

Rev. 09/25/2021

PCI COLLEGE

# Campus Security Policies and Procedures Manual

Main Campus: 17215 Studebaker Road, Suite 310, Cerritos, CA 90703

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## Introduction

Welcome to PCI College! The Campus Security Policies and Procedures Manual is designed to inform all members of the campus community regarding campus crime statistics and security information necessitated for institutions participating in the Higher Education Act (HEA) Title IV student financial assistance programs. The information provided is further supplemented with information required by the Jeanne Clery Campus Security and Campus Crime Statistics Act, and the Violence against Women Reauthorization Act of 2013.

Should you have any questions regarding the enclosed information, please see:

Campus Director at 562-916-5055 ext 11

# Campus Security Act

The Campus Security Act requires colleges and universities that administer federal Title IV produce statistics and/or information on the following subjects: (1) retention and graduation rates; (2) financial assistance available to students and requirements restrictions imposed on Title IV aid; (3) crime statistics on campus; (4) athletic program participation rates and financial support (**not applicable at PCI College**); and (5) other institutional information including the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund policies.

Consumer information may be found in the College Catalog and through direct distribution to each individual. You have the right to receive this information in paper copy. Contact the main office to receive paper copies of any of the information listed below.

PCI College adheres to the Violence Against Women Reauthorization Act (VAWA) and makes annual security reports available to students, employees, prospective students, and the general public.

- Violence Against Women Reauthorization Act (VAWA)
- PCI College Annual Security Reports
- The Jeanne Clery Act
- Information on the Basic Rights Guaranteed Victims of Sexual Assault including Frequently Asked Questions Regarding Sexual Assault.

## Missing Student Policy and Protocol

In compliance with the Federal Higher Education Opportunity Act, federal law, 20 U.S.C § 1092j, a student may identify an individual to be contacted by the college not later than twenty-four (24) hours after the time circumstances indicate that the student may be missing. The student should notify the emergency contact that he or she has been designated as an emergency contact. All enrolled students at the College, regardless of their living circumstances, should designate an emergency contact person. Every

student has her or his own student account and may enter or change, under personal information/address, a designated emergency contact person at any time by updating their contact information. Students should update their personal information when applicable and are solely responsible for the accuracy of the information provided and updating the information when needed.

## PCI College Annual Security Reports

PCI College complies fully with the published mandates of the Student Right-to-Know and Campus Security Act (Public law 101-542), the Higher Education Technical Amendment of 1991 (Public Law 102-26), the Higher Education Amendment of 1992 (Public Law 102-325), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092 (f)). Each year PCI College prepares and publishes an annual report containing the information required by Section 485(f) of the Higher Education Act or 20 U.S.C. Section 1092(f). The annual reports can be found at the Department of Education's website <http://ope.ed.gov/campusafety/#/>. Copies of the annual report may be obtained by requesting such report from the Campus President. PCI College makes timely reports to the campus community on crimes committed on campus when it is determined that there may be a continued threat to others and that the report may prevent similar occurrences. No privileged information shall be reported at any time.

### Crime Statistics

Campus Crime Statistics are recorded by calendar year, not academic year, and are to be reported no later than October 1 of each year. The Crime report covers a three-year period; for example, the 2019 report covers the time period of October 1, 2018-September 30, 2019. Records are archived for three years. This information is not designed to serve as an agreement of contractual arrangement for providing security services to the members of the campus community nor to guarantee an individual's personal safety when utilizing campus facilities or grounds.

***Time period is from calendar years 2018, 2019, and 2020.***

The following data on **criminal offenses - On-Campus** is Reported for your review:

	<b>2018</b>	<b>2019</b>	<b>2020</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

The following data on **criminal offenses – On-Campus for Hate Crimes** is reported for your review:

	<b>2018</b>	<b>2019</b>	<b>2020</b>
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Hate Crimes are generally reported in one of the following Bias areas: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, National Origin

## **Campus Security Policies**

Anyone suspecting that a criminal act has been committed on campus, suspecting a criminal act is in progress, or witnessing an emergency is encouraged to accurately and promptly report to the

Cerritos Sheriff's Department and then by notifying a PCI College Administrator. Reports may be by phone to the Cerritos Police Department (emergency number 911) (non-emergency number 562-860-0044). Suspicious activities on campus shall be monitored by local authorities to ensure the safety and security of students, staff, faculty, and visitors. Campus crime prevention programs and reporting procedures shall be defined and communicated clearly to all students and employees. Criminal activity occurring at off-campus college functions (including clinical agencies) shall be monitored and recorded through communications with local law-enforcement agencies.

Any person who is a victim of a sex offense occurring on campus or at a campus sponsored activity should immediately report the offense to local law enforcement officials. Victims of sex offenses are encouraged to seek immediate medical attention and to preserve any physical evidence of such crimes.

With the approval of the President, PCI College shall notify the campus community of campus crimes that may constitute a threat to other students and employees. This notification shall be timely to reduce potential risks on campus and prevent further criminal actions.

The college is authorized to refuse admission to the campus to any person who does not have legitimate business with a college community member. Any college employee may request proper identification of individuals that they encounter on the campus.

Maintenance of lighting and landscaping near sidewalks, walkways and entrances to buildings and parking lots is performed on a regular basis. Access to the campus building is limited to times designated for the building to be open for classes.

