



# El Camino College



## EL CAMINO COMMUNITY COLLEGE DISTRICT 2023 ANNUAL SECURITY REPORT

Contains Clery Crime Statistics for Years 2020, 2021 and 2022



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## 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 plays a pivotal role in ensuring that our campus is protected 24 hours a day, seven days a week. The 2023 Annual Security Report illustrates and emphasizes the ongoing efforts to provide an academic environment that is secure and where everyone feels safe. Crime statistics, safety tips, and information about how to report suspicious activities are available in this report.

I am very thankful for 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

## MESSAGE FROM THE CHIEF OF POLICE

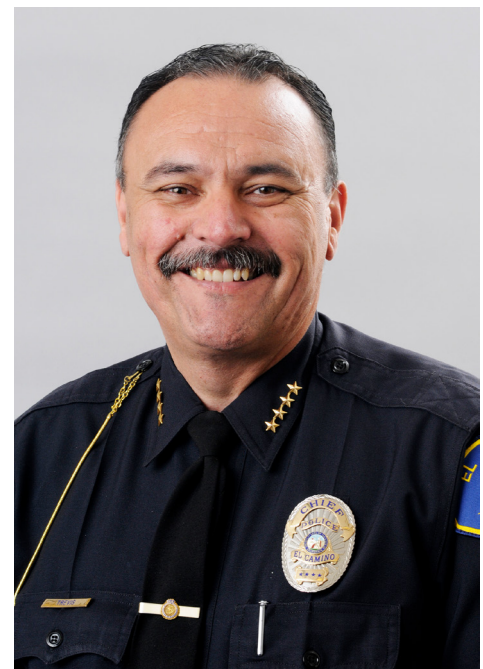
At the El Camino College Police Department, our mission is to provide a safe and secure environment while respecting the rights and dignity of all individuals. The safety and well-being of our students, faculty, staff and visitors is always our primary concern.

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 Community College District's main campus is situated on a 126-acre campus near Torrance, California and is located at 16007 Crenshaw Boulevard, Torrance, CA 90506.

El Camino Community College District also owns and operates two separate campus properties:

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

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

## ANNUAL SECURITY REPORT

At the El Camino Community College District, 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. 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.

## PREPARATION OF THE ANNUAL DISCLOSURE OF CRIME STATISTICS

El Camino Community College District is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Campus Police Department has produced this report containing the required statistical information in relevant locations as well as safety and crime prevention information. The law requires the reporting of the three most recent calendar 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, and hate crimes with a race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, and disability bias (for all of the crimes listed above plus larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property), as well as dating violence, domestic violence, stalking, arrests and disciplinary referrals for liquor law, drug abuse, and weapons violations, and unfounded Clery Act crimes that occur on campus, on public property, and on noncampus buildings or properties.

The process includes gathering of crime statistics from the Campus Police Department, Campus Security Authorities (CSAs), law enforcement agencies that have jurisdiction around the campuses (Gardena Police Department, Torrance Police Department, Los Angeles County Sheriff's Department, California Highway Patrol, Hawthorne Police Department (for the Business Training Center), Inglewood Police Department (for the Fire Academy)), and from other law enforcement agencies that have jurisdiction in the locations used for noncampus classes and activities. The information is gathered each year via a written request, prepared in the Annual Security Report, distributed each year by October 1st, and submitted to the United States Department of Education.

The Annual Security Report is emailed to the campus communities, posted on the Campus Police Department website ([www.elcamino.edu/annalsecurityreport](http://www.elcamino.edu/annalsecurityreport)), available for viewing through the links provided on the Apply to El Camino College webpage and on the El Camino College Employment Opportunities webpage, is available in printed form in the lobby of the Campus Police station, and in select locations around the main campus, at the Business Training Center and at the Fire Academy. Hard copies of the publication can also be given or mailed out upon request to 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 enforcing laws and District policies in a manner which is fair, unbiased, and exemplifies respect of the rights and dignity of all persons utilizing the facilities and programs of the El Camino Community College District.”

### **AUTHORITY AND JURISDICTION**

El Camino Community College District has a dedicated, full service police department available 24 hours a day, 7 days a week, including holidays (El Camino Community College District Board Policy 7600). There is a 24-hour dispatcher on duty at all times.

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 campus police officers, sergeants and a chief of police and shall be responsible for the delivery of a wide range of police services and the primary enforcement of all applicable laws and ordinances within the main campus, the Business Training Center, and the Fire Academy. Note that the Hawthorne Police Department may assist and/or be the first responding agency for the Business Training Center and the Inglewood Police Department may assist and/or be the first responding agency for the Fire Academy due to their closer proximity to the locations.

Campus police officers in the Campus Police Department are sworn police officers of the State of California who have met the background and training requirements of the California Commission on Peace Officer Standards and Training (P.O.S.T.). Campus police officers possess the same authority and adhere to the same state-mandated

standards as municipal police officers, plus receive 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 and 72330 of the California Education Code to make arrests. Under California law, the campus police 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, campus police officers concentrate their efforts on the District’s main campus, the Business Training Center, and the Fire Academy. Persons arrested by campus police officers will be processed in accordance with prevailing practices in Los Angeles County, which can include citation and release or booking at the Torrance Police Department jail. Criminal investigations may be submitted to the Los Angeles County District Attorney’s Office for filing consideration.

Uniformed campus police officers patrol the main campus, the Business Training Center, and the Fire Academy on foot and in vehicles. Uniformed campus police officers may also patrol the main campus in golf cars and on bicycles. It is our policy to promptly take accurate reports whenever an incident occurs.

Additional police services campus police officers may provide include, but are not limited to: emergency response, investigation of observed/reported/suspected crimes, enforcement of applicable laws, crime prevention/community liaison, special event security, safety escorts, and safety presentations for the campus communities.

The Campus Police Department also employs police cadets and community service officers on the main campus 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.

### **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 may also employ 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 main campus fire alarm system is monitored at the Communications Center.

The police dispatchers also handle the records management function for the department. The dispatchers 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.

## WORKING RELATIONSHIPS WITH LOCAL LAW ENFORCEMENT AND MEMORANDUMS OF UNDERSTANDING (MOU)

The Campus Police Department maintains a working relationship with the Los Angeles County Sheriff's Department, Gardena Police Department, Torrance Police Department, Hawthorne Police Department (for the Business Training Center), Inglewood Police Department (for the Fire Academy), 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.

## CAMPUS POLICE DEPARTMENT SERVICES

### EMERGENCY PHONES AND CISCO DESK PHONES

El Camino Community College District has many types of phones that may be accessed in an emergency or if you need the services of the Campus Police Department.

**Main Campus:** The main campus has a network of emergency phones (e-poles, call boxes, red phones) and cisco desk phones. The emergency phones are located along the campus walkways, parking lots and in many of the buildings. To contact the Campus Police Department, push the red button on the e-pole or call box, or pick up the receiver on the red phone. The phone rings directly into the Campus Police Department Communications Center. Calls made from the emergency phones are automatically identified by location when it reaches the Communications Center telephone equipment. If you are unable to communicate with the dispatcher, it is important to know that someone will be dispatched to the location of where the call originated, even if the person making the call cannot communicate with the dispatcher.



Cisco desk phones are located throughout the campus buildings and are equipped with "Emergency Call 911" buttons that will ring directly into the Campus Police Department Communications Center. Calls made from the cisco desk phones are also automatically identified by location when it reaches the Communications Center telephone equipment.

**Business Training Center:** The Business Training Center has cisco desk phones that are equipped with "Emergency Call 911" buttons that will ring directly into the Campus Police Department Communications Center. Calls made from the cisco desk phones are also automatically identified by location when it reaches the Communications Center telephone equipment.

**Fire Academy:** The Fire Academy has desk phones that are equipped with “Emergency Call 911” buttons that will ring directly into the Campus Police Department Communications Center. Calls made from the cisco desk phones are also automatically identified by location when it reaches the Communications Center telephone equipment.

## **PARKING AND TRAFFIC ADVISORY COUNCIL**

The District has a Parking and Traffic Advisory Council to make recommendations for maintaining and improving parking facilities and services. Some of the issues that are discussed include parking availability, signage, disabled parking, enforcement, traffic flow, and parking permit requirements.

