



# 2024 Annual Security and Fire Safety Report (Revised January 2025)

Coast Community College District

(Information for 2024-2025 Academic Year)

Crime Statistics for Calendar Years 2021, 2022, & 2023

**Campuses addressed by this report includes:**

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

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

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## **Introduction**

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

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

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

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

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

The report contains information regarding campus safety and security including topics such as: campus law enforcement authority; crime reporting policies; fire safety policies and procedures (for the Orange Coast College Main Campus only); campus alerts (Timely Warnings and Emergency Notifications); programs to prevent dating violence, domestic violence, sexual assault and stalking; the procedures each institution will follow when one of these crimes is reported; and other matters of importance related to security on campus. The report also contains information about crime statistics for the three most recent calendar years concerning reported crimes that occurred on campus; in on-campus Student Housing Facilities (for the Orange Coast College Main Campus only); in noncampus buildings or property owned or controlled by Coast Community College District or a recognized student organization; and on public property within, or immediately adjacent to and accessible from, the campus. The report also contains fire statistics for any fires occurring in an on-campus Student Housing facility during the three most recent calendar years (for the Orange Coast College Main Campus only).

All of the statistics are gathered, compiled and reported to the District community via this report, which is published by CCCD Public Safety Departments. CCCD Public Safety submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

For more information, please see Coast Community College policy AP 3515:

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

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

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

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

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

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

Primary Crimes	Year	On-Campus	Residential Facilities	Noncampus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	2 <sup>1</sup>	2 <sup>1</sup>	0	0	2
Rape	2023	6	6	0	0	6
	2022	6	6	0	0	6
	2021	2 <sup>3</sup>	2 <sup>3</sup>	0	0	2
Fondling	2023	0	0	0	0	0
	2022	5	2	0 <sup>4</sup>	0	5
	2021	0	0	0	0	0
Incest	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Statutory Rape	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Robbery	2023	2	0	0	0	2
	2022	3 <sup>2</sup>	1	1	0	4
	2021	1	1 <sup>3</sup>	0	0	1
Aggravated Assault	2023	15	5	0	0	15
	2022	9	8	0	0	9
	2021	8 <sup>3</sup>	7 <sup>3</sup>	0	0	8
Burglary	2023	6	3	0	0	6
	2022	17 <sup>2</sup>	6	0 <sup>4</sup>	0	17
	2021	9 <sup>3</sup>	5 <sup>3</sup>	0	0	9
Motor Vehicle Theft	2023	9	0	0	0	9
	2022	15	0	0	0	15
	2021	9 <sup>3</sup>	0	0	0	9
Arson	2023	0	0	0	0	0
	2022	1	0	0	0	1
	2021	1 <sup>3</sup>	1 <sup>3</sup>	0	0	1

<sup>1</sup>OCC has classified this offense based on information provided by local agencies.

<sup>2</sup>The On-Campus Robbery statistics changed from 2 to 3 and Burglary statistics changed from 11 to 17 for the 2022 calendar year. These statistics are being updated due to a late local law enforcement agency response for 2022 data.

<sup>3</sup>The On-Campus Rape statistics was changed from 0 to 2, Aggravated Assault was changed from 1 to 8, Burglary was changed from 3 to 9, Motor Vehicle Theft was changed from 6 to 9, and Arson was changed from 0 to 1 for the 2021 calendar year. The Residential Facilities Rape statistics was changed from 0 to 2, Robbery was changed from 0 to 1, Aggravated Assault was changed from 1 to 7, Burglary was changed from 1 to 5, and Arson was changed from 0 to 1 for the 2021 calendar year. These statistics were updated following an independent review of 2021 reports.



<sup>4</sup>The Noncampus Fondling statistics changed from 1 to 0 and Burglary was changed from 1 to 0 for the 2022 calendar year as we inadvertently captured these statistics in locations that have been confirmed not to be part of our Clery geography.

Arrests and Referrals for Disciplinary Action	Year	On-Campus	Residential Facilities	Noncampus	Public Property	Total
Liquor Law Violation Arrests	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Drug Law Violation Arrests	2023	1	1	0	0	1
	2022	2	0	0	0	2
	2021	5*	2*	0	0	5
Weapons Law Violation Arrests	2023	1	0	0	0	1
	2022	0	0	0****	0	0
	2021	2*	0**	0	0	2
Liquor Law Violation Referrals for Disciplinary Action	2023	104	104	0	0	104
	2022	82***	81***	0	0	82
	2021	80*	78*	0	0	80
Drug Law Violation Referrals for Disciplinary Action	2023	51	51	0	0	51
	2022	46	46	0	0	46
	2021	23*	23*	0	0	23
Weapons Law Violation Referrals for Disciplinary Action	2023	4	4	0	0	4
	2022	3	2	0	0	3
	2021	0**	0**	0	0	0

\*The On-Campus Drug Law Violation Arrests statistics changed from 1 to 5, Weapons Law Violation Arrests statistics changed from 1 to 2, Liquor Law Violation Referrals for Disciplinary Action changed from 56 to 80, and Drug Law Violation Referrals for Disciplinary Action statistics changed from 32 to 23 for the 2021 calendar year. The Residential Facilities Drugs Law Violation Arrests changed from 1 to 2, Drug Law Violation Referrals for Disciplinary Action statistics changed from 32 to 23, and Liquor Law Violation Referrals for Disciplinary Action statistics changed from 56 to 78 for the 2021 calendar year. These statistics were updated following an independent review of 2021 reports.

\*\*The On-Campus Weapon Law Violation Referrals for Disciplinary Action statistics changed from 2 to 0 for the 2021 calendar year as we inadvertently captured two statistics in that category. The Residential Facilities Weapon Law Violation Arrests statistics changed from 1 to 0 and the Weapons Law Violation Referrals for Disciplinary Action statistics changed from 2 to 0 for the 2021 calendar year as we inadvertently captured statistics in these crime categories.

\*\*\* The On-Campus Liquor Law Violation Referrals for Disciplinary Action statistics changed from 5 to 82 and the Residential Facilities Liquor Law Violation Referrals for Disciplinary Action statistics changed from 5 to 81 for the 2022 calendar year. For these 2022 calendar year statistics, the College evaluated reports involving alcohol through the lens of Business and Professions Code 25662. In pertinent part, this code states “any person under 21 years of age who possesses any alcoholic beverage on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor.” Consistent with this code, persons under 21 years of age who possessed alcohol in private areas (including interior apartments at The Harbour) were not included in the College’s crime statistics. However, as the College continued to evaluate applicable liquor laws, it became apparent that Business and Professions Code 25608 also applies to The Harbour, as well as to all campus grounds. Business and Professions Code 25608 states that “Every person who possesses, consumes, sells, gives, or delivers to another person an alcoholic beverage in or on a public schoolhouse or the grounds of the schoolhouse, is guilty of a misdemeanor.” Therefore, the College re-evaluated and revised previously-disclosed 2022 Liquor Law Violation Referral for Disciplinary Action statistics to include incidents involving all students (regardless of age) to the crime statistics, in light of the provisions of Business and Professions Code 25608.

\*\*\*\*The Noncampus Weapon Law Violation Arrests statistics changed from 3 to 0 for the 2022 calendar year as we inadvertently captured three statistics in locations that have been confirmed not to be part of our Clery geography.

VAWA Offenses	Year	On-Campus	Residential Facilities	Noncampus	Public Property	Total
Domestic Violence	2023	11	10	0	0	11
	2022	16**	10**	5	0	21
	2021	15***	13***	0	0	15
Dating Violence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0***	0***	0	0	0
Stalking	2023	35	19	0	0	35
	2022	18**	9*	0	0	18
	2021	23***	20***	0	0	23

*\*The Residential Facilities Stalking statistics changed from 4 to 9 for the 2022 calendar year as we erroneously added one additional statistic that should not have been disclosed.*

*\*\*The On-Campus Domestic Violence statistics changed from 22 to 16 and the Residential Facilities Domestic Violence statistics changed from 20 to 10 for the 2022 calendar year. Guidance received from the California State Auditor's Office indicates "violence that occurred between student roommates who neither live together with a common goal nor in a permanent arrangement should not be classified as domestic violence for Clery purposes." Therefore, any Domestic Violence incidents appearing in prior year statistics that arose from incidents involving violence between roommates have been removed from the statistics. The On-Campus Stalking statistics changed from 17 to 18 for the 2022 calendar year. These statistics are being updated due to a late local law enforcement agency response for 2022 data.*

*\*\*\*The On-Campus Domestic violence statistics changed from 1 to 15, Dating violence statistics changed from 8 to 0, and Stalking statistics changed from 4 to 23 for the 2021 calendar year. The Residential Facilities Domestic violence statistics changed from 1 to 13, Dating violence statistics changed from 8 to 0, and Stalking statistics changed from 4 to 20 for the 2021 calendar year. These statistics were updated following an independent review of 2021 reports.*

*On-Campus Student Housing Facility crime statistics (referred to in the charts as "Residential Facilities") are a subset of the On-Campus category, they are counted in both categories. Additionally, Orange Coast College's Main Campus opened Residential Facilities in Fall 2020.*

## Unfounded Crimes

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

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

The total number of unfounded crimes for the 2023 calendar year at this campus is 0.

The total number of unfounded crimes for the 2022 calendar year at this campus is 0.

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

## Hate Crimes

2023: 1 On-Campus Destruction/Damage/Vandalism of Property characterized by racial bias and 1 On-Campus and On-Campus Student Housing Facility Intimidation characterized by national origin bias.

2022: 1 On-Campus and On-Campus Student Housing Facility Intimidation characterized by sexual

orientation bias, 1 On-Campus Intimidation characterized by racial bias, 1 On-Campus Destruction/Damage/Vandalism of Property characterized by racial bias and 1 On-Campus Intimidation characterized by sexual orientation bias.

2021: No Hate Crimes reported.

***Note:** In prior years, the main campus and Waterfront campus statistics were submitted in a single survey to the U.S. Department of Education via the Campus Safety and Security Survey. Beginning with data for calendar year 2022, the main campus statistics and the Waterfront campus statistics will be disclosed separately.*

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### OCC – Waterfront Campus

Primary Crimes	Year	On-Campus	Residential Facilities	Noncampus*	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	N/A	0	0	0
	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
Manslaughter by Negligence	2023	0	N/A	0	0	0
	2022	0	N/A	0	0	0
	2021	0	N/A	2	0	2
Rape	2023	0	N/A	6	0	6
	2022	0	N/A	6	0	6
	2021	0	N/A	2	0	2
Fondling	2023	0	N/A	0	0	0
	2022	0	N/A	2	0	2
	2021	0	N/A	0	0	0
Incest	2023	0	N/A	0	0	0
	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
Statutory Rape	2023	0	N/A	0	0	0
	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
Robbery	2023	0	N/A	0	0	0
	2022	0	N/A	1	0	1
	2021	0	N/A	1	0	1
Aggravated Assault	2023	0	N/A	5	0	5
	2022	0	N/A	8	0	8
	2021	0	N/A	7	0	7
Burglary	2023	0	N/A	3	0	3
	2022	0	N/A	6	0	6
	2021	0	N/A	5	0	5
Motor Vehicle Theft	2023	0	N/A	0	0	0
	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
Arson	2023	0	N/A	0	0	0
	2022	0	N/A	0	0	0
	2021	0	N/A	1	0	1

Arrests and Referrals for Disciplinary Action	Year	On-Campus	Residential Facilities	Noncampus*	Public Property	Total
Liquor Law Violation Arrests	2023	0	N/A	0	0	0
	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
Drug Law Violation Arrests	2023	0	N/A	1	0	1
	2022	0	N/A	0	0	0
	2021	0	N/A	2	0	2

\*These statistics include Orange Coast College Residential Facility (The Harbour) and added to this category as there are Waterfront students who reside on Noncampus property.

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Residential Facilities</b>	<b>Noncampus*</b>	<b>Public Property</b>	<b>Total</b>
Weapons Law Violation Arrests	2023	0	N/A	0	0	0
	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2023	0	N/A	104	0	104
	2022	0	N/A	81	0	81
	2021	0	N/A	78	0	78
Drug Law Violation Referrals for Disciplinary Action	2023	0	N/A	51	0	51
	2022	0	N/A	46	0	46
	2021	0	N/A	23	0	23
Weapons Law Violation Referrals for Disciplinary Action	2023	0	N/A	4	0	4
	2022	0	N/A	2	0	2
	2021	0	N/A	0	0	0

<b>VAWA Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>Residential Facilities</b>	<b>Noncampus*</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2023	0	N/A	10	0	10
	2022	0	N/A	10	0	10
	2021	0	N/A	13	0	13
Dating Violence	2023	0	N/A	0	0	0
	2022	0	N/A	0	0	0
	2021	0	N/A	0	0	0
Stalking	2023	0	N/A	19	0	19
	2022	0	N/A	9	0	9
	2021	0	N/A	20	0	20

*\*These statistics include Orange Coast College Residential Facility (The Harbour) and added to this category as there are Waterfront students who reside on Noncampus property.*

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

### **Unfounded Crimes**

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

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

The total number of unfounded crimes for the 2023 calendar year at this campus is 0.

The total number of unfounded crimes for the 2022 calendar year at this campus is 0.

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

## **Hate Crimes**

2023: 1 Noncampus Student Housing Facility - Intimidation characterized by national origin bias.

*Note: This statistic includes Orange Coast College Residential Facility (The Harbour) and added to this category as there are Waterfront students who reside on Noncampus property.*

2022: 1 Noncampus Student Housing Facility - Intimidation characterized by sexual orientation bias.

*Note: This statistic includes Orange Coast College Residential Facility (The Harbour) and added to this category as there are Waterfront students who reside on Noncampus property.*

2021: No Hate Crimes reported.

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## Golden West College

Primary Crimes	Year	On-Campus	Noncampus***	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	2	0	2
Rape	2023	1	6	0	7
	2022	0	6	0	6
	2021	1 *	2	0	3
Fondling	2023	1	0	0	1
	2022	1	2	0	3
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	1	0	0	1
	2022	0	1	0	1
	2021	0	1	0	1
Aggravated Assault	2023	5	5	0	10
	2022	0	8	0	8
	2021	1 *	7	0	8
Burglary	2023	8	3	0	11
	2022	5	6	0	11
	2021	2	5	0	7
Motor Vehicle Theft	2023	9	0	0	9
	2022	10	1	0	11
	2021	3	0	0	3
Arson	2023	9**	0	0	9
	2022	0	0	0	0
	2021	3 *	1	0	4

\*The On-Campus Rape statistics changed from 0 to 1, Aggravated Assault was changed from 0 to 1, and Arson statistics changed from 0 to 3 for the 2021 calendar year. These statistics were updated following an independent review of 2021 reports.

\*\*7 of the 9 On-Campus Arson statistics reported for calendar year 2023 are from a string of arsons committed by a group of juveniles over a period of 8 days.

\*\*\*These statistics include Orange Coast College Residential Facility (The Harbour) and added to this category as there are GWC students who reside on Noncampus property.

Arrests and Referrals for Disciplinary Action	Year	On-Campus	Noncampus***	Public Property	Total
Liquor Law Violation Arrests	2023	0	0	2	2
	2022	0	0	0	0

Arrests and Referrals for Disciplinary Action	Year	On-Campus	Noncampus***	Public Property	Total
Drug Law Violation Arrests	2021	0	0	0	0
	2023	1	1	11	13
	2022	4	0	0	4
	2021	1 *	2	0	3
Weapons Law Violation Arrests	2023	1	0	1	2
	2022	0	0	0	0
	2021	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2023	0	104	0	104
	2022	3 **	81	0	84
	2021	0	78	0	78
Drug Law Violation Referrals for Disciplinary Action	2023	0	51	0	51
	2022	0	46	0	46
	2021	0	23	0	23
Weapons Law Violation Referrals for Disciplinary Action	2023	0	4	0	4
	2022	1	2	0	3
	2021	0	0	0	0

\*The On-Campus Drug Law Violation Arrests statistics changed from 0 to 1 for the 2021 calendar year. These statistics were updated following an independent review of 2021 reports.

\*\* The On-Campus Liquor Law Violation Referrals for Disciplinary Action statistics changed from 0 to 3 for the 2022 calendar year. For these statistics in 2022, the College evaluated reports involving alcohol through the lens of Business and Professions Code 25662. In pertinent part, this code states “any person under 21 years of age who possesses any alcoholic beverage on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor.” Consistent with this code, persons over 21 years of age who possessed alcohol on the campus were not included in the College’s crime statistics. However, as the College continued to evaluate applicable liquor laws, it became apparent that Business and Professions Code 25608 applies to all campus grounds. Business and Professions Code 25608 states that “Every person who possesses, consumes, sells, gives, or delivers to another person an alcoholic beverage in or on a public schoolhouse or the grounds of the schoolhouse, is guilty of a misdemeanor.” Therefore, the College re-evaluated and revised previously-disclosed 2022 Liquor Law Violation Referral for Disciplinary Action statistics to include incidents involving all students (regardless of age) in the crime statistics, in light of the provisions of Business and Professions Code 25608.

VAWA Offenses	Year	On-Campus	Noncampus***	Public Property	Total
Domestic Violence	2023	3	10	1	14
	2022	0	10	0	10
	2021	0	13	0	13
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	15	20	0	35
	2022	7	9	0	16
	2021	2 *	20	0	22

\*The On-Campus Stalking statistics changed from 0 to 2 for the 2021 calendar year following an independent review of 2021 reports.

\*\*\*These statistics include Orange Coast College Residential Facility (The Harbour) and added to this category as there are GWC students who reside on Noncampus property.

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



## **Unfounded Crimes**

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

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

The total number of unfounded crimes for the 2023 calendar year at this campus is zero (0).  
The total number of unfounded crimes for the 2022 calendar year at this campus is zero (0).  
The total number of unfounded crimes for the 2021 calendar year at this campus is zero (0).

## **Hate Crimes**

2023: 1 Noncampus Student Housing Facility - Intimidation characterized by national origin bias.

*Note: This statistic includes Orange Coast College Residential Facility (The Harbour) and added to this category as there are GWC students who reside on Noncampus property.*

2022: 1 Noncampus Student Housing Facility - Intimidation characterized by sexual orientation bias.

*Note: This statistic includes Orange Coast College Residential Facility (The Harbour) and added to this category as there are GWC students who reside on Noncampus property.*

2021: 1 On-Campus - Intimidation characterized by national origin bias.

*Note: This statistic changed from 0 to 1 for the 2021 calendar year. This statistic was updated following an independent review of 2021 reports.*

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### Coastline College – Garden Grove Campus

Primary Crimes	Year	On-Campus	Noncampus**	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	2	0	2
Rape	2023	0	6	0	6
	2022	0	6	0	6
	2021	0	2	0	2
Fondling	2023	0	0	0	0
	2022	0	2	0	2
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	1	1	0	2
	2021	0	1	0	1
Aggravated Assault	2023	0	5	0	5
	2022	1	8	1	10
	2021	0	7	0	7
Burglary	2023	0	4	0	4
	2022	0	6	0	6
	2021	0	9*	0	9
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	1	0	1
	2021	1*	2*	0	3
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	1*	2*	0	3

\*The On-Campus Motor Vehicle Theft statistics changed from 0 to 1 and Arson statistics changed from 0 to 1 for the 2021 calendar year. The Noncampus Burglary changed from 0 to 4, Motor Vehicle Theft changed from 0 to 2, and Arson changed from 0 to 1 for the 2021 calendar year. These statistics were updated following an independent review of 2021 reports.

\*\*These statistics include Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.

