



# Annual Security Report

**2024**

**Including Crime Statistics  
for 2021, 2022, & 2023**



## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	2
<b>CAMPUS SAFETY AND SECURITY INTRODUCTION</b> .....	4
<b>ANNUAL SECURITY REPORT</b> .....	4
<b>COMPILING THE ANNUAL SECURITY REPORT</b> .....	4
<b>NOTICE OF NON-DISCRIMINATION</b> .....	5
<b>LAW ENFORCEMENT AND JURISDICTION</b> .....	6
Enforcement Authority .....	6
Working Relationships with Local Law Enforcement / Memorandum of Understanding .....	6
Campus Locations, Jurisdiction, and Agency Contact Numbers .....	6
Off-Campus Student Organizations .....	7
<b>REPORTING CRIMES AND OTHER EMERGENCIES</b> .....	7
Reporting To Other Campus Security Authorities.....	7
Voluntary, Confidential Reporting.....	7
Pastoral and Professional Counselors.....	8
Emergency “Blue Light” Phones.....	8
Text-a-Tip Anonymous Message Line.....	8
Required Reports to Local Law Enforcement Agencies .....	8
<b>TIMELY WARNINGS</b> .....	9
Decision to Issue Timely Warnings .....	9
Procedures for Disseminating Timely Warnings .....	10
Contents of the Timely Warning .....	10
<b>EMERGENCY NOTIFICATIONS</b> .....	11
Confirming the Existence of a Significant Emergency or Dangerous Situation .....	11
Procedures for Disseminating Emergency Notifications.....	11
Contents of the Emergency Notifications .....	12
Enrolling in the Mt. SAC Emergency Notification System .....	12
<b>EMERGENCY PREPAREDNESS</b> .....	12
Preparedness.....	12
Emergency Operations Plan .....	12
Drills, Exercises, and Training.....	13
Evacuating Campus.....	13
<b>SECURITY OF AND ACCESS TO CAMPUS FACILITIES</b> .....	14
<b>SECURITY AWARENESS PROGRAMS</b> .....	14
<b>CRIME PREVENTION PROGRAMS</b> .....	15
<b>DRUGS, ALCOHOL, AND SUBSTANCE ABUSE</b> .....	16
Controlled Substances .....	16
Alcohol .....	17
State and Federal Drug Laws.....	18
Drug and Alcohol Abuse Education Programs.....	19
<b>WEAPONS ON CAMPUS</b> .....	19
<b>SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING</b> .....	19
Our Efforts to Prevent and Respond to Sexual and Gender Violence, including Dating Violence, Domestic Violence, Sexual Assault, and Stalking .....	20
Preserving Evidence Following an Incident of Sexual Assault, Dating Violence, Domestic Violence, or Stalking.....	20
Reporting Options .....	20
Confidentiality.....	20
Confidential Support .....	21
Supportive & Protective Measures .....	21
Confidentiality in the Completion of Publicly Available Recordkeeping .....	21
Confidentiality of Supportive and Protective Measures .....	21
Support Resources On & Off Campus .....	21

Resources on Campus .....	22
Hotlines and Community Resources.....	22
Domestic Violence Resources.....	22
What to do if you or a friend experience sexual assault, dating violence, or stalking.....	23
Bystander Intervention and Risk Reduction .....	23
Bystander Intervention Tips.....	23
Campus Prevention Approaches.....	23
<b>STUDENT, STAFF, AND FACULTY DISCIPLINARY PROCEEDINGS .....</b>	<b>23</b>
Student Life.....	24
Student Proceedings.....	24
Students .....	24
Available Sanctions.....	26
Anticipated Timelines.....	26
Faculty and Staff Proceedings.....	26
Filing a Complaint with the College.....	26
College Disciplinary Procedures in Sexual and Gender Violence Incidents .....	27
Staff .....	27
Available Sanctions.....	28
Anticipated Timelines.....	28
Definitions of Covered Offenses.....	28
Other Prohibited Behavior: .....	30
<b>SEX OFFENDER REGISTRATION .....</b>	<b>30</b>
<b>HATE CRIMES.....</b>	<b>31</b>
<b>MISSING STUDENT NOTIFICATION PROCEDURES.....</b>	<b>31</b>
<b>FIRE SAFETY REPORT .....</b>	<b>31</b>
<b>DAILY CRIME LOG.....</b>	<b>31</b>
<b>CALIFORNIA CRIME VICTIM'S BILL OF RIGHTS.....</b>	<b>32</b>
<b>ANNUAL DISCLOSURE OF CRIME STATISTICS .....</b>	<b>34</b>
<b>CLERY ACT STATISTICS DEFINITIONS .....</b>	<b>34</b>
Criminal Offense Definitions.....	34
Hate Crime Offense Definitions .....	35
Hate Crime Categories of Bias.....	35
Violence Against Women Act (VAWA) Offense Definitions .....	36
Arrests and Disciplinary Referrals Definitions .....	37
<b>CLERY ACT GEOGRAPHIC DEFINITIONS .....</b>	<b>37</b>
<b>CRIME STATISTICS REPORTING AREAS .....</b>	<b>38</b>
On Campus .....	38
Non-Campus Property.....	38
Public Property .....	38
<b>CAMPUS MAP .....</b>	<b>39</b>
<b>CLERY ACT CRIME STATISTICS.....</b>	<b>40</b>
CRIMINAL HOMICIDE .....	40
OTHER CRIMINAL OFFENSES.....	40
SEX OFFENSE REPORTING CATEGORIES AS OF OCTOBER 20, 2014 .....	41
VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES .....	41
SPECIAL CATEGORY ARRESTS .....	42
SPECIAL CATEGORY DISCIPLINARY REFERRALS (Law Violations w/o Arrests) .....	42
HATE CRIMES.....	42