## **NIXLE**

The “NIXLE” Community Information Service allows the District to create and send messages to subscribers instantly via text message and/or email. The District encourage all members of the campus communities to enroll in “NIXLE.” To receive emergency notification messages via “NIXLE”, text ECCPD to 888777 (no dashes) to subscribe. After you subscribe, you will receive a confirmation message. Messages may 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.

## **WEBSITE**

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

## **CAMPUS COURTESY SHUTTLE/ ESCORT SERVICE**

The Campus Police Department operates a campus courtesy shuttle/escort service for the main campus. Police cadets, community service officers and/or campus police officers are available anytime to escort you on

campus if you feel your safety is in question. You may obtain this service by calling 310-660-3100 option 5 or by calling from any of the e-poles, call boxes, red phones around the main campus.

A safety escort service by campus police officers is available at the Business Training Center and Fire Academy. You may obtain this service by calling 310-660-3100 option 5 but be advised that there may be a wait time.

## **CAMPUS SAFETY AND SECURITY CONSULTATION COMMITTEE**

The District has a Campus Safety and Security Consultation Committee. The primary role of this committee is to review and evaluate the effectiveness of current safety and security plans and practices and make recommendations for improvement.

## **REPORTING CRIMES OR EMERGENCIES**

All members of the El Camino Community College District campus communities 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 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 main campus, the Business Training Center, and the Fire Academy. However, as stated earlier, the Hawthorne Police Department may assist and/or be the first responding agency for the Business Training Center and the Inglewood Police Department may assist and/or be the first responding agency for the Fire Academy due to their closer proximity to the locations.

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 a District 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.



## REPORTING CRIMES/ EMERGENCIES: MAIN CAMPUS

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

- Dial “9-1-1” or press the “Emergency Call 911” button from any main campus cisco desk phone
- Dial “9-1-1” from your cell phone\*
- Text “9-1-1” from your cell phone
- Dial “9-1-1” from the pay phones near the Bookstore
- Pick up the receiver on any of the red phones located in some of the buildings
- Press the button on any of the blue e-poles that are located throughout the campus walkways
- Press the button on any of the blue call boxes located around campus
- Come to the police station located in Parking Lot K at the corner of Redondo Beach Blvd. and Crenshaw Blvd.
- Call 310-660-3100 from a cell phone (non-emergencies)

\*If you make a “9-1-1” call from your cell phone while on the main campus, advise the 9-1-1 operator to connect you to the El Camino College Police Department. Only calls made via T-Mobile 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, South Bay Regional Communications Center or Los Angeles County Sheriffs and must then be transferred to the Campus Police Department.

## REPORTING CRIMES/ EMERGENCIES: BUSINESS TRAINING CENTER

To report a crime or in case of emergency while you are at the Business Training Center, you may contact the Campus Police Department or the Hawthorne Police Department using the following methods:

- Dial “9-1-1” or press the “Emergency Call 911” button from any Business Training Center cisco desk phone
- Dial “9-1-1” from your cell phone\*
- Text “9-1-1” from your cell phone

- Call 310-660-3100 from a cell phone (non-emergencies)
- Call the Hawthorne Police Department at 310-349-2700 (non-emergencies)

\*If you make a “9-1-1” call from your cell phone while at the Business Training Center, your call will be connected to the Hawthorne Police Department’s Regional 9-1-1 Communications Center to report your emergency.

## REPORTING CRIMES/ EMERGENCIES: FIRE ACADEMY

To report a crime or in case of emergency while you are at the Inglewood Fire Academy, you may contact the Campus Police Department or the Inglewood Police Department using the following methods:

- Dial “9-1-1” or press the “Emergency Call 911” button from any Fire Academy cisco desk phone
- Dial “9-1-1” from your cell phone\*
- Text “9-1-1” from your cell phone
- Call 310-660-3100 from a cell phone (non-emergencies)
- Call the Inglewood Police Department at 310-412-5210 (non-emergencies)

\*If you make a “9-1-1” call from your cell phone while at the Fire Academy, your call will be connected to the Inglewood Police Department to report your emergency.

## RESPONSE

In response to reports at any of the campuses, the Campus Police Department, will take the required action, dispatching an officer or asking the victim to file an incident report and may investigate an incident report when it is deemed appropriate. Please note that if the Hawthorne Police Department (for the Business Training Center) and/or the Inglewood Police Department (for the Fire Academy) are contacted, their respective response procedures and protocols will apply.

Incidents involving student misconduct at any of the campuses may also be referred to the Student Development Office and/or the Office of Title IX, Diversity, and Inclusion for review. Incidents involving employees may be referred to Human Resources for review.

## PROFESSIONAL COUNSELOR REPORTING

Under the Clery Act, campus clinical psychologists (professional counselors) located in the Student Health Center 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 or confidential basis for inclusion into the annual crime statistics. Please note that there are no professional counselors available on-site at the Business Training Center and Fire Academy.

Campus clinical psychologists (professional counselors) are available to enrolled students who have paid the Student Health Fee and are currently attending at least one for-credit course. Students ineligible to utilize Student Health Services may visit or call the Student Health Center (310-660-3643) for referrals to off-campus professional counseling.

## WETIP AND CRIME STOPPERS

El Camino Community College District 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](http://www.wetip.com). It is the District’s 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 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](http://www.lacrimestoppers.org) to submit a tip.





## CAMPUS SECURITY AUTHORITY (CSA)

The District urges the campus communities to report crime and emergencies directly to the Campus Police Department without delay. Some individuals may prefer to report crimes to District employees or offices other than the Campus Police Department. Therefore, the Clery Act recognizes certain District officials and offices as being a “Campus Security Authority” (CSA). El Camino Community College District CSAs are provided training in order to help them understand their role in ensuring campus crime awareness.

The District requires that any CSA who receives any allegations of Clery Act crimes in reportable geography on any of the campuses to 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 advisory) need to be issued, to include the incident in the Daily Crime Logs, and to include in the annual crime statistics. Moreover, CSAs should make good faith efforts to ensure that Clery Act crime reports are valid and credible. CSAs may report crimes directly to the Campus Police Department or online via the “Campus Security Authority Reporting Form” at [www.elcamino.edu/clerycsareporting](http://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 Administrative Procedure 3515 (applicable to all campuses), if you are the victim of a crime and do not want to pursue action within the District’s system or the criminal justice system, you may still want to consider making a voluntary, confidential report. With your permission, the Director of Title IX, Diversity, and Inclusion can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are counted and disclosed in annual crime statistics for the respective campus.

According to the Clery Act, pastoral counselors, who are functioning within the scope of that recognition as a pastoral counselor, and professional counselors (campus clinical psychologists in Student Health Services on the main campus) who are functioning within the scope of the counselor’s license or certification, are not considered CSAs and can provide appropriate counseling services without an obligation to report crimes they may learn about. Please note that none of the campuses employ pastoral counselors and that there are no professional counselors available on-site at the Business Training Center and Fire Academy.

While the campus communities may report Clery Act crimes to any CSA, the following individuals and departments are those that El Camino Community College District would prefer Clery Act crimes to be reported:

Campus Security Authority	Phone	Location
El Camino College Police Department	310-660-3100	Parking Lot K
Hawthorne Police Department (for the Business Training Center)	310-349-2700	12501 Hawthorne Blvd. Hawthorne, CA 90250
Inglewood Police Department (for the Fire Academy)	310-412-5210	1 W Manchester Blvd. Inglewood, CA 90301
Director, Title IX, Diversity, and Inclusion	310-660-3813	Administration Room 140
Director, Student Development	310-660-3504	Communications Room 103
Dean, Student Support Services	310-660-3483	Student Services Room 231
Director, Human Resources (for employees)	310-660-3808	Administration Room 131

The District may use contracted external staff during some on campus events who may have the responsibility for campus security but are not part of the Campus Police Department. These external staff who may have the responsibility for campus security will be offered CSA training to assist them in understanding their role in ensuring campus crime awareness.

