



El Camino College



BUSINESS TRAINING CENTER 2021 ANNUAL SECURITY REPORT

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The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.

MESSAGE FROM THE SUPERINTENDENT/PRESIDENT



One of the many beautiful aspects of El Camino College is our safe and secure campus community. The El Camino College Police Department has played a pivotal role in ensuring that our campus is protected 24 hours a day, seven days a week. The 2021 Annual Security Report illustrates and emphasizes the ongoing efforts being made to provide an academic environment that is secure and feels safe. Crime statistics, safety tips, and information about how to report suspicious activities are available in this report. I salute the men and women of our very own El Camino College Police Department for their dedication to our safety and well-being. As Warriors, let's continue to watch out for each other, and do our part to preserve the health, legacy and vibrancy of this local treasure that is El Camino College.

Brenda Thames, Ph.D.
Superintendent/President
El Camino College

MESSAGE FROM THE CHIEF OF POLICE

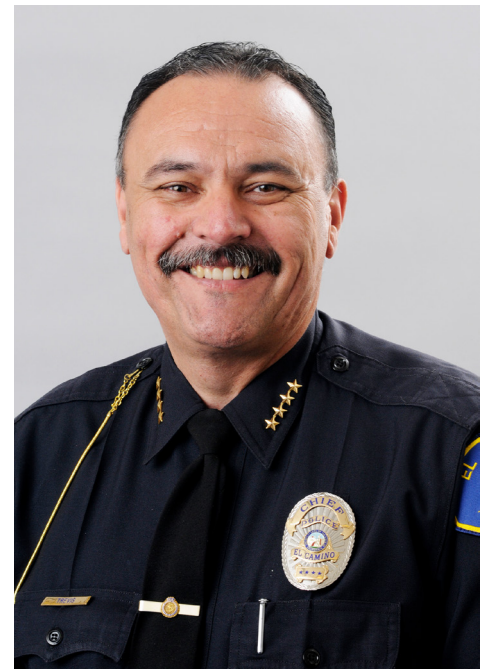
At the El Camino College Police Department, our mission is to provide a safe and secure environment while respecting the rights and dignity of all individuals. The safety and well-being of our students, faculty, staff and visitors is always our primary concern.

We have implemented new technology and campus safety upgrades, including security cameras and improved communication systems, to better respond to the needs of our community. The El Camino College Police Department also offers a wide variety of crime prevention programs and support services.

Even with all of these safety measures in place, a truly safe campus can only be achieved through the cooperation of students, faculty, and staff. This report is a part of the effort to ensure that we meet this goal. We hope that you will read it carefully and use this information to become our partners in crime prevention.

Each member of our department staff is committed to working with all constituent groups on campus, with the goal of becoming better acquainted with the people we serve. If you have any questions, please do not hesitate to contact our office.

Michael J. Trevis
Chief of Police



ABOUT EL CAMINO COMMUNITY COLLEGE DISTRICT

Founded in 1947, El Camino College is situated on a 126-acre campus near Torrance, California and is located at 16007 Crenshaw Boulevard, Torrance, CA 90506. El Camino College also owns and operates two properties located at:

- El Camino College Fire Academy: 206 W. Beach Ave., Inglewood, CA 90302
- El Camino College Business Training Center: 13430 Hawthorne Blvd., Hawthorne, CA 90250

El Camino College does not officially recognize any student organizations with noncampus locations. El Camino College also does not own, operate, manage, or maintain any on or off campus housing.



SAFETY AND SECURITY IN THE CAMPUS COMMUNITY

At El Camino College, the safety and well-being of our students, faculty and staff are always our main concern. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. El Camino College prohibits the commission of any crime. Any instances of criminal activity occurring on the El Camino College campus should be reported to the Campus Police Department. This information is a part of our effort to ensure that this collaborative endeavor is effective and is provided to you as part of our commitment to the safety and security on campus. We hope that you will read it carefully and use the information to help foster a safe environment for yourself and others on campus. If you have any questions, concerns or comments, please contact the Campus Police Department at 310-660-3100.



ABOUT THE EL CAMINO COLLEGE POLICE DEPARTMENT

The mission of the El Camino College Police Department (Campus Police Department) is “to provide a safe and secure environment while respecting the rights and dignity of all persons.” El Camino College has a dedicated, full service police department available 24 hours a day, 7 days a week, including holidays (830.32(a)California Penal Code, 72330(a)California Education Code, (El Camino Community College District Board Policy 7600). There is a 24 hour dispatcher on duty at all times.

AUTHORITY AND JURISDICTION

The Campus Police Department is located at the corner of Redondo Beach Boulevard and Crenshaw Boulevard in Parking Lot K. The Campus Police Department employs sworn police officers, sergeants and a chief of police and shall be responsible for the delivery of police services and the enforcement of all applicable laws and ordinances within the geographical boundaries of El Camino College and any property that is owned, leased or controlled by the District.

The Campus Police Department is empowered as a full service state law enforcement agency and fully subscribes to the standards of the California Commission on Peace Officer Standards and Training (P.O.S.T.). Officers receive the same basic training as city and county law enforcement officers throughout the state, plus additional training to meet the unique needs of a campus environment. Campus Police officers have the authority under 830.32(a) of the California Penal Code to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. Under California law, the officers’ jurisdiction may extend to any place in the State of California for the purpose of performing their primary duty or when making an arrest pursuant to California Penal Code Section 836. However, officers concentrate their efforts on the campus and properties of the El Camino Community College District.

Uniformed police officers and detectives patrol the campus on foot, in golf cars, on bicycles and in both marked and unmarked vehicles, 24 hours a day, 7 days a

week. It is our policy to promptly take accurate reports whenever an incident occurs. The Campus Police Department also uses a variety of electronic devices including security cameras, fire alarms, burglar alarms and blue-light emergency phones (which are located throughout campus).

The Campus Police Department also employs police cadets and community service officers who provide a wide variety of support and service functions, such as traffic control, campus monitoring, incident reporting, and parking related matters, which assist the department in the delivery of quality law enforcement services to the campus community. The cadets also write parking citations but are not assigned to make arrests.

WORKING RELATIONSHIPS WITH LOCAL LAW ENFORCEMENT AND MEMORANDUMS OF UNDERSTANDING

The Campus Police Department maintains a close working relationship with the Los Angeles County Sheriff’s Department, Gardena Police Department, Torrance Police Department, and other local law enforcement agencies. The Campus Police Department maintains memorandums of understanding (MOU) with police departments in relevant jurisdictions for the investigation of alleged criminal offenses that may extend beyond the resources of the Campus Police Department and may communicate with these agencies to exchange information critical to our mission of delivering quality law enforcement services and maintaining a safe and secure environment.

PREPARATION OF THE ANNUAL SECURITY REPORT

El Camino College is required to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The law specifically requires the reporting of the most recent three years for the following crimes: murder/non negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, dating violence, domestic violence, stalking, and hate crimes with a race, gender, religion, sexual orientation,

ethnicity, and disability bias, as well as a summary of arrests and disciplinary referrals for liquor law, drug abuse and weapons law violations that occur on our campus, on public property immediately adjacent to our campus or on noncampus buildings or property that El Camino College owns or controls for educational purposes. The process includes gathering of crime statistics from Campus Security Authorities as well as law enforcement agencies that have jurisdiction around the campus and in locations used for noncampus classes and activities via a written request.

In compliance with the above law, the Campus Police Department has produced this publication containing the

required information as well as valuable safety and crime prevention information. This information is emailed to the campus community, posted on the Campus Police Department website (www.elcamino.edu/support/health-safety/police/security-reports-and-crime-prevention/index.aspx), available for viewing through the links provided at El Camino College Apply webpage and at El Camino College Employment Opportunities webpage, is available in printed form in the lobby of the Campus Police station, and is in select locations around campus. Copies of the publication can also be given or mailed out upon request to the Campus Police Department at 310-660-3100.



CAMPUS POLICE SERVICES

CAMPUS COURTESY/ESCORT SERVICE

The Campus Police Department operates a campus courtesy/escort service. Police cadets, community service officers and police officers are available anytime to escort you on campus if you feel your safety is in question or need assistance in arriving to your destination. You may obtain this service by calling 310-660-3100 or by calling from any of the “police” phones.

EMERGENCY PHONES, E-POLES, CALL BOXES AND BLUE PHONES

El Camino College has a network of police telephones located throughout the main campus. The police phones are located along the campus walkways, parking lots and in many of the buildings on campus. The telephones may be accessed in an emergency or if you need the services of the Campus Police Department such as the campus courtesy/escort service. The phones are equipped with information buttons that will dial the Campus Police

Department’s regular non-emergency business number: 310-660-3100.

To contact the Campus Police Department, push the red button on the face of the telephone or pick up the red receiver on the telephone. The phone rings directly into the Campus Police Department Communications Center. Calls made from the Blue Phones are automatically identified by location when it reaches the Communications Center telephone equipment.

If you are a disabled student and have a visual or hearing impairment, it is important to know that someone will be dispatched to the location of the telephone where a call originated, even if the person making the call cannot communicate with us.

There are emergency telephones located inside some of the campus buildings and in all of the elevators. You may also make a 9-1-1 call from pay telephones on campus free of charge. It is important to remember that all land line 9-1-1 calls on campus will ring directly into the Campus Police Department Communications Center.

If you make a 9-1-1 call from your cellular phone while on campus, advise the 9-1-1 operator to connect you to the Campus Police Department. Only calls made by T-Mobile wireless or AT&T Wireless services will automatically route to the Campus Police Department Communications Center. 9-1-1 calls placed using all other wireless service providers will ring into the California Highway Patrol, Torrance Police Department or South Bay Regional Communications Center and must then be re-directed to the appropriate police agency in the area of the incident.

POLICE COMMUNICATIONS/ RECORDS CENTER (DISPATCH CENTER)

The Campus Police Department Communications Center is staffed 24 hours a day, 7 days a week and in cases of campus emergencies additional dispatchers may be added to staff the center. All police dispatchers have attended and completed a P.O.S.T. Certified Emergency Dispatcher Course. Our dispatchers also undergo additional training set by P.O.S.T. for all California emergency dispatchers in addition to the in-house training. The Communications Center also employs part-time sub-dispatchers that undergo an in-house training course.

The Communications Center is responsible for taking calls and dispatching personnel. Campus police dispatchers are the initial contact from the public for the police department. The dispatchers answer incoming telephone calls from 10-digit non-emergency business lines, 9-1-1 emergency phone lines as well as multiple police radio frequencies and monitor several non-police campus frequencies. The Communications Center monitors other surrounding agency's radio frequencies for the purpose of providing mutual aid. In addition, the campus fire alarm system is monitored at the Communications Center. The police dispatchers also handle the records management function for the department as well as receive service calls such as room unlocks. The dispatchers also have the capability of utilizing various County, State, and National Criminal Justice Databases that significantly assist police officers with their vehicle traffic stops and criminal investigations.

POLICE ADVISORY COMMITTEE

El Camino College has a Police Advisory Committee that works with the chief of police and the Campus Police Department to provide quality police and safety services to the campus community. The Police Advisory Committee is made up of representatives from management, faculty, staff and students. The committee assists the chief of police and El Camino College with identifying campus crime and safety concerns and provides valuable feedback on the quality and level of service provided by the Campus Police Department to the campus community.

LOST AND FOUND

All lost and found items should be turned in or claimed at the Campus Police Department located at the corner of Redondo Beach Boulevard and Crenshaw Boulevard in Parking Lot K. Please be prepared to present a photo identification to claim your property. Items turned into the lost and found will be held for a period of ninety days before any disposition is attempted.

CAMPUS POLICE DEPARTMENT WEBSITE

The Campus Police Department maintains a website to provide the campus community with information about the police department and the services provided (www.elcamino.edu/support/health-safety/police/).

NIXLE

The "NIXLE" Community Information Service allows us to create and send messages to subscribers instantly via text message, and/or email. We encourage all members of the campus community to enroll in "NIXLE." To receive emergency notification messages via "NIXLE", please text ECCPD to 888777 (no dashes) to subscribe. After you subscribe, you will receive a confirmation message. Messages will be sent in cases of emergencies, emergency drills and/or for select timely warnings (safety advisory). There is no cost to subscribe but standard text/messaging/call rates may apply.

REPORTING CRIMES OR OTHER EMERGENCIES

All members of the campus community are encouraged to accurately and promptly report all crimes directly to the Campus Police Department and/or to the local law enforcement agency within the relevant jurisdiction. This includes when the victim of a crime elects to, or is unable to, make such a report. The Campus Police Department is the primary law enforcement agency for reporting and investigating all crimes that occur on the El Camino College campus. Crimes that occur off campus should be reported to the law enforcement agency having jurisdiction over the location of occurrence. However, if the crime occurs at an El Camino College sponsored function that is off campus, the matter should be reported to the Campus Police Department in addition to the local agency having jurisdiction over the location of occurrence.

To report a crime or in case of emergency while you are on campus, you may contact the Campus Police Department using the following methods:

- Call 310-660-3100 from a cell phone (non-emergencies)
- Dial “9-1-1” or press the “Emergency Call 911” button from any El Camino College telephone
- Pick up any of the emergency phones located in many of the buildings
- Press the button on any of the blue emergency phones that are located throughout the campus walkways
- Press the button on any of the blue “police” phones located in the parking lots
- Come to the police station which is located in Parking Lot K at the corner of Redondo Beach Boulevard and Crenshaw Boulevard

In response to a call, the Campus Police Department will take the required action, dispatching an officer or asking the victim to file an incident report. Incidents involving student misconduct may also be referred to the El Camino College Student Development Office and/or the Office of Title IX, Diversity and Inclusion. Incidents involving employees may be referred to Human Resources. The Campus Police Department may investigate a report when it is deemed appropriate.

Clinical Psychologist (Professional Counselor) Reporting

Under the Clery Act, please note that campus clinical psychologists in Student Health Services are “confidential resources” and are not mandated to report any information that are disclosed to them. However, as a matter of policy, campus clinical psychologists are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.



WETIP AND CRIME STOPPERS

El Camino College has a “WeTip” Program wherein you may report crimes and incidents anonymously to the police. If you are interested in reporting a crime anonymously, you can utilize the “WeTip” Program, which can be accessed by dialing 800-782-7463 or online at www.wetip.com. It is our policy to not attempt to trace the origin of the person who submits this information in this form, unless such is deemed necessary for public safety.

Los Angeles Regional Crime Stoppers also has a reporting hotline. Crime Stoppers is a citizen-operated, non-profit organization that works side by side with local, state and federal law enforcement agencies countrywide to help solve serious crimes. Crime Stoppers gives everyone the opportunity to fight crime confidentially. If you believe that you have information concerning a serious crime or felony suspect, call Crime Stoppers at 800-222-TIPS (8477) to speak with an operator. You may also text the letters TIPLA plus your tip to 274637 (CRIMES) or go online to www.lacrimestoppers.org to submit a tip.