## **CAMPUS SAFETY AND SECURITY INTRODUCTION**

The Mt. San Antonio College (Mt. SAC) Police and Campus Safety Department (Police and Campus Safety) provides security for the campus twenty-four hours a day, seven days a week. All emergencies and crimes on campus should be reported to Police and Campus Safety as soon as possible at (909) 274-4555. Trained police officers, dispatchers, and public safety officers answer any information requests and calls for service. During 2023, the Los Angeles County Sheriff's Department maintained jurisdiction over most criminal investigations and conducted the follow-up investigation and filing with the District Attorney's Office when necessary.

Campus safety and security at Mt. SAC is a shared responsibility. All campus community members and visitors should be situationally aware of their surroundings while driving, walking, studying, working, and attending events in our campus community. Being alert to one's surroundings and using reason and caution during daily activities provides a degree of personal protection from crime. Community members who are aware and prepared to alert Police and Campus Safety to crime or suspicious activities strengthen the institution-wide safety net. Mt. SAC encourages all crimes to be reported to Police and Campus Safety when a victim of a crime elects to report or is unable to make such a report.

## **ANNUAL SECURITY REPORT**

The Mt. SAC Annual Security Report is produced to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery Act) and the Campus Sexual Violence Act (SaVE Act). The report includes policy statements and specific information regarding Mt. SAC's safety and security programs.

The purpose of the information contained in this Annual Security Report is not just to comply with federal law requiring publication, but also to offer useful and helpful information which may contribute to the reduction of harm to our community members and visitors and the prevention of crime within our campus community. If you have concerns, questions, or comments about the federal law which requires the distribution of this Annual Security Report or Mt. SAC compliance, please contact Police and Campus Safety at (909) 274-4555.

## **COMPILING THE ANNUAL SECURITY REPORT**

The Chief of Police and Campus Safety or designee, working in collaboration with relevant campus officials and law enforcement agencies, authors the Annual Security Report based upon:

- information collected and maintained by Police and Campus Safety,
- information provided by Title IX, Student Life, other Campus Security Authorities,
- information gathered by local law enforcement agencies, and
- institutional policies and procedures approved by relevant committees and the College Board of Trustees.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that the college owns or controls. This report also includes Mt. SAC policies and procedures about campus security, including policies regarding sexual and gender-based violence, alcohol and drugs, and efforts for maintaining a safe campus.

Crime statistics for the Annual Security Report are collected from the Police and Campus Safety records management system and Campus Security Authorities (CSAs) across all Mt. SAC locations. Crime statistics are also solicited from all law enforcement agencies that have or share law enforcement jurisdiction for Mt. SAC locations and property. Such agencies include the Los Angeles County Sheriff's Department Walnut/Diamond Bar station and the La Verne Police Department.

Student Life provides disciplinary statistics for the report concerning alcohol, drug, and weapon violations, and the Title IX Coordinator provides statistics regarding reported incidents of dating violence, domestic violence, sexual assault, and stalking incidents alleged to have occurred within Clery geography at any Mt. SAC location.

Mt. SAC distributes a notice of the availability of this Annual Security Report by October 1 of each year to every member of the campus community with a web link to the report. The report is also made available via Mt. SAC's public website at <https://www.mtsac.edu/safety/asr.html>.

Anyone, including members of the media and prospective students and employees, may obtain a paper copy of this report by contacting Police and Campus Safety at (909) 274-4555.

## **NOTICE OF NON-DISCRIMINATION**

The policy of Mt. SAC is to provide an educational and employment environment free from unlawful discrimination, in whole or in part, based on any protected category, including ethnic group identification, national origin, immigration status, religion, age, sex, gender, gender identification, gender expression, military and veteran status, marital status, medical condition, race, color, ancestry, sexual orientation, physical or mental disability, or any other characteristic protected under applicable federal or state law. Please direct inquiries regarding Mt. SAC's nondiscrimination policies to the Director EEO, Title IX, and Leave Administration at (909) 274-5249.