Arrests and Referrals for Disciplinary Action	Year	On-Campus	Noncampus**	Public Property	Total
Liquor Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus**</b>	<b>Public Property</b>	<b>Total</b>
Drug Law Violation Arrests	2023	0	2	0	2
	2022	0	1	2	3
	2021	0	6	0	6
Weapons Law Violation Arrests	2023	0	1	0	1
	2022	0	0	1	1
	2021	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2023	0	104	0	104
	2022	0	81	0	81
	2021	0	78	0	78
Drug Law Violation Referrals for Disciplinary Action	2023	0	51	0	51
	2022	0	46	0	46
	2021	0	23	0	23
Weapons Law Violation Referrals for Disciplinary Action	2023	0	4	0	4
	2022	0	2	0	2
	2021	0	0	0	0

*\*The Noncampus Drug Law Violation Arrests statistics changed from 0 to 4 for the 2021 calendar year. These statistics were updated following an independent review of 2021 reports.*

<b>VAWA Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus**</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2023	0	10	0	10
	2022	3*	10	0	13
	2021	0	13	0	13
Dating Violence	2023	0	0	0	0
	2022	0*	0	0	0
	2021	0	0	0	0
Stalking	2023	0	20	0	20
	2022	0	9	0	9
	2021	0	20	0	20

*\*The On-Campus Domestic Violence statistics changed from 2 to 3 and Dating Violence statistics changed from 1 to 0 for the 2022 calendar year. These changes were made as we inadvertently captured one incident as Dating Violence instead of Domestic Violence.*

*\*\*These statistics include Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.*

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

### **Unfounded Crimes**

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

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

The total number of unfounded crimes for the 2023 calendar year at this campus is zero (0). The total number of unfounded crimes for the 2022 calendar year at this campus is zero (0). The total number of unfounded crimes for the 2021 calendar year at this campus is zero (0).

### **Hate Crimes**

2023: 1 Noncampus Student Housing Facility - Intimidation characterized by national origin bias.

*Note: This statistic includes Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.*

2022: 1 Noncampus Student Housing Facility - Intimidation characterized by sexual orientation bias.

*Note: This statistic includes Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.*

2021: No Hate Crimes reported.

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**Coastline College – Le-Jao Campus**

<b>Primary Crimes</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus*</b>	<b>Public Property</b>	<b>Total</b>
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	2	0	2
Rape	2023	0	6	0	6
	2022	0	6	0	6
	2021	0	2	0	2
Fondling	2023	0	0	0	0
	2022	0	2	0	2
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	1	0	1
	2021	0	1	0	1
Aggravated Assault	2023	0	5	0	5
	2022	0	8	0	8
	2021	0	7	0	7
Burglary	2023	0	3	0	3
	2022	0	6	0	6
	2021	0	5	0	5
Motor Vehicle Theft	2023	1	0	1	2
	2022	0	0	1	1
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	1	0	1

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus*</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violation Arrests	2023	0	1	0	1
	2022	0	0	0	0

\*These statistics include Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus*</b>	<b>Public Property</b>	<b>Total</b>
Weapons Law Violation Arrests	2021	0	2	0	2
	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2023	0	104	0	104
	2022	0	81	0	81
	2021	0	78	0	78
Drug Law Violation Referrals for Disciplinary Action	2023	0	51	0	51
	2022	0	46	0	46
	2021	0	23	0	23
Weapons Law Violation Referrals for Disciplinary Action	2023	0	4	0	4
	2022	0	2	0	2
	2021	0	0	0	0

<b>VAWA Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus*</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2023	0	10	0	10
	2022	0	10	0	10
	2021	0	13	0	13
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	19	0	19
	2022	0	9	0	9
	2021	0	20	0	20

\*These statistics include Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.

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

### **Unfounded Crimes**

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

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

The total number of unfounded crimes for the 2023 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2022 calendar year at this campus is zero (0).

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

## **Hate Crimes**

2023: 1 Noncampus Student Housing Facility - Intimidation characterized by national origin bias.

*Note: This statistic includes Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.*

2022: 1 Noncampus Student Housing Facility - Intimidation characterized by sexual orientation bias.

*Note: This statistic includes Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.*

2021: No Hate Crimes reported.

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**Coastline College – Newport Beach Campus**

<b>Primary Crimes</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus*</b>	<b>Public Property</b>	<b>Total</b>
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	2	0	2
Rape	2023	0	6	0	6
	2022	0	6	0	6
	2021	0	2	0	2
Fondling	2023	0	0	0	0
	2022	0	2	0	2
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	1	0	1
	2021	0	1	0	1
Aggravated Assault	2023	0	5	0	5
	2022	0	8	0	8
	2021	0	7	0	7
Burglary	2023	0	3	0	3
	2022	0	6	0	6
	2021	0	5	0	5
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	1	0	1

\*These statistics include Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.



<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus**</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violation Arrests	2023	0	1	0	1
	2022	0	0	0	0
	2021	0	2	0	2
Weapons Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2023	0	104	0	104
	2022	0	81	0	81
	2021	0	78	0	78
Drug Law Violation Referrals for Disciplinary Action	2023	0	51	0	51
	2022	0	46	0	46
	2021	0	23	0	23
Weapons Law Violation Referrals for Disciplinary Action	2023	0	4	0	4
	2022	0	2	0	2
	2021	0	0	0	0

<b>VAWA Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>Noncampus**</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2023	0	10	0	10
	2022	0	10	0	10
	2021	0	13	0	13
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	19	0	19
	2022	1	9	0	10
	2021	1*	20	0	21

\*The On-Campus Stalking statistics changed from 0 to 1 for the 2021 calendar year. These statistics were updated following an independent review of 2021 reports.

\*\*These statistics include Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.

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

### **Unfounded Crimes**

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

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

The total number of unfounded crimes for the 2023 calendar year at this campus is zero (0). The total number of unfounded crimes for the 2022 calendar year at this campus is zero (0). The total number of unfounded crimes for the 2021 calendar year at this campus is zero (0).

### **Hate Crimes**

2023: 1 Noncampus Student Housing Facility - Intimidation characterized by national origin bias.

*Note: This statistic includes Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.*

2022: 1 Noncampus Student Housing Facility - Intimidation characterized by sexual orientation bias.

*Note: This statistic includes Orange Coast College Residential Facility (The Harbour) and added to this category as there are CCC students who reside on Noncampus property.*

2021: No Hate Crimes reported.

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## **Crime Definitions**

The following definitions are to be used for reporting the crimes listed in the Clery Act, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program. The definitions for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons law violations: carrying, possessing, etc., drug abuse violations and liquor law violations are from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program. The definitions of fondling, incest and statutory rape are excerpted from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program. The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation and destruction/damage/vandalism of property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program.

### **Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program**

#### **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.

#### **Criminal Homicide—Manslaughter by Negligence**

The killing of another person through gross negligence.

#### **Criminal Homicide—Murder and Nonnegligent Manslaughter**

The willful (nonnegligent) killing of one human being by another.

#### **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.

#### **Robbery**

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

#### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious bodily injury if the crime were successfully completed.)

#### **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

**Weapons: Carrying, Possessing, Etc.**

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.

**Drug Abuse Violations**

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.

**Liquor Law Violations**

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.

**Crime Definitions From the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program****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 (the rape definition is listed above).

A. *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.

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

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

**Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual From the FBI's UCR Program****Larceny-Theft (Except Motor Vehicle Theft)**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included: embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**Simple Assault**

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

**Intimidation**

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

**Destruction/Damage/Vandalism of Property**

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

**Campus Geography****OCC – Main Campus**

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

**OCC – Waterfront Campus**

Orange Coast College also has the Waterfront Campus located at 1801 W. Pacific Coast Highway, Newport Beach, CA 92663. The geographic space encompasses each campus building, pathway, garden, and parking lot. Private businesses surround the campus to the east and west, and Pacific Coast Highway to the north. The campus owns all buildings within the boundaries. The area considered public property includes the sidewalks adjacent to the campus, the surrounding street of Pacific Coast Highway and the sidewalks on the opposite side of the street. This campus does not have noncampus property.

**Golden West College**

Golden West College (GWC) is located at 15744 Goldenwest Street in Huntington Beach, California. The geographic space encompasses each campus building, pathway, garden and parking lot. The campus has four main public streets that surround it and create its boundary. These are Goldenwest Street to the west, Edinger Avenue to the south, Gothard Street to the east and McFadden Avenue to the north. The campus has no public street or easement within the boundaries. The campus has no student housing. The campus owns all buildings within the boundaries except for a leased retail pharmacy at the corner of Goldenwest St. and McFadden Ave. which is not Clery reportable. The area considered public property includes the sidewalks adjacent to the campus, the surrounding streets of Goldenwest St., McFadden Ave., Gothard St. and Edinger Ave., and the sidewalks on the opposite side of those streets. Additionally, GWC has multiple noncampus locations that change each year.

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

Garden Grove Campus is located at 12901 South Euclid Street in Garden Grove, California. The geographic space encompasses the campus building, pathway, garden, and parking lot. The campus has four main public streets that surround it and create its boundary. These are Euclid Street to the east, Garden Grove Boulevard to the south, Pine Street to the west, and Acacia Parkway to the north. The campus does not have student housing and owns all buildings within the boundaries except for a privately owned restaurant and its parking lot (McDonald's). The Concorde Institute building that is adjacent and to the south of our campus building is also privately owned and not within the campus geography; however, the easements at Concorde and McDonald's are within the campus core boundary. The area considered public property includes the sidewalks adjacent to the campus, the surrounding streets of Euclid, Garden Grove, Acacia, and Pine as well as the sidewalks on the opposite side of those streets. Additionally, CCC – Garden Grove has multiple noncampus locations that change each year. The Fountain Valley campus location is a CCC – Garden Grove noncampus location. Fountain Valley is not considered a separate campus for Clery reporting purposes.

### **Coastline College-Newport Beach Campus**

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

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

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

### **Daily Crime Log**

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

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

Log for the most recent 60-day period is open to the public for inspection and review. Campus Safety will make any crime log older than 60 days available within two business days upon request. There is no fee to access this information.



## ORANGE COAST COLLEGE PUBLIC SAFETY

### Clery Act Public Crime Log

From 10/1/2023 To 10/31/2023

<b>Incident Type:</b>	<b>THEFT : LARCENY (\$950 OR LESS)</b>		
<b>Location:</b>	<b>ORANGE COAST COLLEGE : BUILDINGS : COLLEGE CENTER- 189</b>		
<b>Date/Time Reported:</b>	10/1/2023 1716	<b>Incident Occurred Between:</b>	10/1/2023 1253 and 10/1/2023 1254
<b>Case #:</b>	OCC-IR2023-184	<b>Int. Ref. #:</b>	<b>Disposition:</b> CLOSED / REFERRED TO OTHER AGENCY/DEPARTMENT
<b>Notes:</b>	External Sony Speaker Black taken from under front hood of vehicle.		

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<b>Incident Type:</b>	<b>MALICIOUS MISCHIEF (DAMAGE / DESTROY /GRAFFITI PROPERTY)</b>		
<b>Location:</b>	<b>ORANGE COAST COLLEGE : BUILDINGS : STUDENT UNION-188</b>		
<b>Date/Time Reported:</b>	10/5/2023 1600	<b>Incident Occurred Between:</b>	10/4/2023 0000 and 10/5/2023 1600
<b>Case #:</b>	OCC-IR2023-201	<b>Int. Ref. #:</b>	<b>Disposition:</b> CLOSED / OTHER
<b>Notes:</b>	Professor reports her mobility scooter that was parked in the elevator lobby of the Student union was damaged.		

**Golden West College:** The Daily Crime Log is available for public inspection during normal business hours at the front counter in the Public Safety Office. The Public Safety Office is located on the southwest corner of the campus off the Edinger Parking Lot. The office is located in a one-story building facing Edinger Ave. just west of the Nursing Building. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. The Crime Log for the most recent 60-day period is open to the public for inspection and review. Campus Safety will make any crime log older than 60 days available within two business days upon request. There is no fee to access this information.



## GOLDEN WEST COLLEGE PUBLIC SAFETY

### Clery Act Public Crime Log

From 6/4/2024 To 6/9/2024

<b>Incident Type:</b>	<b>THEFT : GRAND (OVER \$950)</b>		
<b>Location:</b>	<b>GOLDEN WEST COLLEGE : BUILDINGS : COMMUNITY EDUCATION AND SWAP MEET BLDG</b>		
<b>Date/Time Reported:</b>	6/6/2024 1808	<b>Incident Occurred Between:</b>	6/2/2024 1100 and 6/2/2024 1230
<b>Case #:</b>	GWC-IR2024-91	<b>Int. Ref. #:</b>	<b>Disposition:</b> REFERRED TO LAW ENFORCEMENT

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<b>Incident Type:</b>	<b>MALICIOUS MISCHIEF (DAMAGE / DESTROY /GRAFFITI PROPERTY)</b>		
<b>Location:</b>	<b>GOLDEN WEST COLLEGE : CAMPUS OPEN AREAS : (NEW) STUDENT CENTER FRONT PATIO</b>		
<b>Date/Time Reported:</b>	6/9/2024 0020	<b>Incident Occurred Between:</b>	6/9/2024 0007 and 6/9/2024 0020
<b>Case #:</b>	GWC-IR2024-94	<b>Int. Ref. #:</b>	<b>Disposition:</b> VICTIM TO HANDLE FURTHER ACTION

**Coastline College:** The Daily Crime Log can be accessed at the Public Safety Office during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday). The Public Safety Office is located at 11460 Warner Avenue, Fountain Valley, CA 92708. The Crime Log for the most recent 60-day period is open to the public for inspection and review. Campus Safety will make any crime log older than 60 days available within two business days upon request. There is no fee to access this information.

## Coast Community College District

### Clery Act Public Crime Log

*From 1/1/2024 To 12/31/2024*

<b>Incident Type:</b>	<b>SEXUAL OFFENSE : FONDLING / SEXUAL BATTERY</b>		
<b>Location:</b>	<b>COASTLINE COLLEGE : NEWPORT BEACH CENTER</b>		
<b>Date/Time Reported:</b>	<b>1/29/2024 0829</b>	<b>Incident Occurred Between:</b>	<b>1/28/2024 1117 and 1/29/2024 1029</b>
<b>Case #:</b>	<b>CCC-IR2024-02</b>	<b>Int. Ref. #:</b>	<b>Disposition: OTHER</b>
<b>Notes:</b>	Sexual assault reported by Newport Beach Police Department on public sidewalk near campus north parking lot. CCTV footage requested for the investigation.		

<b>Incident Type:</b>	<b>MALICIOUS MISCHIEF (DAMAGE / DESTROY /GRAFFITI PROPERTY)</b>		
<b>Location:</b>	<b>COASTLINE COLLEGE : LE-JAO CENTER : EXTERIOR AREAS : FRONT ENTRY-PATIO</b>		
<b>Date/Time Reported:</b>	<b>2/20/2024 1415</b>	<b>Incident Occurred Between:</b>	<b>2/15/2024 2348 and 3/16/2024 0000</b>
<b>Case #:</b>	<b>CCC-IR2024-04</b>	<b>Int. Ref. #:</b>	<b>Disposition: REFERRED TO LAW ENFORCEMENT</b>

## Reporting Crimes and Other Emergencies

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

Criminal activity and other campus emergencies can be reported directly to the Public Safety Department by telephone on campus. Outdoor emergency phones are easily identified by bright blue overhead lights. Crimes and other emergencies can be reported in-person at the Public Safety Office which is open Monday-Friday 8:00 a.m. to 5:00 p.m. These incidents can also be reported via phone by dialing (714) 432-5017 for routine calls and (714) 432-5555 for emergencies. On weekends or after regular business hours, incidents can be reported to the on-duty officers by calling them direct on their cell phones at (714) 412-0582 or (714) 412-2733. The campus community may also directly call a local law enforcement agency to file a report. For emergencies dial 9-1-1.

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

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

In response to a call, the Public Safety Department will take the required action, either dispatching an officer or asking the victim to report to the Public Safety Department to file an incident report. Certain reported crimes at the main campus will be investigated by the Costa Mesa Police Department and may become a matter of public record. Certain reported crimes at the Waterfront Campus will be investigated by the Newport Beach Police Department and may become a matter of public record. The Public Safety



Department incident reports are forwarded to the Dean of Students Office for review for potential action, as appropriate. The Public Safety Department will complete an incident report when it is deemed appropriate. Additional information obtained via the incident report will also be forwarded to the Dean of Students Office. If assistance is required from the Costa Mesa Police Department, Costa Mesa Fire Department, Newport Beach Police Department, or Newport Beach Fire Department, the Public Safety Department will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including the Public Safety Department, will offer the victim a wide variety of services. Additionally, campus safety may request a local law enforcement agency to take a crime report, or they will direct and assist a victim to call the appropriate law enforcement agency.

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

- President (714) 432-5577
- Vice President, Instruction (714) 432-5015
- Vice President, Student Services (714) 432-5897
- Vice President, Administrative Services (714) 432-5111
- Dean of Student Services (714) 432-5741
- Manager of Waterfront Campus (949) 645-9412
- Director of Student Equity and Title IX (714) 432-5930
- Director, Public Safety (714) 432-5117
- Public Safety Officer (714) 432-5017

### **Golden West College**

Working together, public safety at Golden West College is everyone's responsibility. Students, faculty, staff, and visitors are partners in creating an atmosphere that is safe and conducive for learning. All students, faculty, staff, and visitors are encouraged to report any crime to the GWC Public Safety Department or the Huntington Beach Police Department.

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

GWC encourages accurate and prompt reporting of all crime to the Public Safety Department (or local police), when the victim of a crime elects to, or is unable to, make such a report. A report of crimes may be made directed to the campus Public Safety Department or to the local law enforcement agency. Members of the community are helpful when they immediately report crimes or emergencies to the GWC Public Safety Department and/or the following preferred receivers of reports for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary:

- President, (714) 895 – 8178
- Vice President, Instruction (714) 895 – 8155
- Vice President, Student Services (714) 895 - 5305
- Vice, President, Administrative Services (714) 895 - 8240
- Director of Student Health (714) 895 - 8379
- Dean of Students (714) 895 - 8705
- Title IX Coordinator (714) 895 - 8705
- Director, Human Resources (714) 895 - 8970
- Director, Public Safety (714) 895 - 8183
- Public Safety Officers (714) 895 – 8924

#### GWC Response to Reports

In response to a call, GWC's Public Safety Department will take the required actions, either dispatching an officer or asking the victim to report to the Public Safety Department to file an incident report. Certain crimes will be reported to the Huntington Beach Police Department for investigation and may become a matter of public record. Incident reports may be sent to the Student Conduct Officer for review and referral for any student disciplinary action as needed. If a sexual assault or rape should occur, the staff on the scene, including the Public Safety Department, will offer the victim a variety of services.

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

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

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

- President (714) 241-6152
- Vice President, Instruction (714) 241-6195
- Vice President, Student Services (714) 241-6160
- Vice President, Administrative Services (714) 241-6144
- Dean of Student Services (714) 241-6130
- Dean, Garden Grove Center (714) 241-6209
- Dean, Westminster (Le-Jao) Center (714) 241-6184
- Dean, Newport Beach Center (714) 546-7600 x17201
- Director of Student Equity and Title IX (714) 241-6124
- Director of Public Safety (714) 241-6360
- Public Safety Officers: GGC (714) 837-6071; NBC (714) 837-6502; WLJC (714) 837-6477

Emergency phones are also located in the parking lots at the College Center, Garden Grove and Newport Beach campuses. One is also mounted at the front entrance at the Le-Jao campus. For services of a non-emergency or more routine nature, the Public Safety Office may be called at (714) 241-6040.

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

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

#### Coastline College Response to Reports

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

#### Voluntary and Confidential Reporting of Crimes

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

CCCD does not employ pastoral counselors but does employ professional mental health counselors. Licensed professional counselors, health services providers, as well as their staff, are required by law to maintain near or complete confidentiality, with limited exceptions as outlined by law. Nurses, nurse practitioners, and physicians are mandated reporters and must report any suspected or known injury as a

result of violence, abuse, or assault to law enforcement. Consistent with the above, while medical providers are required to report all details of the incident to law enforcement, they can report to the College Title IX Coordinator without disclosing identities in cases where there is no immediate safety risk. .

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

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

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

Topics such as personal safety, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs which will be offered during the academic year. Information is also provided at the new student and employee orientations. As part of the security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others. Finally, all effective crime prevention programs will include some measure of people watching out for one another. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Public Safety to report suspicious behavior. For additional questions regarding crime prevention, contact the Public Safety Department at each campus directly.