CAMPUS SECURITY AUTHORITY (CSA)

El Camino College urges the campus community to report crime and other emergencies directly to the Campus Police Department at 310-660-3100 (non-emergencies) or “9-1-1” without delay. Some individuals may prefer to report crimes to College employees or offices other than the Campus Police Department. Therefore, the Clery Act recognizes certain college officials and offices as being a “Campus Security Authority” (CSA). The Clery Act defines a CSA as being an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An official’s job function determines if they are a CSA. El Camino College CSAs are provided training in order to help them understand their role in ensuring campus crime awareness.

El Camino College requires that any CSA who becomes aware of a Clery Act crime in reportable geography immediately report the incident to the Campus Police Department in an accurate and timely manner. CSA reports should be detailed and complete to assist the college in investigating the information to determine if timely warnings (safety advisories) need to be issued, to include the incident in the Daily Crime Log, and to include in the college’s annual crime statistics. Moreover, CSAs should make good faith efforts to ensure that Clery Act crime reports are valid and credible.

Campus Security Authorities may report crimes directly to the Campus Police Department or online via the Campus Security Authority Reporting Form at www.elcamino.edu/clerycsareporting. If a victim does not want a report to go further than notification to the CSA, the CSA may explain that they may be required to submit the information for statistical purposes, but it can be submitted without identifying the victim.

According to the Clery Act, pastoral counselors, who are functioning within the scope of that recognition as a pastoral counselor, and professional counselors (El Camino College clinical psychologists) who are functioning within the scope of the counselor’s license or certification, are not considered Campus Security Authorities and can provide appropriate counseling services without an obligation to report crimes they may learn about. While El Camino College does not employ pastoral counselors, all students who have paid their student health fees are eligible to use professional counseling services provided by our clinical psychologists; appointments can be made by calling 310-660-3643. El Camino College encourages professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

While the campus community may report Clery Act crimes to any CSA, the following individuals and department are those to whom El Camino College would prefer Clery Act crimes to be reported:

Campus Security Authority	Phone	Location
El Camino College Police Department	310-660-3100	Parking Lot K
Dean, Counseling and Student Success	310-660-3444	Student Service Room 254
Director, Title IX, Diversity and Inclusion	310-660-3813	Administration Building Room 140
Director, Student Development	310-660-3504	MBBM 131
Dean, Student Support Services	310-660-3483	Student Services Room 231
Director, Human Resources (for employees)	310-660-3808	Administration Building Room 131

El Camino College may use contracted external staff during some on campus events who may have the responsibility for campus security. These external staff that are contracted to provide event security are considered Campus Security Authorities and are typically provided Campus Security Authority training to assist them in understanding their role in ensuring campus crime awareness.

CAMPUS SAFETY AND CRIME PREVENTION PROGRAMS, SERVICES AND POLICIES

One of the essential ingredients of any successful crime prevention program is an informed public and people watching out for one another. All staff and students are asked to stay alert and aware of what is going on around them, remain security conscious and involved, and report any suspicious activity immediately. El Camino College offers a wide variety of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

DAILY CRIME LOG

A Daily Crime Log is located in the Campus Police Department at the intersection of Crenshaw Boulevard and Redondo Beach Boulevard in Parking Lot K. It is available for viewing 24 hours a day, 7 days a week. The Daily Crime Log contains a list of all criminal incidents made known to the Campus Police Department. El Camino College carefully monitors all reported incidents that occur and allocates the resources necessary to maintain a safe environment.

BICYCLE SAFETY

The Campus Police Department reports that most bicycles stolen from campus locations were not locked or locked with devices easily defeated with common hand tools. In order to keep your bicycle secure, always lock your bicycle. Most thefts can be prevented by using an adequate lock and properly securing the bicycle to an approved parking facility such as a bicycle rack. It is best to lock the frame and wheels by using a U-Lock and a six-foot cable.

In addition, record your bicycle's ID: Write down the unique manufacturer's frame number. You'll find it stamped on your bicycle frame. Store it in a safe place along with a photograph of your bicycle.

If your bicycle is stolen, report it immediately to the Campus Police Department. You will need to complete a police report that specifies the location where the bicycle was parked and whether or not it was licensed.

PROGRAMS FOR CAMPUS SECURITY PROCEDURES, CAMPUS SECURITY AWARENESS, CRIME PREVENTION & OTHER

*During the COVID-19 pandemic, these programs may be offered virtually.

**Campus Police Department Presentations*

Members of the Campus Police Department will come and speak to your office (employees), class, club, or organization about various topics in campus security and crime prevention. Specific topics may include, but are not limited to, the Clery Act, theft prevention, sexual assault, dating violence, stalking, domestic violence, and bystander intervention. If you would like to have an officer speak to your organization, please contact the Campus Police Department at 310-660-3100 or stop by the station.

Sexual and gender based misconduct as well as unlawful discrimination presentations are also available from the Office of Title IX, Diversity and Inclusion.

Campus Police Department Tabling (when on campus activities resume)

During certain campus events, the Campus Police Department also provides opportunities for informal interaction between campus police officers and the campus community. While receiving information about crime prevention, victim's assistance or maintaining a safe environment, asking any questions on their mind or voicing any concerns, students and employees are invited to come to the table and share a cup of coffee and/or assorted pastries with officers. We encourage members of our campus community to stop by the table, meet our department personnel, and avail themselves of the crime prevention information on display.

Crime Prevention and Safety Literature

The Campus Police Department, Office of Title IX, Diversity and Inclusion, and Student Health Services maintain a wide variety of literature for student and employees. This material include topics such as: personal safety and the safety of others as well as crime prevention sexual assault awareness, vehicle security, domestic violence and stalking awareness and prevention, identity theft protection, managing conflict, mental health, drug use prevention and more. Please stop by any of these departments or any of our booths during on campus events and avail yourself of this valuable information.

**ZOOMBEAT (virtual event)*

Hosted by the Campus Police Department, ZOOMBEAT is a series of events that invites students and employees to increase their awareness of relevant safety and crime prevention topics through presentations as well as informative and interactive discussions with El Camino College police officers and guest speakers. This event typically takes place once a month throughout the semester.

Police Beat in El Camino "Union" Campus Newspaper

The Campus Police Department works with the student newspaper, the "Union," to report criminal and unusual incidents that have occurred on campus in the "Police Beat" section as needed. We consider our relationship with the student newspaper a real asset to the campus community and an excellent way to keep the campus informed about what type of incidents have occurred on campus. We applaud our student newspaper staff for assisting us in getting this important information out to the campus community.

**Drills and Evacuations*

El Camino College conducts planned drills at least once a year. Students and employees are encouraged to participate in the evacuation and shelter-in-place drills and receive helpful information about emergency preparedness. Furthermore, these drills not only help reduce confusion for students and employees during emergencies, but also allows for an opportunity to ask questions and communicate concerns.

Student Health Services Health Promotion Tabling (when on campus activities resume)

Student Health Services sets up tables to promote health center services and mental health services in the middle of campus periodically during the week for students throughout the Spring, Summer and Fall semesters. At the table, student workers and staff promote their services as well as health center events and workshops. There are also brochures available that cover health promotion topics such as substance abuse prevention and treatment, depression, STDs and prevention, LGBTQ and being an LGBTQ ally, stress and sleep, emotional abuse, sexual and domestic violence and how to get help, vaping and e-cigarettes. In addition to brochures, the tables also have small handouts from the Know the Signs Campaign. These pamphlets have useful information about the Suicide Prevention Lifeline, Crisis Textline and other resources.

**Orientation*

Campus safety and security information is provided during orientation and in the New Student Orientation Handbook. The information may include, but is not limited to, emergency phones, "NIXLE" notifications, communication with the Campus Police Department, parking, campus courtesy/escort service, the Clery Act, and Title IX policies and procedures.

Assessment, Intervention and Management of Safety (AIMS)

The Assessment, Intervention, and Management of Safety (AIMS) is a multidisciplinary campus threat assessment and behavioral intervention team that typically meets once a week and guides the campus community in effectively assessing and addressing threatening and/or concerning behaviors. AIMS strive to assist the campus in intervening before behaviors reach a critical level.

The purpose of AIMS includes:

- Conduct threat assessments;
- Coordinate a network of existing resources;
- Focus on prevention and early intervention in situations where students are distressed, disruptive, harmful or threatening to the community;

- Support and advise individuals who experience concerning or potentially threatening behaviors;
- Educate and empower constituents through on campus training and consultation to recognize, report, and effectively address aberrant, dangerous, threatening and concerning behaviors;
- Collect, assess, and track information about behaviors;
- Plan and implement interventions, follow up and monitor recommendations;
- Provide recommendations to appropriate campus constituents in order to manage situations and behaviors, preferably before they escalate to become threats or acts of violence and;
- Provide guidance and best practices for preventing violence and providing supportive services to the campus community in response to acts of violence.

**El Camino College DUI Safety Forum and Memorial*

On December 2, 2020, the Campus Police Department, Mothers Against Drunk Driving (MADD), the Athletics Department, and Student Health Services co-presented at the El Camino College DUI Safety Forum and Memorial, which included a presentation on the dangers of drinking and driving, the legal consequences of drinking and driving, and safe and alternative options to drinking and driving.

**2020 Student Wellness Sessions*

Student Health Services offers workshops for students throughout the academic year to help maintain students' optimum mental and physical wellness. The following wellness sessions were offered by Student Health Services during the 2020 year at least once (either in person or virtually):

- Anger Management Workshop
- Building Your Resilience Muscle Workshop
- Coping with Changes Related to COVID-19 Workshop Series
- Coping with Triggers & Traumas Support Group
- Defeating Perfectionism Workshop
- De-Stress for Life: Trauma Support Group
- Finding Balance Workshop
- How to Prepare for Finals Workshop
- Interpersonal Reflections Workshop
- Juntos Unidos! Mental Health Support Group for Spanish Speakers
- Mindfulness Mondays

- Mindfulness & Meditation Workshop
- Movies for Mental Health
- Racial Trauma & Resiliency Workshop
- Resiliency Workshop
- Self-Care Summer Wrap-Up
- Self-Care Workshop
- Self-Compassion Workshop
- Sleep Hygiene Workshop
- Stress Management Workshop
- Suicide Awareness & Prevention Workshop
- Understanding & Coping with Depression & Anxiety Workshop
- Well-Derness Survival Kit: Mindfulness & Meditation Workshop

**2020 Employee Workshops and Trainings*

The following workshops and trainings were also offered to employees in 2020 (either in person or virtually):

- Aggressions and Affirmations: Nothing Micro About It
- Equity & Culturally Responsive Pedagogy
- Fall Professional Development Day breakout sessions
- LGBTQIA+ Safe Zone Training
- Mental Health First Aid training
- Race, Equity, Community Dialogue Session
- Spring Professional Development Day breakout sessions
- Title IX and Sexual Harassment Prevention Trainings
- Race and Equity Webinar

ALCOHOL AND DRUG POLICIES

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

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

The Drug-Free Schools and Communities Act Amendments of 1989 require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must certify that it has adopted and implemented a drug and alcohol abuse prevention program. In response, the El Camino College has adopted

and implemented a program and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The District's program is as follows:

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

- 1) Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- 2) A description of the health risks associated with the use of illicit drugs or the abuse of alcohol;
- 3) A list of drug and alcohol programs (counseling, treatment, rehabilitation and re-entry) that are available to employees or students;
- 4) A description of applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol; and
- 5) A clear statement that El Camino College will impose disciplinary sanctions on students and employees, and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

In addition to the required notifications, El Camino College will display information or provide a link to the District's Drug and Alcohol Abuse Prevention Program for all students and employees to view as follows:

- College website
- Class schedules
- College catalogs
- Educational workshops/orientations
- Printed publications in select areas on campus

ALCOHOL ABUSE POLICY

The possession, use or sale of alcoholic beverages by anyone on El Camino College property is a misdemeanor as per California Business and Professions Code 25608 and a violation of El Camino College Board Policy and Administrative Procedure 3560. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume

or possess alcohol in any public or private area of campus without prior District approval. Alcoholic beverages shall not be served on campus except in accordance with procedures authorized by the Superintendent/President. The Campus Police Department will enforce all state laws relating to underage drinking and/or possession.

DRUG ABUSE POLICY

In accordance with El Camino College Board Policy 3550, the District shall be free 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. The District does not permit the possession, use, or sale of marijuana for any purpose on District property even if the use meets the qualifications of the California Compassionate Use Act, Proposition 215, and/or the Adult Use of Marijuana Act, Proposition 64. Employees and/or students who qualify under Propositions 215 and 64 to use marijuana for medical and/or recreational purposes are not permitted to possess, store, provide, use, or be under the influence of marijuana while on District owned or controlled property or during a District-sanctioned activity or event regardless of the location. All federal and state drug laws are enforced by the Campus Police Department.

HEALTH RISKS

Any type of drug use, including alcohol, is dangerous and potentially life threatening. Drugs and alcohol adversely affect the body, mind and behavior and effects can vary from person to person. Even low doses of drugs and alcohol can impair judgment and coordination. If you use drugs or alcohol, you risk overdose, accidents, dependence, ill health, as well as legal, financial and personal problems.

The health risks associated with the use of illicit drugs and the abuse of alcohol include, but are not limited to:

- Death including by alcohol poisoning or drug overdose;
- Risk of addiction and withdrawal symptoms including pain, convulsions, and depression;
- Liver, heart, kidney, pancreas, and brain damage and/or loss of brain cells;

- Impaired judgment and resulting safety and health risks including accidents, unwanted pregnancies or sexually transmitted diseases, and aggressive or violent behavior;
- Impaired performance including drowsiness, impaired memory, and impaired concentration;
- Sexual dysfunctions;
- Harm to a fetus, including spontaneous abortions, premature labor, and detached placentas;
- Psychological problems including depression, anxiety, paranoia, panic reactions, psychosis, and hallucinations;
- Seizures;
- Strokes, cardiac arrest or cardiovascular problems;
- Lung damage or illnesses, bronchitis, or respiratory arrest and;
- Needle-related illnesses and complications such as hepatitis, HIV, muscle and nervous tissue-death necessitating limb amputation, and infections.

SANCTIONS FOR DRUG AND/OR ALCOHOL LAW AND/OR POLICY VIOLATIONS

Any student in violation of any drug and/or alcohol laws and/or policies, including underage drinking, will be subject to arrest by the Campus Police Department, and subsequently referral for prosecution, and/or disciplinary sanctions by the Student Development Office, which may include, but are not limited to: referral to an appropriate rehabilitation program, written or verbal reprimands, educational sanctions, restitution, probation, removal from class/facility/district entity, withdrawal of consent to remain on campus, suspension or expulsion.