## **CAMPUS SAFETY PROGRAMS & SERVICES**

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. The District 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 LOGS**

Daily Crime Logs are located in the Campus Police Department at the main campus, at the front desk of the Business Training Center, and at the administrative office of the Fire Academy. They are available for viewing upon request during normal business hours. The Daily Crime Logs contain a list of all criminal incidents and alleged criminal incidents made known to the Campus Police Department in Clery Act geography and in the Campus Police Department's patrol jurisdiction. They include the nature of the crime, the date/time reported, the date/time occurred, the general location, and the disposition, if known. In some cases, disclosure of information may be prohibited by law or information may be withheld if disclosure of the crime log(s) would jeopardize the confidentiality or safety of a victim, would jeopardize an ongoing investigation, would cause a suspect to flee or evade detection, or would result in the destruction of evidence.

### **PROGRAMS FOR CAMPUS SECURITY PROCEDURES AND PRACTICES & SECURITY OF ONESELF/OTHERS**

#### *Campus Police Department Presentations*

Campus Police Department presentations about various topics in campus security procedures and practices are available throughout the year for students and employees

at all campuses. Specific presentation topics may include, but are not limited to, active shooter response procedures, managing hostile behavior/de-escalation techniques, what to do if you are stopped by a police officer, Clery Act Campus Security Authority training, and campus safety and personal security tips (which can include risk reduction and bystander intervention).

#### *Orientations and Onboarding*

Campus safety and security information is provided during student orientations and in the New Student Orientation Handbook at least once per year. This information is also provided to employees during the employee onboarding process. 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, the Drug and Alcohol Abuse Prevention Program, and Title IX policies and procedures.

#### *Drills and Exercises*

El Camino Community College District conducts planned drills (earthquake and/or active shooter drill) at least once a year at all campuses. Students and employees are encouraged to participate in these drills and receive helpful information and security procedures 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.

### **PROGRAMS FOR CRIME PREVENTION**

#### *Campus Police Department Presentations (including Lunch & Chat with Campus Police)*

Campus Police Department presentations about various topics in crime prevention are available throughout the year for students and employees at all campuses. Specific topics may include, but are not limited to, campus safety tips, bicycle theft prevention, sexual assault prevention, and crime reporting options. Presentation topics related to Title IX are also available from the Office of Title IX, Diversity, and Inclusion.

## *Office of Title IX, Diversity, and Inclusion Presentations*

Presentations from the Title IX Coordinator about various topics in sexual and gender-based misconduct are available throughout the year for employees and students. Specific topics may include, but are not limited to, Title IX reporting, prevention, consent, bystander intervention, and Responsible Employees. This program is available at all campuses.

## *Campus Police Department Tabling*

During certain campus events throughout the academic year on the main campus, the Campus Police Department also provides opportunities for informal interaction between the Campus Police Department and students and employees. Whether it is receiving information about crime prevention, victim's assistance, maintaining a safe environment, asking questions or voicing concerns, we encourage members of our campus communities to stop by the table, speak to the Campus Police Department personnel, and avail themselves of the information that is available.

## *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 in the department. This material includes topics such as: personal safety and the safety of others as well as crime prevention, sexual assault awareness, 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 on the main campus, stop by any of these booths during on campus events on the main campus, or visit their websites to avail yourself of this valuable information.

## *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 during the academic year in order to help get this important information out to the campus

communities. The relationship with the student newspaper is a real asset to the campus communities and an excellent way to keep the campus informed about what type of incidents have occurred on campus.

## **PROGRAMS FROM STUDENT HEALTH SERVICES**

### *Student Health Services Health Promotion Tabling*

Throughout the Spring, Summer and Fall semesters, Student Health Services periodically sets up tables in the middle of the main campus to promote health center services and mental health services as well as during certain campus events for students. At the table, 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.

### *2022 Student Wellness Sessions*

Student Health Services offers workshops for students throughout the academic year. The following sessions were offered by Student Health Services during the 2022 year at least once (either in person or virtually). They include, but are not limited to:

- Mindfulness Mondays
- Peaceful Mind, Healthy Body
- Anger Management Workshop Series
- Using Positive Psychology to Move Forward Workshop
- Understand & Coping with Anxiety Workshop Series
- Finding Balance Workshop
- Well-Derness Survival Kit Workshop Series
- Therapy or Nah
- Finding Balance Workshop
- Peaceful Mind for Wellness Wednesdays
- Nutritional Workshop Series
- Self-Compassion Workshop
- Suicide Awareness & Prevention Workshop
- Fierce Self-Compassion Workshop
- LGBTQIA+ Allyship Workshop
- Let's Clear the Air Workshop
- Fentanyl Factor Workshop



## PROGRAMS FOR EMPLOYEES

### *2022 Employee Trainings and Forums*

The following trainings and forums were also offered to employees in 2022 (either in person or virtually). They include, but are not limited to:

- Informed & Inspired Series
- LGBTQIA+ Safe Zone Project Training
- SITE Campus Forums
- Gun Violence, Mental Health and Caring for our Children presentation
- Mental Health and First Aid Training
- Warrior Wellness Event Series
- IMPACT Training Series
- EASE Workshops

### *“Culture of Care: Resources for Students with Health, Safety and Behavioral Concerns” Presentation*

During the Spring and Fall semester Professional Development Days, representatives from Student Health Services, the Office of Title IX, Diversity, and Inclusion, and the Campus Police Department offer a presentation, available to employees on all campuses, where attendees learn about the resources available for students and legal requirements for employees. Examples of resources include: the Maxient Incident Report and Referral Form, Title IX reporting and resources, available medical and psychological services, and information regarding the Clery Act.

### *Warrior Safety Network (WSN) Team*

The WSN team is a multidisciplinary campus threat assessment and behavioral intervention group that guides the campus communities in effectively assessing and addressing threatening and/or concerning behaviors. WSN strives to assist the campus in intervening before behaviors reach a critical level.

The purpose of WSN 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 communities in response to acts of violence.

Note: The WSN team was previously known as the AIMS (Assessment, Intervention, and Management of Safety) team.



## WEAPONS POLICY

For all campuses: It is a serious violation of the District's Board Policy/Administrative Procedure 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

For all campuses: According to Board Policy 3570, the District is a smoke and tobacco free campus. The District 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.

## DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

The following policy statements apply to all campuses within the El Camino Community College District.

The District's DAAPP publication can be found here: [www.elcamino.edu/support/health-safety/police/security-reports-and-crime-prevention/drug-alcohol-abuse-prevention.aspx](http://www.elcamino.edu/support/health-safety/police/security-reports-and-crime-prevention/drug-alcohol-abuse-prevention.aspx)

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 District 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 applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- 3) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- 4) A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- 5) A clear statement that the District will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), 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, the District 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:

- District website
- Class schedules
- College catalogs
- Annual Security Report
- Publications in select locations around campus

## ALCOHOL ABUSE POLICY

For all campuses: The possession, use or sale of alcoholic beverages by anyone on District property is a misdemeanor as per California Business and Professions Code 25608 and a violation of District 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 state laws relating to underage drinking and/or possession.

## DRUG ABUSE POLICY

For all campuses: In accordance with District Board Policy and Administrative Procedure 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. The Campus Police Department will enforce federal and state drug laws.

## 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 ALCOHOL LAW VIOLATIONS

For all campuses: 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: written or verbal reprimands, educational sanctions, restitution, removal from class/facility/district entity, withdrawal of consent to remain on campus, no contact order, suspension or expulsion (Administrative Procedure 5520).

For all campuses: 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, District Administrative Procedure 7800 or Board Policy 7365, which may include formal reprimand, disciplinary probation, demotion, involuntary transfer/reassignment, suspension with or without pay or dismissal.



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

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 (21 U.S.C. § 844). For more information: <https://www.govinfo.gov/app/details/USCODE-2021-title21/USCODE-2021-title21-chap13-subchapI-partD-sec844>. 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-information/drug-policy](http://www.dea.gov/drug-information/drug-policy).

The State of California has numerous laws regulating the possession and use of controlled substances and alcohol. As examples, under current California state law: A person shall not knowingly or intentionally possess or distribute a controlled substance, any person under 21 years of age who possesses any alcohol beverage is guilty of a misdemeanor, any person who furnishes, gives or sells any alcoholic beverages to someone under the age of 21 is guilty of a misdemeanor, and it is illegal for persons to operate a motor vehicle while under the influence of alcohol or other intoxicants.