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

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

One of the essential components of any successful crime prevention program is an informed public. Orange Coast College is committed to educating students and staff about effective crime prevention and security awareness practices to enhance campus safety. Multiple departments at OCC, including Public Safety, Title IX, Dean of Students, Human Resources, Campus Life, and Student Health, offer training and awareness/educational programs to the campus community. In addition, these departments regularly publish pamphlets and flyers on various crime prevention topics, such as active shooter incident checklist, security awareness, crime reporting, safety escorts, and weapons policy.

During the 2023-2024 academic year, Orange Coast College offered approximately 14 crime prevention and security awareness programs. These departments lead workshops covering topics like Public Safety Department Services, Security Awareness, General Crime Prevention, Bicycle Safety, Title IX Office, Rape and Sexual Assault Awareness, Domestic Violence Awareness, Health Relationships, Green Dot Bystander Training, Prevention of Vehicle Theft and Burglary, alcohol and drug abuse awareness, and person safety. The workshops are offered free of charge.

As part of these security awareness programs, students and employees are encouraged to be responsible for their own security and the safety of others. Participants are advised to remain alert, security-conscious, and proactive by reporting suspicious behavior to Public Safety. For additional questions regarding crime prevention, contact the department directly at (714) 432-5017.

## **Golden West College**

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Golden West College to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to their physical safety. Such information will be distributed to students through this brochure and through flyers. The “GWC” App is used to communicate various information to students directly. Staff are informed through in-house memos or bulletins and regularly published newsletters. Multiple departments at GWC provide training and awareness/educational programs to the campus community, to include the Title IX office, Human Resources, Campus Life, and Student Health. Crime prevention programs and services provided by GWC include Rape and Sexual Assault Awareness, Domestic Violence Awareness, Healthy Relationships, Green Dot Bystander Training, Cybersecurity Awareness Training, alcohol and drug abuse awareness, and personal safety. Students are encouraged to view additional safety tips and procedures by going to the Public Safety Webpage, GWC Public Safety URL: <https://www.goldenwestcollege.edu/public-safety/policies-safety/index.html>. During the 2023 calendar year, Golden West College offered approximately 10 crime prevention and security awareness programs.

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

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

A successful crime prevention program must ensure that the public is well informed. It is the intent of Coastline College to provide information in a timely manner regarding criminal activity or security problems which may pose a threat to the safety of students, faculty, staff, visitors, and their property. Such information will be distributed to students through flyers, and staff through in-house memos and bulletins, and a new Coastline application that is compatible with both android and Apple cell phone platforms. Crime and security information is also shared among the District’s Campus Public Safety Departments, as well as those in neighboring districts. Crime prevention programs and services provided by Coastline Campus Public Safety include Safety Patrols, Escorts, and Assists. During the 2023-2024 academic year, Coastline Community College offered approximately 2 crime prevention and security awareness programs.

Crime prevention programs must also include a component involving individuals being alert and reporting suspicious activity. All staff and students are asked to report any suspicious behavior to the local police department or the Public Safety Department at (714) 241-6040. Crimes in progress should be reported directly to the local police department by calling 9-1-1.

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

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

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

Access to academic, recreational, and administrative facilities on campus will be restricted to students, faculty, and employees of the District. Some outdoor athletic facilities on campus, unless locked, are open for unrestricted use to the general public as long as the public's activities do not conflict with authorized college activities. Access to cultural and recreational events on campus by the general public will be limited to only the facilities in which the events occur. Most campus buildings are open from 8:00 a.m. to 10:30 p.m.

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

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

Campus buildings will normally be locked from 5:30 p.m. Friday to 7:30 a.m. Monday. College personnel will unlock doors for weekend classes and other events as published in the facility use schedule. It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. Keys and access cards are provided to staff members on a need-to-enter basis as determined by the appropriate supervisor. Lost keys and access cards must be reported immediately to one's supervisor and the Public Safety Department. Public Safety Officers conduct routine patrols of campus buildings in order to monitor security related matters.

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

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

### **Golden West College**

Most campus buildings are open from 8:00a.m. until 10:30 p.m., and are accessible to students, staff, faculty and members of the public. Students and staff members are asked to identify themselves if there is a question about their authorization in a specific area. Members of the public or public groups who use campus buildings or other areas must secure a College Facility Usage Agreement for that date and time from the Facilities Office. The Public Safety Department is notified of approved College Facility Usage Agreements.

### Keys

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

Campus buildings are typically locked from 5:30 p.m. on Friday until 8:00 a.m. on Monday. Public Safety personnel will unlock doors for weekend classes and other events as listed in either the College Facility Usage Agreement or the academic calendar. It is the responsibility of those who use rooms, offices, and areas, to lock access doors, turn off lights, and close windows. Maintenance and Operations and Public Safety staff will check many areas of the campus during off-hours but the primary responsibility for security lies with the user. Public Safety officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

### Security Considerations in the Maintenance of Campus Facilities

GWC maintains a physically secure campus through various methods that minimizes hazardous and unsafe conditions. Campus Public Safety works with Maintenance and Operations to address facilities related concerns to include burned out lights in parking lots, pathways, and buildings, malfunctioning door lock mechanisms, etc. Maintenance or repair issues are reported to the Maintenance and Operations staff. Other members of the College community are helpful when they report equipment problems to Public Safety or to Maintenance and Operations.

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

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

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

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

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

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

Coastline College maintains a physically secure campus through various methods that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Public Safety works with Maintenance & Operations in order to address burned out lights in the parking lot or other campus locations; malfunctioning door lock mechanisms; observing and reporting suspicious persons; and reporting unsafe conditions. Other members of the College community are helpful when they report equipment problems to Public Safety or to Facilities Management.

#### Drug and Alcohol Policy

Coast Community College District prohibits the unlawful possession, use, and sale of alcoholic beverages and illegal drugs on each campus within the District. The District Public Safety Departments are responsible for the reporting of state underage drinking laws and reporting of Federal and State drug laws at all campuses. The local law enforcement agencies surrounding each campus are responsible for the enforcement of state underage drinking laws and Federal and State drug laws.

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



### **Drug and Alcohol Abuse Prevention Program**

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

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

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

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

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

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

### **Orange Coast College – Main Campus**

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

Orange Coast College requests assistance from Costa Mesa Police Department for incidents that require resources not available to Orange Coast College. Moreover, the College will summon the assistance of other agencies to provide services for incidents that require special resources. This may include the Costa Mesa Fire Department. These include homicide, rape, robbery, and aggravated assaults on campus

property and property controlled by the campus. This agreement also ensures the proper reporting of violent crime and property crime occurring on campus property in compliance with the FBI Uniform Crime Reporting Program. The Public Safety Department will report all crimes to the Costa Mesa Police Department for criminal investigations. The Public Safety Department maintains a close working relationship and communicates regularly with the Costa Mesa Police Department.

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

Although non-sworn, Public Safety Officers at OCC are required to pass the Commission on Peace Officer Standards and Training P.C. 832.2, School Peace Officer Course. The course outline includes: the role of school peace officers, laws impacting school campuses, maintaining campus community relations, reporting offenses to other law enforcement agencies, dealing with violence/gangs on campus, dealing with campus parking and traffic, facility protection, and emergencies and disasters. Officers are required to maintain current certification in First Aid and CPR Training. All officers are required to have training in the use of Automated External Defibrillators (A.E.D.s). These units are standard officer equipment to assist in saving the lives of cardiac-arrest victims.

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

A 24-hour Campus-Community Emergency Response Training (C-CERT) course is provided by the District. Additionally, an eight-hour course for First Responders to Hazardous Material Spills is offered to select full-time officers. Officers are issued the department officer's manual, and law enforcement updates from various sources are regularly disseminated.

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

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

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

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

### **Golden West College**

Golden West College maintains a Public Safety Department which responds to safety and security issues in addition to emergency responses on campus according to the guidelines and policies set forth by the Coast Community College District Board of Trustees. Golden West College employs public safety officers with training specific to parking and public safety. Public Safety Officers are not peace officers and do not have peace officer powers of arrest but can affect “private person’s” arrests under Penal Code Section 837. Public Safety Officers receive initial and bi-annual training that complies with Senate Bill 1626. Officers enforce GWC policies and parking regulations.

Golden West College requests assistance from Huntington Beach Police Department and Huntington Beach Fire Department for matters outside the scope and authority of a Public Safety Officer. The Public Safety Department will report crimes to the Huntington Beach Police Department for criminal investigations. Golden West College Public Safety Department maintains a close working relationship and communicates regularly with the Huntington Beach Police Department.

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

Although Public Safety Officers are not sworn police officers, they are still required to pass the Commission on Peace Officer Standards and Training P.C. 832.2, School Peace Officer Course. The course outline includes: the role of school peace officers, laws impacting school campuses, maintaining campus community relations, reporting offenses to other law enforcement agencies, dealing with violence/gangs on campus, dealing with campus parking and traffic, facility protection, and emergencies and disasters. Officers are required to maintain current certification in First Aid and CPR. All officers are required to have training in the use of Automated External Defibrillators (A.E.D.s). These units are standard officer equipment to assist in saving the lives of cardiac-arrest victims.

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

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

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

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

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

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

### **Timely Warnings**

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

Timely warnings are typically distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications:

- Murder/Non-Negligent Manslaughter
- A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another;
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Coast Community College District community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Director of Public Safety, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- The Director or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a timely warning is warranted. Timely Warnings may also be posted for other Clery crimes as determined necessary by the Director of Public Safety, or his or her designee in his or her absence.
- Timely warnings also may be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of our colleges, as deemed necessary.

Timely warnings are typically written by a District or College Director of Public Safety or designee and may be sent out with assistance of the Office of the Vice President of Administrative Services and/or the College President. The distribution of the warning may be sent via RAVE Alert electronic message platform that will be sent via text message and/or email. On 07/01/2024, the Coast Community College

District stopped using ReGroup and began using RAVE for emergency notifications, timely warnings, and community alerts. All emergency notifications, timely warnings, and community alerts sent prior to 07/01/2024 were sent via ReGroup. All emergency notifications, timely warnings, and community alerts sent after 07/01/2024 were sent via RAVE. Social media platforms may also be utilized as well as communications from the Campus Office of Public Relations and Marketing to the community and/or media sources. Timely warnings will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. Our District Colleges are not required to issue a timely warning with respect to crimes reported to a pastoral or professional counselor.

### **Emergency Response Procedures**

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

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

Orange Coast College administrators are extremely proactive in planning and practicing emergency response exercises in the event of any major incident that might affect the campus. Regularly scheduled evacuation drills of the campus buildings, on-going training for staff in emergency response and life-saving instruction, and various forms of communicating pertinent information to the campus community have been implemented. Faculty and staff in every building on campus have been recruited and received training in evacuation procedures during an emergency. Using RAVE Alert staff, student, and members of the community would receive a text message, email, and/or phone call regarding real-time information on situations that are occurring. On 07/01/2024, the Coast Community College District stopped using ReGroup and began using RAVE for emergency notifications, timely warnings, and community alerts. All emergency notifications, timely warnings, and community alerts sent prior to 07/01/2024 were sent via ReGroup. All emergency notifications, timely warnings, and community alerts sent after 07/01/2024 were sent via RAVE. Twenty-seven public announcement loudspeakers have been installed on top of buildings to advise people on campus what action to take. Emergencies occurring on campus should be reported to the campus' Public Safety Department. For more information on emergency response, please visit URL

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

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

#### **Emergency Exercises and Drills**

In conjunction with other emergency agencies, the college conducts two emergency response drills and exercises each year, to include table-top and field exercises. Monthly testing of the Emergency Notification System is also conducted. These tests are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. The Public Safety Department Officers have received training in Incident Command and Rapid Response. General information about the emergency response and evacuation procedures is publicized each year as

part of the College's Clery Act compliance efforts and is available on the OCC Emergency Management website

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

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

### **Golden West College**

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

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

The GWC Emergency Action Plan includes information regarding shelter-in-place and evacuation guidelines. Emergency telephone numbers are published in the District's telephone directory. An emergency text message alert system is in place and will be activated by a member of the Emergency Response Team. The team utilizes RAVE Alert to notify the campus community by email and/or text messages. On 07/01/2024, the Coast Community College District stopped using ReGroup and began using RAVE for emergency notifications, timely warnings, and community alerts. All emergency notifications, timely warnings, and community alerts sent prior to 07/01/2024 were sent via ReGroup. All emergency notifications, timely warnings, and community alerts sent after 07/01/2024 were sent via RAVE.

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

Emergencies occurring on campus should be reported to the campus' Public Safety Department. For more information on emergency response, please visit [https://www.cccd.edu/assets/documents/board/BP/AP\\_3505\\_Emergency\\_Response\\_PlanCombined.pdf](https://www.cccd.edu/assets/documents/board/BP/AP_3505_Emergency_Response_PlanCombined.pdf)

### *Emergency Exercises and Drills*

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

GWC publicizes the procedures to test emergency response and evacuation procedures via email on an annual basis in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. Emergencies occurring on campus should be reported to the campus' Public Safety Department. For more information on emergency response, please visit URL: [https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_3505\\_Emergency\\_Response\\_PlanCombined.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_3505_Emergency_Response_PlanCombined.pdf).

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

- Notifications to the College President and District Chancellor.
- Postings on Bulletin Boards and the posting of Sign Boards at campus entrances or other strategic locations.
- Notification to the media.
- Detailed information to be available on the Public Safety Department Web Page.
- Text and email message notification via RAVE Alert. On 07/01/2024, the Coast Community College District stopped using ReGroup and began using RAVE for emergency notifications, timely warnings, and community alerts. All emergency notifications, timely warnings, and community alerts sent prior to 07/01/2024 were sent via ReGroup. All emergency notifications, timely warnings, and community alerts sent after 07/01/2024 were sent via RAVE.



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

Coastline College has an emergency plan which meets State and Federal legal requirements.

CC maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of units or positions.

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

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

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

Coastline College's Emergency Operations Center (EOC) is located at the Fountain Valley Student Services Center. The EOC Activation Plan has been updated in 2023. The plan provides various checklists and information related to the start-up of the EOC and communications.

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

Emergencies occurring on campus should be reported to the campus' Public Safety Department. For more information on emergency response, please visit [https://www.cccd.edu/\\_assets/documents/board/BP/AP\\_3505\\_Emergency\\_Response\\_PlanCombined.pdf](https://www.cccd.edu/_assets/documents/board/BP/AP_3505_Emergency_Response_PlanCombined.pdf)

#### *Emergency Exercises and Drills*

In conjunction with other emergency agencies, the college conducts at least one emergency response exercise each year. The emergency notification system, RAVE is also tested several times a year. On 07/01/2024, the Coast Community College District stopped using ReGroup and began using RAVE for emergency notifications, timely warnings, and community alerts. All emergency notifications, timely warnings, and community alerts sent prior to 07/01/2024 were sent via ReGroup. All emergency notifications, timely warnings, and community alerts sent after 07/01/2024 were sent via RAVE. These tests are designed to assess and evaluate the emergency response plans and capabilities of the college. These tests may be announced or unannounced. Coastline will publicize a summary of the emergency response and evacuation procedures on an annual basis via email in conjunction with a test (exercise or drill) that meets all of the requirements of the Higher Education Opportunity Act. The documentation for each test will be retained and shall include a description of the exercise, the date and time, and whether it was announced or unannounced.



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

### **Emergency Notifications**

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

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

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

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

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

The College may utilize a public address system, text messaging, voice messaging, e-mail, social media platforms, and/or desktop messaging for notification purposes. If any of these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency notification.

RAVE Alert is the emergency notification system utilized by the Coast Community College District (including Orange Coast College). RAVE gives OCC Public Safety the ability to send out mass notifications regarding emergency situations and/or other important information via text and/or email. OCC Students, Faculty, and Staff are automatically enrolled in RAVE Alert using the contact information listed in their self-service employee portal. All staff and students currently enrolled in a class at Orange Coast College will receive "RAVE Alerts". Orange Coast College offers the ability for community partners, parents, or anyone that frequents campus the ability to opt-in and receive emergency alerts and notifications through the RAVE Alert System. To Opt-In, text: occcommunity to 67283.

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

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

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

### **Golden West College**

Individuals can report emergencies occurring at Golden West College by calling 714-895-8999 or 714-895-8924.

The Public Safety Department receives information from various offices/departments on campus, such as the Emergency Management Team. The Public Safety Department or designee uses the “RAVE Alert” system to immediately notify the campus community. In the event of an emergency, Golden West College will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on the campus.

If the Public Safety Department confirms (with the assistance of key campus administrators, local first responders, public health officials, and/or the National Weather Service) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the GWC community, the Critical Incident Team (team membership listed below) will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the GWC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. Additionally, the content of the message can be determined and sent using some, or all, the systems below, to the GWC Community or to the appropriate segment of the community by the Vice President of Administrative Services and the Director of Public Safety without consulting with others on the Critical Incident Team.

The following Critical Incident Team members have the authority to determine when a notification will be sent and what information will be distributed:

- President
- Vice President, Administrative Services
- Vice President, Instruction

- Vice President, Student Services
- Public Information Officer (Director Public Relations and Marketing)
- Director of Public Safety

The Public Safety Department will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities and first responders (including, but not limited to: Public Safety, the Huntington Beach Police and Fire Department, the Westminster Police and Fire Department, the Orange County Sheriff's Department, and the Orange County Fire Authority), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Follow-up information pertaining to a significant emergency or dangerous situation on campus will be sent using some, or all, the systems referred to below. If and when updated information is available, it will be communicated using the RAVE Alert system to update members of the campus community as to the status of the incident or emergency and when any critical conditions are no longer present.

All messages will be sent out via the RAVE Alert system to all campus constituents using email, and/or text messages. If any of these systems fail or the College deems it appropriate, in-person communication, or email list-servs may be used to communicate an emergency. RAVE Alert is the emergency notification system utilized by the Coast Community College District (including Golden West College). RAVE gives GWC Public Safety the ability to send out mass notifications regarding emergency situations and/or other important information via text and/or email. GWC Students, Faculty, and Staff are automatically enrolled in RAVE Alert using the contact information listed in their self-service employee portal. All staff and students currently enrolled in a class at Golden West College will receive "RAVE Alerts". All students and staff who choose not to participate can text the word "STOP" as a reply to the text notification or "unsubscribe" from the email notifications.

Golden West College offers the ability for community partners, parents, or anyone that frequents campus the ability to opt-in and receive emergency alerts and notifications through the RAVE Alert System. To Opt-In, text: gwccommunity to 67283.

Local news media may be utilized to disseminate emergency information to members of the larger community, including the immediate neighbors to the campus, parents and other interested parties. The larger community can also access emergency information via the Golden West Campus homepage and/or social media, or by signing up for emergency notifications on the GWC Public Safety website.

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

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

Individuals can report emergencies occurring at Coastline College by calling (714-241-6040).

In the event of an emergency, Coastline College will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

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

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

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

The college may utilize text messaging, voice messaging, e-mail, and/or desktop messaging, for notification purposes. If any of these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency notification. RAVE Alert is the emergency notification system utilized by the Coast Community College District (including Coastline College). RAVE gives Coastline Public Safety the ability to send out mass notifications regarding emergency situations and/or other important information via text and/or email. Coastline Students, Faculty, and Staff are automatically enrolled in RAVE Alert using the contact information listed in their self-service employee portal. All staff and students currently enrolled in a class at Coastline College will receive "RAVE Alerts".

Coastline College offers the ability for community partners, parents, or anyone that frequents campus the ability to opt-in and receive emergency alerts and notifications through the RAVE Alert System. To Opt-In, text ccccommunity to 67283.

The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, (including, but not limited to: Public Safety, Local PDs (Garden Grove, Newport Beach, Westminster, Fountain Valley, or Costa Mesa PDs), and/or the Local Fire and Emergency Medical Services (Orange County Fire Authority, Newport Beach, Fountain Valley, or Costa Mesa)), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate

the emergency. Follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the identified communication systems (except fire alarm).

