergency (either the cafeteria or math/science building). Do not leave the housing area unless directed by staff, police or fire authorities.
  4. Contact your roommates. Report any missing or injured persons to a Resident Assistant.
  5. Do not re-enter the building until the proper authorities have given permission.

## **Electrical Safety guidelines:**

In an effort to promote fire safety, each resident must abide by the following regulations:

1. Only UL listed electrical products are allowed in the building.
2. Only 3-prong grounded multi-plug adapters / power strips are allowed.
3. No multi-plug adapters or surge protectors are allowed in the bathroom under any condition.
4. Papers, clothing, and all combustible material are to be kept away from adapters, outlets, cords and power strips.
5. All extension cords must be 3-prong grounded cords and no longer than 6 ft. in length.
6. No additional lighting (decorative or other) is allowed in the bathroom at any time.
7. Electrical items used in bathrooms must be unplugged when not in use. This includes hair dryers, electrical razors, clothing irons, and any item with an electrical plug.
8. Hair dryers draw a lot of electricity and should only be used in the bathroom.
9. No type of cooking or food/beverage warming device/appliance is allowed other than a microwave. No device is allowed that has a heating element.
10. The outlets are not designed to support such devices.
11. If you have an additional lamp in your room, the light bulb must have a shade over the bulb at all times. This shade must be store manufactured. The light bulb cannot exceed the rating of the fixture. All combustible material must be kept away from the light bulb and the cord at all times.
12. Do not operate too many electrical items off of any single outlet (no more than 1000 watts).
13. No smoke detector or sprinklers shall be covered or obstructed in any manner.
14. If a detector is covered or obstructed in any manner, the resident(s) of the room will face discipline and/or eviction. The smoke detectors are an important safety item.
15. Nothing shall be mounted from the ceiling or from the smoke detector.
16. Anyone tampering with any fire equipment (including fire exits) will face eviction and legal penalties.
17. Personal fans should not be left on when no one is in the room/bathroom.
18. You are responsible to report cracked outlet/switch plate covers to the Housing staff immediately.
19. You are responsible to report cracked, broken or missing room light covers immediately.

## **PLANS FOR FUTURE IMPROVEMENT IN FIRE SAFETY**

We will be expanding our program of fire safety education and training for dormitory residents.

## **MISSING PERSON PROCESS—STUDENT HOUSING**

Lassen Community College has a student housing complex located on the main campus. Security for residents and facilities are the responsibility of the residential staff of the college supported by the Susanville Police Department. Lassen Community College does not have a security staff and College and Student Housing calls for service are responded to by local police officers and designated campus administrators. If a resident living in the campus residential facility has not been seen on campus or within the housing complex for more than 24 hours and acquaintances do not know where the student may be, the Residential Manager should be notified. Residents under the age of 18 will have their parent(s) or guardian(s), if not emancipated, notified if they are determined missing for more than 24 hours. Law enforcement will be notified for any resident missing for more than 24 hours. If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, the Susanville Police Department and 911 should be notified. If desired, students will be able to designate a confidential contact person on their Emergency Information form to contact if the student is deemed missing. At the Residential Manager discretion, in addition to a confidential contact, the Vice President of Student Services reserves the right to contact a parent and/or guardian. It is the resident's responsibility to promptly report changes to their contact information. Information about campus safety and incidents is shared between the Residential Manager and other appropriate administrators who document crime, fire and other safety issues for the college.

## **RESIDENCE HALL HEALTH AND SAFETY INSPECTIONS**

Routine maintenance needs to be completed several times per semester (approx. every 6-8 weeks). A 24-hour notice will be posted to obtain entry into units for general repair and check smoke detectors. We encourage residents to be present, however if no residents are present a staff member will use their key to obtain entry. Upon entry, all violations will be reported to the housing office.

## **SAFETY IN THE RESIDENCE HALL**

In order to maintain a safe environment for all students, the following rules are strictly enforced.

Possession of a firearm on the grounds of any community college is a felony, punishable by imprisonment in the State prison for one to three years.

Firearms, hunting knives, ammunition, bows and arrows, air rifles, paint ball markers, pellet and BB guns, martial arts equipment, fireworks and explosives are not permitted on College property. (Penal Code, Section 626.9, AB2998, Chapter 854). Arrangements have been made with the Susanville Police Department for storage of hunting weapons. Please see the Residence Hall Supervisors to make arrangements for storage.

Firefighting and fire detection equipment may not be disturbed except in case of a fire. This includes smoke detectors. It is a felony to tamper with fire extinguishers. (Penal Code, Section 148.4) Removal of door signs is a fire safety issue; punishable by fine, campus conduct action, and legal consequences.