Violations of state law may subject the individual to fines, participation in a substance abuse program, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings (California Health and Safety Code Section 11350-11356.5 and California Business and Professions Code Section 25658, 25662 and California Vehicle Code 23152). The State of California laws can be found at [leginfo.legislature.ca.gov/faces/codes.xhtml](http://leginfo.legislature.ca.gov/faces/codes.xhtml).

Los Angeles County, the City of Torrance, the City of Hawthorne (for the Business Training Center), and the City of Inglewood (for the Fire Academy) have established ordinances/municipal codes which include but are not limited to: consumption of alcohol in public places, possession and use of alcohol by minors, and all substance abuse laws. Sanctions for the violation of these ordinances can range from fines, to probation, rehabilitation, and/or imprisonment.

The full version of the ordinances/municipal codes can be viewed at:

- Los Angeles County: [https://library.municode.com/ca/los\\_angeles\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances)
- City of Torrance: [www.torranceca.gov/government/torrance-municipal-code](http://www.torranceca.gov/government/torrance-municipal-code)
- City of Hawthorne (for the Business Training Center): [https://library.qcode.us/lib/hawthorne\\_ca/pub/municipal\\_code](https://library.qcode.us/lib/hawthorne_ca/pub/municipal_code)
- City of Inglewood (for the Fire Academy): [https://library.qcode.us/lib/inglewood\\_ca/pub/municipal\\_code](https://library.qcode.us/lib/inglewood_ca/pub/municipal_code)

## BIENNIAL REVIEW REPORT

A Biennial Review determines the Drug and Alcohol Abuse Prevention Program's effectiveness and implements changes to the program if they are needed and ensures that the disciplinary sanctions for violating El Camino College Community College District's standard of conduct are consistently enforced. This review is conducted every even number year and a biennial report is prepared.



## DRUG AND ALCOHOL ABUSE PROGRAMS AND RESOURCES

If you are experiencing a medical emergency, related to substance use and any other circumstances, dial 9-1-1 or go to the nearest emergency room.

The District provides information on drug and alcohol treatment and prevention through a variety of means. Campus-based programs and resources include, but are not limited to, the following:

- 1) Crisis and psycho-social counseling from clinical psychologists in the Student Health Center (eligible students only<sup>^</sup>)
- 2) Telehealth virtual mental health support (eligible students and employees only<sup>^</sup>)
- 3) Referrals to community-based substance-abuse and treatment services
- 4) Substance abuse and smoking cessation workshops
- 5) Annual substance abuse/health fairs on the main campus
- 6) Printed resources on drug/alcohol topics in the Campus Police Department lobby and the Student Health Center
- 7) The use of the Maxient Incident Report and Referral Form
- 8) Warrior Safety Network (WSN) Team assistance

For more information and for referral information, contact Student Health Services at 310-660-3643 or [www.elcamino.edu/support/health-safety/student-health-services/index.aspx](http://www.elcamino.edu/support/health-safety/student-health-services/index.aspx).

<sup>^</sup>Students or employees who are ineligible to utilize District services may visit or call the Campus Police Department or Student Health Services for referrals to additional resources within the community.

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

- Substance-Abuse Treatment

Los Angeles County Substance Abuse Prevention and Control: [publichealth.lacounty.gov/sapc/](http://publichealth.lacounty.gov/sapc/)

Substance Abuse and Service Helpline: 844-804-7500

Online treatment services locator: [sapccis.ph.lacounty.gov/sbat/](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](http://www.samhsa.gov/find-help) and [findtreatment.samhsa.gov/](http://findtreatment.samhsa.gov/)

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

- Alcoholics Anonymous

Service/Intake and Administration: 323-936-4343

24 hours Service/Intake and Hotline: 800-923-8722

Spanish Information Only: 323-750-2039

[lacoaa.org](http://lacoaa.org)

- Al-Anon Family Groups of Greater Los Angeles

818-760-7122

888-684-6444 (toll free)

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

- California Addiction Hotline

866-210-1303

- Narcotics Anonymous

310-405-0348 x800

Regional Office: (English): 800-863-2962

Regional Office: (Spanish) 888-622-4672

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

- Marijuana Anonymous

(800) 766-6779

<https://marijuana-anonymous.org/>

- Employee Assistance Services for Education (EASE)

800-882-1341

## **TIMELY WARNING (SAFETY ADVISORY)**

The following policy statements apply to all campuses within the El Camino Community College District.

The Clery Act requires El Camino Community College District to alert the campus communities to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves.

In the event that a situation arises in the District's Clery Act geography, is made known to the Campus Police Department, and that in the judgment of the District's chief of police poses a serious or continuing threat to students and employees, a timely warning will be issued through all appropriate means. The information for the alert is provided by the District's chief of police or designee and is written and distributed by the director of public information and government relations or designee. The notice shall be provided in a manner that withholds the names of victims as confidential.

A Timely Warning Notice is distributed via District email and is posted on the "News Releases and Crime Alert Bulletins" website. Flyers may also be posted in buildings, an article may be shared in the student newspaper, and a "NIXLE" alert may be sent when deemed appropriate. Please note that crimes exclusively reported to campus clinical psychologists (professional counselors) are exempt from timely warning notices.

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

## **EMERGENCY NOTIFICATION (EMERGENCY ALERT)**

The following policy statements apply to all campuses within the El Camino Community College District.

### **EMERGENCY RESPONSE**

In the event of an emergency, El Camino Community

College District must ensure the activation of a plan or procedure to protect and govern the campus communities. The District has an Emergency Operations Plan (EOP), which addresses the responsibilities of the District and provides a framework for coordination of response and recovery efforts within the District 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).

### *Procedures to Immediately Notify the Campus Communities in the Event of a Significant Emergency*

El Camino Community College District will immediately notify the campus communities upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on any of the campuses. Confirmation means that an institution official has verified that a legitimate emergency or dangerous situation exists. Confirmation doesn't necessarily mean that all of the pertinent details are known or even available. Verification consists of communication with police officers on patrol throughout the campuses, surrounding law enforcement agencies and/or public works department in the surrounding areas.

If the emergency or dangerous situation is confirmed, the campus communities may be notified through various methods including the "NIXLE" emergency notification text, the District phone intercom system, District email, on signage around campus (main campus), in person from first responders, e-poles (main campus) and/or police vehicle PA systems. The form of notification may vary depending on the nature of the emergency.

### **"NIXLE" Emergency Notification Text**

Members of the campus communities and larger communities 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.



At El Camino Community College District, 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 posters detailing specific emergencies are posted in various classrooms and hallways in buildings throughout the main campus, at the Business Training Center, and at the Fire Academy.

To report an emergency, you may contact the Campus Police Department directly from a cisco desk phone by pushing the “Emergency Call 911” button or activate the nearest fire alarm pull station in cases of a suspected or actual fire. You may also use the nearest red phone, e-pole, or call box on the main campus. Please note that there are no e-poles, call boxes, or red phones at the Business Training Center or Fire Academy.

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

Information about significant emergency or dangerous situation involving the immediate threat to the health or safety of students or employees will be provided to the District chief of police or designee. Once the District chief of police or designee confirms a significant or dangerous situation exists, the Campus Police Department would assume the initial responsibilities, including, but not limited to: notification (in conjunction with other departments), response, assessment, scene containment, coordination 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 (for the Business Training Center), Inglewood Police Department (for the Fire Academy), Los Angeles County Fire Department, Torrance Fire Department, and the California Highway Patrol.

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

The entire campus communities 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.

The Campus Police Department and/or the Office of Marketing and Communications will provide the appropriate notification to the campus communities. Notification may be done through various methods, which include, but are not limited to, “NIXLE” emergency notification text, District phone intercom system, District email, on signage around campus (main campus), in person from first responders, e-poles (main campus) and/or police vehicle PA systems. The form of notification and any follow up may vary depending on the nature of the emergency.