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

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

### **Emergency Evacuation Procedures**

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

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

### **Fire**

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

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

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

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

## **Shelter in Place**

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

Emergencies change as they progress. The questions to ask yourself are:  
Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

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

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

## **Evacuation and Assembly Areas**

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

1. Evacuate when the fire alarm is activated, when instructed to do so, or when danger is imminent.
2. Do NOT use elevators when evacuating.
3. All persons should proceed toward the nearest safe exit. When a person with a disability reaches an obstruction, such as a staircase, he/she should request assistance from others in the area.

4. If assistance is not immediately available, stay in the exit corridor and call for help. If the exit corridor should become dangerous (smoke, fire), proceed to the top of the stairway and stay at the stairway landing. If the stairway should become unsafe, proceed to a safe area. Call Public Safety and advise the operator of your situation. If in a room with a window, signal rescuers by waving or placing a sign in the window. Do not open the window unless smoke is entering the room.
5. If possible, place a wet cloth material around and under the door to keep smoke out of the room and then place one over your face to prevent smoke inhalation.
6. Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.

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

### **Evacuation of persons with Disabilities**

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

#### **Mobility Impaired**

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

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

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

#### **Office chair evacuation**

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

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

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

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

The helpers position themselves next to the wheelchair and grasp the other helper's upper arm or shoulder. The disabled person places his/her arms around the helper's necks. The helpers lean forward and place their free arms under the individual and firmly grasp each other's wrists. The helpers descend the steps at the same time side by side.

Assisting persons with disabilities during emergency evacuations:

1. Persons Who Are Non-Ambulatory:

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

Always consult the person about the following:

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

### **Information Regarding Registered Sex Offenders**

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

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

### **Missing Students**

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



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

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

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

**JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME  
STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN  
REAUTHORIZATION ACT OF 2013**

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Coast Community College District prohibits dating violence, domestic violence, sexual assault, and stalking and reaffirms its commitment to equal opportunity in educational programs, employment, and access to institutional programs and activities. Students, staff, administrators, and faculty are entitled to an educational and working environment free from these behaviors. Toward that end, Coast Community College District issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking, as outlined in Coast Community College District Board Policy and Administrative Procedure 3410 Prohibition of Discrimination, Harassment, and Retaliation.

### **Title IX Information**

Title IX of the Educational Amendments of 1972 [20 U.S.C. § 1681] is a federal civil rights law that states:

No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

As a recipient of federal financial assistance, Coastline College, Golden West College, and Orange Coast College within the Coast Community College District are subject to the requirements of Title IX. Federal and state legislation, Supreme Court decisions, and guidance from the U.S. Department of Education have broadened the scope of Title IX\* to include:

<p>Pursuant to CCCD BP/AP 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure, the District prohibits the following:</p> <ol style="list-style-type: none"><li>1. Sex Discrimination</li><li>2. Sex-Based Harassment<ol style="list-style-type: none"><li>a. Quid Pro Quo</li><li>b. Hostile Environment</li><li>c. Dating Violence</li><li>d. Domestic Violence</li><li>e. Stalking</li></ol></li><li>3. Retaliation</li></ol>	<p>Pursuant to CCCD BP/AP 5910 Sexual Misconduct, the District prohibits the following:</p> <ol style="list-style-type: none"><li>1. Gender-based (or sex-based ) Discrimination or Harassment</li><li>2. Sexual Harassment</li><li>3. Retaliation</li><li>4. Dating and Domestic Violence</li><li>5. Stalking</li><li>6. Sexual Assault</li></ol>
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*\*For specific definitions of these prohibited behaviors, please refer to the full policy available on the Coast Community College District website.*

The Coast Community College District is committed to addressing Title IX incidents promptly and equitably, as outlined in CCCD BP/AP 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure and CCCD BP/AP 5910 Sexual Misconduct.

Under CCCD BP/AP 3910, when the Title IX Coordinator receives notice of an incident involving Sex Discrimination or Sex-Based Harassment, the District will provide a prompt, effective, and equitable response. The Title IX Coordinator will initiate an initial evaluation, contact the Complainant or Reporter to offer Supportive Measures, explain the Resolution Process, and determine how they wish to proceed.

In contrast, under CCCD BP/AP 5910, when the Title IX Coordinator receives notice of an incident involving Sexual Harassment, the District will promptly inform the Complainant of available Supportive Measures, regardless of whether a formal complaint is filed. The Title IX Coordinator will consider the Complainant’s preferences regarding Supportive Measures and explain the process for filing a formal complaint.

**Note:** The term “supportive measures” is used in the CCCD BP/AP 3910 and 5910, and such term is referred to as “accommodations and protective measures” for Clery.

Coast Community College District provides a prompt, equitable, and impartial response to allegations of misconduct brought to the attention of an appropriate employee. Under CCCD BP/AP 3910, the District employs a comprehensive Resolution Process, which includes both Informal Resolution and Administrative Resolution options. Informal Resolution allows the Parties to resolve the matter without a full investigation, using methods such as facilitated discussions or educational conversations, with the Title IX Coordinator playing a key role. If an Informal Resolution is unsuccessful or not chosen, the District proceeds with an Administrative Resolution involving a formal investigation, decision-making, potential sanctions, and the right to appeal.

In contrast, CCCD BP/AP 5910 also offers Informal Resolution, but only after a formal complaint of Sexual Harassment is filed and both Parties provide written consent. Like CCCD BP/AP 3910, Informal Resolution under CCCD BP/AP 5910 is intended to resolve the matter without a full investigation, except in cases involving an employee sexually harassing a student, where Informal Resolution is not permitted. The Investigation Process under CCCD BP/AP 5910 mirrors the formal process in CCCD BP/AP 3910, focusing on gathering evidence, ensuring fairness, and issuing sanctions when necessary. After the final investigative report is completed, the matter is referred to a Hearing, where the Hearing Chair is responsible for decision-making, imposing potential sanctions, and providing the right to appeal.

For a full and detailed explanation of the Resolution Process for addressing allegations of misconduct, including Informal and Administrative Resolution options, investigation procedures, hearings, and appeals, please refer to CCCD BP/AP 3910: Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure and CCCD BP/AP 5910: Sexual Misconduct. These documents outline the District's comprehensive approach to ensuring a prompt, equitable, and impartial response to all reported incidents. The full policies are available on the Coast Community College District website.

### **Sexual Misconduct**

The Coast Community College District adheres to guidance from the U.S. Department of Education, Office for Civil Rights, and District policies, which require faculty and staff, excluding confidential employees, to act as mandatory reporters of any personal disclosures related to Sex Discrimination, Sex-Based Harassment, Sexual Harassment, sexual assault, dating/domestic violence, and stalking. These disclosures can occur through in-person conversations, emails, classroom assignments, or other forms of communication.

Under CCCD BP/APs 3910 and 5910, all employees (except those in confidential roles required by law to maintain near or complete confidentiality with limited exceptions) are expected to report any known details of actual or suspected Sex Discrimination, Sex-Based Harassment, Sexual Harassment, and Retaliation to the Title IX Coordinator. Employees who fail to report may be subject to disciplinary action for non-compliance, however any employee who is themselves a target of the behavior is not required to report their own experience, though they are encouraged to do so.

Exceptions to the reporting requirements apply to employees working in confidential roles, such as licensed professional counselors and health service providers in the Student Health Centers at Orange Coast College, Golden West College, and mental health therapists at Coastline College. These employees are required by law to maintain near or complete confidentiality, with limited exceptions as outlined by law. For instance, nurses, nurse practitioners, and physicians are mandated reporters and must report any suspected or known injury resulting from violence, abuse, or assault to law enforcement. Consistent with the above, while they are required to report the details of such incidents, they can do so without disclosing the student's identity to the College Title IX Coordinator. Faculty and staff, however, are required to report any disclosures related to sexual misconduct to the Title IX Coordinator to ensure that the student's safety and welfare are being addressed, even if the student requests confidentiality.

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

Coast Community College District is committed to providing comprehensive prevention, education and training for student and employees in the areas of Sex Discrimination, Sex-Based Harassment, Sexual Harassment, Retaliation, Sexual Assault, Dating Violence, Domestic Violence, and Stalking. These programs are designed to be comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, as well as ongoing awareness and prevention campaigns for returning students and employees. Prevention and education programs include the following elements:

- A. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. What behavior and actions constitute consent, in reference to sexual activity, in the State of California;
- D. The institution's definition of consent (referred to as affirmative consent) AND the purposes for which that definition is used.
- E. A description of safe and positive options for bystander intervention. Bystander intervention means 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;
- F. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. The District also provides information on risk reduction that considers alcohol, drugs, or medications involved.
- G. Information regarding:

- a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
  - b. how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
  - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
  - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
  - e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document).
- H. Rights and responsibilities under Title IX;
  - I. Common myths and facts about Sexual Assault and misconduct;
  - J. How to recognize warning signs associated with Dating Violence, Domestic Violence, and Stalking;
  - K. The District’s obligation to take reasonable steps to eliminate harmful behavior, prevent future recurrence, remedy the effects, and the procedures for processing reports;
  - L. Information regarding the potential consequences for violating District policy.

#### Employee Training:

Employees receive training on how to appropriately respond to reports of misconduct, including the expectations for reporting incidents and the consequences of failing to report. Employee training includes practical information on how to prevent and identify harmful behavior, appropriate bystander behavior, the effects of trauma on victims, and effective methods for responding using nonjudgmental language.

#### Title IX Team Training:

The Title IX Team, including but not limited to the Title IX Coordinator, Investigators, Decision Maker or Hearing Chair, Appeal Decision Maker or Appeal Committees, and District-appointed Advisors, receives annual training on addressing and analyzing reports, processing reports, conducting investigations, maintaining confidentiality, and carrying out the Resolution Process in a manner that promotes safety and accountability.

*\* The Coast Community College District is currently revising some of its related policies in response to the findings from the California State Auditor review and audit of Clery Act compliance, published in July 2024. These revisions aim to ensure full compliance with federal and state regulations, while enhancing campus safety and security protocols across all District campuses.*

#### **Primary Prevention and Awareness Programs**

Each year management and staff undergo Title IX related training during new employee orientations, flex day, student employee training, and as requested by academic divisions or office areas. All

employees engage in mandatory sexual harassment training that includes dating violence, domestic violence, sexual assault, and stalking. Training sessions are held online on a 2-year recurring basis set forth on the year in which the employee was hired. In addition, Orange Coast College, in collaboration with The Harbour management, provides Title IX training and bystander intervention training to the College's student housing employees.

New students receive an overview of federal and state laws pertaining to Title IX, training on Title IX definitions, reporting options, receive a review of the district's response including the formal complaint process, supportive measures, bystander intervention, review of other complaint processes, and contact information of the Title IX Coordinator.

During the 2023 calendar year, Coast Community College District offered the following primary prevention and awareness programs for all incoming students, and new employees:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Prohibited Behavior Covered</b>
District Wide New Student Orientation	Varies	Zoom	DoV, DaV, SA. S
District Wide New Employee Orientation	Varies	OCC, GWC, CCC Zoom	DoV, DaV, SA. S

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

### ***Ongoing Prevention and Awareness Campaigns***

During the 2023 calendar year, Coast Community College District offered the following ongoing awareness and prevention programs for students and employees:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Prohibited Behavior Covered</b>
Self-Defense 101	10/4/2023	Coastline SSC 109, Orange Coast SU 213, Zoom	DoV, DaV, SA. S
Know your Rights: LGBTQ+ Rights	10/12 /2023	Zoom	DoV, DaV
The Truth About Human Trafficking in Orange County	10/18 /2023	Orange Coast SU 213, Zoom	DoV, DaV, SA. S

Wear Purple	10/19/2023	Awareness Campaign; No specific location	DoV, DaV
Sunset: Yoga for Healing	10/19 /2023	Orange Coast Quad, Zoom	DoV, DaV
DV 101: What Is Domestic Violence and How to Support Others	10/19 /2023	Zoom	DoV, DaV
Green Dot Bystander Training	10/24 /2023	Orange Coast SU 214, Zoom	DoV, DaV, SA, S
Clothesline Project	April 2023 All Month	Online Awareness Campaign; No specific location	SA, S
Queer Sex Education	4/4/2023	OCC Student Union 213, Zoom	DoV, DaV, SA, S
LGBTQ+ Student Ally Training	4/5/2023	OCC Student Union 213, Zoom	DoV, DaV, SA, S
Consent Fair	4/11/2023	GWC Student Union Outdoor Patio	DoV, DaV, SA, S
Supporting LGTBQIA+ & Survivors In The Classroom	4/12/23	CCC Student Series Building 109, OCC SU 213, Zoom	DoV, DaV, SA, S
Catfishing & Impersonation Online	4/ 14/2023	OCC SU 214, GWC Student Services Center 2400, Zoom	S
Strategies to Address Online Harassment	4/ 19/2023	OCC SU 214, GWC Student Services Center 2400, Zoom	SA, S
Green Dot Bystander Training	4/ 21/2023	OCC SU 214	DoV, DaV, SA, S
When Victim Blaming Goes Digital	4/ 25/2023	OCC SU214, GWC Student Services Center 2400, Zoom	DoV, DaV, SA, S

Denim Day	4/26/ 2023	Awareness Campaign; No specific location	SA
Yoga As Healing - Survivor Focused	4/ 27 /2023	Zoom	SA, S

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

*The programming listed above is a sample of ongoing prevention and awareness campaigns conducted during Domestic Violence Awareness Month and Sexual Assault Awareness Month by the Coast Community College District. This list is not exhaustive of all the efforts made by the various colleges.*

### **Definitions – Federal Clery Act**

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

#### Dating Violence

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

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

#### Domestic Violence

- A felony or misdemeanor crime of violence committed—
  - i. By a current or former spouse or intimate partner of the victim;
  - ii. By a person with whom the victim shares a child in common;
  - iii. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - iv. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - v. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.



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

### Sexual Assault

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

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

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

### Stalking

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

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

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

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

#### Dating Violence – 243(e)(1)

Dating/intimidate partners are protected under the domestic violence laws in California.

The state of California defines Domestic Battery (Dating Violence) as follows:

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

#### Domestic Violence – 273.5 PC

The state of California defines Domestic Violence as follows:

- b. Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000), or by both that fine and imprisonment. (b) Subdivision (a) shall apply if the victim is or was one or more of the following: (1) The offender's spouse or former spouse. (2) The offender's cohabitant or former cohabitant. (3) The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243. (4) The mother or father of the offender's child. (c) Holding oneself out to be the husband or wife of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section. (d) As used in this section, "traumatic condition" means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, "strangulation" and "suffocation" include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.

#### Sexual Assault

#### Sexual Battery – 243.4 PC

The state of California defines Sexual Battery as follows:

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

#### Rape – 261 PC

The state of California defines Rape as follows:

Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances: (1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to

the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent. (2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another. (3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused. (4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions: (A) Was unconscious or asleep. (B) Was not aware, knowing, perceiving, or cognizant that the act occurred. (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact. (D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose. (5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief. (6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death. (7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official. (b) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress. (c) As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.

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

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

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

#### Stalking – 646.9 PC

The state of California defines Stalking as follows:

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

### Consent – 261.6 PC

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

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

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

Pursuant to Coast Community College District Board Policy/Administrative Procedure 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure and Board Policy/Administrative Procedure 5910 Sexual Misconduct, the definitions of dating violence, domestic violence, sexual assault, stalking, and affirmative consent are as follows:

#### Dating Violence

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

#### Domestic Violence

A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the Complainant;
- A person with whom the Complainant shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
- A person similarly situated to a spouse of the Complainant under California law; or
- Any other person against an adult or youth Complainant who is protected from that person's acts under California law.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. Cohabitating individuals must be current or former spouses, have an intimate relationship, or share a common goal and be similarly situated pursuant to California family law.

#### Sexual Assault

Coast Community College District Board Policy/Administrative Procedure 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure definition of sexual assault is a sex offense. It is any sexual act directed against another person, without consent of the Complainant, including instances where the Complainant is incapable of giving consent. Sex offenses include rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

(1) Rape is penetration, no matter how slight without the Affirmative Consent of the Complainant;

(2) Sodomy is the anal penetration of the Complainant by the Respondent, without the Affirmative Consent of the Complainant.

(3) Sexual Assault with an Object is the Respondent's use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of the Complainant, without the Affirmative Consent of the Complainant.

(4) Fondling is the touching of the private body parts (e.g., breasts, buttocks, groin) of the Complainant by the Respondent, or causing the Complainant to touch the Respondent's private body parts, intentionally for a sexual purpose, without the Affirmative Consent of the Complainant.

(5) Incest is non-forcible sexual intercourse, between person who are related to each other, within the degrees wherein marriage is prohibited by California law.

(6) Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent of 18 years old.

Coast Community College District Board Policy/Administrative Procedure 5910 Sexual Misconduct defines sexual assault as any sex offense, including forcible sex offenses and non-forcible sexual intercourse, directed against another person, without consent of the Complainant, including instances where the Complainant is incapable of giving consent.

### Stalking

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

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

### Affirmative Consent

Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure they have the Affirmative Consent of the other participant(s) to engage in the sexual activity. Lack of protest, resistance, or silence does not mean Affirmative Consent.

Affirmative Consent must be ongoing throughout the sexual activity and can be withdrawn or revoked at any time. Once one party withdraws or revokes consent, the sexual activity must stop immediately. Affirmative Consent to one form of sexual activity (or one sexual act) does not constitute Affirmative Consent to other forms of sexual activity. Affirmative Consent given to sexual activity on one occasion does not constitute Affirmative Consent on another occasion. The existence of a dating or social

relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to indicate Affirmative Consent.

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

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

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

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

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

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

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

CCCD BP/AP 3910 and 5910 are applicable regardless of the sexual orientation and/or gender identity of the participants engaging in the sexual activity.

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

Coast Community College District Board Policy/Administrative Procedure 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure and Coast Community College District Board Policy/Administrative Procedure 5910 Sexual Misconduct outline the process to address alleged dating violence, domestic violence, sexual assault, or stalking.

Under CCCD BP/AP 3910, when the Title IX Coordinator receives notice of an incident involving Sex Discrimination or Sex-Based Harassment, the Title IX Coordinator will promptly conduct an initial evaluation, offer Supportive Measures to the Complainant, and explain the available Resolution Processes. The District employs a comprehensive Resolution Process that includes both Informal Resolution and Administrative Resolution options. Informal Resolution provides an opportunity for the Parties to resolve the matter without a full investigation through methods such as facilitated discussions or educational

conversations. If Informal Resolution is not selected or is unsuccessful, the District will proceed with an Administrative Resolution, which involves a formal investigation, decision-making, the possibility of sanctions, and the right to appeal. All stages of the Resolution Process are confidential and conducted by trained, impartial personnel.

In contrast, under CCCD BP/AP 5910, when the Title IX Coordinator receives notice of an incident involving Sexual Harassment, the District will promptly inform the Complainant of available Supportive Measures, regardless of whether a formal complaint is filed. The Title IX Coordinator will consider the Complainant's preferences regarding Supportive Measures and explain the process for filing a formal complaint. CCCD BP/AP 5910 also offers Informal Resolution, but only after a formal complaint of Sexual Harassment is filed and both Parties provide written consent. Like CCCD BP/AP 3910, Informal Resolution under CCCD BP/AP 5910 is intended to resolve the matter without a full investigation, except in cases involving an employee sexually harassing a student, where Informal Resolution is not permitted. The Investigation Process under CCCD BP/AP 5910 mirrors the formal process in CCCD BP/AP 3910, focusing on gathering evidence, ensuring fairness, and issuing sanctions when necessary. After the final investigative report is completed, the matter is referred to a Hearing, where the Hearing Chair is responsible for decision-making, imposing potential sanctions, and providing the right to appeal.

**Note:** The term “supportive measures” is used in the CCCD BP/AP 3910 and 5910, and such term is referred to as “accommodations and protective measures” for Clery.