## **Reporting Campus Crimes**

Criminal activity may reported through several avenues: Notify a College administrator in person or by phone (i.e. President, faculty member, or any other administrator). (Emergency number = 911). (Non-emergency number = 562-860-0044)



## **Timely Warning Notice**

In the event that a situation arises - either on or off campus - that, in the judgment of College personnel, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the College's broadcast system to students, faculty and staff via telephone, cell phone, emergency contact phone, and email to the potentially dangerous situation.

If there are less severe criminal situations that occur on or near PCI College property, a written bulletin will be distributed to the campus community as notification of the type of crime, approximately when the crime occurred, and the possibility of the crime occurring again in the future.

## **Crime Prevention Programs and Information**

### **Identity Theft**

Identity theft is becoming a pervasive white-collar crime in the US, affecting more than 10% of the adult population every year. As an educational institution, we take every possible means of precaution in safe-guarding your personal information. However, we need your assistance and cooperation in assuring the success of our efforts in that regard.

- NEVER give any information to any person by phone or computer that you don't know, or whose credentials you have not verified.
- Don't open emails from persons you don't know, or companies that you have not established business relationships with.
- Regularly scan your computer for ad-ware and spy-ware programs
- Update your anti-virus software frequently and disconnect from the internet whenever you are not actively engaged on the web.
- Never leave your laptop unattended... theft of laptops is a growing threat on college campuses.
- Guard your personal information at all times. This includes:
  - Social security numbers
  - Bank account information
  - Credit card numbers
  - Insurance cards
  - Driver's license or passport information

- School or work IDs
- Military IDs
- Other valuable identifying information

***If you think someone may have stolen your identity:***

1. Report it to local police – many credit card companies, for example, will need a copy of the police report.
2. Contact the fraud departments of each of the three major credit bureaus:
  - Equifax: [www.equifax.com](http://www.equifax.com)
  - Experian: [www.experian.com](http://www.experian.com)
  - TransUnion: [www.transunion.com](http://www.transunion.com)
3. Call toll-free **1-877-ID-THEFT**
4. Report it to the Federal Trade Commission: <http://ftc.gov>

***Don't Ignore It, Report It***

Report crimes or suspicious activity or behavior to the campus CSA immediately. This includes:

- Any activity or behavior that is threatening a person or property
- Use of drugs or alcohol or being under the influence while on campus
- Any other suspicious activity

***Primary prevention and awareness programs for all incoming students and new employees includes the following:***

- **All incoming students are given an overview of PCI College awareness programs during New Student Orientation.**
- **All new employees are given an overview of PCI College awareness programs during the New Employee on-boarding process with Human Recourses.**

**Annual Trainings**

PCI College offers annual trainings and informational fairs that cover a variety of topics including but not limited to crime prevention, bullying, conflict resolution, disaster preparedness, drug abuse, fraud and identity theft, hate crimes, internet safety, self-defense, and bystander intervention. In addition, PCI College participates in a variety of campaigns to promote the awareness of dating violence, domestic violence, sexual assault and stalking.

These trainings and events happen throughout the year and are often held in conjunction with National Awareness months. For more information or a calendar of events please contact Career Services.

Training/Campaign	Description	Frequency
<b>Preventing Crime</b>	National Crime Prevention Council <a href="http://www.ncpc.org">www.ncpc.org</a> programs are used on an annual basis at PCI College. An example of programs to look for are Circle of Respect, Fraud Prevention Program, Crime Prevention Month, etc. These programs are designed to empower students and employees on how to prevent crimes. Each session begins with a review of PCI College's security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.	Annually
<b>Bullying, Conflict Resolution, Self-Defense, Hate Crimes</b>	Using programs and tools from stopbullying.gov PCI College focuses on bully prevention with students, faculty and staff. Self-Defense classes are offered via local non-profit organizations for a nominal fee. Hate Crime awareness campaigns focus on educating our student body about acceptance. Each session begins with a review of PCI College's zero tolerance policy on bullying as well as the policy around conflict resolution.	Annually
<b>Disaster Preparedness</b>	Annual Emergency evacuations are held, and PCI College procedures	Annually

	are discussed and practiced. Safety tips are also displayed on campus for preparedness at home and in your car.	
<b>Drug and Alcohol Awareness</b>	PCI College holds a Drug and Alcohol Awareness campaign that focuses on being drug and alcohol free and the expectation of a PCI College student by reviewing the PCI College Drug and Alcohol policies. The campaign also reminds everyone that PCI College is a drug and alcohol-free campus.	Annually
<b>Violence Against Women -</b>	PCI College holds Violence Against Women campaigns that promote the awareness and primary prevention of dating violence, domestic violence, sexual assault and stalking. Educational handouts and videos are available on campus. These campaigns and training are in place to empower both women and men to have a better understanding of violence against women and how to be a supporter of change. Each campaign begins with a review of PCI College's zero tolerance policies and sanctions for violations of the published policies.	Annually

## **Violence Prevention**

### *Weapons Policy Usage & Possession*

**This policy applies to all employees, temporary workers, visitors, customers, and contractors on College property, regardless of whether or not they are licensed to carry a concealed weapon.**