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

### *Emergency Notification Content*

The content of the information is provided by the District chief of police or designee and is written by the director of public information and government relations or designee. 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 (for the main campus, Business Training Center and Fire Academy) and/or the Torrance Fire Department (main campus area south of Redondo Beach Blvd.) 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 the confirmation of a significant emergency or dangerous situation exists, the District, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

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

- Campus Police Department: prevention, response, assessment, notification, recovery, mitigation
- Office of the Superintendent/President: prevention, assessment, notification, recovery, mitigation policies
- Office of Workplace Safety and Risk Management: prevention, assessment, mitigation
- Office of Marketing and Communications: notification
- Information Technology Services (depending on emergency): notification
- Facilities Planning and Services (depending on emergency): notification

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 (for the Business Training Center), Inglewood Police Department (for the Fire Academy), 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 residents of the surrounding neighborhoods/businesses that border the campuses become affected by an event that is currently occurring on or imminently threatening on campus, the Campus Police Department and/or the Office of Marketing and Communications may disseminate the information to the larger community via communication alerts and/or personal contact. The form of notification may vary depending on the nature of the emergency. The District chief of police or designee is responsible for developing the information to be disclosed.

The Campus Police Department may also notify surrounding local enforcement agencies to assist with notification.

### *Testing Emergency Response and Evacuation Procedures*

Scheduled evacuation and/or shelter-in-place drills are conducted at least once a year. The evacuation and/or shelter-in-place drills are typically announced ahead of time via District email. Prior to the drill, the campus communities are also provided with information regarding the drill as well as evacuation and/or shelter-in-place procedures. After the drill, the campus communities are told when the drill is over. A test of the "NIXLE" emergency notification text and the campus phone intercom system may be conducted during drills.

Drills may be conducted in coordination with the Campus Police Department as well as a combination of other departments in the District. Follow-through activities are held after the 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*

In order to keep the campus communities informed, El Camino Community College District's emergency procedures and preparedness information can be found

on our website at [www.elcamino.edu/departments/safety-health/index.aspx](http://www.elcamino.edu/departments/safety-health/index.aspx). Emergency procedures posters are also posted in various classrooms and hallways in buildings at all campuses. Lastly, emergency preparedness information will be emailed to the campus communities in conjunction with scheduled drills at least once a year.

### *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*

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

## **EMERGENCY PROCEDURES AND EVACUATION**

The following information applies to all campuses within the El Camino Community College District. All members of the campus communities are strongly encouraged to read and understand these procedures before an emergency occurs. Please note this is not an inclusive list.

### *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 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.

### *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

The District participates in The Great California ShakeOut “Drop, Cover, and Hold On” drill every October. All campuses are directed to participate in this drill. This test is announced to the campus communities 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](http://www.elcamino.edu/departments/safety-health/shakeout/index.aspx)

### *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/accents, 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)

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.

### *Active Shooter/ Armed Intruder*

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](http://www.elcamino.edu/support/health-safety/police/security-reports-and-crime-prevention/active-shooter.aspx)

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.
3. Fight. Use any objects around you to do so. The District 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.

### **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. 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.





## SECURITY TO DISTRICT FACILITIES

The following policy statements apply to all campuses within the El Camino Community College District.

According to Administrative Procedure 6520, the District issues and maintains keys, electronic key cards, and/or fobs for access control purposes. All District buildings, perimeter fencing, furniture and equipment are subject to this access control procedure. Keys, electronic key cards, and/or fobs are provided to employees on a need-to-enter basis as determined by the appropriate manager. Issuance of Grand Master Keys must be approved by the chief of police. Lost or stolen keys, electronic key cards, and fobs must be reported immediately to Campus Police and the employee's manager or supervisor. Retired, separated or terminated employees at all campuses will immediately return District keys, electronic key cards, and fobs to Campus Police Parking Services. Keys, electronic key cards, and fobs 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.

The Campus Police Department and Facilities Planning and Services Division are responsible for opening and securing all exterior building corridors on the main campus while the employees at the Business Training Center and Fire Academy are responsible for opening and securing all exterior building corridors at their respective locations.

## MAINTENANCE OF DISTRICT FACILITIES

The District's Facilities Planning and Services Division is primarily responsible for the maintenance of District facilities at the main campus, the Business Training Center, and the Fire Academy. During the academic year, the Campus Police Department and Facilities Planning and Services Division shall meet to discuss campus security and access issues of pressing concern and may work closely to insure the district facilities are maintained for safety and security. Items reviewed may include, but

are not limited to, landscaping, walkway maintenance, locks, alarms, lighting, and communications. To report a concern, Facilities Planning and Services may be reached at 310-660-3593 ext. 3692 and the Campus Police Department may be reached at 310-660-3100.

## ACCESS TO DISTRICT FACILITIES

**Main Campus:** According to Administrative Procedure 3501, during business hours, El Camino College 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 Department. Some facilities on the main campus 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. Emergencies may necessitate changes or alterations to any posted schedules.

The main campus does not have any on or off campus residences and does not have any officially recognized student organizations with noncampus locations.

**Business Training Center:** During business hours, the Business Training Center is open to employees and open by appointment for all others. During non-business hours access to the Business Training Center is by key or keycard, if issued, or by admittance via the Campus Police Department.

The Business Training Center does not have any on or off campus residences and does not have any officially recognized student organizations with noncampus locations.

**Fire Academy:** During business hours, the Fire Academy will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to the Fire Academy is by key, if issued, or by admittance via the Campus Police Department.

The Fire Academy does not have any on or off campus residences and does not have any officially recognized student organizations with noncampus locations.

## **SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING**

The following policy statements apply to all campuses within the El Camino Community College District.

### **SEXUAL AND GENDER-BASED MISCONDUCT POLICY**

According to Board Policy 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 Community College District 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.

## **EDUCATIONAL PROGRAMS AND CAMPAIGNS**

The District is committed to educating the campus communities 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.

### *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 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 Prevention for Non-Managers (SB 1343, required by all non-administrative employees every 2 years), Title IX: Roles of Employees

- 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 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”
  - “Financial Support for Women Experiencing Domestic Violence”

### *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, reporting requirements and awareness presentations related to Title IX topics. These presentations can be presented to individual classes, departments/divisions (employees), athletic teams, student organizations/clubs;
- The Campus Police Department, Office of Title IX, Diversity, and Inclusion, and/or the Student Health Services provides written literature on various topics such as domestic violence, sexual assault, stalking, the rights of crime victims, drug abuse, date rape, and managing conflict in their department lobby;
- The Campus Police Department, Office of Title IX, Diversity, and Inclusion and/or Student Health Services periodically sets out tables in inner campus and/or during events each semester to raise awareness and provide information related to dating violence, domestic violence, sexual assault, and stalking;

- The District offers training opportunities for employees on various topics each year that may include but are not limited to: LGBTQIA+ Safe Zone Project Training, sexual harassment, mandated reporter; and
- Student wellness session presentations each semester from Student Health Services on various topics such as LGBTQIA+ Allyship, finding balance, anger management, 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**

- Sexual Battery (CA PC 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(a)): An act of sexual intercourse accomplished under the following circumstances: If a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, if it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, if a person is prevented from resisting by a controlled substance, if a person is at the time unconscious of the nature of the act, if a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, if the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, If the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official.
- Sodomy (CA PC 286(a)): Sexual penetration, however slight, between penis of one person and the anus of another person.
- Oral Copulation (CA PC 287(a)): Act of copulating the mouth of one person with the sexual organ or anus of another person.
- Forcible Sexual Penetration with a Foreign Object (CA

PC 289(a)): 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.

- 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.
- Statutory Rape (CA PC 261.5(a)): Sexual intercourse accomplished with a person, if the person is a minor. A "minor" is a person under the age of 18 years of age.

*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/Domestic Violence**

- CA PC 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 PC 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 PC 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 ECC Administrative Procedure 3540*

### **Affirmative Consent**

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

*As defined by the California Penal Code*

### **Consent**

- CA PC 261.6: In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, “consent” means 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 is not sufficient to constitute consent if consent is at issue in a prosecution under Section 261, 286, 287, or 289, or former Section 262 or 288a.
- CA PC 261.7: In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.