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

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

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

#### Board Policy and Administrative Procedure 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure

Coast Community College District Board Policy and Administrative Procedure 5910 Sexual Misconduct outlines the procedures the District will use to respond to reported dating violence, domestic violence, sexual assault, and stalking by students for alleged incidents occurring on or after August 1, 2024\*\*:

- [https://link.edgepilot.com/s/81391b66/ROPcrzjsa0iAqEZ-UsC66A?u=https://documents.cccd.edu/Board%2520of%2520Trustees/Board%2520Policies/BP\\_3910\\_Title%2520IX\\_Sex\\_Discrimination\\_and\\_Sex\\_Based\\_Harassment.pdf](https://link.edgepilot.com/s/81391b66/ROPcrzjsa0iAqEZ-UsC66A?u=https://documents.cccd.edu/Board%2520of%2520Trustees/Board%2520Policies/BP_3910_Title%2520IX_Sex_Discrimination_and_Sex_Based_Harassment.pdf)
- [https://link.edgepilot.com/s/888b804d/UovCfDobZkafPxcjk2acqA?u=https://documents.cccd.edu/Board%2520of%2520Trustees/Administrative%2520Procedures/AP\\_3910\\_Title%2520IX\\_Sex\\_Discrimination\\_and\\_Sex\\_Based\\_Harassment.pdf](https://link.edgepilot.com/s/888b804d/UovCfDobZkafPxcjk2acqA?u=https://documents.cccd.edu/Board%2520of%2520Trustees/Administrative%2520Procedures/AP_3910_Title%2520IX_Sex_Discrimination_and_Sex_Based_Harassment.pdf)

\*\* Considering a federal injunction related to the 2024 Title IX Regulations, Coastline College will move forward with enforcing the 2024 rules and implementing CCCD BP/AP 3910 Title IX: Sex Discrimination

and Sex-Based Harassment – Interim Administrative Procedure. Meanwhile, GWC and OCC will continue to enforce the 2020 Title IX rules under CCCD BP/AP 5910 Sexual Misconduct. until further notice.

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

Coast Community College District Board Policy and Administrative Procedure 5910 Sexual Misconduct outlines the procedures the District will use to respond to reported dating violence, domestic violence, sexual assault, and stalking by students for alleged incidents occurring prior to August 1, 2024:

- [https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_5910\\_Sexual\\_Misconduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_5910_Sexual_Misconduct.pdf)
- [https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_5910\\_Sexual\\_Misconduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5910_Sexual_Misconduct.pdf)

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

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

- [https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_5500_Student_Code_of_Conduct.pdf)
- [https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf)

#### Board Policy and Administrative Procedure 3435 Discrimination, Harassment, and Retaliation Complaints and Investigations

Coast Community College District Board Policy and Administrative Procedure 3435 Discrimination, Harassment, and Retaliation Complaints and Investigation outlines the procedures the District will use to respond to reported dating violence, domestic violence, sexual assault, and stalking by employees, including student employees where the allegations arise out of their employment.

- [https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_3435\\_Discrimination\\_Harassment\\_Investigations.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_3435_Discrimination_Harassment_Investigations.pdf)
- [https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_3435\\_Discrimination\\_Harassment\\_Investigations.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_3435_Discrimination_Harassment_Investigations.pdf)

\* The Coast Community College District is currently revising some of its related policies in response to the findings from the California State Auditor review and audit of Clery Act compliance, published in July 2024. These revisions aim to ensure full compliance with federal and state regulations, while enhancing campus safety and security protocols across all District campuses.

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

Reports or complaints of Sex Discrimination, Sex-based Harassment, Sexual Harassment or Retaliation can be made through several options. Individuals may report directly to the Title IX Coordinator either orally or in writing, through in-person visits, mail, phone, or email. Another option is submitting an electronic reporting form available on the College or District's Title IX website, though note that this form will only be treated as a formal complaint if the complainant clearly expresses it as such. Anonymous



reporting is also accepted but may limit the District's ability to investigate and provide remedies. Additionally, reports may be made to:

- The College Title IX Coordinator
- Any District employee authorized to initiate corrective measures
- The College Campus/Public Safety Office
- The College Director of Human Resources
- Local law enforcement (though they may not notify the College Title IX Coordinator)

While these general reporting options are available, there may be slight variations depending on the specific policy, whether it is CCCD BP/AP 3910 or CCCD BP/AP 5910, with differing procedures for handling reports and complaints.

#### Title IX Coordinator

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

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

- Coastline College Title IX Coordinator is Dr Leighia Fleming, Interim Dean of Students, (714) 241-6130, [lfleming5@coastline.edu](mailto:lfleming5@coastline.edu), located on the second floor of the College Center, room 210 (11460 Warner Ave, Fountain Valley CA 92708).
- Golden West College Title IX Coordinator is Dr. Carla Martinez, Dean of Students, (714) 895-8781, [cmartinez@gwc.cccd.edu](mailto:cmartinez@gwc.cccd.edu), located on the third floor of the Learning Resources Center (15744 Goldenwest St, Huntington Beach CA 92647).
- Orange Coast College Title IX Coordinator is Shannon Quihuiz, Dean, Student Relations and Title IX, (714) 432-5930, [squihuiz@occ.cccd.edu](mailto:squihuiz@occ.cccd.edu), located on the second floor of the Student Union, suite 202 (2701 Fairview Road, Costa Mesa CA 92626).

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

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

- Coastline College: <https://www.coastline.edu/title-ix/index.php>
- Golden West College: <https://www.goldenwestcollege.edu/titleix/index.html>
- Orange Coast College: <https://orangeoastcollege.edu/services-support/title-ix/index.html>

#### Local Law Enforcement and Campus Authorities

Although the college strongly encourages all members of its community to report violations of this policy to local law enforcement, it is the victim's choice whether to make such a report. Furthermore, victims have the right to decline to notify local law enforcement. However, the Campus/Public Safety Office or

the Title IX Coordinator will assist victims in notifying local law enforcement, if so, requested by the victim. The police department can be contacted directly at:

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

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

Following the conclusion of the administrative resolution process under CCCD BP/AP 3910, the hearing process under CCCD BP/AP 5910, and any subsequent appeal, the District shall issue a notice to both the Complainant and Respondent. Alleged victims of a crime of violence or a non-forcible sex offense, may submit a written request to receive the report on the results of any disciplinary proceeding conducted by the District against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as the result of the crime or offense, the victim's next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

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

The Title IX Coordinator shall offer and implement appropriate and reasonable supportive measures upon notice of dating violence, domestic violence, sexual assault, and stalking reports.

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

Supportive measures may include, but are not limited to:

- Academic assistance (e.g., excused absence, permit late assignments, retake assignments, grade change, withdraw, leaves of absence, tutoring) in consultation with the faculty/Dean;
- Campus/Public Safety escort;
- Education and training;
- Implementing contact limitations (no contact orders) between the parties;
- Increased security and monitoring of certain areas on campus;
- On-campus employment assistance (e.g., adjustments to work schedule or assignment) in consultation with Human Resources;
- On-campus housing assistance (e.g., altering room assignment), if available;
- Off-campus housing assistance (e.g. hotel voucher), if available;
- Other measures deemed appropriate by the Title IX Coordinator;
- Referral to counseling, medical, and/or other healthcare services;

- Referral to the Employee Assistance Program, if an Employee;
- Referral to off-campus community-based service providers;
- Safety planning;
- Timely warnings; and
- Trespass orders.

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

Pursuant to CCCD BP/AP 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure the parties are provided with a timely opportunity to seek modification or reversal of the District's decision to provide, deny, modify, or terminate supportive measures applicable to them.

A request to do so should be made in writing to the College Vice President of Student Services, or their designee. The College Vice President of Student Services or their designee will render a decision whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures in § 106.2 of the federal Title IX regulations. The College Vice President of Student Services or their designee will provide the party and the Title IX Coordinator with a written determination of their decision.

**Note:** The term “supportive measures” is used in the CCCD BP/AP 3910 and 5910, and such term is referred to as “accommodations and protective measures” for Clery.

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

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

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Coast Community College District will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

**Note:** The terms "accommodations and protective measures" are referred to as "supportive measures" in the CCCD BP/AP 3910 and 5910.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Title IX Coordinator at their college or district to discuss options. Employees should contact the District Title IX Coordinator or Human Resources for accommodation request.

- Coastline College Title IX Coordinator is Dr Leighia Fleming, Interim Dean of Students, (714) 241-6130, lfleming5@coastline.edu, located on the second floor of the College Center, room 210 (11460 Warner Ave, Fountain Valley CA 92708).
- Golden West College Title IX Coordinator is Dr. Carla Martinez, Dean of Students, (714) 895-8781, cmartinez@gwc.cccd.edu, located on the third floor of the Learning Resources Center (15744 Goldenwest St, Huntington Beach CA 92647).
- Orange Coast College Title IX Coordinator is Shannon Quihuiz, Dean, Student Relations and Title IX, (714) 432-5930, squihuiz@occ.cccd.edu, located on the second floor of the Student Union, suite 202 (2701 Fairview Road, Costa Mesa CA 92626).

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

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

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

Type Of Order	Rights of Victims	Institution's Responsibilities
Orders of protection	Order of protection allows a judge to set limits on contact between two parties.	The Title IX Coordinator or Public Safety will provide the complainant with a written explanation of their rights and options. The Title IX Coordinator or designee may enact a No Contact order (below) based on an order of protection.
No contact orders	No contact order exists to protect the rights of victims by preventing any further harm or harassment, ensuring their safety and well-being, while preserving a fair and secure environment for all parties involved.	The Title IX Coordinator or Public Safety will provide the complainant with a written explanation of their rights and options. The Title IX Coordinator or designee may enact a No Contact order, or a victim may request a No Contact order.
Restraining orders	The purpose of a restraining order is to protect the rights of victims by legally prohibiting the alleged offender from engaging in harmful or threatening behaviors, ensuring the victim's safety.	The Title IX Coordinator or Public Safety will provide the complainant with a written explanation of their rights and options. If a student has a restraining order, it should be provided to Public Safety. The Title IX Coordinator or designee may enact a No Contact order (above) based on a restraining order.

### ***TYPES OF ORDERS AVAILABLE IN JURISDICTION***

Victims of domestic violence, dating violence, sexual assault, or stalking can apply for restraining orders with the County of Orange. The following restraining orders are available:

- *Emergency Protective Orders*: Protects victims of abuse, serious harassment, or stalking. An emergency protective order is available 24 hours a day from the police. These types of orders are short term. To get a restraining order that lasts longer, you must visit the Lamoreaux Justice

Center at 341, the City Drive South, Orange, CA 92868 and visit the Domestic Violence Assistance Program in room 705 or at the Self-Help Center located on the 1<sup>st</sup> floor or call the Domestic Violence Hotline at (714) 992-1931 for 24-hour victim counseling and referrals, domestic violence battered women's shelters, and information regarding restraining orders. In order to get an emergency protective order, you must call local law enforcement if you are in fear of immediate or present danger of domestic violence, child abuse, child abduction, stalking, elder abuse or dependent adult abuse and need protection. When the law enforcement agency responds to your call, ask for an Emergency Protective Restraining Order.

- *Civil Harassment Restraining Order*: Protects individuals from abuse, threats of abuse, stalking, sexual assault, or serious harassment by someone you have not dated, and do NOT have a close relationship with, like a neighbor, roommate, friend or family member other than those listed in the "Domestic Violence Restraining Order" section. If you and the other party 1) do not have a close relationship (married, divorced, separated, dating or used to date, live together or used to live together), or 2) are not related (parent, child, brother, sister, grandmother, grandfather, in-laws), you can ask for a Civil Harassment Restraining Order if you are worried about your safety because someone: Stalked, Harassed, Sexually assaulted, or Threatened you with violence. Where you can file your case is determined by where the respondent lives or where the alleged harassment took place. Central Justice Center at 700 Civic Center Drive West, Santa Ana, CA 92701, 657-622-5720 or 657-622-5756-Civil Division: 1<sup>st</sup> Floor-Self-Help Center: 1<sup>st</sup> Floor, Room G100
- *Domestic Violence Restraining Order*: Protects individuals from family members, spouse or former spouse, parties that have a child together, or parties that have a current or past dating relationship. Lamoreaux Justice Center at 341 The City Drive, Orange, CA 92868, Domestic Violence Assistance Program – 7<sup>th</sup> Floor. Room C-705, 714-935-6175
- *Juvenile Restraining Order*: A Juvenile Restraining Order is a court order to protect a person suffering unlawful violence or credible threats of violence from a juvenile. A Juvenile Restraining Order is a court order to protect a person suffering unlawful violence or credible threats of violence. A person who has the following relationship with the child: Mother, Father, Child, Guardian, Social worker, Probation officer, Present caregiver of child, Court-appointed special advocate, and others who have an interest or relationship to the child. Juvenile Delinquency Protective Orders are usually filed by the District Attorney on behalf of a victim or may be requested by any party involved in the case. A Juvenile Restraining Order is filed at the Lamoreaux Justice Center in the Juvenile Division Clerk's Office at 341 The City Drive South, Orange, CA 92868-3205.

The Coast Community College District may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the Coast Community College District receives a report that such an institutional no contact order has been violated, the District will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

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

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

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

<b>Resources</b>	<b>Services</b>	<b>Location</b>	<b>Contact Info.</b>
Health Center	RN assessment and triage and community referrals	GWC Student Health Center	(714) 895-8379
Health Center	RN assessment and triage and community referrals	OCC Student Health Center	(714) 714-7705
Health Center	RN assessment and triage and community referrals	CC students have access to both OCC & GWC	(714) 895-8379 (714) 432-5808
Legal Assistance	Legal assistance	CC Legal Clinic	(714) 714-7162
Legal Assistance	Legal assistance	OCC Student Life & Leadership	(714) 432-5730
Legal Assistance	Legal assistance	GWC does not have this service	N/A
Counseling/Mental Health Services	Confidential counseling and psychological support and community referrals	CC Mental Health Services	(714) 241-6005
Counseling/Mental Health Services	Confidential counseling and psychological support and community referrals	GWC Mental Health Services	(714) 895-8379
Counseling/Mental Health Services	Confidential counseling and psychological support and community referrals	OCC Mental Health Services	(714) 714-7715, press 9 for an afterhours crisis counselor)
Student Financial Aid	Financial aid questions, concerns, and needs	CC Financial Aid	(714) 241-6239
Student Financial Aid	Financial aid questions, concerns, and needs	GWC Financial Aid	(714) 892-7711
Student Financial Aid	Financial aid questions, concerns, and needs	OCC Financial Aid	(714) 432-5508
Victim Advocacy	Advocacy on behalf of the victim	Community Service Programs, Inc. (CSP)	(714) 957-2737 or (949) 831-9110
Visa and Immigration Assistance	Undocumented Student Resources	CC Dean of Students	(714) 241-6130

Resources	Services	Location	Contact Info.
Visa and Immigration Assistance	Undocumented Student Resources	GWC Student Equity	(714)-892-7711 ext. 55306
Visa and Immigration Assistance	Undocumented Student Resources	OCC Student Equity	(714) 432-6847

### Off Campus Resources

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

#### Local Community Resources:

- Domestic Violence Assistance Programs, Orange County: [Domestic Violence | Orange County California - Sheriff's Department \(ocsheriff.gov\)](#)
- Sexual Assault Victim Services/Rape Crisis, Orange County: 24-Hour Hotline (714) 957-2737 or (949) 831-9110, <https://waymakersoc.org/supporting-victims/>
- Sexual Assault 24 Hour Hot Line (714) 940-1000
- North County Rape Crisis Center: (714) 834-4317
- South County Rape Crisis Center: (949) 752-1971
- Orange County Health Care Agency- STD Clinic Testing & Treatment (714) 834-8787
- Orange County Behavioral Health Services (855) OC-Links or (855) 625-4657
- Legal Aid Society of Orange County (800) 834-5001
- Superior Court of CA- County of Orange
- LGBTQ Center OC: <https://www.lgbtqcenteroc.org/>
- Casa de la Familia: (877) 661-22720, <https://casadelafamilia.org/>
- Mariposa Women & Family Center: (714) 547-6494, <https://www.mariposacenter.org/>
- Victim/Witness Assistance:
  - West Justice Center (Westminster) (714) 896-7188
  - Central Justice Center (Santa Ana) (714) 834-4350
  - Harbor Justice Center (Newport Beach) (949) 476-4855
  - North Justice Center (Fullerton) (714) 773-4575
  - Lamoreaux Justice Center (Orange) (714) 935-7074

#### National Hotlines:

##### LGBTQ

- [Home - LGBT National Help Center \(lgbthotline.org\)](#): 888-843-4564
- [The Trevor Project](#): 866-488-7386

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

- [National Domestic Violence Hotline](#): 800-799-SAFE (7233), 800-787-3224 (TTY)
- [Human Options](#): 877-854-3594

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

- [National Sexual Assault Hotline](#): 800-656-HOPE (4673)



- [Sexual Abuse & Assault of Boys & Men | Confidential Support for Men \(1in6.org\)National Center for Victims of Crime](#): 202-467-8700, [info@victimsofcrime.org](mailto:info@victimsofcrime.org)

#### Suicide

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

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

Bystanders play a critical role in the prevention of sexual and relationship violence. We aim to foster a culture of community accountability, where bystanders actively engaged in violence prevention without causing further harm. It is normal to feel unsure of what to do, even when you want to help. Below is a list of some ways to be an active bystander. For more information on bystander intervention, please visit the Title IX website and consider attending a Green Dot Bystander Intervention training.

If you or someone else is in immediate danger, dial 911 - this includes situations where someone is being physically abusive or aggressive, and it is unsafe to intervene directly.

- Watch out for your friends, fellow students, or colleagues. If you see someone who appears to be in distress or at risk, ask if they are okay.
- Confront people who isolate, attempt to flirt with, initiate sexual advances or toward, or initiate sexual activity with someone who is incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe and support those who disclose experiences of sexual assault, abusive dating or domestic violence behavior, or stalking.
- Refer people to on-campus or off-campus resources listed in this document for assistance with health, counseling, or legal support.

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

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

#### Direct

Step in and address the situation directly. You can approach the potential target and ask if they are okay or need help. Alternatively, you can confront the person you believe may commit an act of power-based personal violence. Be straightforward, using clear statements like, "Stop." or "Leave them alone," or "Don't do that." This technique tends to be more effective when you know and have a relationship with the person you're trying to stop, as they may be more receptive to your intervention. However, be mindful that direct confrontation may not work well if the person is under the influence of drugs or alcohol, as their ability to engage in a rational conversation may be impaired, and they are more likely to become defensive. Always ensure your safety when using this method.

#### Distract

Use a distraction to intervene by interrupting and diffusing the situation. This might look like saying, "Hey, aren't you in my Spanish class?" or "Who wants to go get pizza?" The key is to create a diversion that shifts the focus away from potentially harmful behavior. You can get creative with how you distract – whether by engaging the potential target, the person who can commit the harmful act, or both. This technique can be especially effective when drugs or alcohol are involved, as individuals under the influence are often more easily distracted than those that are sober.

### Delegate

If you do not feel comfortable addressing the situation alone, seek help from others. You can ask a friend to distract one person while you distract the other, using a tactic like “splitting” or “defensive split”. Alternatively, you could ask someone to sit with them and start a conversation, or even begin a dance party to break up the interaction. If you don’t know either person involved, ask around to see if someone else does and encourage them to check in by talking to their friend, sending a text, or intervening. You can also involve someone with authority who may be in a better position to prevent the behavior. The goal of the delegate approach is to share the responsibility of intervention to create a safer environment.

### Delay

For many reasons, you may not be able to act immediately in the moment. For example, if you’re feeling unsafe or unsure whether someone else in the situation is unsafe, you might simply want to check in with the person. In this case, you could combine a distraction technique by asking them to go to the bathroom with you or grab a drink to separate them from the person they are talking with. Then, you could ask, “Are you okay?” or “How can I help you get out of this situation?” Alternatively, you could text the person, either during the situation or after they’ve left, and ask, “Are you okay?” or “Do you need help?”

### **Risk Reduction**

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

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.

- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

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

The Coast Community College District has procedures (CCCD BP/APs 3435, 3910, 5910) in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The District will make such accommodations or protective measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Public Safety Office or local law enforcement. To request changes, a victim should contact the Title IX Coordinator at their college or district to discuss options. Employees should contact the District Title IX Coordinator or Human Resources for accommodation request.

- Coastline College Title IX Coordinator is Dr Leighia Fleming, Interim Dean of Students, (714) 241-6130, lfleming5@coastline.edu, located on the second floor of the College Center, room 210 (11460 Warner Ave, Fountain Valley CA 92708).
- Golden West College Title IX Coordinator is Dr. Carla Martinez, Dean of Students, (714) 895-8781, cmartinez@gwc.cccd.edu, located on the third floor of the Learning Resources Center (15744 Goldenwest St, Huntington Beach CA 92647).
- Orange Coast College Title IX Coordinator is Shannon Quihuiz, Dean, Student Relations and Title IX, (714) 432-5930, squihuiz@occ.cccd.edu, located on the second floor of the Student Union, suite 202 (2701 Fairview Road, Costa Mesa CA 92626).

If a report of domestic violence, dating violence, sexual assault or stalking is reported to Coast Community College District, the District will follow its practices and policies\*.

*\* The Coast Community College District is currently revising some of its related policies in response to the findings from the California State Auditor review and audit of Clery Act compliance, published in July 2024. These revisions aim to ensure full compliance with federal and state regulations, while enhancing campus safety and security protocols across all District campuses.*

### **Sexual Assault**

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

### **Stalking**

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

### **Dating Violence**

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order

4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide the victim with a written explanation of the victim's rights and options
7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
8. Institution official receiving the report will forward the report to the Title IX Coordinator in accordance with the institution's policy and procedure

### **Domestic Violence**

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

### **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs**

#### *Emergency*

If you are in immediate danger or seriously injured, call 911

On campus, call

Coastline College (714) 241- 6040 (non-emergency)

Golden West College (714) 895-8999 (emergency), or (714) 895-8924 (non-emergency)

Orange Coast College (714) 432-5555 (emergency), or (714) 432-5017 (non-emergency)

#### *Medical Attention*

You are encouraged to seek medical attention and support. Medical centers provide treatment of injuries, testing for sexually transmitted disease and pregnancy, and emergency contraceptives. Coast Community College District's on-campus health centers provide basic first aid, medical consultations, and some wellness services, such as screening and treatment for sexually transmitted infections and contraceptives.

Golden West College (714) 895-8379

Orange Coast College (714) 432-5808

Even if you are undecided about making a report, it is recommended that you preserve evidence and take a forensic exam. If you later decide to report, the police will be able to access and test the stored evidence. It is recommended to consult with local law enforcement for how long the state may hold evidence.

- *Preserve evidence*
  - Try not to shower, brush your teeth, urinate, eat or drink, or change clothes.
  - Maintain physical evidence, such as clothing and sheets and keep them in separate paper bags.
  - Maintain other evidence, such as voice messages, text messages, or emails.
- *Take a forensic exam*
  - Forensic exams keep evidence safe and are FREE at Anaheim Regional Medical Center located in the Emergency Department. Call (714) 774-1450 prior to arrival.
  - You may contact the local Rape Crisis Center to have an advocate present with you. Call (714) 957-2737 or (949) 831-9110.
  - Forensic exams may be performed as late as 5 days after the assault. If performed within 72 hours, they may include HIV prevention medication and emergency contraceptives.
  - A police officer is required to authorize the forensic exam. The police and hospital will not notify Coast Community College District.

### *Make a Report*

Any person, including students, staff, faculty, visitors, or third parties may file a complaint involving any member of the Coast Community College District. Coast Community College District has a duty to provide a safe and nondiscriminatory environment and will provide a prompt and equitable response to support you. Coast Community College District's primary concern is your safety and the safety of the campus community.

The decision who to report to is entirely yours. The various reporting options available to you are described below. You may pursue one or more of these reporting options and can proceed before, simultaneously with, or after one another. You should not be deterred from reporting the incident out of concern that you might be disciplined for related policy or criminal violations. You have the right to have a person present with you while reporting the incident and throughout future proceedings.

You may report crimes to local law enforcement. Reporting the crime can help:

- Protect your safety;
- Ensure you receive proper medical care and support serviced information; and
- Prevent future crimes by the perpetrator.

Reporting to local law enforcement will give you the option to possibly initiate a criminal investigation.

*Confidential Report to Counseling*

You are encouraged to seek emotional care and support whether that be immediately after an assault or sometime later. Therapy is an open and nonjudgmental space to work through difficulties. You may learn new coping skills or new strategies to manage stress.

On-campus mental health counselors can offer options and advice confidentially. Except in limited circumstances, your information would not be disclosed to the Title IX Coordinator or local law enforcement.

- Coastline College (714) 241-6005
- Golden West College (714) 895-8379
- Orange Coast College (714) 432-5808

*Title IX*

You may report any domestic violence, dating violence, sexual assault, and stalking incident to the Title IX Coordinator. The Title IX Coordinator will explain your rights and options under Coast Community College BP/AP 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure or BP/AP 5910 Sexual Misconduct, depending on the date of the incident. At the time a report is made, you do not have to decide whether or not to request any particular course of action. At any point, you have the right to file a formal complaint to the Title IX Coordinator. The Title IX Coordinator will respect your autonomy in deciding how to proceed and will balance your interest with its obligation to provide a safe and non-discriminatory environment for all members of the campus community.

- Coast Community College District .....(714) 438-4708 District Office
- Coastline College .....(714) 241-6120 Student Success Center, room 209
- Golden West College .....(714) 895-8781 Learning Resource Center, third floor, suite 336
- Orange Coast College .....(714) 432-5930 Student Union, second floor, suite 202

Upon request, the Title IX Coordinator will offer and implement supportive measures based on your preference. Supportive measures are individualized services to help restore your access to the Coast Community College District’s programs and activities, examples include academic assistance, contact limitations, employment assistance, referral to counseling and other healthcare services, and safety planning.

**Assistance for Victims: Rights & Options**

Coast Community College District Board Policy/Administrative Procedures 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure and 5910 Sexual Misconduct, outline a list intended to help the complainant and respondent of their rights and options, regardless of whether a victim elects to pursue a criminal complaint or whether the offenses is alleged to

have occurred on or off campus. The District will assist victims with the written explanation of their rights and options and will include:

- The right to an educational and working environment free from Sex discrimination, Sex-Based Harassment, and Retaliation.
- The right to be treated with respect by District/College officials.
- The right to be informed of and have access to support services, including Supportive Measures to redress the harm to the Parties and the community and to prevent further violations.
- The right to be informed by District/College officials of options to report Sex-Based Harassment.
- The right to have reports responded to promptly and with sensitivity by District/College officials.
- The right to timely written notice of all alleged violations, including the identity of the Parties involved (if known), the specific misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible Sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants) by updating the Notice of Investigation and Allegations as needed to clarify potentially impacted policy violations.
- The right to have the District/College policies and procedures followed without material deviation.
- The right to voluntarily agree to resolve allegations under this policy through Informal Resolution with District pressure, if Informal Resolution is approved by the Title IX Coordinator.
- The right to not be discouraged by District Officials from reporting Sex Discrimination, Sex-Based Harassment, or Retaliation to both on-campus and off-campus authorities.
- The right to be informed of options to notify proper law enforcement authorities and the options to be assisted by the District in notifying such authorities, if the Party chooses. This also includes the right not to be pressured to report.
- The right to be informed of available Supportive Measures.
- The right to be accompanied by an Advisor of the Parties' choosing to all meetings or proceedings regarding the allegations.
- The right to a thorough, reliable, impartial, prompt, and fair investigation, hearing, and appeal process.
- The right to present relevant information, witnesses, and evidence regarding the alleged violations during the investigation and hearing process.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to inspect and review the evidence upon which the investigative findings will be based subject to privacy limitations imposed by federal and state law and be given ten Business Days to review and comment on the evidence.
- The right to participate in the Resolution Process.
- The right to submit an impact statement and/or mitigation statement considered by the Decision Maker following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed of the Resolution Process findings and sanctions (if any) and be given a detailed rationale of the decision (including an explanation of how credibility was assessed) in a written outcome letter delivered to the Parties simultaneously (without undue delay).
- The right to be informed in writing of when the District's decision is considered final and any changes to the final determination and Sanctions that occur post outcome letter delivery.
- The right to be informed of the opportunity to appeal the Resolution Process findings and Sanctions, and the procedures for doing so is in accordance with the District's grounds for appeal.
- The right to have reports of alleged policy violations addressed by the Title IX Resolution Process pool members who have received relevant annual training as required by law.



- The right to petition that any District/College representative in the process be recused on the basis of demonstrated bias and/or conflict of interest.
- The right to have the District maintain supportive measures for as long as necessary and for supportive measures to remain confidential, provided confidentiality does not impair the District's ability to provide the supportive measures.
- The right to receive sufficiently advanced written notice of any District meetings or interviews involving another party, when possible.
- The right to identify and have the Investigator and/or Decision Maker question relevant available witnesses, including expert witnesses.
- The right to provide the Investigator/Decision Maker with a list of questions that, if deemed relevant and permissible by the Investigator/Decision Maker, may be asked of any party or witness.
- The right to have Complainant's inadmissible sexual interests/prior sexual history or any Party's irrelevant character evidence excluded by the Decision Maker.
- The right to have a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the Final Investigation Report, including all factual, Policy, and/or credibility analyses performed, and to have at least seven business days to review the report prior to the determination.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to preservation of confidentiality/privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to apply the preponderance of the evidence to make a Finding and Final Determination after an objective evaluation of all relevant and permissible evidence.
- The right to a fundamentally fair resolution as defined in these procedures.

**Note:** The term "supportive measures" is used in the CCCD BP/AP 3910 and 5910, and such term is referred to as "accommodations and protective measures" for Clery.

### **Confidentiality**

The District makes every effort to preserve the confidentiality of any Complainant, Respondent, or witness, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding under CCCD BP/APs 3910 and 5910. The institution will maintain the confidentiality of any accommodations or protective measures provided to the victim, to the extent that doing so does not impair Coast Community College District's ability to provide the accommodations or protective measures.

Victims may request that directory information on file with the District be withheld by request. If you choose to have your information withheld, please notify your campus Director of Admissions and Records.

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

### **Adjudication of Violations**

Coast Community College District provides a prompt, equitable, and impartial response to allegations of misconduct brought to the attention of an appropriate employee. Under CCCD BP/AP 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure, the District employs a comprehensive Resolution Process, which includes both Informal Resolution and Administrative Resolution options. Informal Resolution allows the Parties to resolve the matter without a full investigation, using methods such as facilitated discussions or educational conversations, with the Title IX Coordinator playing a key role. If Informal Resolution is unsuccessful or not chosen, the District proceeds with an Administrative Resolution involving a formal investigation, decision-making, potential sanctions, and the right to appeal.

In contrast, CCCD BP/AP 5910 Sexual Misconduct also offers Informal Resolution, but only after a formal complaint of Sexual Harassment is filed and both Parties provide written consent. Like CCCD BP/AP 3910, Informal Resolution under CCCD BP/AP 5910 is intended to resolve the matter without a full investigation, except in cases involving an employee sexually harassing a student, where Informal Resolution is not permitted. The Investigation Process under CCCD BP/AP 5910 mirrors the formal process in CCCD BP/AP 3910, focusing on gathering evidence, ensuring fairness, and issuing sanctions when necessary. After the final investigative report is completed, the matter is referred to a Hearing, where the Hearing Chair is responsible for decision-making, imposing potential sanctions, and providing the right to appeal.

The Title IX Coordinator is responsible for issuing a written Notice of Investigation and Allegations (NOIA) under CCCD BP/AP 3910 and a Notice of Investigation (NOI) under CCCD BP/AP 5910 at the commencement of the investigation process. These notices are designed to inform all parties involved about the investigation procedures and their rights, including, but not limited to: (a) a description of the process, (b) details of the allegations, (c) identities of the parties, (d) presumption of non-responsibility, (e) standard of evidence, (f) review of evidence, (g) potential sanctions, (h) right to an advisor, (i) prohibition of false statements, and (j) conflict of interest. These notices are crucial for ensuring that all parties are adequately informed about their rights, the procedures, and the expectations throughout the investigation process.

For a full and detailed explanation of the Resolution Process for addressing allegations of misconduct, including Informal and Administrative Resolution options, investigation procedures, hearings, and appeals, please refer to CCCD BP/AP 3910: Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure and CCCD BP/AP 5910: Sexual Misconduct. These documents outline the District's comprehensive approach to ensuring a prompt, equitable, and impartial response to all reported incidents. The full policies are available on the Coast Community College District website.

In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 90 business days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. Coast Community College District officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

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

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

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

The Coast Community College District has four procedures\* that will be applied for institutional disciplinary action in cases involving allegations of dating violence, domestic violence, sexual assault, or stalking:

- CCCD BP/AP 5910 Sexual Misconduct – Applicable for alleged incidents reported to have occurred prior to August 1, 2024, involving students
- CCCD BP/AP 5500 Student Code of Conduct – Applicable to alleged incidents that do not violate Title IX procedures (BP/AP 5910 or 3910)
- CCCD BP/AP 3435 Unlawful Discrimination, Harassment, and Retaliation Complaints and Investigations – Applicable for alleged incidents involving employees
- CCCD BP/AP 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure – Applicable for alleged incidents reported to have occurred on or after August 1, 2024, involving students\*\*

*\* The Coast Community College District is currently revising its policies in response to the findings from*

*the California State Auditor review and audit of Clery Act compliance, published in July 2024. These revisions aim to ensure full compliance with federal and state regulations, while enhancing campus safety and security protocols across all District campuses.*

*\*\* Considering a federal injunction related to the 2024 Title IX Regulations, Coastline College will move forward with enforcing the 2024 rules and implementing CCCD BP/AP 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure. Meanwhile, GWC and OCC will continue to enforce the 2020 Title IX rules under CCCD BP/AP 5910 Sexual Misconduct. until further notice.*

### **Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking Involving Students (2020)**

CCCD BP/AP 5910 Sexual Misconduct addresses incidents of domestic violence, dating violence, sexual assault, and stalking reported to have occurred before August 1, 2024. Below are brief summaries of key sections in this policy.

#### **1. How to File a Report Under this Policy**

Any person may report sex discrimination, including Sexual Harassment, regardless of whether the person reporting is the victim.

Reports may be made using any of the following options:

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

A formal complaint is a signed document by the Complainant or Title IX Coordinator, alleging Sexual Harassment and requesting an investigation. It can be filed in person, by mail, email, or through the online reporting form on the College’s website. If a complainant does not wish to proceed, the Title IX Coordinator retains the discretion to initiate an investigation if deemed necessary.

#### **2. How the College Determines this Policy Will Apply**

This Title IX procedure applies to the education programs and activities of the District/College. Education programs or activities refers to locations, events, or circumstances over which the District exercised substantial control over the context in which the Sexual Harassment occurred, including, but not limited to the District, the Colleges, its property (including offsite locations owned, rented, leased, or operated by the District or the Colleges), on-campus student housing

facilities, through online services, and at District-sponsored/College-sponsored programs, activities, and travel. The Respondent must be a participant in the education program or activity of the District/College in order for this Title IX procedure to apply.

If the Respondent is unknown or is not a member of the District community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local law enforcement if the individual would like to file a police report. This Title IX procedure can also be applicable to the effect of off-campus misconduct that effectively deprives someone of access to the District's educational program.

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

#### **Step 1. Notice**

When a report of Sexual Harassment is made to the Title IX Coordinator or a District employee with authority to take corrective measures, the Title IX Coordinator or their designee will reach out to the Complainant. The Complainant is informed of the availability of Supportive Measures (non-punitive and non-disciplinary services), regardless of whether they choose to file a formal complaint. The Complainant's preferences regarding these measures are considered, and they are also informed about the process for submitting a formal complaint.

#### **Step 2. Supportive Measures**

Supportive Measures are implemented as needed to ensure continued access to the educational program. These may include academic adjustments, housing or employment changes, no-contact orders, and more. The goal is to provide safety and support without burdening the other Party, and these measures can be offered with or without a formal complaint.

If there is an immediate threat to the physical health or safety of any person, the District may conduct a safety and risk assessment, in collaboration with the Behavioral Intervention Team, to temporarily remove the Respondent from campus or certain activities. The Respondent has the right to challenge the emergency removal by meeting with the Title IX Coordinator to show why the removal should not occur.

#### **Step 3. Investigation**

A formal complaint is a signed document by the Complainant (or the Title IX Coordinator) alleging Sexual Harassment and requesting an investigation. Once a formal complaint is filed, the District launches a thorough investigation. This includes gathering evidence, conducting interviews with both Parties and witnesses, and ensuring both Parties have an equal opportunity to present relevant information. The investigation is aimed at being prompt, impartial, and fair. A Notice of Investigation is provided to both the Complainant and Respondent, outlining the allegations and grievance process. The timeline for the investigation is typically 90 business days, but it can be extended if needed.

#### **Step 4. Informal Resolution (Optional)**

After a formal complaint is filed, both Parties may choose to resolve the issue through an informal process, which can involve mediation or other facilitated discussions. Informal resolution is only available if both Parties consent, and it cannot be used if a student alleges that an employee committed Sexual Harassment.

#### **Step 5. Hearing Process**

If the complaint is not resolved through informal means, the case proceeds to a hearing. The Title IX Coordinator appoints a decision-maker (Hearing Chair) who was not involved in the investigation. During the hearing, both Parties present their case, including witnesses and evidence. Cross-examination is conducted by the Parties' Advisors, and the Hearing Chair determines what evidence is relevant and admissible.

#### **Step 6. Determination of Responsibility**

After the hearing, the Hearing Chair deliberates and issues a written determination regarding whether the Respondent is responsible for violating the policy. This determination is based on the preponderance of evidence standard, meaning that it is more likely than not that the violation occurred. The decision includes findings of fact, conclusions, and any sanctions if the Respondent is found responsible.

#### **Step 7. Impact Statements**

Before the sanctions are determined, both the Complainant and Respondent have the opportunity to submit impact statements. These written statements allow each Party to describe how the incident has affected them and can influence the severity of the sanctions imposed. The impact statements are considered by the decision-maker during the sanctioning phase.

#### **Step 8. Sanctions and Remedies**

If the Respondent is found responsible, the District imposes sanctions, which can include suspension, expulsion, or other corrective measures. The Complainant may also receive remedies to restore their access to the educational program. The severity of the sanctions is determined by factors such as the nature of the offense, any prior disciplinary history, and the impact on the Complainant and District community.

#### **Step 9. Appeal Process**

Both the Complainant and Respondent have the right to appeal the decision. Appeals can be based on procedural errors, new evidence that was not available during the hearing, or conflicts of interest. The appeal must be submitted within a specified timeframe, and if accepted, it will be reviewed by an appeal committee.

#### **4. Anticipated Timelines**

The District will aim to resolve all formal complaints of Sexual Harassment in a prompt and equitable manner, with the following intended timelines, barring any delays or complex circumstances:

- Initial Evaluation: The Title IX Coordinator will begin the evaluation process promptly upon receiving a report. The process typically begins within 10 business days of receiving the complaint.
- Investigation: The District will complete its investigation expeditiously, normally within 90 business days after the complaint is filed. This timeline may be extended based on factors such as witness availability, police involvement, or the complexity of the case. The Title IX Coordinator will regularly update the Complainant and Respondent on the progress of the investigation and any delays.
- Notice of Investigation: The Title IX Coordinator will issue a written Notice of Investigation (NOI) to both Parties \*\*promptly upon commencement of the investigation process.
- Review of Evidence: The Investigator will provide the Parties with an opportunity to review and comment on all evidence during a 10 business day period before completing the final investigation report.
- Hearing (if applicable): After the final investigation report is completed and disclosed to the Parties, the District will schedule a hearing (if applicable) no sooner than 10 business days after the conclusion of the investigation.
- Appeal Process: If either Party files an appeal, it must be submitted within 10 business days of the delivery of the determination or dismissal. The Appeal Committee will render a decision within 5 business days of completing the review of the appeal.