- **No employee or visitor may enter PCI College property with any type of weapon. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. Possession of a valid concealed weapons permit authorized by the State is not an exemption under this policy. While this list is not all inclusive, weapons include firearms, knives, any explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual. Mace, pepper spray and other protective devices are considered contraband and must be reported to a College administrator. Persons who carry these devices without permission will be considered to be in violation of this policy and will be subject to discipline, up to and including termination.**
- **Any employee who determines or has a reasonable belief that an employee, student, or visitor is carrying any kind of weapon should notify a College administrator immediately. Individuals should not, under any circumstances, attempt to disarm another employee or visitor.**
- **The only exceptions to this policy are police officers in the execution of their duties, security guards, or other persons who have been given written consent by the College to carry a weapon on the property.**
- **Instructors who are active members of a law enforcement agency and authorized by that law enforcement agency to carry a weapon, must secure their weapons in their vehicles or, if the campus has a weapons locker, in**

the campus weapons locker. Unless they have the written permission of the Campus President, such instructors shall not carry their weapons within any classroom or in any other part of the campus building.

- *Employees who threaten another employee, supervisor, visitor, customer, or student with a weapon will be terminated and students who threaten another student or College staff member with a weapon will be expelled. Those in violation of this policy will be asked to leave the premises immediately. Local law enforcement authorities may also be notified for possible criminal prosecution.*

### **Campus Security Authority Defined**

A campus security authority (CSA) is defined as: Any individual or organization specified in an

institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

**The following individuals are defined according to the Clery Act as Campus Security Authorities for PCI College**

<b>Title</b>	<b>Name</b>	<b>Email</b>
Campus President	Ray Khan	<a href="mailto:rkhan@pci-ed.com">rkhan@pci-ed.com</a>
Program Director	Dr. Amgad Salem	<a href="mailto:asalem@pci-ed.com">asalem@pci-ed.com</a>
Human Resources Generalist	Azucena Contreras	<a href="mailto:azucena@pci-ed.com">azucena@pci-ed.com</a>

Each one can also be reached  
at: (562) 916-5055

## **CSA Responsibilities**

Any CSA who becomes aware of a Clery reportable crime must document the incident fully and notify the Director of Student and Academic Affairs immediately. The following information must be reported for all Clery reportable crimes:

- The details of the incident(s) – sufficient to properly classify the type of crime
- The location of the incident
- The date and time of the incident
- The date and time the CSA was advised of the crime

In the event an incident involves an ongoing imminent threat to the College, the CSAs are encouraged to call 911.

## **Persons Exempt from Reporting Clery-Reportable Crimes**

The Clery Act excludes the following persons from Clery reporting requirements when the person is operating in the course and scope of their license:

**Pastoral Counselor** – a person who is associated with a religious order or denomination and is recognized by that religious order or denomination as someone who provides confidential counseling within the scope of their position as a pastoral counselor.

**Professional Counselor** – a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

However, PCI College does not employ Pastoral or Professional Counselors.

## **Reporting Emergencies and Crimes**

PCI College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place and are regularly tested and re-evaluated for their effectiveness.

The following information, in compliance with Federal, State, and local statutes discloses the policies and procedures regarding campus security, as well as pertinent statistics reflecting incidents occurring on campus. This information is in compliance with the Jeanne Clery

Disclosure of Campus Security Policy and Campus Crime Statistics Act (amended in 1992, 1998, 2008, and 2013)

## **Campus Crime & Incident Reporting Form Procedures**

The Campus Crime & Incident Reporting Form will be used to record the occurrence of a crime or incident, the type of crime or incident that occurred and whether an arrest was actually made. A copy of the Campus Crime & Incident Reporting Form is maintained in the Academic Dean's office in a file labeled Campus Crime & Incident Reporting Forms. Additionally, each crime or incident must be documented in the Campus Crime & Incident Log.

## **Procedures for Campus Crime & Incident Reporting Form**

The Campus Crime & Incident Reporting Form is to be used to report all crimes and incidents on campus. Clery Crimes to be reported are criminal homicide, murder, non-negligent manslaughter, negligent manslaughter, sex offenses including rape, fondling, incest, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests/referrals for disciplinary action for liquor law violations, arrests/referrals for disciplinary action for drug law violations, arrests/referrals for disciplinary action for illegal weapons possession, larceny-theft, simple assault, intimidation, destruction/damage, vandalism of property, dating violence, domestic violence, stalking, and statutory rape. Also reported are hate crimes reported by categories of bias (i.e., race gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. Not all Clery crimes listed above fall under the hate crime category). Each crime is to be recorded on a Campus Crime & Incident Reporting Form irrespective of whether an arrest is made or not. All reports must be entered into the log within two business days of the reported information. The log includes the nature, date, time, and general location of each crime as well as the disposition of the complaint, if known.

As incidents are reported, the supporting documentation from the Campus Crime & Incident Reporting Form are kept on file and entered into the Campus Crime and Incident Log. PCI College will withhold information from the public log ONLY if there is clear and convincing evidence that the release of the information would –

- Jeopardize an ongoing criminal investigation or the safety of an individual;
- Cause a suspect to flee or evade detection; or



- Result in the destruction of evidence

The Campus Crime & Incident Log is maintained in the Academic Dean's office.

The information on criminal offenses and arrests is updated on an annual basis by the Director of Student and Academic Affairs. Statistics include those reported to local law enforcement agencies, designated campus officials (including but not limited to directors, deans, program chairs, faculty and staff). Each summer, the Director reaches out to local law enforcement agencies to obtain the statistics. The Director retains copies of the correspondence with the local law enforcement.