## **BYSTANDER INTERVENTION**

Bystander intervention is 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 dating violence, domestic violence, sexual assault, or stalking. 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, contact the police

## **RISK REDUCTION**

Risk reduction is options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence. According to the Rape, Abuse & Incest National Network (RAINN), the following are some tips to reduce your risk of crime, including sexual violence:

- Stay alert - When you’re moving around campus, always be aware of your surroundings.
- Know your resources - Know who to contact and where you should go if you or a friend needs help. Notice where emergency phones are located on campus and program the Campus Police Department phone number into your cell phone for easy access.
- Think about Plan B - Spend some time to think about back-up plans for potentially sticky situations. For example, have some emergency cash in case you can’t use your credit card or memorize a few phone numbers in case you don’t have your cell phone.
- Make a plan - If you’re going out, go with people you trust and agree to watch out for each other by planning to leave together. Don’t leave someone stranded in an unsafe situation.
- Know your limits/protect your drink - Keep track of the drinks you’ve had and be aware of your friend’s behavior. Don’t leave your drink unattended and watch out for your friend’s drinks if you can.
- It’s okay to lie - If you want to exit a situation immediately, it’s okay to lie. You’re never obligated to remain in a situation that makes you feel uncomfortable, pressured or threatened. You can also lie to help a friend leave a situation that may be dangerous.
- Trust your instincts - If you notice something that doesn’t feel right, it probably isn’t.



## PROCEDURES SURVIVORS 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 employee. 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) 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.**

A. 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.

B. 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.

C. 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. 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	562-497-0147
Rape Crisis Agency	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](mailto:titleixcoordinator@elcamino.edu)
- El Camino College Campus Police Department  
Located in: Parking Lot K  
Phone: 310-660-3100
- Student Health Services  
Located in: Student Health Services Building  
Phone: 310-660-3643  
For confidential reporting options, see page 34.

*Off Campus Community Organizations and National Resources*

The following community organizations may assist a survivor of these crimes:

- East Los Angeles Women's Center Crisis Hotline  
800-585-6231
- Peace Over Violence  
213-626-3393 (Central Los Angeles)  
310-392-8381 (South Los Angeles)
- Community Legal Aid SoCal  
714-571-5200
- Legal Aid Foundation of Los Angeles  
800-399-4529
- 1736 Family Crisis Center  
213-745-6434
- Rainbow Services  
310-547-9394
- Los Angeles County District Attorney's Bureau of  
Victim Services  
800-380-3811
- The National Domestic Violence Hotline  
800-799-7233
- National Sexual Assault Online Hotline  
<https://hotline.rainn.org/online>
- YWCA of Greater Los Angeles  
877-943-5778
- Employee Assistance Services for Education (EASE)  
800-882-1341  
[www.lacoe.edu/ease](http://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:  
Email: [titleixcoordinator@elcamino.edu](mailto:titleixcoordinator@elcamino.edu)  
Phone: 310-660-3813  
Located in: Administration Building Room 140  
Online Reporting Form: [https://cm.maxient.com/reportingform.php?ElCaminoCollege&layout\\_id=2](https://cm.maxient.com/reportingform.php?ElCaminoCollege&layout_id=2)  
Website and information: [www.elcamino.edu/departments/title-ix-diversity-and-inclusion/index.aspx](http://www.elcamino.edu/departments/title-ix-diversity-and-inclusion/index.aspx)

and/or may report the offense directly to:

- Any El Camino Community College District faculty or manager/administrator (Responsible Employee).

and/or may notify the:

- Proper law enforcement authorities:
  - a. Campus Police Department may be reached at 310-660-3100
  - b. Hawthorne Police Department (for the Business Training Center) may be reached at 310-349-2700
  - c. Inglewood Police Department (for the Fire Academy) may be reached at 310-412-5210

Always dial 9-1-1 in the event of an emergency

#### *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. If the Hawthorne Police Department or Inglewood Police Department is contacted, that agency's procedures and protocols will apply.

*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

*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 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 administrative support staff in Student Health Services 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. Please note that there are no confidential reporting options at the Business Training Center and Fire Academy.

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 Community College District 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.

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 Community College District 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 the District. The District 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 a “El Camino College No Contact Directive”, the appropriate office or individual who issued the order should be immediately contacted.

Below are different options available under certain circumstances. This information is available in the “Resources and Reporting Options for Sexual and/or Gender-Based Misconduct” handout, which can be viewed online at [www.elcamino.edu/administration/hr/diversity/docs/know-rights-title-ix.pdf](http://www.elcamino.edu/administration/hr/diversity/docs/know-rights-title-ix.pdf), picked up from the Office of Title IX, Diversity, and Inclusion in the Administration Building Room 140 or the Campus Police Department in Parking Lot K.

- 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 survivors 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 the Campus Police Department at 310-660-3100, Hawthorne Police Department (for the Business Training Center) at 310-349-2700 or the Inglewood Police Department (for the Fire Academy) at 310-412-5210 if you believe you are in immediate need



of an EPO.

- Temporary Restraining Orders (TRO) may be requested by a survivor from the Los Angeles County Superior Courts. The nearest Los Angeles County Superior Court location for the main campus and the Business Training Center is the Torrance Courthouse located at 825 Maple Ave. Torrance, CA 90503. The nearest Los Angeles County Superior Court location for the Fire Academy is the Inglewood Courthouse located at 1 E Regent St. Inglewood, CA 90301. 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 survivor to prosecute criminal acts; however they are under no obligation to do so. A survivor may contact the Los Angeles County District Attorney's Office (Torrance Courthouse) at 825 Maple Ave. Torrance, CA 90503, 310-222-3552 (for the main campus and Business Training Center) or the Los Angeles County District Attorney's Office (Inglewood Courthouse) at 1 E Regent St. Inglewood, CA 90301, 310-419-1396 (for the Fire Academy). Furthermore, victims may contact the Torrance Police Department located at 3300 Civic Center Drive. Torrance, CA 90503, 310-328-3456 (for the main campus), the Hawthorne Police Department located at 12501 Hawthorne Blvd. Hawthorne, CA 90250, 310-349-2700 (for the Business Training Center), the Inglewood Police Department located at 1 W Manchester Blvd. Inglewood, CA 90301, 310-412-5210 (for the Fire Academy) or the Campus Police Department, 16007 Crenshaw Blvd. Torrance, CA 90506, 310-660-3100 for assistance.

- A survivor may also pursue civil remedies through the civil court system. Contact the Los Angeles County Superior Court Civil Department (Torrance Courthouse) at 825 Maple Ave. Torrance, CA 90503 or call 310-787-3697 for the main campus and the Business Training Center. Contact the Los Angeles County Superior Court Civil Department (Inglewood Courthouse) at 1 E Regent St. Inglewood, CA 90301, 310-419-1396 for the Fire Academy.

- 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 (Torrance Courthouse) at 825 Maple Ave. Torrance, CA 90503 for the main campus and Business Training Center or at the Los Angeles County District Attorney's Office (Inglewood Courthouse) at 1 E Regent St. Inglewood, CA 90301 for the Fire Academy.

- El Camino Community College District No Contact Directive: The District 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 the District. No contact directives related to Title IX may be requested from the District's Title IX coordinator.

## **PROCEDURES THE DISTRICT FOLLOWS IN THE CASE OF ALLEGED SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING**

### *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. The District will maintain as confidential any accommodation or protective measure provided to the survivor, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures. Please note when reporting to Hawthorne Police Department or Inglewood Police Department, that agency's procedures and policies regarding confidentiality will apply.

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 by the Title IX Coordinator 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.

If a complainant requests confidentiality, which could preclude a meaningful investigation or potential discipline of the potential respondent, or that no investigation or disciplinary action be pursued to address alleged sexual harassment, the District shall take the request seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including for the complainant.

In determining whether to disclose a complainant's identity or proceed to an investigation over the objection of the complainant, the institution may consider whether any of the following apply:

- (I) There are multiple or prior reports of sexual misconduct against the respondent.
- (II) The respondent reportedly used a weapon, physical restraints, or engaged in battery.
- (III) The respondent is a faculty or staff member with oversight of students.
- (IV) There is a power imbalance between the complainant and respondent.
- (V) The complainant believes that the complainant will be less safe if the complainant's name is disclosed or an investigation is conducted.
- (VI) The institution is able to conduct a thorough investigation and obtain relevant evidence in the absence

of the complainant's cooperation.

If the District determines that it must disclose the Complainant's identity to the Respondent or proceed with an investigation, it shall inform the Complainant prior to making this disclosure or initiating the investigation.

### **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.

### *How to File a Complaint*

Complaints alleging, dating violence, domestic violence, sexual assault or stalking may be filed with:

- Title IX Coordinator:  
Email: [titleixcoordinator@elcamino.edu](mailto:titleixcoordinator@elcamino.edu)  
Phone: 310-660-3813

Students and employees may also file a complaint of unlawful discrimination with the Office of Title IX, Diversity, and Inclusion.