Any knife other than a pocket knife (with a blade less than 2.5 inches when opened) is not allowed.

Candles or incense are not permitted in student rooms, not even as decorations. A fine of \$50 and conduct charges will be imposed for the first offense.

No one is permitted on the rooftops.

Window screens may not be slid open in their tracks or removed for any reason. Residents will be charged for repairs and/or replacement along with sanctions for unauthorized removal of screens.

Students throwing any object from a window are displaying inappropriate behavior. This kind of behavior can be very dangerous, and students breaking this policy are subject to disciplinary action.

Animals are not allowed on campus or in the Residence Hall. Students may have non-predatory fish in tanks up to 20 gallons only. No amphibians or reptiles are permitted.

Vehicles / tools that use combustible fuel are not allowed in any area of the Residence Hall. Bicycles may not be ridden in the buildings. Roller skates, skateboards, and roller blades are not to be used inside the Residence Hall.

ANY ACTION, which could result in harm to another student, is potential grounds for removal from the Residence Hall. These include sports in the hall, roughhousing, and water/snow fighting, as well as propping exterior doors.

For your safety and security, it is recommended that you lock bottom floor windows at night and when you leave your room.

Lassen College is not responsible for the loss or theft of personal belongings.

### **SMOKING/SMOKELESS TOBACCO IN THE DORMITORY**

Smoking is NOT permitted anywhere inside the Residence Hall. Smokeless tobacco is not permitted in common areas of the dormitory.

Any and all "spitters" must be emptied before being disposed of in an appropriate refuse receptacle.

# Lassen Community College | Main Campus



#LCCSuccess  
#StartHereSucceedAnywhere



530.257.6181 | [www.lassencollege.edu](http://www.lassencollege.edu)  
478-200 Hwy 139, P.O. Box 3000, Susanville, CA 96130

- **1. Bus Stop**
  - FREE Bus Pass @ Admissions & Records (Building 11)
  - Library Book Drop-Off (NO ELECTRONICS)
  - ⚡ *Solar Charging Bench*
- **2. Creative Arts (CA)**
  - Base Camp
  - Lactation Room
  - Nursing / Allied Health
  - NextUp
  - EOP&S
  - CalWorks
  - CARE
  - TRiO TRACS
- **3. Student Welcome & Resource Center**
- **4. Victor St. Marie Residence Hall**
- **5. Humanities (HU)**
  - Tutoring (HU 216)
  - DSPS (HU 102)
  - Adult Education (HU 211)
  - Library
  - Middleton Hall
  - Mental Wellness (HU101)
- **6. Dave Foster Math and Science Building**
  - Math Lab
- **7. Academic Services / Administration**
- **8. Student Quad**
- **9. Business Office**
  - Student Accounts
  - Human Resources
  - Payroll & Accounts Payable
- **10. Cougar Café**
  - ⚡ *Solar Charging Bench*
- **11. Admissions / Student Services / Voc Tech (VT)**
  - Counseling
  - Career & Transfer Center
  - Financial Aid
  - Admissions
  - Veterans Resource Center

- **12. Gunsmithing (GSS)**
- **13. Correspondence Office**
- 14. Storage/Fire Cache**
- **15. Administration of Justice / POST (M)**
- **16. Fire Technology / IT Help Desk (N)**
- **17. Child Development Center (CD)**
  - Child Development Classroom
- 18. Shipping & Receiving / Maintenance**
  - Residence Hall Mailing Center
- **19. Trades (TR)**
  - Agriculture Offices / Classrooms
  - Welding
  - Automotive
- **20. Bob Genasci Sports Complex (SC/GYM)**
  - 20 A.** Athletic Offices
  - 20 B.** Fitness Center
  - 20 C.** Wrestling Room
- **21. Athletic Fields**
  - 21 A.** Practice Soccer Field
  - 21 B.** Softball Field
  - 21 C.** Soccer Field / Track
- 22. Storage / Co Gen**
- **23. Agriculture / Equine Complex**
  - 23 A.** AG Barn
  - 23 B.** Livestock Pens / Stalls / Trailer Parking
  - 23 C.** Practice Arena / Round Pens
  - 23 D.** Equestrian Stalls



SECURITY: 530-310-0489



## Campus Safety and Security Survey **Completion Certificate**

The Campus Safety and Security data for  
Lassen Community College  
(117274)  
were completed and locked on **September 30, 2025**.

Thank you for your participation in the data collection.  
This certificate was prepared on **September 30, 2025**