### **For Immediate Police, Fire, or Medical Response Dial 911**

By Federal law, all criminal actions, accidents, injuries, or other emergency incidents occurring on campus must be reported to the proper campus security authorities and to appropriate outside agencies **immediately. PCI College encourages accurate and prompt reporting of all crimes to the campus security authority and appropriate police agencies, when the victim of a crime elects to, or is unable to make such a report.** Please note that PCI College does not have on-campus police. PCI College does not have a formal relationship with local law enforcement agencies by way of written memoranda of understanding, etc.; however, we do have an informal relationship with local enforcement agencies. From time to time, the local police and sheriff office's staff offer self-defense training as well as crime prevention workshops for the students and employees. We also reach out to the local police on an annual basis (each summer) to obtain crime statistics for the Annual Security Report. We have requested that the local police keep PCI College informed on an immediate basis of crimes that may require timely warning and we also seek their assistance should there be an emergency on-campus.

PCI College does not offer student activities at non-campus locations. Therefore, there is no monitoring or recording through local police agencies of criminal activities off-campus.

## **Emergency Notifications**

In compliance with Federal law, PCI College will immediately issue an Emergency Notification to the College campus once confirmation has been received by the CSA of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or faculty. The Campus President and/or Academic Dean will access available sources of information from other campus administrative staff and local authorities to confirm the existence of the danger and will respond by initiating an Emergency Notification without delay. The Campus President in conjunction with the Vice President of Campus Operations will determine who should be notified, the content of the notification, and initiate the notification system. The notification will target the specific portions of the impacted campus location(s), unless issuing a notification will, in the professional judgement of responsible authorities compromise efforts to assist a victim or to contain or respond to an emergency.

An Emergency Notification may be issued in one or more of the following methods to students, staff, faculty and the larger community as needed:

- ***Press Releases***
- **Crime Advisories**
- **Campus web pages**
- **Local Media- newspapers, radio, television broadcasts**
- **Posting on campus**
- **Text messaging or E-mail Blast**
- **Individual distribution**
- **Class announcements**

Emergency Notifications will be sent to all students, faculty and staff unless it is clear the event is limited to a specific area of the campus.

Campus-wide Emergency Notifications may only be issued by the following authorized individuals:

- Campus President
- Director of Student and Academic Affairs

## Test of Emergency Notification System and Evacuation Procedures

PCI College will conduct an annual test of the Emergency Alert notification system. Each test of the emergency notification system and emergency evacuation procedure will be documented with a description of the exercise, the date, time, and whether the test was announced or unannounced. Evacuation procedures begin on page 12 of the Annual Security Report.

Documentation and results from these annual tests will be kept in the Campus President's office, flyers will be posted on campus in common areas notifying students, faculty and staff of the results of all drills.

## Timely Warnings

In compliance with Federal law, PCI College will issue a Timely Warning to the entire PCI College campus when a Clery reportable crime occurs on campus or in an area surrounding the campus when the Vice President of Campus Operations or other senior level official determines that the situation represents a serious or continuing threat to the students, staff and faculty. The decision to issue a Timely Warning will be made on a case-by-case basis.

## Emergency Notifications or Timely Warning, Understanding the Difference

	Emergency Notification	Timely Warning
Recipients	The entire campus or a subset	The entire campus
Triggering incident	Any event that is currently Occurring on or imminently Threatening the safety and security of the campus	Clery reportable crimes That have already occurred But are believed to present
Timeline for sending a Message	As soon as first-responders confirm significant emergency or dangerous situation	As soon as pertinent information is available

# Violence Against Women Reauthorization Act (VAWA)

The Violence Against Women Reauthorization Act (VAWA) (Pub. Law 113-4) which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

PCI College adheres to the VAWA and includes annual security reports available by request to students, employees, prospective students, and the general public.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act as follows:

- **Domestic violence** means a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or (5) 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.
- **Dating violence** means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.

- **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

Under the VAWA, the following four items are considered crime categories:

- Rape and Forcible Fondling
- Dating Violence
- Domestic Violence
- Stalking (including cyber-stalking)

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

***Under Title IX, sexual assault, sexual misconduct, dating violence, domestic violence, and stalking are severe forms of sexual harassment, which is prohibited. This type of behavior will not be tolerated by PCI College.***

### **Sexual Harassment:**

Sexual harassment is illegal and will not be tolerated by PCI College.

PCI College intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, gender identification, disability, veteran, or marital status. This policy prohibits any student, employee or visitor from harassing another student, employee or visitor at any College location on the basis of sex, race, color, religion, national origin, age, disability, or veteran or marital status.

#### **1. Forms of prohibited harassment:**

- a) Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, or veteran or marital status that has the purpose or effect of threatening, or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits instructor harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.
- b) Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.
- c) The victim does not have to be the person toward whom the unwelcome conduct is directed but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

#### **2. Definition of Sexual Harassment**

- a) Any act of "quid pro quo" ("something for something") sexual harassment, where a student, supervisor, instructor or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.
- b) Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.

a) Examples of conduct that is prohibited by this policy include, but are not limited to, the following conduct:

- Explicit or implicit demands for sexual favors in return for benefits or privileges.
- Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
- Distribution or display of materials of a sexual nature, including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.
- Utilizing PCI College facilities, time or resources in relation to any form of entertainment, such as strippers or belly dancers, that tends to present men or women as sexual objects.
- Physical assaults of a sexual nature or coerced sexual contact.
- Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
- Unwelcome sexually suggestive looks or gestures.
- Unwelcome pressure for sexual favors or dates.
- Unwelcome teasing, jokes, remarks, innuendo, insults, questions, or vulgar language that relates to or is based on a person's sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.
- Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.

b) This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits instructor sexual harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.