- Campus Police Department  
Phone: 310-660-3100

### *Written Explanation of Rights and Options*

When a student or employee reports to the District that they are a survivor of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the District will provide a 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 community. This handout is titled "Resources and Reporting Options for Sexual and/or Gender-Based Misconduct."

Physical copies are available at the Office of Title IX, Diversity, and Inclusion or at the Campus Police Department. The publication may also be found online at [www.elcamino.edu/administration/hr/diversity/docs/know-rights-title-ix.pdf](http://www.elcamino.edu/administration/hr/diversity/docs/know-rights-title-ix.pdf)

### **On Campus Services**

- Confidential health and mental health counseling is available for eligible students at Student Health Services. Those who are ineligible to utilize Student Health Services may visit or call the Student Health Center (310-660-3643) for referrals to off-campus professional counseling.
- Visa/immigration services are available for students through the International Student Program located in the Student Services Building, Room 164, 310-660-3431.
- Student financial aid services are available for students through the Financial Aid Office located in the Student Services Building, Room 248, 310-660-3493.
- Academic counseling services are available for students 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 referrals for housing, transportation and legal assistance and is located in the Student Services Building, Room 231, 310-660-3593 ext. 3484.

### **Off Campus Services**

Off campus resources for students and employees are listed on page 33 of this publication under “Off Campus Community Organizations and National Resources”

### *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.

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. Relevant office(s) may take appropriate action based on Administrative Procedure 5520 (Student Discipline Procedures) for students or 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 for employees. They can be found at: [www.elcamino.edu/leadership/trustees/policies.aspx](http://www.elcamino.edu/leadership/trustees/policies.aspx) and [www.elcamino.edu/departments/human-resources/agreements.aspx](http://www.elcamino.edu/departments/human-resources/agreements.aspx).

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.

### *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 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 supportive 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. Please note that although the District does not have any on or off campus housing, assistance with living arrangements can be provided through referrals with community resources. Factors that might be considered during this process include, but are not limited to the following: the specific need expressed by the complainant; the age of the students involved; the severity or pervasiveness of the allegations; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same class, transportation or job location; and whether other judicial measures have been taken to protect the complainant.

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” issued to the respondent, or, where appropriate, to both parties;
- 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;
- Monitoring, supervision, or security at locations or activities where the alleged misconduct occurred;

- Providing additional training and education materials for students and employees;
- Conducting climate surveys regarding sexual violence;
- Any other remedy that can be tailored to the Parties to reasonably achieve the goals of this Policy.

Please contact the Title IX Coordinator at 310-660-3813 or via email at [TitleIXCoordinator@elcamino.edu](mailto:TitleIXCoordinator@elcamino.edu) for assistance and to request changes.

### *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. All proceedings will conform to all relevant statutes, regulations, personnel policies and regulations.

### **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. Unlike the formal resolution process, there are no disciplinary implications in the informal resolution process.

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 informal resolution at the request of Complainant or if information is provided that indicates a substantial or ongoing threat to the safety of the campus communities.

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.

### **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.

#### *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.

#### *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.

*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 impact the ability of the decision maker to fully gather information to be used 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 in full or in portions of the hearing. 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 the Respondent is found to be Responsible, both Complainant and Respondent will be notified simultaneously of the outcome of the Investigative Findings in writing, which include:

- 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 survivor 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**

If the complainant is not satisfied with the results of the administrative determination rendered pursuant to section 59336, the complainant may submit a written appeal to

the district governing board within thirty (30) days from the date of the notice required by section 59336. In student sexual misconduct cases subject to section 59337, subdivision (b), respondents who are not satisfied with the results of the administrative determination rendered pursuant to section 59336, subdivision (a), may submit a written appeal to the district governing board within thirty (30) days from the date of the notice required by section 59336. The governing board shall review the original complaint, the investigative report, the administrative determination, and the appeal and issue a final district decision within forty-five (45) days after receiving the appeal. (b) If the governing board does not act within forty-five (45) days, the administrative determination shall be deemed approved on the forty-sixth (46) day and shall become the final district decision. The district shall promptly notify the complainant and the respondent of the board's action, or if the board took no action that the administrative determination is deemed approved. (c) In any case not involving employment discrimination, the district shall promptly forward to the complainant, and the respondent, a copy of the final district decision rendered by the governing board, if any, and notice of the complainant's right to appeal the district's decision to the Chancellor pursuant to section 59339.(d) In any case involving employment discrimination, the district shall promptly forward to the complainant a copy of the final district decision rendered by the governing board that includes the complainant's right to file a complaint with the Department of Fair Employment and Housing, where the case is within the jurisdiction of that agency. 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**

Appeals of the Investigative Findings & Administrative Determination are handled outside of the Office of Title IX, Diversity, and Inclusion. 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 via the President's Office located in the Administration Building.

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 and shall send to Complainant and Respondent, separately and simultaneously, in writing, the notification of outcome. 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. Where Respondent is an employee, appeals are subject to the applicable rules and regulations regarding employee discipline.

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.

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.

### **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 are entitled to the same opportunities to have an Advisor of their choice present during District investigation meetings, including their own investigative interview, Hearings, as well as other related administrative meetings.

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, fair and impartial;
- 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**

Pursuant to Administrative Procedure 5520 (Student Discipline Procedure), possible sanctions for students include:

- 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/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.

- No Contact Order - 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 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. Possible employee sanctions include: Formal written reprimand, required training or counseling, disciplinary probation, demotion, reassignment, involuntary transfer, suspension with or without pay, or dismissal.

Information concerning an employee's right to appeal

a sanction may also be found within the applicable collective bargaining agreement or applicable board policy/administrative procedure.

### *Proceedings Conducted by Trained Officials*

Title IX proceedings facilitated by 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. Formal investigations will be outsourced to outside investigative firms whose investigators have adequate training in investigative processes and techniques, interviewing techniques, understanding and avoiding investigative biases, managing difficult interviews and report writing. These trainings ensure that investigations and hearings are conducted in a manner 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](http://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](http://www.nsopw.gov).

## **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 for students and employees at all campuses to consider for 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.

*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, cell 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, call boxes, red phones or e-poles 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 Safety Escort Service. 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 Campus Police Department's number, 310-660-3100, into your cell phone
- Pay attention to where your cell 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

### RESOURCES

Emergency	9-1-1
Non-Emergency/ECC Police	310-660-3100
Non-Emergency/Hawthorne Police Department (for the Business Training Center)	310-349-2700
Non-Emergency/Inglewood Police Department (for the Fire Academy)	310-412-5210
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
WSN Team (Behavioral Intervention and Campus Threat Assessment)	aimsteam@elcamino.edu
After Hours Emotional Crisis Line for ECC Students	310-660-3377