Any employee in violation of any drug and/or alcohol laws and/or policies, including underage drinking, will be subject to arrest by the Campus Police Department, and subsequently referral for prosecution, and/or disciplinary sanctions consistent with applicable collective bargaining agreements, College board or administrative policies and legal requirements which may include, but are not limited to: verbal counseling, letters of reprimand, demotion, involuntary transfer/reassignment, suspension or dismissal.

Please note that criminal prosecution is separate from any administrative discipline that may be imposed by El Camino College.

The penalties for federal laws against drugs depend on the type of drug, quantity of the drug, and any prior offense. Simple possession of controlled substances will earn: civil fines per violation, jail sentence and denial of Federal benefits. Manufacture, sale or distribution of all scheduled drugs is a felony and can result in a prison sentence. For federal trafficking penalties, obtained from the United States Drug Enforcement Administration, please visit www.dea.gov/drug-policy-information.

A complete listing of how the state of California classifies substances, how they are placed on the schedule and additional drug information can be found at <https://bit.ly/2GowvnA>.

A complete listing of California law on alcoholic beverages can be found at <https://bit.ly/2YeUCet>.



DRUG AND ALCOHOL ABUSE RESOURCES

El Camino College provides information on drug and alcohol treatment and prevention through a variety of means including seminars, courses, and Student Health Services.

Note: During the COVID-19 pandemic, these programs may be offered virtually.

On campus-based programs and resources for students include, but are not limited to, the following:

- 1) Crisis and psycho-social counseling from clinical psychologists
- 2) Referrals to community-based substance-abuse and treatment services
- 3) Substance abuse workshops
- 4) Annual Spring Health Fair (when on campus activities resume)
- 5) Annual Substance Abuse Prevention Expo (when on campus activities resume)

For more information on student-based programs, contact Student Health Services at 310-660-3643.

eCHECKUP TO GO

Student Health Services offers all El Camino College students the opportunity to complete eCHECKUP TO GO - a personalized, evidence-based, online prevention intervention developed by psychologists at San Diego State University. This program will give students a chance to participate in an anonymous assessment about their goals, drinking habits, marijuana or tobacco use. Students may also learn about ways to identify, prevent and interrupt sexual violence. Feedback is confidential, though students can access resources through the online screening if they choose. To begin the course, please visit: www.elcamino.edu/support/health-safety/student-health-services/echeckup-to-go.aspx. If you would like to speak with someone in Student Health Services after you take the assessment, please call 310-660-3643 to make an appointment.

On-campus programs and resources open to the entire campus community include, but are not limited to, the following:

- 1) Classes via Community Education
- 2) South Bay DUI Awareness Fair (when on campus activities resume)
- 3) Maxient Incident Report and Referral Form
- 4) Assessment, Intervention and Management of Safety (AIMS)

Available government programs and referrals include, but are not limited to, the following:

- Substance-Abuse Treatment

Los Angeles County Substance Abuse Prevention and Control: <http://publichealth.lacounty.gov/sapc/>

Substance Abuse and Service Helpline: 844-804-7500

Online treatment services locator: <http://sapccis.ph.lacounty.gov/sbat/>

- Substance Abuse and Mental Health Services Administration

Suicide Prevention: 800-273-TALK (8255)

24/7 Treatment Referral Line: 800-662-HELP (4357)

SAMHSA's National Helpline: 800-662-HELP (4357)

Online Treatment Services Locator: www.samhsa.gov/find-help and <http://findtreatment.samhsa.gov/>

Available community programs and referrals include, but are not limited to, the following:

- Access Center 24-Hour Mental Health Hotline
800-854-7771
- Alcoholics Anonymous
310-618-1180 (English)
310-516-8626 (Spanish)
www.SouthbayAA.org
- Al-Anon Family Groups
818-760-7122
888-684-6444
www.alanonla.org
- Alcohol and Drug Helpline (referrals)
800-821-4357
- Community Helpline: Confidential Crisis & Referral Hotline
877-541-2525
- Crisis Text Line (24/7 support and information)
Text the word COURAGE to 741741
- Los Angeles Warmline
855-952-9276
- Narcotics Anonymous
310-390-0279
- Suicide Prevention Lifeline
800-273-8255
- Suicide Prevention Center 24-Hour Phone
877-727-4747
- 211LA is the central source for providing information and referrals for all health and human services in LA County such as food, housing, smoking cessation, mental health, short term financial assistance, etc.
www.211LA.Org or Dial “2-1-1”
800-339-6993
- www.1degree.org helps low-income families access the resources they need to achieve social and economic mobility such as food, housing, drug addiction, smoking cessation, mental health, short-term financial assistance, etc.
- Employee Assistance Services for Education (EASE)
800-882-1341



Basic Needs Resources

This collection of resources is dedicated to providing students with information on free and low-cost services in an effort to ease some of these pressures. The information can be found here: www.elcamino.edu/support/resources/basics/index.aspx

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP) PUBLICATION

El Camino College's Drug and Alcohol Abuse Prevention Program publication can be found here: www.elcamino.edu/support/health-safety/police/security-reports-and-crime-prevention/drug-alcohol-abuse-prevention.aspx

WEAPONS POLICY

It is a serious violation of El Camino College Board Policy 3530 and the California Penal Code Section 626.9, 626.10 and 830 et seq. to possess firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearms, knives, or explosives, on any college or District center or in any facility of the District except for activities conducted under the discretion of District officials, or as authorized by an official law enforcement agency. This includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm, except as authorized by law. Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2.5 inches upon the grounds of the District is strictly prohibited, unless the person is authorized to possess such a weapon in the course of his or her District employment. Persons bringing weapons to campus may be subject to arrest and/or disciplinary sanctions.

SMOKE AND TOBACCO POLICY

According to Board Policy 3570, El Camino College is a smoke and tobacco free environment. El Camino College prohibits the use of cigarettes, e-cigarettes, cigars, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco product on any District property.

TIMELY WARNING (SAFETY ADVISORY)

The timely warning requirement is intended to alert the campus community to potentially dangerous criminal activity on or near campus. The information will include information that would promote safety and to enable people to protect themselves and prevent similar or repeat occurrences.

In the event that a situation arises in El Camino College's Clery Act geography, is made known to the Campus Police Department, and that in the judgment of the College chief of police poses a serious or continuing threat to student and employees, a timely warning will

be issued through all appropriate means. In consultation with the College chief of police, the Office of Marketing and Communications will disseminate the appropriate warnings to the campus community whenever there is a credible safety threat. The notice shall be provided to students and employees in a manner that withholds the names of victims as confidential. This may be done through college email, the student newspaper, flyer postings*, the College website, and/or other methods deemed necessary in the information dissemination process. Please note that crimes exclusively reported to a pastoral or professional counselors are exempt from timely warning notices.

*During the COVID-19 pandemic, flyers may be posted in occupied buildings only.

At El Camino College, Clery Act timely warning notices are called "Safety Advisory."

EMERGENCY MANAGEMENT (EMERGENCY ALERT)

EMERGENCY RESPONSE

In the event of an emergency, natural disaster or the occurrence of a hazardous condition, El Camino College must ensure the activation of a plan or procedure to protect and govern the campus community. The Campus Police Department has been trained in incident command and response to critical incidents on campus.

El Camino College has an Emergency Operations Plan (EOP), which addresses the responsibilities of El Camino College and provides a framework for coordination of response and recovery efforts within El Camino College in coordination with local, State and Federal agencies. The EOP 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.

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

El Camino College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health or safety of students and employees on the campuses. Confirmation includes verifying that the emergency or dangerous situation is real and whether or not an imminent threat to persons on or around the campus exists. Verification consists of communication with police officers on patrol throughout the campus, surrounding law enforcement agencies and/or public works department in neighboring areas. If the emergency or dangerous situation is confirmed, the campus community may be notified through various methods including the “NIXLE” emergency notification text, college phone intercom system, college email, on signage around campus, in person from first responders, blue poles and/or police vehicle PA systems. The form of notification may vary depending on the nature of the emergency.

*During the COVID-19 pandemic, alerts regarding COVID-19 confirmations and updates are available via the banner at the top of El Camino College’s homepage (www.elcamino.edu) and may also be sent out via email.

Please note that at El Camino College, Clery Act emergency notifications are called “Emergency Alert.”

Students and employees may be directed to evacuate buildings or the campus to assemble in safe locations depending on the emergency. Similarly, students and employees may be directed to “shelter in place” depending on the type of emergency. Emergency procedures are also posted in various classrooms and hallways in buildings throughout campus.

To report an emergency, you may contact the Campus Police Department directly at 310-660-3100 or from a college phone by dialing “9-1-1.” You may also use the nearest emergency phone, blue pole or call box, or activate the nearest fire alarm pull station in cases of a suspected or actual fire.

Confirmation of Significant Emergencies or Dangerous Situations

If a serious incident were to occur at El Camino College that causes an immediate threat or possible threat to the campus community, the Campus Police Department

would assume the initial responsibilities, including, but not limited to: response, assessment, confirmation of the emergency, scene containment, coordinator of resources, investigation and follow-up, and documentation of the incident.

Additionally, mutual-aid assistance may be summoned from outside law enforcement or public safety resources by the Campus Police Department to assist if there is a significant emergency. These agencies may include, but are not limited to, the Torrance Police Department, Gardena Police Department, Los Angeles Sheriff’s Department, Hawthorne Police Department, Los Angeles County Fire Department, Torrance Fire Department and California Highway Patrol.

Notifying the Appropriate Segments of the College Community

The chief of police, in consultation with the Office of Marketing and Communications, will determine what information to release about the situation. The Campus Police Department and/or the Office of Marketing and Communications will provide the appropriate notification. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by the situation, or when a situation threatens the operation of the campus as a whole.

As stated above, notification may be done through various methods, which include, but are not limited to, “NIXLE” emergency notification text, college phone intercom system, college email, on signage around campus, in person from first responders, blue poles and/or police vehicle PA systems. The form of notification and any follow up may vary depending on the nature of the emergency.

When El Camino College follows its emergency notification procedures, it is not required to issue a timely warning (safety advisory) based on the same circumstances. However, El Camino College will provide adequate follow-up information to the community as needed.

Emergency Notification Content

The chief of police, in consultation with the Office

of Marketing and Communications, is responsible for determining the content of the information released. Factors that may be taken into consideration regarding the content are the facts and circumstances known at the time about the emergency, the potential persons affected by the emergency, any appropriate information, safety actions, directions, and if any other information should be disseminated at different points in time.

Initiating the Emergency Notification Systems

There are different departments and authorized individuals who have the ability to initiate the notification systems described above if there is an emergency or dangerous situation. Certain members of the Campus Police Department, the Office of the Superintendent/President, the Office of Marketing and Communications, Information Technology Services and Facilities Planning and Services have the ability to use different notification systems. In the event of a fire alarm activation, the Campus Police Department will notify the Los Angeles County Fire Department and/or the Torrance Fire Department to send first responders to the location of the alarms.

Mandatory Statement

The Department of Education's Handbook for Campus Safety and Security Reporting requires the statement that as soon as confirmation of a significant emergency or dangerous situation exists, El Camino College will, after confirmation, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Titles/Organizations Responsible for Emergency Procedures Described Above

- Campus Police Department - prevention, response, assessment, notification, recovery
- Office of the Superintendent/President - prevention, assessment, notification, recovery
- Office of Marketing and Communications - notification
- Information Technology Services - notification
- Facilities Planning and Services - notification

As stated earlier, and in addition to on campus departments and officials, local emergency response agencies, including, but are not limited to Torrance Police Department, Gardena Police Department, Los Angeles Sheriff's Department, Hawthorne Police Department, Los Angeles County Fire Department, Torrance Fire Department and/or California Highway Patrol may also be responsible for emergency response and procedures for a significant emergency or dangerous situation on campus.

Disseminating Information to a Larger Community

If the situation has the potential to affect the safety and security of the larger community, the chief of police, in consultation with the Office of Marketing and Communications, is responsible for developing the emergency information to be disclosed. The Campus Police Department and/or the Office of Marketing and Communications is responsible for disseminating emergency information to the larger community. The form of notification and any follow up, which may include but are not limited to, media alerts, "NIXLE" emergency notification text, and/or personal contact, may vary depending on the nature of the emergency.

The Campus Police Department may also notify surrounding local enforcement agencies to assist with notification through their respective cities' emergency notification system.

Testing Emergency Response and Evacuation Procedures

Scheduled evacuation and/or shelter-in-place drills are conducted at least once a year. During the COVID-19 pandemic, drills may be virtual. The evacuation and/or shelter-in-place drills are typically announced ahead of time via college email. Prior to the drill, the campus community is also provided with information regarding the drill as well as evacuation and/or shelter-in-place procedures. After the drill, the campus community is told when the drill is over.

A test of the "NIXLE" emergency notification text and voice dial system is also conducted during drills. Fire alarm systems are also activated during evacuation drills to further test the operation of the system.

Evacuation drills may be conducted in coordination with

the Campus Police Department as well as a combination of other departments in the College. Follow-through activities are held after the evacuation drills. Participating personnel may provide input on how to improve the emergency procedures that are currently in place.

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

Publicizing Emergency Response and Evacuation Procedures

To keep the college community informed of the emergency procedures in place, the El Camino College's Office of Health and Safety have distributed an El Camino College Employee 911 Guide (Red Folder) to employees. This folder includes valuable information from emergency procedures to assisting a distressed student.

In addition, El Camino College's emergency procedures and preparedness information can be found on our website at www.elcamino.edu/departments/safety-health/index.aspx. Emergency procedures are also posted in various classrooms and hallways in buildings throughout the campus. Lastly, emergency preparedness information are typically emailed to the campus community in conjunction with scheduled drills.

Documenting Drills

Evacuation and/or shelter-in-place drills are documented. The documentation contains a description of the drill, the date it was held, the start time and end time and whether it was announced or unannounced.

Communication with Local Agencies

El Camino College has also requested that local agencies to notify the Campus Police Department if they learn of any situation that may require an emergency response.

"NIXLE" Emergency Notification Text

The "NIXLE" Community Information Service allows us to create and send messages to subscribers instantly

via text message, and/or email. All members of the larger campus community are encouraged to enroll in "NIXLE." To receive emergency notification messages via "NIXLE", please text ECCPD to 888777 (no dashes) to subscribe. After you subscribe, you will receive a confirmation message. Messages will be sent in cases of emergencies, emergency drills and/or for select timely warnings (safety advisory). There is no cost to subscribe but standard text/messaging/call rates may apply.

EMERGENCY PROCEDURES AND EVACUATION

All members of the campus community are strongly encouraged to read and understand these procedures before an emergency occurs.

Be prepared: Please re-familiarize yourself with these procedures on a regular basis.

Before the Emergency

- Be aware of your surroundings and stay prepared.
- Find your primary and secondary exits.
- Identify your location's evacuation area (Contact the instructor or Building Captain).
- Take note of the nearest fire alarm pull station, emergency phones, office phones, and campus pay phones.
- Have personal contact information handy.
- Keep halls and exits clear.
- Correct or report hazardous conditions.
- Note the El Camino College Campus Police 9-1-1 Emergency direct-line for mobile phones: 310-660-3100.