1. Student responsibilities for reporting prohibited harassment, including sexual harassment:

a) It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.

b) Any student who believes that he or she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.

c) If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he or she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:

Any student who believes that he or she is being harassed should promptly report their concerns to:

a) Examples of conduct that is prohibited by this policy include, but are not limited to, the following conduct:

- Explicit or implicit demands for sexual favors in return for benefits or privileges.
- Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
- Distribution or display of materials of a sexual nature, including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.
- Utilizing PCI College facilities, time or resources in relation to any form of entertainment, such as strippers or belly dancers, that tends to present men or women as sexual objects.
- Physical assaults of a sexual nature or coerced sexual contact.
- Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
- Unwelcome sexually suggestive looks or gestures.
- Unwelcome pressure for sexual favors or dates.
- Unwelcome teasing, jokes, remarks, innuendo, insults, questions, or vulgar language that relates to or is based on a person's sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.
- Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.

b) This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits instructor sexual harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.

1. Student responsibilities for reporting prohibited harassment, including sexual harassment:

a) It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.

b) Any student who believes that he or she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.

c) If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he or she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:

Any student who believes that he or she is being harassed should promptly report their concerns to:



- The Program Director for the program he/she is enrolled in and/or
- The Academic Dean of the college and/or
- The Campus President or designee

It is the responsibility of each Supervisor within his or her area of control to report student complaints in writing to the Campus President.

PCI College authorities will investigate all harassment complaints; including interviewing witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly and confidentially.

If the report of prohibited harassment is substantiated, PCI College authorities will take the corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral or written reprimand, suspension or expulsion.

b) If students have any questions regarding sexual harassment in the workplace or this policy, they should contact the Program Director for the program in which the student is enrolled, the Academic Dean or Campus President of the college.

c) The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. PCI College will take appropriate measures to ensure that no such retaliation occurs.

d) Continued compliance with these policies will assure that the learning environment at PCI College remains harassment free and that employees and students treat each other with mutual respect.

#### e) False Claims

As harassment charges are taken with tremendous concern, any person who knowingly makes a false claim of harassment may be subject to disciplinary action up to and including expulsion from the College.

**Sex Offenses:** Any sexual act directed against another person, without 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 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.

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

- The existence of such 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 purpose 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 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.

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.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Our campus communities are committed to responding quickly and appropriately to all reports of sexual assault or harassment, and to work collaboratively with law enforcement, government, and community agencies.

The majority of sexual assaults that occur on campus communities are committed by people known by their victims, such as casual acquaintances. Often, these types of assaults are not reported to police or campus authorities, because people incorrectly assume that unwanted sexual contact by an acquaintance or friend does not constitute sexual assault. These individuals are able to continue to exploit people by manipulating that trust. By reporting these incidents, you will significantly decrease the likelihood that this individual can subject another person to this type of victimization.

Policy Statement:

PCI College expressly prohibits crimes of dating violence, domestic violence, stalking, sexual assault, attempted sexual assault, and all other sexual offenses on any campus owned property, or at institutionally sponsored events or supervised activities. The Federal Bureau of Investigation's National Incident Reporting System of the Uniform Crime Report defines a sex offense in general as:

*Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.*

Penalties for violations of this policy or the internal policies of PCI College by employees or students may include termination or expulsion for instances of sexual assault or attempted sexual assault, and lesser penalties, including suspension, probation and assessment of financial penalties for other offenses, as appropriate.

PCI College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, PCI College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Prohibited Conduct should be reported to the Title IX Coordinator Alice Gutierrez at: **562-916-5055**, by email at [agutierrez@pci-ed.com](mailto:agutierrez@pci-ed.com) or at 17215 Studebaker Road #310 Cerritos, CA 90703.

***To Prevent Sexual Assault:***

PCI College provides ongoing education and awareness of Sexual Assault prevention through the following:

- Scheduled educational webinars offered every year
- Sexual Assault Prevent Pamphlets available on campus
- Information and community resources located in the Student Services Office
- **Yes means Yes – Affirmative consent** must be ongoing throughout a sexual activity and can be revoked at any time.

### ***If you are a Victim of a Sexual Assault:***

To report a sexual assault, go to a safe place and call 9-1-1. Should you wish assistance in notifying law enforcement authorities, contact the Academic Dean.

The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. The following guidelines may be helpful:

1. Do not remove clothing worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
2. Don't bathe or wash, or otherwise clean the environment in which the assault occurred.
3. Options for pressing charges can be deferred, if you will go to the local hospital emergency room and ask for an exam and for evidence of the sexual assault to be collected and sealed.