## **5. Decision-Making Process**

Under CCCD BP/AP 5910, the decision-making process involves an impartial Hearing Chair, responsible for overseeing the hearing and issuing a written determination regarding responsibility. The process includes the Hearing Chair, the Investigator(s), the Parties, their Advisors, any witnesses, and the Title IX Coordinator or other support personnel. Hearings may be conducted in person or virtually, ensuring all participants can interact through appropriate technology.

The Hearing Chair outlines the procedures, introduces the participants, and directs the proceedings in accordance with a scripted protocol. The Investigator(s) present a summary of the investigative report, followed by questioning from the Hearing Chair and the Parties through their Advisors. All questions must be reviewed for relevance by the Hearing Chair, who has the final authority to admit or reject questions, ensuring the inquiry remains focused and non-repetitive.

If any Party or witness refuses to submit to questioning, their prior statements cannot be considered in determining responsibility. After the hearing, the Hearing Chair deliberates privately, using the Preponderance of the Evidence standard to reach a decision. If the Respondent is found responsible, the Chair considers any impact statements and relevant conduct history to determine appropriate sanctions. The Hearing Chair then prepares a detailed written determination, explaining the findings and rationale, which is submitted to the Title IX Coordinator to ensure a thorough and equitable process.

## **6. Standard of Evidence**

The Preponderance of the Evidence is the standard for demonstrating facts and reaching conclusions in an investigation. Preponderance of the Evidence means the greater weight of the

evidence (i.e., the evidence on one side outweighs, preponderates over, or is more than the evidence on the other side).

The Respondent will be found either responsible or not responsible for violating this Title IX procedure based on the Preponderance of the Evidence.

#### **7. Possible Sanctions**

CCCD BP/AP 5500 outlines the Sanctions the Hearing Chair/decision-maker may impose on the Respondent following the determination of responsibility (see below). Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s);
- The Respondent's disciplinary history in which they were found responsible;
- Previous allegations or allegations involving similar conduct;
- Consistency among the College's disposition of similar cases;
- The need to bring an end to the behavior, prevent future recurrences, and remedy the effects;
- The impact on the Parties; and
- Any other information deemed relevant by the Hearing Chair.

The following sanctions may be imposed on a Student found responsible for violating the Student Code of Conduct, based on factors such as the nature of the violation, the Student's disciplinary history, and the impact on the community:

- Written Warning: A formal notice that the Student's behavior was inappropriate and further violations will result in more severe consequences.
- Community Service: The Student may be required to complete a specified number of community service hours.
- Educational Assignment or Project: The Student may be required to complete an educational project related to the violation.
- Disciplinary Probation: A designated period during which the Student is on formal notice that their behavior is being closely monitored and any further violations may result in more severe sanctions.
- Short-term Removal from Class: The Student may be temporarily removed from a specific class for disruptive behavior.
- Mental Health Clearance: The Student may be required to obtain clearance from a mental health professional before returning to class or other activities.
- Hold on Records: A hold may be placed on the Student's academic records, preventing registration, access to transcripts, or graduation until certain conditions are met.
- Housing Probation (if applicable): For students living in on-campus housing, probationary status may be applied, placing restrictions on behavior within the housing community.
- Interim Suspension: Temporary suspension from all District activities and facilities while an investigation is ongoing or until the final resolution is determined.
- Suspension: Removal from the College for a specified period, with conditions for



readmission.

- Expulsion: Permanent removal from the District and all District-sponsored activities and facilities.

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

Regardless of the outcome of the informal resolution, investigation, or hearing process, a Complainant may request additional accommodations. In collaboration with campus departments, the College will assess the appropriateness of such measures to support the Complainant.

Possible ongoing protective measures include:

- Providing a Public Safety escort
- Modifying the Complainant's academic schedule
- Adjusting the Complainant's on-campus job schedule
- Allowing the Complainant to withdraw from or retake a class without penalty
- Offering tutoring or other academic support

The College may also implement broader measures to address the effects of the incident, such as revising policies, offering additional training for the community, increasing security, and conducting climate surveys to foster a safer, more inclusive environment.

#### **Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking Involving Students that Did Not Violate the Title IX Procedures (2020 and 2024)**

CCCD BP/AP 5500 Student Code of Conduct addresses incidents of domestic violence, dating violence, sexual assault, and stalking that did not violate the Title IX Procedures (BP/AP 5910 or 3910). Below are brief summaries of key sections in this policy.

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

1. Complaints or reports of alleged violations of the Student Code of Conduct should be submitted to the College Disciplinary Officer.
2. Complaints can be filed in person, via email, or through the District's reporting system.
3. The complaint is entered into the District-wide system, and it is assigned to the appropriate College Disciplinary Officer for investigation.
4. Anonymous complaints are accepted but may limit the District's ability to investigate, respond, render a determination, or implement sanctions.

The College Disciplinary Officer will notify the involved parties of the complaint and provide details on the next steps, including potential interim actions or further investigation.

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

This Student Code of Conduct applies to conducts that occur at the District, its Colleges, or any property owned, rented, leased, or operated by the District or the Colleges, including on-campus student housing, through online services, and at District/College-sponsored programs, activities, and travel.

Off-campus conduct may fall under this policy if it creates a Hostile Environment or impacts a substantial District/College interest. This includes:

- Actions that constitute a criminal offense as defined by law.
- Situations where a Student may present a threat to the health or safety of themselves or others.
- Conduct that infringes upon the rights, property, or achievements of others, or causes significant disruption.
- Any conduct detrimental to the educational interests of the District or College.

Online behavior outside the District's control may also be subject to this policy if it causes a Hostile Environment or substantial disruption on campus.

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

#### **Step 1. Notice**

A report of a violation of the Student Code of Conduct is submitted to the College Disciplinary Officer (CDO). The CDO will provide notice to the Parties, providing them with the following information:

- A description of the alleged violation(s).
- A description of the applicable policies.
- A statement of the potential sanctions that could result.
- A required date and time, for the Student to contact the College Disciplinary Officer within seven Days from the receipt of the communication. The Student's failure to contact the College Disciplinary Officer within this seven Day period shall constitute the Student's waiver of their ability to provide a response to the alleged violation(s), and the Administrative Review shall take place as if the Student has not responded.

#### **Step 2. Interim Actions (if applicable)**

Interim actions of up to ten (10) business days may be imposed by the CDO to protect the health and safety of the District community. These actions may include suspension or restrictions, such as no-contact orders or restricted access to campus facilities. In case of an interim action, the student has the right to appeal to the Vice President of Student Services. In addition, a short-term removal from a class may be imposed by a faculty member for a period not to exceed two class meetings on a Student who is disrupting the class or otherwise interfering with the ability of other Students in the class to learn. This may happen after an instructor has made reasonable efforts to give the student notice of the intent to remove the student and the opportunity to change their behavior.

### **Step 3. Investigation**

Students are entitled to a fundamentally fair process, including reasonable notice of allegations of violations of the Student Code of Conduct, the opportunity to be heard, and to present evidence, and in appropriate circumstances, the opportunity to engage in some form of examination of witnesses, prior to the administrative determination of the alleged violations. The CDO investigates the complaint by interviewing the involved parties and witnesses. The Student has the opportunity to present their account and evidence. Investigations are generally completed within 90 days, with updates provided for delays.

### **Step 4. Methods of Resolution**

The CDO has the discretion to resolve the complaint using one of the following methods:

- Mediation/Alternative Dispute Resolution: A voluntary option for relative minor violations.
- Informal Administrative Resolution: The Student accepts responsibility and the proposed sanctions.
- Formal Finding: The CDO determines whether the Student is responsible based on the investigation.

### **Step 5. Determination of Responsibility**

The CDO determines whether the Student is responsible based on a preponderance of evidence and communicates the outcome and any sanctions imposed in writing.

### **Step 6. Sanctions**

If the Student is found responsible, sanctions are imposed in line with the violation. These can include warnings, probation, suspension, expulsion, or other actions detailed in the policy.

### **Step 7. Appeal Process**

The Student may appeal the findings and/or sanctions by submitting a written appeal within ten business days, based on specific grounds such as

- The outcome of the Investigation is unsupported by the evidence, based on the Preponderance of Evidence standard.
- Excessive sanctions in relation to the violation(s) the Student was found Responsible for committing.
- A substantive procedural error which materially and significantly affected the weighing of evidence by the College Disciplinary Officer.

If the grounds for appeal are valid, as determined by the Vice President of Student Services, an Appeal Hearing is scheduled, and the Appeal Committee makes a final determination.

## **4. *Anticipated Timelines***

The District is committed to resolving all disciplinary complaints under the Student Code of Conduct promptly and fairly. The general timeline for the process is as follows, with adjustments made for unforeseen delays or complex cases:

Initial Notice and Response: Upon receiving a report of a violation, the College Disciplinary Officer (CDO) will notify the Student in writing, typically within 7 business days. The Student must respond within 7 business days of receiving the notice to engage in the process.

- Investigation: Once a complaint is filed, the CDO will begin an investigation. The District aims to complete investigations within 90 business days. The CDO will keep the parties informed of progress and notify them of any necessary delays or extensions.
- Review of Evidence: The Student will have an opportunity to present their evidence and response during the investigation. While the policy does not specify an exact period for review, the CDO ensures all relevant evidence is considered before making a determination.
- Findings and Determination: After completing the investigation, the CDO will issue a decision, typically within 10 business days of the investigation's conclusion. The decision includes whether the Student is found responsible and any sanctions imposed.
- Appeal Process: The Student has 10 business days from the date of receiving the findings to submit an appeal. If an appeal is accepted, as determined by the Vice President of Student Services, the Appeal Committee will review the case and typically issue a final determination within 30 days, barring delays.

#### **5. *Decision-Making Process***

Under AP 5500, the decision-making process is conducted by the College Disciplinary Officer (CDO), who is responsible for reviewing the investigation findings and determining responsibility. The CDO is impartial and may serve as both the investigator and decision maker for routine cases to ensure efficiency and fairness. In more complex cases, additional staff may be involved to maintain neutrality.

The process begins with the CDO reviewing all relevant evidence gathered during the investigation, including any statements from the Student, witnesses, or other involved parties. The CDO evaluates the evidence based on the Preponderance of Evidence standard, determining whether it is more likely than not that a violation occurred.

The decision-making process does not involve cross-examination or adversarial questioning but ensures that the Student has an opportunity to present their side and respond to the allegations. The CDO objectively assesses the credibility of all evidence and statements.

If the Student is found responsible, the CDO considers the nature of the violation, the impact on the individual and/or community, and the Student's disciplinary history before determining appropriate sanctions. The CDO then issues a written determination that includes the findings, rationale, sanctions imposed, and the process to request an appeal. This decision is communicated to the Student in writing, providing a transparent resolution to the disciplinary process.

## **6. *Standard of Evidence***

The District uses the Preponderance of the Evidence standard when determining whether a violation of the Student Code of Conduct occurred. Preponderance of the Evidence means that it is more likely than not that the alleged violation took place, based on the greater weight of the evidence presented. The College Disciplinary Officer evaluates all available information to determine whether the Student is Responsible or Not Responsible under this standard. This ensures a fair and balanced approach in assessing the outcome of each case.

## **7. *Possible Sanctions***

The following sanctions may be imposed on a Student found responsible for violating the Student Code of Conduct, based on factors such as the nature of the violation, the Student's disciplinary history, and the impact on the community:

- **Written Warning:** A formal notice that the Student's behavior was inappropriate and further violations will result in more severe consequences.
- **Community Service:** The Student may be required to complete a specified number of community service hours.
- **Educational Assignment or Project:** The Student may be required to complete an educational project related to the violation.
- **Disciplinary Probation:** A designated period during which the Student is on formal notice that their behavior is being closely monitored and any further violations may result in more severe sanctions.
- **Short-term Removal from Class:** The Student may be temporarily removed from a specific class for disruptive behavior.
- **Mental Health Clearance:** The Student may be required to obtain clearance from a mental health professional before returning to class or other activities.
- **Hold on Records:** A hold may be placed on the Student's academic records, preventing registration, access to transcripts, or graduation until certain conditions are met.
- **Housing Probation (if applicable):** For students living in on-campus housing, probationary status may be applied, placing restrictions on behavior within the housing community.
- **Interim Suspension:** Temporary suspension from all District activities and facilities while an investigation is ongoing or until the final resolution is determined.
- **Suspension:** Removal from the College for a specified period, with conditions for readmission.
- **Expulsion:** Permanent removal from the District and all District-sponsored activities and facilities.

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

CCCD BP/AP 5500 provides for interim actions to protect the safety and security of the District community while an investigation is ongoing. These interim actions may include restrictions such as no-contact orders, no retaliation directive, restricted access to District facilities and events, or interim suspension. These measures are designed to mitigate any potential threats to health, safety, or substantial disruption of District operations.

## **Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking Involving Employees\* (2020 and 2024)**

BP/AP 3435: Unlawful Discrimination, Harassment, and Retaliation Complaints and Investigations addresses incidents of domestic violence, dating violence, sexual assault, and stalking reported to have occurred both on or before August 1, 2024. Below are brief summaries of key sections in this policy.

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

To report a complaint of unlawful employee conduct, including Domestic Violence, Dating Violence, Sexual Assault and Stalking, the complaint shall be made to the District's Vice Chancellor of Human Resources, who is the individual designated to receive such complaints, as the Responsible District Officer. The complaint may be in a form prescribed by the State Chancellor or otherwise provided orally or in writing to the Responsible District Officer or College Human Resources Director.

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

BP/AP 3435: Unlawful Discrimination, Harassment, and Retaliation Complaints and Investigations may be used if it is determined the complaint alleges unlawful employee conduct. If as a result of the fact-finding process, a determination has been made that the employee violated policy and or the law – see steps in the disciplinary process below.

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

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

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

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

Charges as set forth herein.

#### **4. *Anticipated Timelines***

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

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

#### **5. *Decision-Making Process***

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

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

#### **6. *Standard of Evidence***

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

#### **7. *Possible Sanctions***

Disciplinary action (BP 7365 titled Discipline and Dismissal – Classified Employees) taken by the District against a permanent member of the classified service may include the following:

- Involuntary reassignment – The District may involuntarily reassign an employee whose performance of the required duties falls below standard, or for misconduct.

- Reduction in pay or demotion – The District may reduce the pay or demote an employee whose performance of the required duties falls below standard, or for misconduct. Demotion shall include reduction in pay from a step within the class to one or more lower steps.
- Suspension – An employee may be suspended for disciplinary purposes without pay.
- Discharge – A permanent member of the classified service may be discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

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

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

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

### **Disciplinary Proceedings Utilized in Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking Involving Students\* (2024)**

BP/AP 3910 Title IX: Sex Discrimination and Sex-Based Harassment – Interim Administrative Procedure addresses incidents of domestic violence, dating violence, sexual assault, and stalking reported to have occurred on or after August 1, 2024. Below are brief summaries of key sections in this policy.

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

1. Reports or complaints of sex discrimination, harassment, or retaliation can be made orally or in writing to the Title IX Coordinator, either in person, by mail, phone, or email.
2. Submit an electronic form via the College's or District's Title IX website. Note: the form will not be treated as a formal complaint unless the Complainant expressly states so.



3. Anonymous reports are accepted but may limit the District's ability to investigate, respond, or offer remedies. Supportive measures may not be possible for anonymous Complainants.

If a Complainant indicates they wish to file a formal complaint, the Title IX Coordinator will outline the following options:

- Supportive Measures and Remedies only;
- Informal Resolution; or
- The Formal Resolution Process.

The Title IX Coordinator will seek to honor the Complainant's wishes but may proceed differently based on the circumstances.

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

This Title IX Procedure applies to the education programs and activities of the District.

Education programs or activities refers to locations, events, or circumstances where the District exercised substantial control over the context in which Sex Discrimination, Sex-Based Harassment, and/or Retaliation occurred, including, but not limited to the District, the Colleges, its property (including offsite locations owned, rented, leased, or operated by the District or the Colleges), on-campus student housing facilities, through online services, and at District/College-sponsored programs, activities, and travel.

The Respondent must be a Student at the time of the alleged incident in order for this Title IX Procedure to apply. If the Respondent is unknown or is not a member of the District community, the Title IX Coordinator will offer to assist the Complainant in identifying appropriate Supportive Measures, Remedies, and/or referral to local law enforcement when criminal conduct is alleged and the individual would like to file a police report.

This Title IX Procedure also may apply to the effect of off-campus misconduct and online misconduct that contributes to a hostile environment that limits or denies a person's access to the District's education program or activity and/or affects a substantial District interest.

A substantial District interest includes:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- Any situation in which it is determined that the Respondent poses an immediate threat to the health or safety of any Student, Employee, or other individual.
- Any situation that significantly infringes on the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- Any situation that substantially interferes with the District's educational interest or mission.

This Title IX Procedure is written and interpreted broadly to include online manifestations when the misconduct occurs in or has an effect on the District's education program or activity, or when

they involve the use of the District's networks, technology, or equipment. Nothing in this Title IX Procedure is intended to infringe upon or limit a person's rights to free speech. Any online posting or other electronic communication by Students, including technology-facilitated bullying, Stalking, harassment, etc., occurring completely outside of the District's control (e.g., not on the District's networks, websites, or between the District's email accounts) will be subject to this Title IX Procedure only when such online conduct can be shown to cause (or will likely cause) a substantial in-program disruption or infringement on/harm to the rights of others. Otherwise, such communications may be considered speech protected by the First Amendment.

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

#### **Step 1. Notice**

When a report of sex discrimination, harassment, or retaliation is received, the Title IX Coordinator initiates an evaluation. The Complainant is offered Supportive Measures and informed about the available resolution processes, including formal and informal options. The Complainant's wishes on how to proceed are also considered.

#### **Step 2. Supportive Measures**

Upon receiving notice or a complaint, the Title IX Coordinator promptly offers appropriate Supportive Measures to both the Complainant and, if applicable, the Respondent. These measures are non-punitive and individualized, such as academic accommodations, no-contact orders, changes to housing or employment, and referrals to counseling or medical services. These measures ensure safety and continued access to the educational program without burdening either Party.

If an immediate threat to the health or safety of an individual is identified, the District may remove a Respondent from the educational program on an emergency basis. This decision is based on a risk assessment performed by the Title IX Coordinator and may involve the Behavioral Intervention/Assessment Team. The Respondent is notified and can request a meeting to challenge the removal.

#### **Step 3. Initial Evaluation**

The Title IX Coordinator conducts a prompt evaluation, typically within 10 business days, to determine if the conduct falls under Title IX and whether the District has jurisdiction. If the case doesn't meet Title IX criteria, it may be referred to another process or dismissed. Supportive Measures are still offered to the Parties.

If the Complainant chooses to file a formal complaint, the Title IX Coordinator outlines the available options:

- A response solely involving Supportive Measures,
- Informal Resolution, or

- Administrative Resolution (formal investigation and determination). The process moves forward based on the Complainant's wishes or if the Title IX Coordinator deems it necessary.

#### **Step 4. Informal Resolution (Optional)**

If both Parties agree, an informal resolution can be pursued to address the complaint without a formal investigation. This process can include mediation or facilitated discussions. Informal resolution cannot be used if the complaint involves allegations of an employee sexually harassing a student.

#### **Step 5. Investigation (Administrative Resolution)**

If the case proceeds through the Administrative Resolution, the District conducts a thorough investigation, gathering evidence, interviewing witnesses, and ensuring both Parties can present information. A written Notice of Investigation and Allegations (NOIA) is sent to both Parties, outlining the allegations and investigation process. Both Parties are given an opportunity to review evidence and submit responses before the final report is completed.

#### **Step 6. Determination of Responsibility**

After reviewing the investigation report, the decision-maker, who is separate from the investigator, determines whether the Respondent is responsible for violating policy, based on the preponderance of evidence standard (more likely than not). The findings and rationale are documented and provided to both Parties.