Individuals with disabilities should use the "buddy system" to identify others available to provide assistance. At least two "buddies" should be identified at the beginning of each class, term, project, or job—ask your instructor or supervisor, or contact the Special Resource Center.

Emergency Evacuation

In the event of an emergency evacuation, each El Camino College building has a designated evacuation plan along with building captains and floor leaders to assist building occupants with evacuation.

- Begin evacuation any time you hear an alarm, smell

smoke or see flames, or are directed by instructor, Building Captain, or other authority.

- Proceed to the nearest safe stairwell and/or site. Do not use the elevator.
- Stay calm, move quickly, and do not run.
- Provide help to those who need assistance.
- Report to your location's evacuation area (Contact the instructor or Building Captain).
- Do not re-enter the building until told to do so by the Building Captain or other emergency officials. No member of the faculty, staff, or student body should attempt to re-enter into any district building until given approval by the El Camino College Incident Commander.
- Individuals not able to use the stairs may request assistance from anyone available to provide it. Use of the "buddy system" (refer to Before the Emergency) may be more effective. If unable to get evacuation assistance immediately, those not able to use the stairs should proceed to the nearest accessible stairway landing to wait for assistance.

Power Outage

- Stay calm and remain in place, if safe to do so. Turn off all light switches, except one.
- Pay attention to instructions from an instructor, Building Captain, or other authority.

Earthquake

Before an Earthquake

- Determine ahead of time the safest location for you to duck, cover and hold. Individuals in wheelchairs should not attempt to duck, cover, and hold. Rather, position, against a wall and away from windows, if possible and lock wheelchair brakes.
- Look for items placed on shelves or elsewhere above you that are heavy and/or loose and might fall if there is shaking or a sharp jolt. Secure such items, or report them to instructor or other authority, and move to another area.
- Note Emergency Exits.
- Keep emergency exits clear of boxes and other items that may shift and fall and block your exit in an earthquake.

If an Earthquake Occurs

- Duck: Immediately duck down close to the floor and seek cover.

- Cover: Take cover under a table, desk, other sturdy furniture, or stay close to an interior wall and cover your head and neck with your arms.
- Hold: If you are under something, hold onto it and be prepared to move with it.
- Windows/Glass—Stay clear of windows and glass to reduce the risk of being injured by flying broken glass.
- Remain in the hold position until all of the shaking has stopped!
- Aftershocks are likely; be prepared to duck, cover, and hold again.

Note: Do not run for a doorway for protective cover. Ducking under a sturdy surface is safer. If the doorway is your only option, drop down to the floor and brace yourself so your back is to the doorjamb, where the door is hinged to the frame. Watch for moving objects.

After the Shaking Stops

- Keep calm. Do not go outdoors, unless told to do so by emergency officials, or unless there is immediate danger from fire, the smell of natural gas, or signs of severe structural damage. You are in greater danger outside from falling glass and debris.
- Check area for hazards, including broken glass and objects that might fall in an aftershock; consider such hazards in choosing your exit route.
- Provide help to those who need assistance.
- If trained, render first aid. If not trained, assist those rendering first aid.
- Cooperate with instructor or other emergency authority. Assist in making the area safe for aftershocks by moving items that did not fall in the initial earthquake, but may fall in an aftershock.
- Clear emergency exits of debris, if safe to do so.
- If a fire occurs, activate the nearest fire alarm pull station.
- Refrain from using the telephone, except to report life-threatening emergencies.
- Hang up any telephone receivers that were knocked off during the earthquake.

The Great California ShakeOut Drill

El Camino College participates in The Great California ShakeOut "Drop, Cover, and Hold On" drill every October. During the COVID-19 pandemic, this drill may be virtual.

The entire campus community is directed to participate in this drill, which includes building evacuations. This test is announced to the campus community with a series of emails, which also gives instructions regarding what to do in an earthquake and during the drill. Information regarding this drill can be found here: www.elcamino.edu/departments/safety-health/shakeout/index.aspx

The itinerary for an on campus Great California ShakeOut Drill is as follows:

1. Alerts will sound from the Police vehicles throughout campus and receive information on your telephone. This simulates the beginning of a major earthquake.
2. Stay calm and suck, cover and hold on until further notice. Take refuge under a sturdy object.
3. After approximately one minute, the earthquake simulation will end and you should shelter in place until you receive further notice.
4. When given notice or when the fire alarms activate, you will begin to evacuate in an orderly manner to the building's designated assembly area.
5. As you begin to evacuate, take direction to your assembly area from your building's emergency responders.
6. Stay in your assembly area until given notice by the Building Captain to return to the building.

Bomb Threat

If evacuation is required, take all personal items with you.

If a suspicious object or potential bomb is discovered, do not approach or handle the object. Clear the area and contact the Campus Police Department.

If a phone call bomb threat is received, ask the caller the following questions and record or write down the answers:

- When is the bomb going to explode?
- What does it look like?
- What will cause it to explode?
- Where is the bomb located?
- What kind of bomb is it?
- Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record helpful information including time of call, age and gender of caller, speech pattern/accent,

caller's emotional state and any background noise.

In Case Of Fire

- Pull the nearest red fire alarm pull station.
- Contact Campus Police by dialing 9-1-1 using any campus phone (including all pay phones), or by dialing 310-660-3100 on a mobile phone (9-1-1-type emergencies only).

Be prepared to:

- Describe the situation.
- Give your location.
- Do not hang up until the dispatcher tells you to do so.
- Only attempt to extinguish a fire if you find it is safe to do so. Read and follow instructions on fire extinguishers.
- Alert others in your area to go to your location's evacuation area (Contact your instructor or Building Captain.).
- As you evacuate the area completely, close but do not lock doors, after last person has exited.
- Use the nearest stairwell and/or exit; do not use the elevator.
- Try to stay low to the floor if smoke is present.

Shelter-In-Place

In certain situations, (*e.g., the presence of chemical, biological, or radiological contaminants; acts of terrorism or other violence; extreme weather; and some earthquake scenarios) it may be best advised to shelter-in-place, rather than evacuating.

How to shelter-in-place:

- Stay calm and remain quiet.
- Do not activate fire alarms, unless there is a fire.
- Individuals in outdoor areas or hallways should seek shelter in the nearest safe classroom, office, or other room.
- Close and lock all doors and windows and close window blinds, shades, and curtains.
- If explosions or gunshots are heard, get down on the floor and stay low—away from doors and windows.
- Shelter-in-place until given an all-clear.

Medical Emergency

- Survey the scene; determine if it is safe for you to help. Do not attempt to move seriously injured persons, unless they are in immediate danger of further injury.
- Use the 3 Cs—Check, Call, Care: Check the victim(s) for consciousness, turn to someone to Call “9-1-1” using any campus phone, and return attention to the victim(s) to provide Care in the form of first aid or CPR, if trained to do so.

When calling 9-1-1 for Campus Police, be prepared to give:

- The number of victims, approximate age(s), and gender(s);
- Your name, telephone number, and location;
- Victim location(s);
- The nature of the medical emergency;
- What help, if any is being given; and,
- Any other information requested by the dispatchers.
- The number of victims, approximate age(s), and gender(s);
- Your name, telephone number, and location;
- Victim location(s);
- The nature of the medical emergency;
- What help, if any is being given; and,
- Any other information requested by the dispatchers.
- Do not hang up the phone until the dispatcher tells you to do so.
- If available, send someone to meet and direct Campus Police.
- Stay calm.

Unfortunately, it is not possible to foresee every potential scenario. Individuals are advised to use his or her best judgment in applying these and other procedures in the event of any emergency. Your safety and the well-being of others depend on good decisions and seeking and obtaining the services of established emergency personnel (police, fire, medical, and Building Captains) in any emergency.

Active Shooter

Note: Due to the COVID-19 pandemic, the 2021 Active Shooter Drill was not conducted.

El Camino College holds an Active Shooter Drill on campus during the Spring semester. Campus Police will hold a pre-drill preparation meeting a couple of days before in order to explain the drill, show an Active

Shooter safety video and answer any questions.

This situation involves a barricaded suspect(s) or an outdoor movement situation where the suspect(s) is actively discharging a firearm at law enforcement or community members and/or randomly firing into an area where it is reasonably expected that persons could be struck by the suspect(s) fire. These situations leave little or no time for proper planning and normally require first-arriving law enforcement units to take immediate action to end the danger.

While it is difficult to predict an active shooter situation, the Campus Police Department has recommended best practices for our drill to protect our campus community.

The itinerary for the Active Shooter Drills is as follows:

1. An overhead page will be broadcast in rooms and from blue emergency standards on campus.
2. At that time, faculty and staff are asked to lock classroom doors or current locations.
3. Phones should be silenced at this time.
4. Take cover out of view. Talk about what you would do with furniture to help secure your location.
5. Remain quiet and turn out lights.
6. Remain in lockdown until the broadcast states that the drill is over.
7. During the drill, captains will make every effort to ask students in hallways to take shelter.

Current active shooter protocol suggests a three-step tactic:

1. Run if possible; get far and call 9-1-1.
2. Hide if running is not a possibility. For example, running may not be possible if the alert has stated that the shooter is near your current location, or if you hear shots that seem to be close. The drill is to practice the hide part of the protocol.
3. Fight. Use any objects around you to do so. El Camino College is absolutely not advocating that you put yourself in harm's way, but you might find yourself in a situation where fighting is your only choice.

When the drill is over, the Campus Police Department suggests instructors and staff take time to discuss the purpose of the drill and some possible suggestions should an active shooter situation actually occur.

Active shooter response and guidelines for campus safety can be found here: www.elcamino.edu/support/health-safety/police/security-reports-and-crime-prevention/active-shooter.aspx

In the Classroom or Office

- If you are in a classroom, room or office, stay there. Secure the door.
- If the door has no lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can; otherwise look for heavy furniture to barricade the door.
- If the door has a window, cover it if you can.
- Depending on the gunman's location, consideration may also be made to exit through window openings. Have someone watch as you get as many students out of the windows (ground floor) as calmly and as quietly as possible.
- If no police units are yet on scene, move well away from the incident and find safe cover positions (not the parking lots) and wait for the police to arrive.
- If officers arrive on scene, community members should get out and move toward any police vehicle when safe to do so, while keeping their hands on top of their head. Be sure to do exactly and immediately what the police tell you to do.
- Don't leave the area entirely; you may have information that responding police officers will need. Once in a safe place, remain there.
- If the windows don't open, or you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.

In Hallways or Corridors

- If in the hallways, get in a room that is not already secured and secure it.
- Unless you are very close to an exit, don't run through a long hall to get to one; you may encounter the gunmen or hostage taker.
- Don't hide in restrooms!

In Large Rooms or Auditoriums

- If in a gym or theater area and the gunmen or hostage taker(s) is not present, exit as soon as possible and move toward any police unit. Again, keep your hands on your head. Do what the police tell you!

Trapped with the Gunmen

- If you are trapped with the gunmen, don't do anything to provoke them. If they are not shooting, do what they say and don't move suddenly. Only you can draw the line on what you will or will not do to preserve your life and/or the lives of others.
- If shooting begins, you need to make a choice. At this point it is your choice: stay still and hope they don't shoot you, run for an exit while zigzagging, or even attack the shooter. This is very dangerous, but certainly no more than doing nothing and dying in place. A moving target is much harder to hit than a stationary one and the last thing that the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.
- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by: acting as aggressively as possible against him/her, throwing items and improvising weapons, yelling and committing to your actions.
- Again, this is not a recommendation to attack the shooter but rather a choice to fight when there is only one other option.

Open Spaces

Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and other objects that may stop firearm ammunition penetration may be utilized as cover.

These guidelines are not all inclusive, but if understood and followed up with periodic reminders and training when feasible, it can increase your chances of surviving an active shooter incident.



SECURITY, ACCESS AND MAINTENANCE OF DISTRICT FACILITIES

According to Administrative Procedure 3501, during business hours, the District will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all District facilities is by key or keycard, if issued, or by admittance via the Campus Police. The District will admit only those with prior written approval to all facilities. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.*

*During the COVID-19 pandemic, some buildings on campus may be temporarily closed. Contact Campus Police or the department Dean for further information.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are problematic will have periodic security reviews by the Campus Police. Items reviewed may include landscaping, locks, alarms, lighting, and communications. Additionally, during the Academic year the Campus Police and maintenance staff shall meet to discuss campus security & access issues of pressing concern.

For the safety of the campus pedestrian population, the District restricts the use of all motorized vehicles and

bicycles on campus walkways to authorized personnel only. The use of skateboard, scooters and rollerblades/ skates on any campus walkway is prohibited.

With the exception of construction vehicles, delivery trucks and other heavy vehicles are prohibited from driving on the interior campus walkways and may access the campus interior only from designated loading docks.

Parking and Traffic Advisory Council

The Campus Police Department has a Parking and Traffic Advisory Council that works with the District and the chief of police to maintain and improve parking facilities and services for the staff, students, and visitors of the College. The council is made up of representatives from faculty, staff, students, and management. Some of the issues that are discussed include parking availability, signage, lighting, disabled parking, enforcement, traffic flow, parking permit requirements and the campus courtesy shuttle service.

Campus Lighting

El Camino College is on a continual quest to improve and maintain lighting around campus. The Campus Police Department completes a regular inspection of campus lighting and works closely with the El Camino College Facilities Planning and Services Division to repair inoperative lighting and to install additional lighting where a need has been identified. To report a lighting concern, please contact Facilities Planning and Services at 310-660-3593 ext. 3692.

KEYS TO DISTRICT FACILITIES

Keys are provided to employees on a need-to-enter basis as determined by the appropriate manager. Lost or stolen keys must be reported immediately to Campus Police and the employee's manager or supervisor. Keys may not be loaned to other employees or to students. Campus Police will confiscate any keys, which have not been specifically issued to a particular individual. Unauthorized duplication and illegal possession of keys is a misdemeanor.

DISTRICT PROPERTY

No El Camino College property may be removed from campus without expressed permission from the District. Unauthorized removal of property from campus is a violation of the law and District policy.

MAINTENANCE OF DISTRICT FACILITIES

The El Camino College Facilities Planning and Services Division is responsible for the maintenance of district facilities. The Campus Police Department and Facilities Planning and Services Division work closely to insure the district facilities are maintained for safety and security.

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

SEXUAL AND GENDER-BASED MISCONDUCT POLICY

According to Board Policy and Administrative Procedure 3540, “Any sexual assault or gender-based misconduct or physical abuse, including but not limited to rape, sexual violence, sexual harassment, domestic violence, dating violence, and stalking, as defined by California law, whether committed by an employee, student, or member of the public, 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 procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be survivors of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.”