**For local counseling and other health services including mental health, visa and immigration assistance and financial services, contact** [www.211.org](http://www.211.org) or dial 211 on any phone. PCI College does not employ any trained counselors, but you can also stop by Student Services or the Registrar's office for additional assistance in identifying local programs or agencies that can help meet the student's specific needs or to pick up a 211 handout. 211 offers free, confidential referral and information helpline and website. 211 offers support in the following:

- Supplemental food and nutrition programs
- Shelter and housing options and utilities assistance
- Emergency information and disaster relief
- Employment and education opportunities
- Services for veterans
- Health care, vaccination and health epidemic information
- Addiction prevention and rehabilitation programs
- Reentry help for ex-offenders
- Support groups for individuals with mental illnesses or special needs
- A safe, confidential path out of physical and/or emotional domestic abuse
- Financial services/tax preparations
- Visa/immigration information

*Written information is provided to all students during New Student Orientation. Employees are notified annually during the release of the policy and procedure manual.*

### ***General information regarding Sexual Assault and Prevention can be accessed at:***

National Sexual Violence Resource Center: [www.nsvrc.org](http://www.nsvrc.org)  
Violence Against Women Online Resources: [www.vawnet.org](http://www.vawnet.org)  
Local recourses can be located at <http://www.211.org/>

***Victim's Rights:***

PCI College is committed to providing timely information and support to persons who have been the victims of any crime within our campus community. Persons who have been victimized by fellow students may choose to report the crime to the local law enforcement authorities or the campus security personnel or they may choose to not report at all. When a student or employee reports to PCI College that student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

***When dealing with campus staff or departments, the victim can expect:***

- To be treated with fairness and respect.
- To have confidentiality maintained (within bounds of the law and campus policies). To protect the confidentiality of victims and other necessary parties, PCI College will complete publicly available recordkeeping, but will not include any personally identifying information about the victim.
- To have criminal proceedings and/or campus policies and procedures fully explained.
- To receive assistance and resources, about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, which are made available to victims of crimes.
- To receive referral information for support services.
- To receive campus support to deter harassment and/or retribution.
- To have requests for academic and working accommodations reviewed and considered by an unbiased college official.
- To have others present including an advisor.
- To protect any orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.
- To maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of PCI College to provide the accommodations or protective measures.

***Campus Disciplinary Actions:***

- Any student requesting a disciplinary proceeding in writing will have his/her case reviewed within 5 business days. The Director of Student and Academic Affairs will review all evidence and interview all involved parties. This process will be applied to all types of disciplinary hearings. To formally file a complaint, the student needs to complete a Campus Crime & Incident Reporting Form and submit it to the Academic Dean or Campus President. The Academic Dean or Campus President will notify the Director of Student and Academic Affairs who

will review the complaint and determine if an investigation and hearing is required.

- The proceedings will be a prompt, fair, and impartial process.
- The hearing officer who will generally be the Director of Student and Academic Affairs will receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- All parties involved will be notified of the review proceeding and will be allowed to attend and bring one person to accompany them throughout the proceeding. All decisions will be based on the preponderance of evidence.
- Any student found guilty of sexual assault will be dismissed from PCI College for a first offense.
- Both the victim and the accused will be notified simultaneously of all decisions made at the same time in writing via email.
- Please note there is only one type of disciplinary proceeding regardless of the claim.

***If campus disciplinary action is initiated against the assailant, the victim can expect:***

- To be notified of scheduled disciplinary proceedings.
- To be apprised of potential hearing outcomes.
- To attend the disciplinary hearing, as a witness, if requested by the accused, or hearing officials.
- To bring their own representation once all FERPA requirements have been met. To provide a victim impact statement for consideration by the review committee
- To be informed of the general outcome of the review committee.
- To be informed of the impending return of the accused on campus, if conditions were met that would allow their return.
- To have any orders of protection reviewed and enforced where applicable.

***Rights of the Accused:***

If you are accused of committing a sexual assault, you can expect:

- To be notified of scheduled disciplinary proceedings.
- To have the ability to have parents, or other individuals present on your behalf.
- To have the ability to provide evidence in support of your defense.
- To be treated fairly, and in accordance with all local laws and regulations, as well as school policies.

Both the victim and the accused will be notified simultaneous via written notification. Both the victim and the accused will be provided with a prompt, fair and impartial proceeding that is conducted by hearing officials that have received annual training related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

All review meetings will be consistent with PCI College policies and transparent to the accuser and accused. Timely notice of the meetings will be provided to both the accuser and the accused. Timely and equal access will be given to both the accuser and the accused to any information that will be used during informal or formal disciplinary meetings. All meetings will be conducted by an official(s) who do not have a conflict of interest or bias for or against the accuser or accused, and by officials who receive annual training on the issues of dating violence, domestic violence and sexual assault.

All review meetings will occur within 5 business days of formal notification of the complaint.

All parties have the right to bring their own representation once all FERPA requirements have been met. PCI College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, PCI College reserves the right to establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

### ***Campus Disciplinary Hearing Outcome***

All results from a disciplinary hearing are considered final. There is no option for an appeal by either party.

### ***Communication with PCI College Faculty and Staff***

All employees of PCI College are required to report all details of an incident (including the identities of all parties involved) to the Title IX Coordinator. An employee will complete an incident report and submit the information within 24 hours of the incident. This reporting process creates a legal obligation for PCI College to investigate the incident and take appropriate steps to address the situation. To the extent possible, information reported to the Title IX Coordinator or other PCI College employee will only be shared with individuals responsible for handling the college's response to the incident. The nature of the incident may also result in it being reported in the Annual Security Report, however personally identifying information is never released.