### OFF CAMPUS RESOURCES

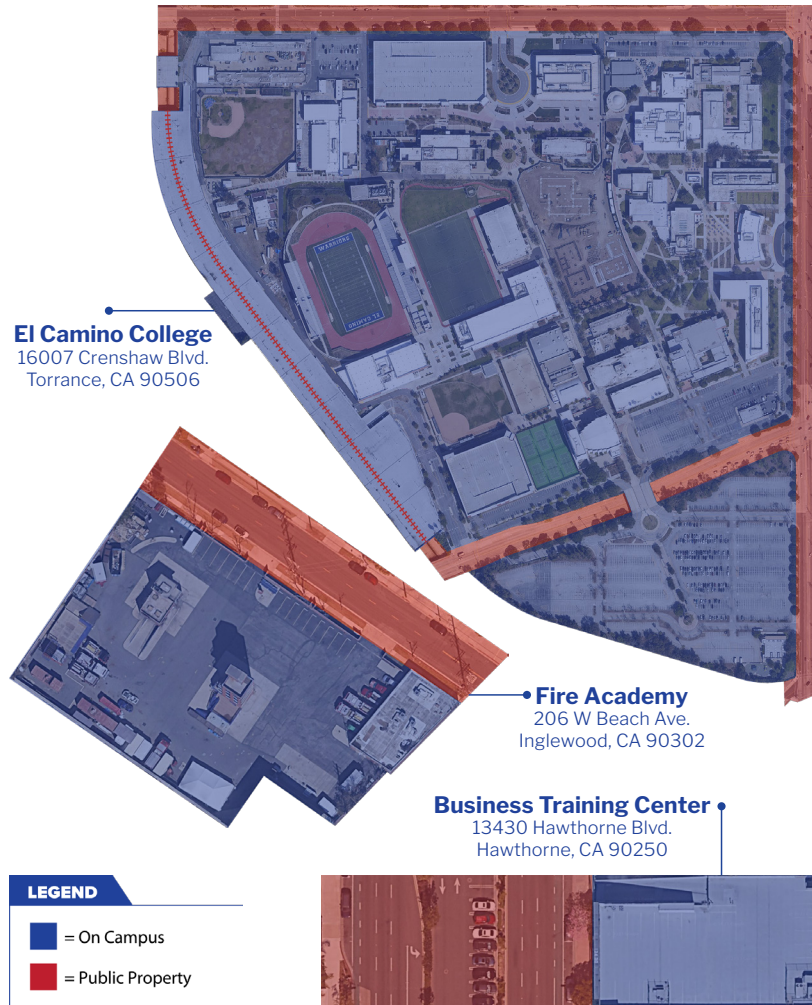
Torrance Police Department	310-328-3456
Los Angeles County Sheriff's Department - South Los Angeles Station	323-820-6700
Gardena Police Department	310-323-7911
Hermosa Beach Police Department	310-524-2750
Manhattan Beach Police Department	310-802-5140
Redondo Beach Police Department	310-379-2477
Los 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 and Mental Health Services Administration National Helpline	800-662-4357
Peace Over Violence South Los Angeles Hotline	310-392-8381
National Hotline for Mental Health Crises and Suicide Prevention	800-273-8255
Crisis Text Line	Text COURAGE to 741741
WeTip	800-782-7463
Crime Stoppers	800-222-8477
Rape Treatment Center at UCLA Medical Center, Santa Monica	424-259-7208
The Trevor Project	866-488-7386/ Text START to 678-678
National Domestic Violence Hotline	800-799-7233
Veterans Crisis Line	Dial 988 then Press 1/ Chat Online ( <a href="http://www.veteranscrisisline.net">www.veteranscrisisline.net</a> )

## COVID-19

For more information and updates on COVID-19 and El Camino Community College District, you may visit [www.elcamino.edu/notices/coronavirus](http://www.elcamino.edu/notices/coronavirus). 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



## CLERY ACT GEOGRAPHIC CATEGORIES

• **On Campus:** Any building or property owned or controlled by an 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, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or 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.

## CLERY ACT CRIME CATEGORIES

- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one 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 is usually 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:** 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. 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.
- **Hate Crimes:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, there are eight categories of bias: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability. In addition to the criminal offenses listed above, the following four crimes are included in the Clery Act statistics only if they are hate crimes.
  1. **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
  2. **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.
  3. **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.
  4. **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.
- **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.

- **Domestic Violence:** 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 of the jurisdiction in which the crime of 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.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.
- **Liquor Law Violation (Arrests/Disciplinary Referrals):** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Drug Law Violation (Arrests/Disciplinary Referrals):** 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. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **Weapon Possession (Arrests/Disciplinary Referrals):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives incendiary devices, or other deadly weapons.
- **Unfounded:** Sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.



11/9/2023 Revision: In order to provide clarification, there was an update to the caveat explanation areas of the Business Training Center and Fire Academy due to the locations being reported in 2023 as separate campuses. See pages 54 and 55 for this update. Please note the Clery crime statistics were not changed.



## EL CAMINO COLLEGE (MAIN CAMPUS) CLERY CRIME STATISTICS

\* For the 2021 noncampus category, the number of aggravated assaults was changed from 3 to 2 because of an internal audit that determined the Business Training Center was a separate campus.

\* For the 2021 noncampus category, the number of burglaries was changed from 3 to 1 because of an internal audit that determined the Business Training Center was a separate campus.

^Statistics from San Diego Police Department and New York Police Department were received but were not available in a usable format for Clery Act reporting.

Note: The number of motor vehicle thefts in the 2020 statistics did not change by designating the Fire Academy as a separate campus.

	On Campus			Public Property			Noncampus		
	2020	2021	2022	2020	2021	2022	2020	2021	2022 <sup>^</sup>
<b>Criminal Offenses:</b>									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Robbery	1	0	1	1	0	0	0	1	0
Aggravated Assault	1	0	4	0	0	1	1	2*	0
Burglary	1	3	4	0	0	0	2	1*	3
Arson	0	1	2	0	0	0	0	0	1
Motor Vehicle Theft	2	6	6	3	5	1	2	9	1
Sex Offense: Rape	0	0	0	0	0	0	0	0	0
Sex Offense: Fondling	1	0	1	1	0	0	0	1	1
Sex Offense: Incest	0	0	0	0	0	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses:</b>									
Domestic Violence	0	1	1	0	0	0	0	1	0
Dating Violence	0	1	2	0	0	0	0	0	0
Stalking	5	3	10	0	0	0	0	0	0
<b>Arrests for:</b>									
Liquor Law Violations	1	2	1	0	0	0	0	0	3
Drug Abuse Violations	3	4	2	3	2	5	5	1	10
Weapons Violations	0	1	2	2	0	2	0	1	1
<b>Disciplinary Referrals for:</b>									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

**Hate Crimes:**

2020: No hate crimes were reported in 2020.

2021: No hate crimes were reported in 2021.

2022: No hate crimes were reported in 2022.

**Unfounded Crimes:**

2020: No unfounded crimes in 2020.

2021: One unfounded crime.

2022: No unfounded crimes in 2022.

## BUSINESS TRAINING CENTER CLERY CRIME STATISTICS

This is the first year reporting as a separate campus. Statistics were combined with noncampus statistics for the main campus in the prior years.

For 2020, all statistics were zero.

\*For the 2021 on campus category, the number of burglaries changed from 0 to 2 because of an internal audit that determined the Business Training Center was a separate campus.

\*For the 2021 public property category, the number of aggravated assaults changed from 0 to 1 because of an internal audit that determined the Business Training Center was a separate campus and new information received from Hawthorne Police Department.

The Business Training Center does not have any noncampus buildings or properties.

	On Campus			Public Property		
	2020	2021	2022	2020	2021	2022
<b>Criminal Offenses:</b>						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	1*	0
Burglary	0	2*	0	0	0	0
Arson	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Sex Offense: Rape	0	0	0	0	0	0
Sex Offense: Fondling	0	0	0	0	0	0
Sex Offense: Incest	0	0	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0	0	0
<b>VAWA Offenses:</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests for:</b>						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>Disciplinary Referrals for:</b>						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0

### Hate Crimes:

2020: No hate crimes were reported in 2020.

2021: No hate crimes were reported in 2021.

2022: No hate crimes were reported in 2022.

### Unfounded Crimes:

2020: No unfounded crimes in 2020.

2021: No unfounded crimes in 2021.

2022: No unfounded crimes in 2022.

## FIRE ACADEMY CLERY CRIME STATISTICS

This is the first year reporting as a separate campus. Statistics were combined with noncampus statistics for the main campus in the prior years.

For 2020, all statistics were zero except for Criminal Offenses - Public Property, motor vehicle theft.

For 2021, all statistics were zero.

\*For the 2020 public property category, the number of motor vehicle thefts changed from 0 to 1 because of an internal audit that determined the Fire Academy was a separate campus.

The Fire Academy does not have any noncampus buildings or properties.

	On Campus			Public Property		
	2020	2021	2022	2020	2021	2022
<b>Criminal Offenses:</b>						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1*	0	0
Sex Offense: Rape	0	0	0	0	0	0
Sex Offense: Fondling	0	0	0	0	0	0
Sex Offense: Incest	0	0	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0	0	0
<b>VAWA Offenses:</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests for:</b>						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>Disciplinary Referrals for:</b>						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0

**Hate Crimes:**

2020: No hate crimes were reported in 2020.  
 2021: No hate crimes were reported in 2021.  
 2022: No hate crimes were reported in 2022.

**Unfounded Crimes:**

2020: No unfounded crimes in 2020.  
 2021: No unfounded crimes in 2021.  
 2022: No unfounded crimes in 2022.





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