El Camino College is committed to maintaining an inclusive, safe, and respectful educational and working environment. All members of the District Community, guests and visitors, regardless of gender, gender identity, and/or sexual orientation, have a right to an environment free from harassment, including Sexual Harassment, and, where Sexual Harassment occurs supportive measures, due process, and a fair and equitable process in which such allegations can be reviewed and addressed.

All individuals are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to the District’s attention appropriate support services will be offered and, when a Respondent is found to have violated this policy, Sanctions will be used to address such behavior and prevent further violations.

It is within the District’s authority to review and address allegations of Sexual Harassment when they occur on District property, in connection with 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.

EDUCATIONAL PROGRAMS AND CAMPAIGNS

Through the Title IX Coordinator, the District is committed to educating the campus community by providing education and prevention information about Sexual and Gender-Based Misconduct. The information shall include the District’s Sexual and Gender-Based Misconduct policies and prevention strategies such as awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.

Note: During the COVID-19 pandemic, these programs and campaigns may be offered virtually.

Primary Prevention and Awareness

Primary Prevention: programming, initiatives, and strategies intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

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

The content of primary prevention and awareness programs includes, but are not limited to: Statement of El Camino College’s policy on Sexual and Gender Based Misconduct, definition of Sexual and Gender Based Misconduct, definition of consent, bystander intervention and risk reduction.

Primary prevention and awareness programs may include, but are not limited to:

- Title IX overview presentations during New Student Orientations, student cohorts/clubs, and new employee orientations;
- Online multimedia modules required of new employees through Keenan SafeColleges Training. The titles of the various modules are: Sexual Harassment: Policy and Procedure (AB 1825, required by Administrators/Supervisors every 2 years), Sexual Harassment: Staff-to-Staff, and Title IX and Sexual Misconduct;
- Presentations during Professional Development Days which discuss how to support students with health, safety and behavioral concerns;
- “New Hire - Sexual and Gender Based Misconduct Information and Resources” notification for all newly hired employees; and
- Various handouts related to Title IX that are available during orientations and presentations, and are also available on the Title IX, Diversity and Inclusion website. Handouts may include, but are not limited to:
 - “Sexual Assault Awareness & Prevention Information”
 - “Title IX Resources Poster”
 - “COVID-19 Safety Guide for Survivors”
 - “Domestic and Sexual Violence Prevention and Shelter Services Reference Sheet”
 - “CDC Sexual Violence Prevention and Resources”

Ongoing Prevention and Awareness

Ongoing prevention and awareness campaigns: programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for, addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the College community.

Ongoing Prevention and Awareness Campaigns offered may include but are not limited to:

- Prevention and awareness presentations related to Title IX topics. These presentations can be presented to individual classes, departments/divisions (employees), athletic teams, student organizations/clubs, community groups and/or the campus community;
- Events such as awareness/prevention panel discussions;
- The Campus Police Department, Office of Title IX, Diversity and Inclusion, and/or the Student Health Services also provides written literature on domestic

violence, sexual assault, stalking, the rights of crime victims, drug abuse, date rape, and managing conflict;

- The Campus Police Department, Office of Title IX, Diversity and Inclusion and/or Student Health Services periodically sets out tables in inner campus as well as during events each semester (when on campus activities resume) to raise awareness and provide information related to dating violence, domestic violence, sexual assault, and stalking;
- Title IX overview presentations during the Student Support Expo and ZOOMBEAT events for the campus community;
- The District offers opportunities for training for employees on various topics that may include but are not limited to: cultural competence and racial bias, sexual harassment, mandated reporter: child abuse and neglect; and
- Student wellness session presentations from Student Health Services on various topics such as interpersonal reflection, anger management, self-care, self-compassion and more.

DEFINITION OF TERMS

As defined by the Clery Act

Sexual Assault (Sex Offenses)

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

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

- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

As defined by the California Penal Code

Sexual Assault and Battery

CA Penal Code section 243.4

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

b. Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.

c. Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery.

d. Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery.

The following are abridged definitions from <https://leginfo.legislature.ca.gov>.

- Rape (CA PC 261): Nonconsensual sexual intercourse by means of threats, force or fraud or with someone who is unconscious or incapable of consenting
- Sodomy (CA PC 286): Sexual penetration, however

slight, between penis of one person and the anus of another person

- Oral Copulation (CA PC 288a(a)): Act of copulating the mouth of one person with the sexual organ or anus of another

- Penetration with Foreign Object (CA PC 289): Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person.

- Unlawful sexual intercourse with a minor (CA PC 261.5(a)): Act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor.

- Incest (CA PC 285): Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other.

As defined by the Clery Act

Dating Violence

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

- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

A felony or misdemeanor crime of violence committed -

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

As defined by the California Penal Code

Dating Violence

California's domestic battery and corporal injury laws (listed below), both include acts committed within the context of dating relationships.

Domestic Violence

CA Penal Code section 243(e)(1)

When a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship.

CA Penal Code section 273.5(a)

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

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

- (1) The offender's spouse or former spouse.
- (2) The offender's cohabitant or former cohabitant.
- (3) The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement

or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.

(4) The mother or father of the offender's child.

As defined by the Clery Act

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to -

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

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

As defined by the California Penal Code

Stalking

CA Penal Code section 646.9(a)

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

CONSENT

(in reference to sexual activity)

Consent is the ongoing, affirmative, conscious, and voluntary agreement for the act in which the participants are involved. Consent is active, not passive. It is the responsibility of each person involved in the sexual activity to ensure that they have the Affirmative Consent of the other or others to engage in the sexual activity. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity. Consent to any one form of sexual activity does not automatically imply Consent to any other forms of sexual activity.

Lack of protest or resistance does not mean Consent, nor does silence mean Consent. Affirmative Consent cannot be given under duress, force, or coercion including where threats, physical aggression, or intimidation is used to produce consent. 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. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no Consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. The legal age of Consent is 18 years of age; anyone under the age of 18 is unable to provide consent to sexual activity. Any sexual activity with a minor under the age of 18 may constitute Statutory Rape.

As defined by El Camino College Administrative Procedure 3540

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

As defined by the California Penal Code

CA Penal Code section 261.6

In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, “consent” shall be defined to mean positive cooperation in act or attitude pursuant to

an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a, or 289. Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.

BYSTANDER INTERVENTION

Bystander intervention is defined as a safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures, and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

If you think someone is at risk for sexual assault, consider it an emergency and get involved. Do not wait for someone else to act. As a Bystander, you can help combat domestic violence, dating violence, sexual assault, stalking and rape. Your most powerful tool is conveying your concern. The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.

This can be accomplished by:

- Approaching everyone as a friend
- Being honest and direct whenever possible
- Avoiding the use of violence
- Not being antagonistic
- Keeping yourself safe
- Recruiting help if necessary
- Getting help from other bystanders, if necessary
- If things get out of hand or become too serious, contacting the police

PROCEDURES SURVIVORS SHOULD FOLLOW IN THE CASE OF ALLEGED SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING

This section outlines the procedures that may be followed in case of sexual assault, dating violence, domestic violence or stalking for students and employees. It assumes that the incident occurred on or near campus. Many of the procedures and services described here also apply if the incident happens off campus or if the individual reporting the assault is not a student or staff member. If you have been sexually assaulted, it is important that you seek help immediately. The District has provided a number of ways for you to get assistance and receive care, and you can choose the one(s) that you feel most comfortable with.

Steps to Follow:

1. Get to a safe place - If you are in fear of your safety call 9-1-1

2. Get medical attention to assess and treat physical injuries and to collect evidence of the assault or obtain a protective order

- Survivors are encouraged to seek immediate medical attention and support, regardless of when the incident occurred. A medical exam has two goals: First, to diagnose and treat any injuries (including prevention of sexually transmitted illnesses and pregnancy); and second, to properly collect and preserve evidence. Medical evidence can be collected at the same time as medical care is provided.

- Evidence preservation may assist in proving the alleged criminal offense occurred or may be helpful in obtaining a protection order. Do not wash hands, bathe, shower, douche, change clothes or straighten up the area. This destroys evidence. Physical evidence from a sexual assault should be collected within 96 hours of the incident. Evidence collection is only done with the survivor's permission and is free of charge. Under these circumstances, the survivor is informed that evidence collection is the State will bear the cost of the medical exam.

A survivor is not required to file a police report to have a sexual assault examination completed. Even if the assault survivor does not want to prosecute or make a police report, it is recommended that evidence be collected anyway. This is so that, if the survivor later decides to file a police report and prosecute the perpetrator, the evidence will have been preserved. However, medical providers (but not licensed psychologists while working in their official duty) are mandated by state law to notify law enforcement if you tell personnel you have experienced sexual assault.

Local SART (Sexual Assault Response Team) Hospitals

At SART hospitals, survivors can access a free medical exam and forensic evidence can be collected.

- Rape Treatment Center at Santa Monica-UCLA Medical Center

Phone: 424-259-7208

Address: 1250 Sixteenth Street. Santa Monica, CA 90404

- Providence Little Company of Mary San Pedro Location

Address: 1300 West 7th Street. San Pedro, CA 90732

For a forensic exam, make two calls:

- Forensic Nurse Specialists

Phone: 562-497-0147

AND

- Rape Crisis Agency

Phone: 877-943-5778

3. Seek emotional care and support - Do not try to deal with the situation alone

On Campus Resources

The following departments on campus can provide resources and referrals:

- Office of Title IX, Diversity and Inclusion

Located in: Administration Building Room 140

Phone: 310-660-3813

Email: titleixcoordinator@elcamino.edu

During the COVID-19 pandemic, visit www.elcamino.edu/departments/title-ix-diversity-and-inclusion/index.aspx for the most up to date contact methods.

- El Camino College Campus Police Department

Located in: Parking Lot K

Phone: 310-660-3100

- Student Health Services

Located in: Pool Building

Phone: 310-660-3643

For confidential reporting options, see page 34.

During the COVID-19 pandemic, Student Health Services is providing Telemedicine and Telemental Health Services to ECC students who meet eligibility criteria by appointment only. Visit the Student Health Services website for the most up to date information: www.elcamino.edu/support/health-safety/student-health-services/

- Student Support Services

Located in: Student Services Room 231

Phone: 310-660-3484

During the COVID-19 pandemic, visit www.elcamino.edu/support/support-services/index.aspx for the most up to date contact methods.

- Human Resources (For employees)

Located in: Administration Building Room 131

Phone: 310-660-3593 ext. 3807

Email: HR@elcamino.edu

During the COVID-19 pandemic, visit www.elcamino.edu/departments/human-resources/index.aspx for the most up to date contact methods.

Off Campus Community Resources

The following organizations can provide care and support options:

- National Sexual Violence Resource Center

800-739-3895

www.nsvrc.org

- RAINN (Rape, Abuse & Incest National Network)

800-656-4673

www.rainn.org

- East Los Angeles Women's Center Rape & Battering

800-585-6231

- Peace Over Violence

213-626-3393 Los Angeles

310-392-8381 West Los Angeles

- Violence Intervention Program

323-226-3961

- YWCA Sexual Assault Crisis Services

877-943-5778

- Los Angeles County District Attorney's Victim Assistance Program

800-380-3811

- The California Coalition Against Sexual Assault

916-446-2520

- The National Domestic Violence Hotline

800-799-7233

- National Sexual Assault Online Hotline

<https://hotline.rainn.org/online>

- Employee Assistance Services for Education (EASE)

800-882-1341

www.lacoe.edu/ease

4. Consider reporting the incident with any of the options listed below:

1) A survivor of dating violence, domestic violence, sexual assault or stalking may report the offense directly to the Title IX Coordinator at 310-660-3813 or TitleIXCoordinator@elcamino.edu or to any El Camino College faculty or manager/administrator (Responsible Employee).

and/or

A survivor of dating violence, domestic violence, sexual assault or stalking may notify the Campus Police Department at 310-660-3100 or to local area law enforcement (9-1-1).

What is Involved in Making a Police Report

If the Campus Police Department is contacted or is made known of the incident, a uniformed officer will be dispatched to take the report. The survivor may request

a male or female officer to take the report and this request will be accommodated whenever possible. With the consent of the survivor, a full police report will be taken by a Campus Police Officer who accompanies the survivor to the hospital. At the request of the survivor, a friend, family member or other designated person may be present. The officer will advise the survivor regarding hospital procedures and the availability of assistance. A Campus Police Officer will be assigned to further investigate the criminal allegations and explain the legal process to the survivor. Lastly, a Campus Police Officer shall present a completed written investigation to the Los Angeles County District Attorney's office for review and filing of criminal charges.

2) If the survivor chooses, campus authorities may assist a survivor in notifying law enforcement authorities. However, please note that if the survivor chooses an El Camino College faculty or manager/administrator for assistance, because they are deemed Responsible Employees under Title IX, the faculty or manager/administrator is also required to report the incident to the Title IX Coordinator.

Non-Confidential Reporting Options

Responsible Employees, including all faculty and managers/administrators, are designated by the District for purposes of putting the District on notice and for whom mandatory reporting is required, other than in stated limited circumstances. Notice to a Responsible Employee is official notice to the District. Other non-confidential reporting options include, but are not limited to:

- Student club and organization advisors
- Student Support Services staff
- Academic Affairs
- Campus Police
- Athletics staff
- Academic Counseling staff

Members of the District community have the right and can expect to have incidents of Sexual and Gender-Based Misconduct taken seriously by the District when formally reported, and to have those incidents investigated and properly resolved. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary.

Confidential Reporting Options

Certain resources are not required to disclose private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. Under Title IX, District Employees (such as psychologists, doctors, and other medical health professionals) who work at the Student Health Services and whose primary job duty is to render medical or counseling care to students and are working within the scope of their professional license or certification are excluded from being Responsible Employees. In addition, employees providing administrative support within the Student Health Services are also excluded from the category of Responsible Employees.

However, please note that while the above mentioned Student Health Services employees are excluded from the category of Responsible Employees under Title IX, some of them may be Campus Security Authorities under the Clery Act and are required to report incidents for statistical purposes. This may be done without disclosing personally identifying information.

3) A survivor also has the option to decline to notify such authorities. **Reporting is your choice.**

If you do not report, try to write down the details of the assault and save them in case you change your mind. However, reporting these crimes will allow El Camino College to provide resources to you. Whether you report or not, get medical attention for treatment of external and/or internal injuries and test for sexually transmitted diseases and pregnancy.

Protective Orders and Rights of Crime Victims

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

1. In cases of violations of El Camino College no contact directives, the appropriate office or individual who issued the order should be immediately contacted.

Below are different options available under certain circumstances:

- An Emergency Protective Order (EPO) is an order issued by a judicial officer upon request by a peace officer under Family Code Section 6250. The purpose of this order is to provide for immediate and short-term protection to victims of dating violence, domestic violence, sexual assault and stalking. Emergency Protective Orders may be obtained by a peace officer investigating a report of these crimes. Contact local law enforcement by dialing 9-1-1 or the Campus Police Department at 310-660-3100 if you believe you are in immediate need of an EPO.