#### **Step 7. Impact Statements**

Before sanctions are determined, both the Complainant and Respondent can submit written impact statements. These statements describe how the incident affected them and can influence the severity of any sanctions. The decision-maker reviews these statements before finalizing the sanctions.

#### **Step 8. Sanctions and Remedies**

If the Respondent is found responsible, sanctions are imposed, which can range from suspension or expulsion to less severe corrective measures, depending on the severity of the violation. Remedies are also provided to the Complainant to restore or preserve their access to the educational program.

#### **Step 9. Appeal Process**

Both Parties have the right to appeal the decision. Appeals can be made based on procedural errors, new evidence, or conflicts of interest. The appeal is reviewed by an Appeal Decision Maker, and the final decision is communicated to the Parties.

### **4. *Anticipated Timelines***

The District is committed to resolving all formal complaints of Sex Discrimination, Sex-Based Harassment, and Retaliation promptly and equitably. The intended timeline for the Resolution Process is as follows, barring any unforeseen delays or complex circumstances:

- Initial Evaluation: The Title IX Coordinator will conduct a prompt and equitable initial evaluation of the report, typically within 10 business days of receiving the Notice. This evaluation will assess whether the reported conduct may reasonably constitute a violation of the policy.
- Investigation: If a Complaint is filed and the Title IX Coordinator determines that the District has jurisdiction, the investigation will begin. The District will make a good faith effort to complete the investigation within 90 business days. The Title IX Coordinator will provide regular updates to both Parties on the progress of the investigation and any delays that may extend the timeline.
- Review of Evidence: Both Parties will have the opportunity to review and comment on all evidence for a 10 business day period before the final investigation report is completed.
- Decision Maker's Review: Once the final investigation report is complete, the Decision Maker will review the report and determine responsibility. This process will typically take 10 business days, but the timeline may vary based on the complexity of the case.
- Notice of Outcome: After the Decision Maker makes a determination, the Title IX Coordinator will provide the Parties with a written outcome notification within 10 business days of the conclusion of the Resolution Process.
- Appeal Process: Either Party may file an appeal within 10 business days of receiving the outcome notification. The Appeal Decision Maker will review the appeal and make a determination within 5 business days of the conclusion of the appeal review.

##### **5. *Decision-Making Process***

Under CCCD AP 3910, the decision-making process is led by an impartial Decision Maker responsible for reviewing the investigation report and issuing a written determination regarding responsibility. Participants in this process include the Decision Maker, Investigator(s), the Parties, their Advisors, and the Title IX Coordinator. The Decision Maker has no prior involvement with the investigation to ensure impartiality.

The process begins with the Decision Maker reviewing the final investigation report, evidence, and any additional materials submitted by the Parties. The Decision Maker may request clarifications from the Parties or witnesses if needed and may ask additional relevant questions to aid in determining responsibility. All questions and evidence are evaluated based on relevance, and credibility determinations are made objectively without bias toward any Party.

The Decision Maker uses the Preponderance of the Evidence standard to assess whether a violation occurred. If responsibility is found, the Decision Maker considers impact statements and the Respondent's conduct history when determining sanctions. Once the review is complete, the Decision Maker prepares a detailed written determination explaining the findings, rationale, and any applicable sanctions, which is provided to the Title IX Coordinator. This ensures a fair, thorough, and transparent resolution process.

## **6. *Standard of Evidence***

The District uses the Preponderance of the Evidence standard of proof when determining whether Sex Discrimination, Sex-Based Harassment, and/or Retaliation occurred. Preponderance of the Evidence means the greater weight of the evidence, on one side outweighs, preponderates over, or is more than the evidence on the other side based upon the available information at the time of the decision. The Respondent will be found either Responsible or Not Responsible based on the Preponderance of the Evidence.

## **7. *Possible Sanctions***

For Respondents who are a student, the possible Sanctions are thoroughly described in BP/AP 5500 Student Code of Conduct (see below). Factors considered by the Decision Maker when determining a Sanction and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s);
- The Respondent's disciplinary history in which they were found responsible;
- Previous allegations or allegations involving similar conduct;
- Consistency among the College's disposition of similar cases;
- The need to bring an end to the Sex Discrimination, Sex-Based Harassment, and/or Retaliation, prevent the future recurrences, and to remedy the effects on the Complainant and the community;
- The impact on the Parties; and
- Any other information deemed relevant by the Decision Maker.

The following sanctions may be imposed on a Student found responsible for violating the Student Code of Conduct, based on factors such as the nature of the violation, the Student's disciplinary history, and the impact on the community:

- Written Warning: A formal notice that the Student's behavior was inappropriate and further violations will result in more severe consequences.
- Community Service: The Student may be required to complete a specified number of community service hours.
- Educational Assignment or Project: The Student may be required to complete an educational project related to the violation.
- Disciplinary Probation: A designated period during which the Student is on formal notice that their behavior is being closely monitored and any further violations may result in more severe sanctions.
- Short-term Removal from Class: The Student may be temporarily removed from a specific class for disruptive behavior.
- Mental Health Clearance: The Student may be required to obtain clearance from a mental health professional before returning to class or other activities.
- Hold on Records: A hold may be placed on the Student's academic records, preventing registration, access to transcripts, or graduation until certain conditions are met.
- Housing Probation (if applicable): For students living in on-campus housing, probationary status may be applied, placing restrictions on behavior within the housing community.
- Interim Suspension: Temporary suspension from all District activities and facilities while

an investigation is ongoing or until the final resolution is determined.

- Suspension: Removal from the College for a specified period, with conditions for readmission.
- Expulsion: Permanent removal from the District and all District-sponsored activities and facilities.

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

Following the informal resolution, investigation, or hearing process, a Complainant may request ongoing accommodations to ensure their continued access to educational programs. The College will coordinate with relevant departments to determine appropriate measures tailored to the Complainant's needs.

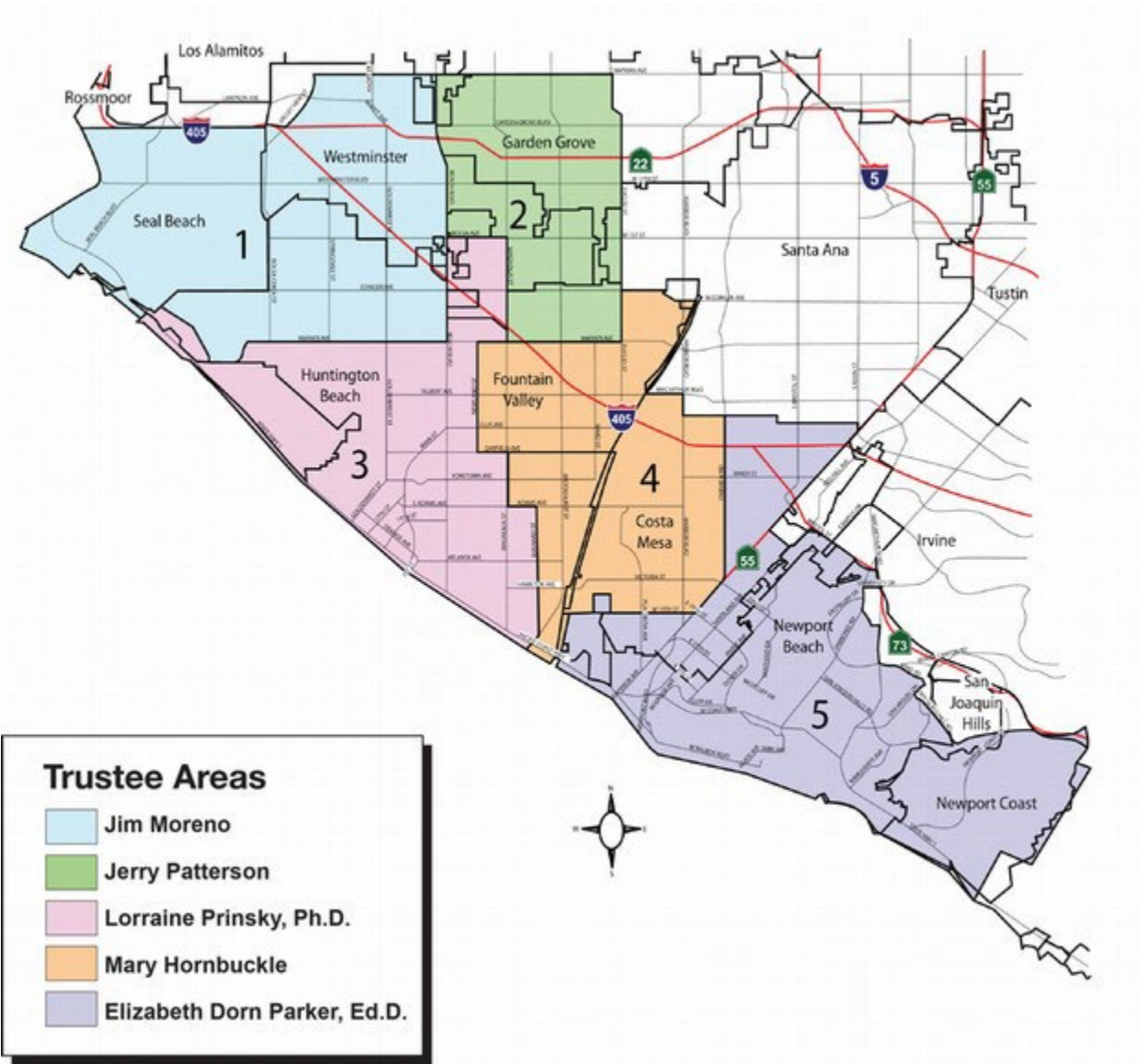
Available protective measures may include:

- Providing a campus safety escort
- Changing the Complainant's academic or work schedule
- Adjusting housing arrangements if applicable
- Allowing the Complainant to withdraw or retake classes without penalty
- Offering counseling services or academic support

Additionally, the College may take further action to benefit the wider community by revising policies, providing additional education and training, increasing security, or implementing community-wide climate assessments to enhance safety and inclusion.

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**Coast Community College District Map**



# ORANGE COAST COLLEGE

## Fire Safety Report

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### **Higher Education Opportunity Act**

#### **Introduction**

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

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

#### **Overview**

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

#### **Daily Fire Log**

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

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

Orange Coast College, Costa Mesa

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

- I. Definition of Terms §668.49(a): a) Cause of Fire b) Fire c) Fire Drill d) Fire-related Injury e) Fire-related Death f) Fire Safety Systems g) Value of property damage
- II. Additional Terms: a) On-Campus Student Housing Facility
- III. Policies §668.49(b): a) Safety Policies §668.49(b)(4) i. Use of Electrical Appliances ii. Smoking iii. Open Flames b) Fire Evacuation Procedures §668.49(b)(5) c) Fire Safety Education and Training §668.49(b)(6)
- IV. Fire Safety Systems §668.49(b)(2): a) Description of systems for all facilities
- V. Fire Drills §668.49(b)(3):
- VI. Reporting List §668.49(b)(7):
- VII. Future Improvements §668.49(b)(8):



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

### **Definition of Terms §668.49(a)**

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

### **Additional Terms**

#### **On-Campus Student Housing Facility:**

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

POLICIES §668.49(b) a. Safety Policies §668.49(b)(4)

- c. Use of Electrical Appliances: No gas or charcoal grill, nor any other open flame cooking or heating device, may be stored or used at the Property or within 25 feet of any building, except permanently installed community grills provided by Owner.

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

iii. Harbour Community Policy – 12 Smoking; Flammables (Open Flames): The Harbour is a 100% non-smoking facility; smoking (including vaping and e-cigarettes) is prohibited at all times in all indoor areas, in courtyards immediately outside all doors and on campus property The following items are prohibited in all buildings in the community: candles with wicks, incense, flammable liquids or gases (including propane and gasoline), or other flammable or incendiary substances.

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

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


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

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

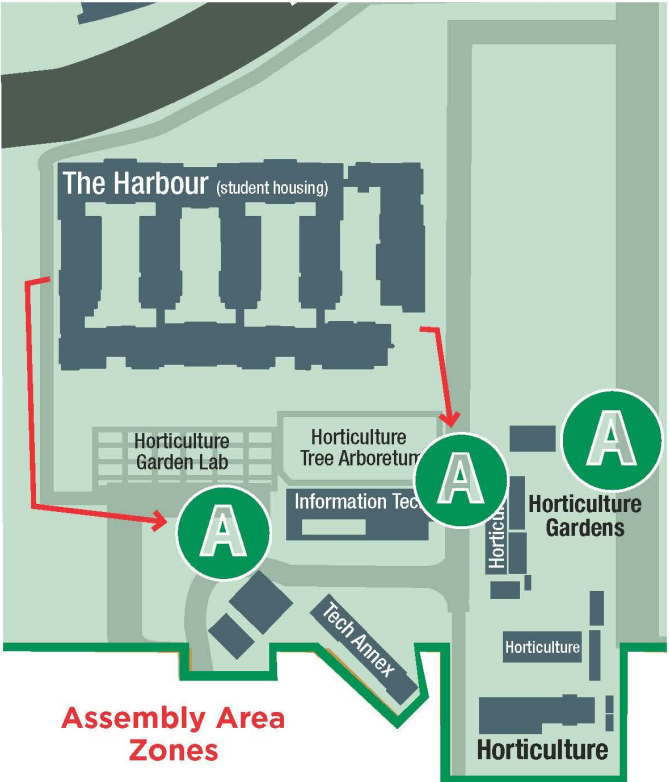
There are numerous emergency situations that could cause a single building, all buildings or even a whole campus evacuation. When an alarm sounds in a building or if an order from The Harbour staff or OCC Campus Safety is required to evacuate part of or all the campus, then it is understood that a situation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

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

## The Harbour Evacuation Map

**Orange Coast College Evacuation Map**  
2701 Fairview Rd. • Costa Mesa, CA 92626 • (714) 432-0202


Assembly Area Zones  
**A**





**Assembly Area Zones**


### HELPING OTHERS


Assisting people with access and functional needs during an EVACUATION

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

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

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

**FOR WHEELCHAIR USERS**  
**Consult** with the person to determine the best carry options. Individuals at ground floor locations may exit without help, while others have minimal ability to evacuate. **Use a sturdy chair** (or one with wheels), if necessary and safe, to move the person or help carry the individual to safety.  
  
Lifting may be dangerous. Wheelchairs too heavy to take down stairs may be left behind. Reunite person with the chair as soon as it is safe to do so.  
  
Those who cannot walk or use a wheelchair may wait in rescue assistance areas or stairwells. Alert emergency responders of their location. The Fire Department will evacuate them.  
  
For those who have respiratory complications and use a wheelchair or cannot walk, remove them from smoke and vapors immediately. Wheelchair users with electrical respirators get priority assistance.



Preparation is key:

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

When you receive an evacuation order:

- If time and conditions permit, secure your bedroom/apartment and take your important personal items such as car keys, purse, medication, glasses, cell phone, flashlight, wallet, etc.
- Check doors for the heat of a fire before opening. Do not open the door if it's hot.
- Walk. Do not run. Don't push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.
- Watch for falling objects and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- DO NOT return to the building for any reason unless you are notified by authorities that it is safe

to do so.

- Follow the directions of The Harbour Staff, Campus Safety and First Responder personnel.

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

All staff are trained annually on various aspects of fire safety and education. Live-In staff and Resident Advisors training conducted by Scion Staff. Trainings include – Evacuation, Fire Safety, Fire Alarm Systems, Fire Extinguishers, First Responder System. Facilities personnel take an online Scion course and Maintenance Technicians are trained on how fire systems work and are monitored for conducting Fire life & Safety Inspections. All students living in on-campus housing receive fire safety and evacuation information in their Housing & Residential Education (HRE) Handbook. The handbook is designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the OCC's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory.

### **Fire Safety Systems §668.49(b)(2)**

FIRE DRILLS §668.49(b)(3) a. A description of each on-campus student housing facility fire safety system and fire drills. B. A single fire drill is performed for all seven residential facilities (i.e., The Harbour).

Residential Facilities with Address	Fire Alarm Monitoring Done On Site	Partial Sprinkler System <sup>1</sup>	Full Sprinkler System <sup>2</sup>	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Evacuation (fire) drills held during prior calendar year
<b>The Harbour at OCC Building 1 – 1369 Adams Ave., Costa Mesa, CA 92626</b>	Yes	No	Yes	Yes	Yes (common areas)	Yes	1
<b>The Harbour at OCC Building 2 – 1369 Adams Ave., Costa Mesa, CA 92626</b>	Yes	No	Yes	Yes	Yes (common areas)	Yes	1
<b>The Harbour at OCC Building 3 – 1369 Adams Ave., Costa Mesa, CA 92626</b>	Yes	No	Yes	Yes	Yes (common areas)	Yes	1
<b>The Harbour at OCC Building 4 – 1369 Adams Ave., Costa Mesa, CA 92626</b>	Yes	No	Yes	Yes	Yes (common areas)	Yes	1

<sup>1</sup> Partial Sprinkler System is defined as having sprinklers in the common areas only.

<sup>2</sup> Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

Residential Facilities with Address	Fire Alarm Monitoring Done On Site	Partial Sprinkler System <sup>1</sup>	Full Sprinkler System <sup>2</sup>	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Evacuation (fire) drills held during prior calendar year
<b>The Harbour at OCC Building 5 – 1369 Adams Ave., Costa Mesa, CA 92626</b>	Yes	No	Yes	Yes	Yes (common areas)	Yes	1
<b>The Harbour at OCC Building 6 – 1369 Adams Ave., Costa Mesa, CA 92626</b>	Yes	No	Yes	Yes	Yes (common areas)	Yes	1
<b>The Harbour at OCC Building 7 – 1369 Adams Ave., Costa Mesa, CA 92626</b>	Yes	No	Yes	Yes	Yes (common areas)	Yes	1

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

Per federal law, Orange Coast College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, then dial 911. Once the emergency has passed, you should notify the Public Safety Department at 714-432-5017 to investigate and document the incident for disclosure in the College's annual fire statistics. In the event that a member of the residential staff responds to the scene of a fire, Harbour staff will document the incident and report to the Public Safety Department.

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

### Plans for Improvement to Fire Safety

The College plans on adding signage for identified evacuation assembly areas for the Harbour Apartments. There are no other plans for improvements in fire safety at this time.

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**Fire Statistics**Statistics and Related Information Regarding Fires in Residential Facilities for **CY2023**.

Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
The Harbour at OCC; Building 1; 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 2 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC; Building 3; 1369 Adams Ave., Costa Mesa, CA 92626	1	N/A	Unintentional – Cooking /Stove Fire	0	0	\$0-99
The Harbour at OCC Building 4 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 5 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 6 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 7 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A

Statistics and Related Information Regarding Fires in Residential Facilities for **CY2022**.

Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
The Harbour at OCC; Building 1; 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 2 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC; Building 3; 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 4 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 5 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 6 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 7 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A

Statistics and Related Information Regarding Fires in Residential Facilities for **CY2021**.

Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
The Harbour at OCC; Building 1; 1369 Adams Ave., Costa Mesa, CA 92626	1	N/A	Cooking – Unintentional Fire	0	0	\$0-99
The Harbour at OCC Building 2 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC; Building 3; 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 4 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
The Harbour at OCC Building 5 – 1369 Adams Ave., Costa Mesa, CA 92626	0	N/A	N/A	N/A	N/A	N/A
*The Harbour at OCC Building 6 – 1369 Adams Ave., Costa Mesa, CA 92626	3*	N/A	N/A—Cooking – Unintentional Fires*	N/A—0*	N/A—0*	N/A--\$0-99*
The Harbour at OCC Building 7 – 1369 Adams Ave., Costa Mesa, CA 92626	1*	N/A	Intentional	N/A—0*	N/A—0*	N/A--\$0-99*

\*The Harbour at OCC Building 6 total fire statistics changed from 0 to 3 for the 2021 calendar year as we inadvertently omitted these statistics. All 3 fires associated with The Harbour at OCC Building 6 are related to a single report.

\*\* The Harbour at OCC Building 7 total fire statistics changed from 0 to 1 for the 2021 calendar year as we inadvertently omitted this statistic.