### ***Sex Offender Registration Program for California:***

#### ***How can I search for sex offenders?***

Additional information and the sex offender registry are housed on the Office of the Attorney General website. The direct link is:

**<http://www.meganslaw.ca.gov/>**

*Not every registered sex offender will appear on this Internet web site. Approximately 25% of registered sex offenders are excluded from public disclosure by law. Whether public disclosure is permitted is based on the type of sex crime for which the person is required to register.*

*Additionally, not all sex offenders have been caught and convicted. Most sex offenses are committed by family, friends or acquaintances of the victim. Be sure to go to the California State*

# Frequently Asked Questions Regarding Sexual Assault and/or Harassment

## **Q: What is sexual violence?**

Sexual violence includes sexual assault, sexual battery and sexual coercion. All such acts are forms of sexual harassment and covered under Title IX.

## **Q: How do I know if I've been sexually assaulted?**

Generally, sexual assault is any unwanted, non-consensual sexual contact against any individual by another. Sexual assault can occur either forcibly (against a person's will) or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, mentally/physically unable to consent, etc.). Sexual assault is a general term which covers a range of crimes, including rape.

## **Q: What should I do if I think I've been sexually harassed or victimized?**

Any current student, applicant for employment or current employee who believes he or she has been subjected to harassment at PCI College or who believes that he/she has observed harassment taking place shall present the complaint to the Title IX Coordinator, the Campus President, who is responsible for compliance with Title VII of the Civil Rights Act of 1964, Title VI, or Title IX of the Education Amendments of 1972.

## **Q: Are women the only victims of sexual harassment or sexual violence?**

No, both females and males can be victims of sexual harassment and/or sexual violence.

## **Q: Is it possible to be sexually harassed/assaulted by someone of the same gender?**

Yes. If you have been subjected to unwanted sexual contact or sexual harassment, your gender and the gender of the alleged perpetrator are irrelevant.



**Q: If I think I've been victimized and I don't feel safe, what can I do?**

Find a safe place away from the assailant and call 911.

**Q: What is the best way to prevent sexual harassment?**

Know your rights. Members of our College community have the right to work and learn in an environment that is free from verbal or physical sexual conduct which might either interfere with an individual's performance, or create a work or educational climate that is hostile, intimidating, or offensive, whether that conduct originates with an instructor, a supervisor, or a peer.

**Q: Is my report or complaint confidential?**

A complainant may make a request for confidentiality/privacy at any point. This type of request means that the complainant does not want their identity known to the respondent and witnesses, or that the complainant wishes to withdraw a report. If at any point the complainant requests privacy, the College will make all reasonable attempts to comply with this request. In situations where a complainant requests privacy, the College's ability to investigate and respond to the allegations may be limited. The College is required by Title IX to weigh the complainant's request for confidentiality with the College's commitment to provide a reasonably safe and non-discriminatory environment.

**Q: What if I don't want an investigation or disciplinary process to take place? Do I have a say as to whether the processes happen?**

It is the obligation of the Title IX Coordinator to ensure that all reports of gender-based misconduct are investigated as required by Title IX. Therefore, the Coordinator will ask that an investigation occur to the extent of the information available.

**Q: Can I just talk with someone about the policy and procedures without making a report?**

Students may speak with administrators in hypotheticals so that they can learn about their options without explicitly making a complaint. However, as a general matter, any

College employee informed of an allegation of gender-based misconduct against a student is expected to file a report with the Title IX Coordinator.

**Q: Who can I talk to about this process while it is taking place?**

Students are encouraged to seek appropriate support off-campus. Confidential on-campus referrals include counseling services and medical care providers.

**Q: What is a Title IX Coordinator?**

The Federal Regulations accompanying Title IX state:

Each recipient of federal funds shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to such recipient alleging its noncompliance. At PCI College, the Campus President serves as the Title IX Coordinator.

Please Note: the Title IX Coordinator is not a confidential source of support. While he will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed.

# What to Do if You Have Been Sexually Assaulted

## **1. Get to a safe place.**

It may be helpful to contact a trusted friend to stay with you for support.

## **2. Seek medical attention at the closest medical emergency department or call law enforcement.**

Seek medical attention at a local clinic or hospital. You may also contact local law enforcement, the Cerritos Sheriff's Department (number: 562-860-0044).

## **3. Preserve any evidence.**

Place your clothing and other items (sheets, blankets) in a brown paper (not plastic) bag. Avoid drinking, bathing, showering, douching, brushing your teeth, using mouthwash, combing your hair or changing your clothes. Physical evidence will be collected if you choose to visit an Emergency Room. Write down, or have a friend write down, everything you can remember about the incident. You should attempt to do this even if you are unsure at the moment if you are planning on reporting the incident in the future.

## **4. Report the incident by calling law enforcement.**

Emergency Assistance	911
Cerritos Sheriff's Department	562-860-0044

## **5. Talk about the incident**

Remember that being a victim of sexual assault is not your fault. You are not responsible for the actions of others and it is not your fault that someone decided to hurt you. Talking with supportive people may help you regain a feeling of control and help you feel less alone (regardless of whether you are ready to report the incident to law enforcement.)