- Temporary Restraining Orders (TRO) may be requested by a victim from the Los Angeles County Superior Court. The nearest Los Angeles County Superior Court location to El Camino College is the Torrance Courthouse located at 825 Maple Ave. Torrance, CA 90503. You may visit the information desk for an application and filing instructions. The application must first be approved by a judicial officer before a TRO is issued.

- A survivor may or may not request criminal prosecution. The Campus Police Department strongly encourages a victim to prosecute criminal acts; however they are under no obligation to do so. A victim may contact the Los Angeles County District Attorney's Office, 825 Maple Ave. Torrance, CA 90503, 310-222-3552, the City of Torrance Police Department located at 3300 Civic Center Drive. Torrance, CA 90503, 310-328-3456, or the Campus Police Department, 16007 Crenshaw Blvd. Torrance, CA 90506, 310-660-3100.

- A survivor may also pursue civil remedies through the civil court system. Contact the Los Angeles County Superior Court Civil Department at 825 Maple Ave. Torrance, CA 90503 or call 310-787-3697.

- Survivors of crime or a family member of a victim have many rights throughout the criminal justice system. Information pamphlets regarding the Victims' Bill of Rights Act of 2008: "Marsy's Law" is available in the Campus Police Department or at the Los Angeles County District Attorney's Office at 825 Maple Ave.. Torrance,

CA 90503, 310-222-3552.

- El Camino College No Contact Directive: El Camino College may take measures to protect a complainant who reports being the survivor of these crimes. These protective measures may include, but are not limited to, prohibiting the accused individual from having any contact with the complainant, providing escorts to ensure that the complainant can move safely between classes and activities, ensuring the complainant and alleged perpetrator do not attend the same classes or work in the same work area, and preventing offending third parties from entering El Camino College. No contact directives may be requested from the District's Title IX Coordinator.

PROCEDURES EL CAMINO COLLEGE WILL FOLLOW IN THE CASE OF ALLEGED SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING

This section outlines the procedures El Camino College follows in responding to reports of Sexual and Gender-Based Misconduct.

Methods for Reporting and Filing a Complaint

Members of the District Community may report known or reasonably suspected incidents of Sexual or Gender-Based Misconduct to Campus Police and/or to the Title IX Coordinator. All incidents where imminent physical danger is known or suspected should be reported to Campus Police or local law enforcement via 9-1-1 immediately. Students may also report incidents of Sexual or Gender-Based Misconduct to Student Health Services if they wish to remain confidential (see Confidential Reporting Options on page 34).

- Title IX Coordinator:

Jaynie Ishikawa, Director of Title IX, Diversity and Inclusion

Email: titleixcoordinator@elcamino.edu

Phone: 310-660-3813

Located in: Administration Building Room 140

Website and information: www.elcamino.edu/departments/title-ix-diversity-and-inclusion/index.aspx

Online Reporting Form: https://cm.maxient.com/reportingform.php?ElCaminoCollege&layout_id=2

Students and Employees may also file a Complaint of Unlawful Discrimination with the Director of Title IX, Diversity and Inclusion.

- Campus Police Department
- Phone: 310-660-3100
- Located in: Parking Lot K

Protection of Confidentiality

Confidentiality in a complaint filed with the Title IX Coordinator cannot be guaranteed, however the information in a report will only be disclosed on a need-to-know basis. Complainants may request to seek Supportive Measures from the Title IX Coordinator without their name or information being disclosed to Respondent. Where Supportive Measures require coordination with other campus offices, limited information will be provided and the details of the alleged conduct will not be disclosed.

Where a Complainant wishes to file a complaint, either for the purposes of an Informal Resolution or a Formal Complaint and investigation, Complainant's name and details of the allegations will be disclosed to Respondent and the relevant advisors, administrators, and other individuals involved in the complaint process.

When the District becomes aware of Sexual or Gender-Based Misconduct that poses a serious or ongoing threat to the District Community, the Title IX Coordinator has the authority to determine if an investigation into the allegations is warranted, regardless of a Complainant's wishes to the contrary, in order to ensure the safety of the District Community. In these cases, Complainants are not required to participate in the District's investigation. However, this may significantly limit the District's ability to effectively and efficiently respond to the incident.

Publicly Available Recordkeeping

All personally identifiable information (such as first and last name, address, contact information, social security number, driver's license number, passport number, student identification number, date of birth, racial or ethnic background, religious affiliation, etc.) is kept

confidential and will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and the daily crime log.

Written Explanation of Rights and Options

Once a complaint of domestic violence, dating violence, sexual assault, or stalking has been received by the Title IX Coordinator or designee, whether the alleged offense meets Title IX definitions or jurisdiction, El Camino College will provide a Written Explanation of Rights and Options.

This publication will include written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for survivors, both within the institution and in the community.

Physical copies of the Written Explanation of Rights and Options are available at the Office of Title IX, Diversity and Inclusion in Administration Building Room 140.

The publication may also be found at www.elcamino.edu/administration/hr/diversity/docs/know-rights-title-ix.pdf

On and Off Campus Services

On Campus Services for Students

- Confidential health and mental health counseling is available for enrolled students at Student Health Services, located in the Pool Building, 310-660-3643.
- Visa/immigration services are available through the International Student Program located in the Student Services Building, Room 164, 310-660-3431.
- Student financial aid services are available through the Financial Aid Office located in the Student Services Building, Room 248, 310-660-3493.
- Academic counseling services are available through Counseling and Student Success located in the Student Services Building, Room 286, 310-660-3458.

- Extended Opportunity Program and Services (EOPS) is for students who have been affected by economic, language, social and educational barriers and is located in the Student Services Building, Room 227, 310-660-3466.
- Student Support Services may provide resources for housing, transportation and legal help and is located in the Student Services Building, Room 231, 310-660-3593 ext. 3484.

Off Campus Services

Relevant off campus services are listed on page 33 of this publication under “Off Campus Community Resources.”

Title IX: Disciplinary Proceeding

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

1. Preliminary Assessment & Jurisdiction

The District will review and respond to all reports of alleged violations of Sexual or Gender-Based Misconduct. Where the Title IX Coordinator is notified of potential Sexual or Gender-based Misconduct, the Title IX Coordinator, or their designee(s), will provide Complainant with information on Supportive Measures and filing options. Information on Informal Resolution and the Formal Complaint process will also be provided, where applicable. Where the allegations, if found to be true, would not rise to a policy violation it is the discretion of the Title IX Coordinator to determine if a complaint may be accepted for review or investigation.

The Title IX Coordinator has the authority to determine jurisdiction of a complaint based on the nature of the allegations, location of the incident, status of the parties, and/or other relevant factors. Where a case falls outside the jurisdiction of Title IX, the Title IX Coordinator may provide Complainant with Supportive Measures, resources, and/or a referral to the appropriate administrative office.

Incidents that are determined to have not met Title IX definition or jurisdiction but meet the jurisdiction defined in Administrative Procedure 5520 may be adjudicated according to Administrative Procedure 5520 (Student Discipline Procedures) for students. For employees, incidents that occur in the workplace may be adjudicated according to Administrative Procedure 7800 (Discipline and Dismissal - Non Represented Classified Management, Supervisors, and Directors), Board Policy 7365 (Discipline and Dismissals Non-Represented Classified Employees) as well as applicable Collective Bargaining Agreements.

Please note that when a Respondent is not a District Employee or Student, the District will offer reasonable supportive measures, such as class scheduling alternatives, escort services, and medical and counseling care to Complainant. However, Sexual or Gender-Based Misconduct investigations are subject to the jurisdictional limitations of the District as set forth herein.

2. Interim Action and Supportive Measures

Once the Title IX Coordinator or designee has received a complaint and/or report of Sexual or Gender-Based Misconduct, the District will make an assessment to determine if any immediate remedies are warranted, pending an investigation. The District will work with Complainants affected by the Sexual or Gender-Based Misconduct report to ensure their safety and promote their well-being. The Title IX Coordinator may determine immediate or long-term supportive measures, such as, but not limited to, changing academic schedules, police escort services, restrictions on the Parties pending investigation, and other measures to promote the well-being, safety, and restoration of the Parties.

The District is obligated to comply with a student's reasonable request for living and/or academic situation change. The Title IX Coordinator or designee will also provide written notification to survivors about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures following an alleged report of domestic violence, dating violence, sexual assault or stalking incident regardless of whether the survivor chooses to report the crime to the Campus Police Department or local law enforcement.

Examples of supportive measures that may be

implemented are subject to the discretion of the Title IX Coordinator and may include:

- Access to counseling services and assistance in setting up an initial appointment, both on and off campus;
- Imposition of campus “No Contact Order;”
- Rescheduling of exams and assignments (in conjunction with appropriate faculty and deans as necessary);
- Providing alternative course completion options (with the agreement of the appropriate faculty);
- Change in class schedule, including the ability to take an “incomplete,” drop a course without penalty or transfer sections (with the agreement of the appropriate faculty);
- Change in work schedule or job assignment;
- Limiting an individual or organization’s access to certain District facilities or activities pending resolution of the matter;
- Voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Interim suspension or District-imposed leave;
- Any other remedy that can be tailored to the Parties to reasonably achieve the goals of this Policy.

3. Informal Resolution

If the Office of Title IX, Diversity and Inclusion or either Party believes that it may be possible to resolve the Complaint in a prompt, fair, and reasonable manner without conducting a Formal Complaint and Investigation, the Office of Title IX, Diversity and Inclusion may suggest the Parties consider Informal Resolution. Supportive measures and interim remedies may be implemented in Informal Resolution. Complainant may also opt to pursue an Informal Resolution, prior to or instead of a Formal Complaint.

Both Parties must agree to participate in the Informal Resolution process and must agree in writing to the proposed remedies. Where Respondent does not agree to participate in Informal Resolution or where the Parties do not agree to the proposed remedies, Complainant will have the option to pursue a Formal Complaint or withdraw their complaint.

Where Complainant is a District Student and Respondent is a District Employee, Informal Resolution is not

permitted.

The purpose of the informal process is not to investigate the matter or determine fault, but to 1) provide supportive measures and remedies to the involved parties, 2) share with the person at issue feedback from the aggrieved Party to prevent further potential issues and/or miscommunications, and 3) notify them of the type of behavior that can be construed as being in violation of our school board policies. The Title IX Coordinator may work with relevant administrative offices, such as deans, faculty, or the District Disciplinary Officer, to coordinate and provide proposed supportive measures and remedies. There is no timeline associated with the informal process. Informal Resolution can be changed to a formal investigation if the circumstances warrant it. The protections against Retaliation apply in both informal and formal processes.

Where Respondent is a District Employee, the relevant supervisor is notified of the issue as well, not only to help monitor the situation, but to work with Human Resources on instituting any necessary interim actions. Where Respondent is a District Student, relevant instructors and administrative staff may be notified of the issue as well, to assist in monitoring the situation.

Once the Office of Title IX, Diversity and Inclusion has met with all relevant Parties to discuss the matter, the complaint will be considered resolved. Accordingly, there is no appeals process for informal resolution.

However, the Formal Complaint & Investigation process may be used prior to the final resolution at the request of Complainant or if information is provided that indicates a substantial or ongoing threat to the safety of the campus community.

Where Informal Resolution is not applicable, elected, or agreed upon by both parties a Complainant may choose to file a formal complaint, in which an investigation will be conducted.

4. Formal Complaint and Investigation Process

The Formal Complaint & Investigation process has disciplinary implications and is governed by the California Code of Regulations. Its purpose is to determine whether or not there has been a violation of District policies.

Where a Complainant notifies the Title IX Coordinator of allegations of Sexual or Gender-Based Misconduct and wishes to pursue a Formal Complaint, or where the Title IX Coordinator determines it is warranted based on a safety concern, an investigation into the allegations will be conducted by the Title IX Coordinator or their designee. The District is committed to using a balanced and fair investigative process for both Complainant and Respondent.

As set forth in the provisional procedures, the Scope of Formal Investigations conducted by the Office of Title IX, Diversity and Inclusion are limited to allegations of Sexual or Gender-Based Misconduct. This Formal Complaint and investigation process only applies in cases where Complainant has filed a complaint, the Title IX Coordinator has determined it is within the District's jurisdiction, and where the parties have opted not to pursue or agree to Informal Resolution.

5. Timeframe for Investigations

The District shall use reasonable, diligent efforts to investigate reported incidents of Sexual or Gender-Based Misconduct to Complainant and Respondent within ninety (90) working days or the date in which the complaint was filed unless there are extenuating circumstances that prohibit the timeliness of the completion of the investigation. Time frames for investigations may vary depending on the details of a case or if possible, violations occur near, during, or after District holidays, breaks, or the end of an academic term.

If an extenuating circumstance exists that prohibits the completion of an investigation within ninety (90) working days, the District will inform Complainant and Respondent in writing of such delay.

6. Standard of Evidence

An allegation will be determined as substantiated or unsubstantiated based on a preponderance of the evidence, meaning that it is more likely than not that allegation occurred and constitutes a violation of the District's Board Policy/Administrative Procedure 3540, Board Policy/Administrative Procedure 5500 and any other applicable policies and procedures. The outcome of a Formal Complaint shall be based upon the thorough investigation of allegations, and the weighing of evidence

in totality by the Title IX Coordinator, or their designee, the Hearing Officer, and the Appeals Body, if applicable.

7. Formal Investigation Process

Step 1 – Notice of Formal Investigation

Once a formal complaint of Sexual or Gender-Based Misconduct has been received by the Title IX Coordinator, or designee, an email will be sent to Complainant and Respondent, separately but concurrently, with the following information:

- A description of the alleged violation(s), including the Parties' names, summary of the allegation(s), location of the incident(s), and date and time of the incident(s);
- A description of the applicable policies (including a description of the District's policy against Retaliation);
- A statement of the potential Sanctions/responsive actions that could result;
- Information about the Parties' right to an Advisor;
- A request for an investigative interview; and
- The estimated timeline for completion of the investigation.

Step 2 – Investigation Process

The Title IX Investigator will make good faith and reasonable efforts to interview Complainant, Respondent, and any witnesses (if appropriate). Both Complainant and Respondent may have an Advisor present during District investigation meetings, including their own investigative interview, Hearings, as well as other related administrative meetings.

The Title IX Investigator will also make good faith and reasonable efforts to gather all available information, documents, and materials (if any) that are relevant to the case. The Investigator may decline a Party's request to gather information if:

- The request seeks information that is unreasonably duplicative of evidence in the Investigator's possession; or
- The Investigator determines that the information is not relevant to disputed issues; or
- The Request seeks information that can be reasonably and adequately obtained by the requesting Party from other independent or publicly available sources; or

- The burden of obtaining the information is likely to substantially outweigh the benefit that the evidence bears on a disputed issue; or
- The requested information can be reasonably obtained through other means less likely to intrude on a person's privacy

Step 3 – Hearing Procedures

Once the investigation process has concluded, the Title IX Coordinator will assign a Hearing Officer and provide the parties with reasonable advance notice of the date and time of the hearing. The hearing will consist of the Hearing Officer, the Title IX Coordinator and/or Investigator, the Parties, the Parties' respective Advisors, relevant witnesses, and relevant administrative staff for the purposes of hearing coordination including an advisor to the Hearing Officer. The Title IX Coordinator or designee will present the details of the allegations, a summary of the investigative process, a summary of evidence or information not included in the Investigatory report, and a recommendation for the outcome based on the investigation report. The Title IX investigator will be available for questions regarding the investigative process.

Both Parties will be given the opportunity to provide an opening statement regarding the allegations and may present an argument regarding sanctions and/or remedies. Parties will be provided the opportunity to pose questions to the other party and/or witnesses; all cross-examination will be conducted through the advisors and the Hearing officer may pose their own questions to parties and witnesses. Cross-examination may be conducted with the parties physically in separate rooms, however the parties must be available for audio and visual observation while being questioned. Any statements or evidence from the Parties or witnesses for which they do not submit to questioning may not be considered by the Hearing Officer in the determination of the outcome. No inferences may be made based on a party's or witness' decision to not submit to questioning.

Parties may opt out of being present for portions of the hearing, including the opposing party's responses to their questions, but must be present, either physically or via audio/visual technology, for their own cross-examination from the other party's advisor. The Hearing Officer retains the right to dismiss any questions that are determined irrelevant or inappropriate per these procedures and will

do so during the hearing with an explanation of why it is deemed irrelevant.

Step 4 – Investigative Findings

Once the hearing process has been concluded, the Hearing Officer will make a determination based on the preponderance of the evidence regarding a violation of Board Policy 3540 as well as a recommendation for applicable sanctions to be provided to the District Disciplinary Officer. The Hearing Officer will compile a report with the findings and recommendations to be issued to the parties and relevant administrative offices within 10 working days of the hearing. The parties will have 10 working days to appeal the determination to the District Appeals Body.

Unsubstantiated

If after the conclusion of an investigation, the preponderance of the evidence indicates that it is NOT more likely than not that Respondent violated the District policy, the complaint will be determined unsubstantiated.

Substantiated

If after the conclusion of an investigation, the preponderance of the evidence indicates that it is more likely than not that Respondent violated District Board Policy/Administrative Procedure 3540, the complaint will be determined substantiated. Where a Respondent is found Responsible for violation of Board Policy/Administrative Procedure 3540, the Investigative Report and Hearing Officer's report will be submitted to the District Disciplinary Officer to serve as the basis of any applicable Sanctions.

Whether or not a Respondent is found to be Responsible, both Complainant and Respondent will be notified of the outcome of the Investigative Findings in writing. The notification shall include the Investigative Report, the outcome of the investigation, and an advisement of their right to appeal the outcome (see Step 5, Appeals of the Investigative Findings & Administrative Determination). Any applicable Sanctions are determined after the Appeals process has concluded and will be administered through the District Disciplinary Officer.

Whether or not the complaint will be determined to

be unsubstantiated or substantiated, both Complainant and Respondent will be notified of the outcome of the Investigative Findings in writing, which include:

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

Step 5 – Appeals of the Investigative Findings & Administrative Determination

Appeals of the Investigative Findings & Administrative Determination are handled outside of the Office of Title IX, Diversity and Inclusion, pursuant to 5 CCR § 59338. When either party is not satisfied with the results of the administrative determination, they may, within ten (10) working days, submit a written appeal to the Board of Trustees. 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 forty-five (45) working days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the Parties and to the State Chancellor's Office. If the board does not overturn the Hearing outcome within forty-five (45) working days the administrative determination shall be deemed approved and shall become the final decision of the District in this matter.

The Parties shall also be notified of their right to file a complaint with outside entities, such as the State Chancellor's Office or appropriate external, state, or federal agencies.

Appeals of any subsequent Sanctions imposed shall be submitted to the District Disciplinary Officer directly using the procedure for appealing a disciplinary decision.

Appeals

Parties may file an appeal of the outcome of their case based on the specified grounds outlined herein.

An Appellant must specify a) which of the following grounds, the appeal is based; and b) a summary of any new information to be considered in support of the appeal.

1. A substantive procedural error or omission occurred, which materially and significantly affected the weighing of evidence by the Title IX Coordinator, Title IX Investigator or designee, which substantively affected the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).

2. To consider new evidence, previously unavailable during the original investigation, that could subsequently impact the original finding. Evidence intentionally withheld by a Party will not be considered unavailable. A summary of this new evidence and its potential impact must be included in the request for appeal.

3. Evidence of bias or conflict of interest demonstrated by an Investigator, Title IX Coordinator, or Hearing Officer towards a Party.

Pursuant to Board Policy 5500 and Administrative Procedure 5520, parties may file an appeal of the sanctions only which will be reviewed through the procedures under the Student Code of Conduct.

Once the Board has rendered its decision on an appeal, it will send to Complainant and Respondent, separately, in writing, the notification of outcome.

Advisors

Sexual or Gender-Based Misconduct investigations and appeal hearings are not formal court proceedings, but instead are administrative actions imposed by the District. In cases where a Party is a dependent minor, the Party's parent or legal guardian must be present at the hearing. In addition, each Party may elect to be accompanied by a single Advisor, including but not limited to a collective bargaining representative (if applicable), attorney, family member or friend, to any investigative meeting, investigative interview, or appeal hearing. Both Complainant and Respondent may have an Advisor present during District investigation meetings, including their own investigative interview, Hearings, as well as other related administrative meetings.

The advisor's role during interviews and meetings regarding the complaint is limited to observing and consulting with and providing support to Complainant or Respondent. An Advisor may not participate (speak) in the interview or appeal hearing on the Party's behalf; and may not in any way disrupt or interfere with the investigative or appeal hearing process. The advisor should also maintain confidentiality. The Advisor's role during the hearing process will also include conducting appropriate and relevant cross-examination of the other party; Advisors are expected to remain calm, professional, and sensitive during the cross-examination and any inappropriate questions or behavior may result in notice from the Hearing Officer and/or removal from the hearing.

The District will provide an advisor to any Party, in the event that the Party does not have an advisor, their advisor is unavailable to attend the hearing, or the advisor is removed from the hearing due to inappropriate or disruptive behavior. The District provided advisors will serve in the same capacity as a Party-selected advisor. Parties may opt out of having an advisor for the investigative interview or other related meetings, but may not opt to self-represent for the cross-examination portion of the hearing.

Complainant and Respondent Rights

Parties are entitled to a fundamentally fair process, including reasonable notice of allegations of violations of Sexual or Gender-Based Misconduct, the opportunity for the person to be heard and to afford the person the opportunity to present evidence prior to the issuance of any Investigative Findings and Sanctions, except when immediate interim suspensions or restrictions are deemed necessary pending an investigation and determination of the matter.

Throughout the investigative process, both Complainant and Respondent have the following equal rights:

- To be treated with respect by District officials;
- To take advantage of campus support resources, such as mental health services, Health Services, etc. to help remedy and restore;
- To experience a safe education and work environment;
- To have an Advisor present during the investigative interview and appeals hearing;

- To be free of Retaliation;
- To have complaints investigated adequately, impartially, and reliably; and
- To fully participate in any process whether the injured Party is serving as Complainant, or where the institution is serving as Complainant.

Where an investigation is conducted, Complainant and Respondent have a right to a grievance process that:

- Is prompt and equitable;
- Includes an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence;
- Precludes conflicts of interest or bias on the part of coordinators, investigators, and decisionmakers;
- Ensures training for coordinators, investigators, and decision-makers;
- Relies on training materials that promote objective investigations and disciplinary procedures and that do not rely on sex stereotypes;
- Includes a presumption that Respondent is not responsible;
- Allows delays in investigations for good cause, including absence of parties or witnesses, law enforcement activity, or disability accommodations;
- Describes the sanctions and remedies that are available;
- Specifies the standard of evidence to be used;
- Specifies the supportive measures that are available;
- Precludes the use of questions that would violate a legally recognized privilege, unless waived.
- Provides concurrent notification in writing, of the outcome/resolution of the complaint and the basis for the determination; and
- Details the procedures available for appeals.

Sanctions

The Office of Title IX, Diversity and Inclusion will conduct an investigation and determine if there was a violation of Sexual and Gender-Based Misconduct policies. Sanctions issued by the appropriate District Disciplinary Officer shall be imposed in accordance with existing District policy, Board policy, applicable collective agreements and the law. Additionally, Sanctions shall be:

1. Fair and appropriate given the facts of the particular case;
2. Consistent with the individual District's handling of similar cases;

3. Adequate to protect the safety of the District Community; and
4. Reflective of the seriousness of the Sexual or Gender-Based Misconduct.

The relevant factors that may be considered, as applicable to the specifics of each type of Sexual or Gender-Based Misconduct, when imposing Sanctions include:

1. The specific Sexual or Gender-Based Misconduct at issue (such as penetration, touching, unauthorized recording, etc.);
2. The circumstances accompanying the lack of Consent (such as force, threat, coercion, incapacitation, etc.);
3. Respondent's state of mind (intentional, knowing, bias-motivated, reckless, etc.);
4. The impact of the Unwelcome Conduct of Complainant; and
5. The safety of the District Community.

Sanctions are solely determined by the appropriate District Disciplinary Officer.

FOR STUDENTS

According to Administrative Procedure 5520 (Student Discipline Procedure) possible sanctions for students include, but are not limited to:

- Written or Verbal Reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct.
- Educational Sanctions - An educational sanction may include additional work assignments, essays, community service, behavioral contract, administrative referral, or other related educational assignment.
- Probation - A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any Standards of Student Code during the probationary period. It may include restriction from contact with specified individuals, College activities, services, offices, or designated areas.
- Restitution - A payment to compensate an injured party for financial harm in cases involving misconduct

including, but not limited to, theft, destruction of property, or deception.

- Removal from Class/Facility/College District Entity - Any instructor or division administrator or designee may remove a student from the class, activity, office, department, or other educational forum for the day of the incident or the day the infraction was discovered, whichever is later, and one additional instructional day.
- Withdrawal of Consent to Remain On-Campus - The District's Campus Police Department, may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus, that consent to remain on-campus has been withdrawn.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than ten (10) business days from the date of the receipt of the request. The hearing will be conducted in accordance with the provisions of this administrative procedure relating to interim suspensions.

Any person as to whom consent to remain on-campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

- No Contact Directive - An issuance that there should be no personal or interpersonal contact or communication between involved parties. This includes verbal and non-verbal communication.
- Short-Term Suspension - Exclusion of the student by the Director of Student Development or designee for good cause from one or more classes and/or from all activities of the College District for a period of up to ten (10) consecutive days of instruction.
- Long-Term Suspension - Exclusion of the student by the Director of Student Development or designee for good cause from one or more classes for the remainder of the school term and/or from all classes and activities of the District for the remainder of the current term with a maximum of two (2) academic years.

Students who receive long-term suspensions are permitted on-campus to conduct student business, but must receive permission from the Director of Student Development or designee prior to coming to campus and must check-in with the Campus Police Department to obtain a police escort while on-campus.

- Intermediate Interim Suspension (Education Code Section 66017) - The Director of Student Development or designee may order immediate interim suspension of a student if they conclude the actions are necessary because of any of the following:

- a. That the student poses a threat to the safety and/or well-being of members of the District community or preservation of District property.
- b. That the student poses a threat to the student's own physical or emotional safety and well-being.
- c. That the student poses an immediate threat, disruption of, or interference with the normal operations of the College District.
- d. That the student has been accused of a severe violation, including Academic Dishonesty, and cannot be located and/or does not participate in the conduct process.

In cases where an interim suspension has been ordered, the time limits contained in this administrative procedure shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) business days of the decision to impose an interim suspension.

- Expulsion - The permanent separation of a student from El Camino College by action of the Board of Trustees for good cause when other means of correction fail to bring about appropriate conduct, or when the presence of the student causes a continuing danger to the safety of others. The student is prohibited from District property, functions, events, and activities. Permanent notification will appear on the student's El Camino College official transcript.

For a full description of sanctions and processes in Administrative Procedure 5520 (Student Discipline Procedures), visit www.elcamino.edu/leadership/trustees/policies.aspx

FOR EMPLOYEES

Sanctions for Sexual and Gender-Based Misconduct incidents for employees that are workplace related would be administrated consistent with Board Policy 7365, Administrative Procedure 7800, applicable collective bargaining agreements, and legal requirements, which are subject to change. Employee discipline mechanisms may include, but are not limited to, the following:

- Letter of reprimand: A written letter of reprimand to be placed in the employee's personnel file noting the reason(s) for reprimand and providing suggestions for improvement
- Demotion: Removal of an employee from the employee's present classification and reclassification to a lower pay range
- Involuntary transfer/reassignment: Transfer of an employee to another classification in the same pay range; Transfer to another division, department or work station; or assignment to a different supervisor where such action is taken for disciplinary causes
- Suspension with or without pay: Temporary removal of an employee from the employee's position or the employee's removal preliminary to investigation of charges pending dismissal and hearing
- Dismissal: Separation, discharge and permanent removal as a District employee

Information concerning an employee's right to appeal a sanction may be found within the applicable collective bargaining agreement or applicable board policy/administrative procedure.



Title IX Investigation Training

Title IX proceedings in the Office of Title IX, Diversity and Inclusion will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking. Trainings include practical hands-on exercises with real-world examples. Investigators are instructed on investigative processes and techniques, Trauma Informed Forensic interviewing techniques, understanding and avoiding investigative biases, managing difficult interviews and report writing. These trainings ensure that investigators know how to conduct an investigation and hearing process that protects the safety of survivors and promotes accountability.

SEX OFFENDER REGISTRATION REQUIREMENT AND INFORMATION

The Adam Walsh Child Protection and Safety Act of 2006 provides for the registration and tracking of sex offenders. 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.

Information concerning registered sex offenders on campus can be obtained from the Campus Police Department located in Parking Lot K or by calling 310-660-3100. Information on registered sex offenders in the State of California may be obtained by viewing the California Department of Justice Office of the Attorney General Megan's Law website at www.meganslaw.ca.gov. Additionally, national sex offender information can also be accessed through the Dru Sjodin National Sex Offender Public Website at www.nsopw.gov.

TITLE IX PROVISIONAL PROCEDURES

For a full description of El Camino College's Provisional Title IX Procedures, visit: www.elcamino.edu/administration/hr/diversity/docs/provisional-T9-procedures.pdf



DISCLOSURES TO ALLEGED CRIME VICTIMS OF VIOLENCE AND NON-FORCIBLE SEX OFFENSES

El Camino College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18 United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of the victim shall be treated as the alleged victim.