# The Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

The Clery Act requires Colleges and Universities:

1. Publish an Annual Security Report (ASR) by October 1, documenting three calendar years (e.g., 2012, 2011, and 2010) of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Paper copies of the ASR must be available upon request. All crime statistics must be provided to the U.S. Department of Education.
2. To have a public crime log. Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request. PCI College does not have a campus police or security department.
3. Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for

student and campus activities.” The Clery Act requires reporting of crimes in several major categories, some with significant sub-categories and conditions:

- Criminal Homicide
- Murder & Non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses
- Forcible
- Non-Forcible
- Robbery
- Aggravated Assault
- There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
- Unlawful entry must be of a structure - having four walls, a roof, and a door.
- There is evidence that the entry was made in order to commit a felony or theft.
- Burglary, where:
- Motor Vehicle Theft
- Arson

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for additional crime categories if the crime committed is classified as a hate crime:

- Larceny/Theft

- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

4. Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community. This mandate has been part of the Clery Act since its inception in 1990. Timely warnings are limited to those crimes an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

5. Devise an emergency response, notification and testing policy. Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test. PCI College has a Crisis Management Plan that is updated annually in July.

6. Compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public. PCI College does not have on-campus housing.

7. Enact policies and procedures to handle reports of missing students. This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours. PCI College does not have on-campus housing.

### The Federal Campus Sexual Assault Victims' Bill of Rights:

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

### **The Campus Sexual Violence Elimination (SaVE) Act**

The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, the highest risk of nonfatal intimate partner violence, and 20-25% of female students experiencing rape or attempted rape. This legislation will update the Jeanne Clery Act to create:

#### **Transparency**

SaVE requires that incidents of domestic violence, dating violence, sexual assault, and stalking be disclosed in annual campus crime statistic reports. Additionally, students or employees reporting victimization will be provided with their written rights to:

- Be assisted by campus authorities if reporting a crime to law enforcement
- Change academic, living, transportation, or working situations to avoid a hostile environment
- Obtain or enforce a no contact directive or restraining order

- Have a clear description of their institution's disciplinary process and know the range of possible sanctions
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community

## **Accountability**

SaVE clarifies minimum standards for institutional disciplinary procedures covering domestic violence, dating violence, sexual assault, and stalking to ensure that:

- Proceedings shall provide a prompt, fair, and impartial investigation and resolution and are conducted by officials receiving annual training on domestic violence, sexual assault, and stalking
- Both parties may have others present during an institutional disciplinary proceeding and any related meeting, including an advisor of their choice
- Both parties will receive written outcomes of all disciplinary proceedings at the same time

## **Education**

SaVE instructs colleges and universities to provide programming for students and employees addressing the issues of domestic violence, dating violence, sexual assault and stalking. Education programs shall include:

- Primary prevention and awareness programs for all incoming students and new employees
- Safe and positive options for bystander intervention
- Information on risk reduction to recognize warning signs of abusive behavior
- Ongoing prevention and awareness programs for students and faculty

## **Collaboration**

SaVE establishes collaboration between the U.S. Departments of Justice, Education, and Health and Human Services to collect and disseminate best practices for preventing and responding to domestic violence, dating violence, sexual assault, and stalking.



# Title IX Sexual Assault Resources

## What is Title IX of the Education Amendments?

The federal law prohibiting sex discrimination in educational institutions is Title IX of the Educational Amendments Act of 1972 (amending the Higher Education Act of 1965). This act is codified as Title 20, United States Code, Chapter 38, Sections 1681-1686. The act was also amended by the Civil Rights Restoration Act of 1987 ("Title IX"). Sexual violence is viewed under the law as an extreme form of hostile environment/sexual harassment and must be addressed.

The law states that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The amendment in 1987 expanded the definition of program or activity to include all the operations of an educational institution, governmental entity or private employer that receives federal funds.

Title IX forbids sex discrimination in all college student services and academic programs including, but not limited to, admissions, financial aid, academic advising, recreational services, Registrar's office, classroom assignments, grading and discipline. Title IX also forbids discrimination because of sex in employment and recruitment consideration or selection, whether full time or part time, under any education program or activity operated by an institution receiving or benefiting from federal financial assistance.

Platt College adheres to the Violence Against Women Act and includes annual security reports online to students, employees, prospective students, and the general public.

## PCI College and Title IX-Specifically Sexual Assault

Sexual harassment is a term with a specific legal connotation. It encompasses a broad range of behavior that includes all forms of sexual misconduct and sexual violence. Sexual Violence refers to sexual acts committed against a person's will, or where the person is incapable of giving consent because of incapacitation, unconsciousness, or any circumstance rendering one unaware that sexual activity is occurring. Sexual

harassment includes but is not limited to sexual assault, sexual exploitation, stalking, cyber-stalking, bullying and cyber-bullying, aiding or facilitating the commission of a violation, and retaliation.

Consistent with the values of an educational and employment environment free from harassment based on sex, the College also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

## Drug & Alcohol Abuse Statement

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services

United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Please enter an agency's name, address, phone and fax where students and staff can be referred for drug counseling and assistance.

Name:	Los Angeles Centers for Alcohol & Drug Abuse
Street Address:	11015 Bloomfield Ave
City, State and ZIP:	Santa Fe Springs, CA 90670
Phone number:	562-906-2676
Fax Number:	562-906-2676

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.