GENERAL RISK REDUCTION AND CRIME PREVENTION TIPS

The Campus Police Department encourages students and employees to be aware of their responsibility for their own security and the security of others by taking proactive approach to reduce crime. The following are some tips to consider to reducing risk and preventing crime:

On Campus

- Be especially aware of your surroundings at times when you may be less alert and more vulnerable to an attack; e.g., during exams, when you are upset, sick, or tired.
- Use discretion and caution when taking shortcuts through isolated parts of campus.
- Know the location of emergency phones on routes to and from class.
- Keep personal belongings in view while in class, the library or lab.
- Wherever you are, on campus or off, if you see or hear someone who might be in trouble, your options include running, yelling, confronting, and calling the police.
- Learn self-defense techniques by enrolling in a self-defense class.
- Use the campus escort service by calling Campus Police.
- Ride the campus courtesy shuttle.

Using ATM Machines

- If you feel threatened while using the ATM, push the cancel button to cancel your transaction. Just walk away and complete your transaction later.
- Avoid using an ATM at night; most ATM crimes occur between 7:00 PM and midnight.
- If you must use an ATM at night take another person with you.
- Check around the ATM first to make sure no one is lurking in the shadows.
- Use machines that can be clearly seen from a street or public area.
- Use machines that are inside buildings or in well-lighted areas.

In an Apartment... At Home

- Install and use locks on your doors and windows.
- Have your locks changed, re-keyed or add a new lock when you move into a new house or apartment.
- Keep doors locked day or night whether you are home or not.
- Know who is at the door before opening it; demand I.D's from anyone you don't know.
- If someone comes to your door and asks to use your phone to call for help, offer instead to make the call.
- If you live in an apartment, be alert when in the laundry or garage area by yourself.
- Close your blinds and shades at night.
- Give your home a "someone home" look.; put the radio and lights on a timer.
- Have good lighting around entrances.
- Develop an escape plan for use in case of an intruder or fire.
- Leave spare keys with a friend, not in accessible places.
- Know your neighbors and know which ones you can trust in an emergency.
- Keep emergency numbers near the phone.

On the Street...While Walking

- Act confident; look and be alert about the people around you.
- Be aware of your surroundings; cross the street or change direction if you think you are being followed.
- Be careful when people ask you for directions; reply from a distance rather than getting too close to a car.
- Travel with a friend whenever possible to reduce the chances of being attacked; this includes going to public restrooms.
- Wear clothes and shoes that give freedom of movement.
- Vary your route if possible
- Consider carrying pepper spray for personal protection. Know how to use it and have it readily available when out in public.
- Notice cars that pull up beside you or pass you more than once.
- Keep one hand free when walking.
- Carry change for bus fare or a telephone call.
- Do not hesitate to get attention however you can if you are in trouble. Do not be afraid to make a scene.
- If you travel a regular route at night, become familiar with stores that stay open, gas stations, and other places where there will be people.

- If you use a wheelchair, try to check your destinations ahead of time for accessible entrances.
- For an emergency, use a public phone to dial 9-1-1 (no coin is necessary).

Driving a Car

- Have your keys in your hand as you approach your car.
- Lock your doors when driving and after parking.
- Check the back seat and floor.
- Always keep at least a half tank of gas in your car.
- Maintain the car in good running condition
- Keep your valuables out of sight, under the seat, in the glove compartment or trunk.
- Park in well-lighted areas.
- Try to be especially alert in parking structures.
- Avoid parking next to vans, as you can be pulled in through the sliding door.
- If you have car trouble, signal for help by raising the hood or tying a handkerchief to the door. Remain in the car with doors locked until identifiable help arrives.
- Should another motorist offer to help, roll down window only an inch and ask him or her to call the police or auto club.
- Keep an emergency kit containing a flashlight, flares, telephone change, distress signs and other essentials in your car.

On the Telephone

- Be wary of telephone surveys.
- List only your first initial and last name in the telephone directory.
- Think about the information you give out over the telephone and to people you don't know well. Tell roommates and housemates not to give information by phone about who is home, who is out, how long anyone is expected to be out.
- Never reveal your number to a wrong number caller.
- If you receive a threatening or obscene phone call, hang up. Blow a loud whistle or leave the phone off the hook. Contact the police and make a report.
- Answering machines may be used to screen calls. Your outgoing message should not say that you are away from home.

On an Elevator

- Check the inside of an elevator before entering. Wait for the next elevator if you are unsure of the people inside.
- When riding an elevator, stand by the control board. If you feel in danger, press all the buttons and get off the elevator as soon as possible.
- All elevators on the El Camino College campus are equipped with emergency phones.

On Public Transportation

- Check the bus schedule to avoid long waits at the bus stop. Become familiar with routes and timetables in your area.
- Wait for buses at well-lighted stops.
- If possible, join other people at a nearby stop.
- If someone bothers you on the bus, say loudly, "Leave me alone" or "No". Get up and find another seat. Tell the driver.
- Stay awake on public transportation if you are alone.
- Notice who else gets off at your stop. If you feel someone is following you, walk towards a populated area. Avoid walking directly home.
- Be aware that hitchhiking can be very dangerous.

While Cycling

- Use reflectors, reflective tape, or other similar devices on cycling shoes, fenders, belts, frames, pedals and handlebars.
- Keep to the right. Ride with traffic, not against it.
- Use hand signals to indicate turning or stopping.
- Ride defensively.
- Use bicycle paths whenever possible.
- Walk your bicycle across busy intersections.
- Perform regular maintenance checks.
- Wear appropriate clothing.
- Park your bike in an open, well lighted frequently traveled area.
- Secure it properly. The "U" bolt locks provide the best protection. Consult the Community Oriented Policing Unit of the Campus Police Department for more information.
- Report any suspicious person you may see loitering around bicycle racks.
- Always use a bike light and rear tail lamp when riding at night.

While Jogging

- Be aware of your environment.
- If possible, consider jogging with a friend.
- Choose well-traveled running paths and be aware of any isolated areas you will run through.
- Vary your route.
- At night, wear light colored clothing or wear reflective markings.
- Tell your roommate or friend your route and expected time of return.
- If approached by a car while running alone, do not stop to give directions or answer questions. Leave the road and head for a populated area.
- Don't let yourself be surprised. Listening to your headset may make you unable to hear approaching traffic, emergency sirens or any other danger signals.

*If Attacked...Self-Defense*

- If someone tries to grab your purse, let it go. Most injuries from robberies occur when people resist and refuse to comply with the robber's demands.
- If you are attacked, whether you resist and how you resist will depend on your personal resources and your personal values. Give some thought right now to what you would do in various situations that could arise. The more you have thought ahead, the more likely you will be to act in the way you've planned.
- Have you taken a self-defense class? Do you think you could hit or kick someone who is attacking you? Do you know how to get away from someone grabbing you? What objects could you use to defend yourself?
- In considering your reactions to different situations, keep these three basic rules in mind:
 - 1) Trust your instincts.
 - 2) Don't be afraid to be impolite or make a scene; this is especially important, even if it is someone you know.
 - 3) Try to remain calm--use your imagination and good judgment give yourself time to think.

In the Campus Office (Employees)

- Close and lock your office door when leaving even for a short period!
- Do not leave property unattended at anytime!
- Take items such as purses, cellular phones, and wallets with you when you leave or at least lock them in a cabinet or drawer
- When you leave for the day take valuables such as laptops, purses, etc. with you. Close and lock your office door, desk, and cabinets
- Be attentive to who is in your office areas and if you do not know someone, ask who they are and how you can be of assistance
- Sometimes letting people know that you know they are there can be a deterrent if they are there for the wrong reasons.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, broken windows, to maintenance
- Report any broken pay phones, red phones or Blue phones to campus police
- Report any issues with your desk phone to ITS Helpdesk
- Do not assume someone else will watch your office or property for you!
- Know your co-workers and look out for each other.
- Ask a friend to watch your desk while you're in another room or out for lunch and volunteer to do the same.
- Find someone who leaves at the same time and walk together.

District Computer Systems (Employees)

- Never share your password with anyone for any reason.
- Never write down computer logons and passwords
- If you receive an email purportedly from ITS requesting your password, do not give it up for any reason. ITS doesn't need your password. They will never ask you for it. When in doubt, call ITS at ext. 6571.
- Make sure copiers are turned off after hours and that all critical files are secure.
- Do not leave USB flash drives or other data storage devices, such as external hard drives lying around in plain sight.
- Never leave your computer logged on and unattended.
- Secure it by pressing "Ctrl" "Alt" "Delete" and clicking on "Lock Computer."

Personal Items in the Office (Employees)

- Never share your password with anyone for any reason.
- Do not carry your Social Security Card in your wallet or purse unless it is absolutely necessary!
- Carry as few credit cards as possible!
- Never leave your keys lying about!
- If you are responsible for the office keys, don't leave them on your desk or in the top of the drawer where they could be easily taken and copied.
- Keep them with you or hide them in a secure place.
- Only give out keys to persons who have a legitimate need and make sure they are returned. Remember you are responsible for them
- If you ever are leaving work late at night, utilize the Campus Escort Service that is available. Just call 310-660-3100.
- Tell the Police Communications Center if you want someone to meet you at your office or if you just want police personnel to watch you walk to your vehicle.
- When at work on the weekends or holidays when there are not many people around, you must notify campus police to let us know you are there.
- Keep your office door closed and locked even when you are in the office. This creates a barrier and gives you time to respond!
- When you leave, please let campus police know so we can sign you out.



General Guidelines

- Document serial numbers, model numbers, descriptions, etc. for all property in case the information is needed to locate your property, including District property assigned to you; don't rely on someone else to do this for you.
- Always let someone know where you'll be, whether it's coming in late, working late, going to the computer room, going out to lunch or to a meeting; If they have an idea about where you are someone will eventually come looking for you.
- Be discreet; don't advertise your social life or vacation plans and those of your co-workers to strangers visiting your place of work.
- Program the Police Communications Center's number, 310-660-3100, into your cellular phone so that if there is an emergency all you have to do is hit a button!
- Pay attention to where your cellular phone will work for you! It is a safety tool!
- When exiting your vehicles, secure all valuables that you cannot take with you in the trunk of your vehicle.

QUICK REFERENCE INFORMATION

ON CAMPUS RESOURCES

Emergency	9-1-1
Non-Emergency/ECC Police	310-660-3100
ECC Parking	310-660-6769
Office of Title IX, Diversity, and Inclusion	310-660-3813
Student Development Office	310-660-3500
Student Support Services	310-660-3482
Student Health Services	310-660-3643
AIMS Team (Behavioral Intervention and Campus Threat Assessment)	aimsteam@elcamino.edu
After Hours Emotional Crisis Line for ECC Students	310-660-3377

OFF CAMPUS RESOURCES

Torrance Police Department	310-328-3456
Los Angeles County Sheriff's Department - South Los Angeles Station	323-820-6700
Gardena Police Department	310-323-7911
Hawthorne Police Department	310-349-2700
Inglewood Police Department	310-412-5210
Hermosa Beach Police Department	310-524-2750
Manhattan Beach Police Department	310-802-5140
Redondo Beach Police Department	310-379-2477
Palos Verdes Estates Police Department	310-378-4211
Los Angeles County Sheriff's Department - Lomita Station	310-539-1661
Los Angeles County Sheriff's Department - Carson Station	310-830-1123
El Segundo Police Department	310-524-2200
California Highway Patrol - South Los Angeles	310-516-3355
Substance Abuse Info & Hotline	800-821-4357
Crisis Center (24-Hour Phone)	310-392-8381
Suicide Prevention Lifeline	310-391-1253/800-273-8255
Crisis Text Line	Text COURAGE to 741741
WeTip	800-782-7463
Crime Stoppers	800-222-8477
Los Angeles County Suicide Prevention Crisis Center (24-Hours)	877-727-4747/310-391-1253
The Trevor Project	866-488-7386/Text START to 678-678
Veterans Crisis Line	800-273-8255 (Press 1)/Text 838255/ Chat Online (www.veteranscrisisline.net)

COVID-19

For more information and updates on COVID-19 and El Camino College, you may visit www.elcamino.edu/notices/coronavirus. This website is also accessible from the banner at the top of the El Camino College website homepage. The website has information regarding updates to the campus health and safety, cleaning protocols, resources, virtual campus services, training materials, FAQs, CDC and LA County COVID-19 information and more.

EL CAMINO COMMUNITY COLLEGE DISTRICT CLERY ACT GEOGRAPHY MAPS



El Camino College



Fire Academy



Business Training Center

CLERY ACT CRIME CATEGORIES

Under the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, El Camino College must annually distribute statistics on the reported occurrences of the following offenses:

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of a human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft of or attempted theft of a motor vehicle.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Rape: Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: Violence committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

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

Stalking: Behavior in which a person repeatedly engages in conduct directed at a specific person that would cause a reasonable person to fear for his/her safety, the safety of others or suffers substantial emotional distress.

Liquor Law Violation Arrest: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages.

Drug Law Violation Arrest: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Weapon Possession Arrest: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, translation, possession, concealment or use of firearms, cutting instruments, explosives incendiary devise or other deadly weapons.

Hate Crimes: A criminal offense (Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Vandalism/Damage/Destruction of Property) that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Where there is evidence of victim selection based on actual or perceived bias against the victim's race, religion, gender, sexual orientation, ethnicity or disability.

Larceny-Theft: The unlawful taking, carrying, leading or riding away of property form the possessing or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Referrals for disciplinary action for liquor law violations, drug abuse violations and weapons law violations.

Unfounded: Sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

CLERY ACT GEOGRAPHY

Clery Act offenses must be reported according to their occurrence in the following location categories:

- El Camino College Campus
- Public Property Reasonably Contiguous to the El Camino College Campus
- Noncampus Buildings or Properties

On Campus: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Additionally, this includes any building or property within the same reasonably contiguous geographic area of the main campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (e.g. a food and other retail vendor).

Public Property: All public property, including thoroughfares, streets, sidewalks and, parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

Noncampus: Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

2018-2020 EL CAMINO COLLEGE BUSINESS TRAINING CENTER CLERY CRIME STATISTICS

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, we have requested crime and arrest data from the law enforcement agency relevant to El Camino College Business Training Center.

El Camino College Business Training Center			
	2018	2019	2020
Criminal Offenses			
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Motor Vehicle Theft	0	0	0
Sex Offense: Rape	0	0	0
Sex Offense: Fondling	0	0	0
Sex Offense: Incest	0	0	0
Sex Offense: Statutory Rape	0	0	0
VAWA Offenses			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Violations	0	0	0
Referrals			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Violations	0	0	0

Hate Crimes:

2018: No hate crimes were reported in 2018.

2019: No hate crimes were reported in 2019.

2020: No hate crimes were reported in 2020.

Unfounded Crimes:

No unfounded crimes in 2018, 2019, 2020.

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El Camino College