Mt. SAC prohibits retaliation against individuals for exercising their rights or responsibilities under the Clery Act and/or other college policies governing sexual harassment and sexual or gender violence. Students, faculty and staff, and non-affiliated individuals who report sexual assault, dating or domestic violence, or stalking, assist someone with a report of sexual assault, dating or domestic violence, or stalking, or participate in any manner in an investigation or resolution of a sexual assault, dating or domestic violence, or stalking, are protected from retaliation.

## **LAW ENFORCEMENT AND JURISDICTION**

### **Enforcement Authority**

The Mt. SAC Board of Trustees has established Police and Campus Safety as a community college police department under Education Code Section 72330(a), which authorizes the governing board of a community college district to establish a community college police department under the supervision of a community college chief of police. Police and Campus Safety employs peace officers (the Chief of Police and two Sergeants) who have complete police authority pursuant to Penal Code Section 830.32 to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus.

Police and Campus Safety employs Public Safety Officers, who enforce the Student Discipline Code of Conduct, and Community Services Officers, who enforce parking regulations.

### **Working Relationships with Local Law Enforcement / Memorandum of Understanding**

Mt. SAC maintains cooperative relationships with local law enforcement and fire agencies. These relationships include coordinating special events, investigating serious incidents, emergency response to crimes, medical response, fire response, alarm response, 911 response, explosive ordinance response, and tactical operations.

Mt. SAC has a memorandum of understanding with the Los Angeles County Sheriff's Department which designates the Sheriff's Department as the law enforcement agency that has responsibility for the investigation of all criminal incidents (including all Part I crimes as defined in the Uniform Crime Reporting Handbook of the Federal Bureau of Investigation) that occur at Mt. SAC. This written agreement is required by law and Board Policy and is available for inspection by members of the public upon request made to Police and Campus Safety.

### **Campus Locations, Jurisdiction, and Agency Contact Numbers**

#### **Mt. San Antonio College – Main Campus**

1100 N. Grand Ave., Walnut CA 91789

Police and Campus Safety shares this jurisdiction with the Los Angeles County Sheriff's Department Walnut/Diamond Bar Station for incidents requiring criminal investigation. All emergencies and crimes in progress should be reported to Police and Campus Safety at (909) 274-4555 or to the Los Angeles County Sheriff's Department at 911 or (909) 595-2264.

#### **Mt. San Antonio College - Flight Training Association Building**

Brackett Field Airport

1430 Puddingstone Avenue, La Verne, CA 91750

Police and Campus Safety shares this jurisdiction with the La Verne Police Department for incidents requiring criminal investigation. All emergencies and crimes in progress should be reported to the La Verne Police Department at 911 or (909) 596-1913.

## **Off-Campus Student Organizations**

Mt. SAC does not own or control any non-campus properties of student organizations.

## **REPORTING CRIMES AND OTHER EMERGENCIES**

All campus crimes should be reported to the Mt. SAC Police and Campus Safety Department to ensure accurate and prompt reporting of criminal activity and emergencies. Doing so will ensure that an effective investigation takes place and appropriate follow-up actions, including issuing Timely Warnings or Emergency Notifications, if necessary. To reduce the likelihood of being a victim of crime, you are encouraged to develop a strong sense of community with others on campus and to look out for one another. It is essential to maintain a keen sense of awareness and to use good judgment whenever you are on campus or otherwise encounter suspicious or dangerous situations.

### **Reporting To Other Campus Security Authorities**

The Clery Act recognizes certain campus officials and offices as Campus Security Authorities (CSA's). CSA's are, "officials of an institution who have significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings who have the authority and the duty to take action or respond to particular issues on behalf of the institution." CSAs are required to report all crimes to the Mt. SAC Police and Campus Safety Deputy Chief as soon as reasonably possible. An online form to assist CSAs in the prompt reporting of crimes is available on the Police and Campus Safety webpage. Campus Security Authority reports can be made at:

- Mt. SAC Police and Campus Safety Building 23 (909) 274-4555
- Vice President of Student Services Building 9E (909)274-4505
- Vice President of Human Resources Building 4 (909) 274-4225
- Director of Student Life Building 410-2040 (909) 274- 4525
- Dean of Counseling Building 9B 2<sup>nd</sup> Floor (909) 274-4380
- Dean of Athletics Building 744 (909) 274-4630

### **Voluntary, Confidential Reporting**

We encourage Mt. SAC community members to report crimes promptly and accurately and to participate in and support crime prevention and safety awareness efforts. Mt. SAC is safer when all community members participate in safety and security initiatives. Depending upon the circumstances of the crime you are reporting, you may be able to maintain your confidentiality. The purpose of a confidential report is to safeguard the reporting person's identifying information, while enacting efforts to maintain the safety of all involved. Confidential reports also allow Mt. SAC to compile accurate records on the number and types of incidents occurring on campus, which are disclosed in the Annual Security Report. Because police reports are "public records" under California law, the confidentiality of these reports cannot be guaranteed. Exceptions exist for sexual assaults and crimes where victims or witnesses would be at risk should their names be released to the public.

## **Pastoral and Professional Counselors**

According to the Clery Act, credentialed pastoral and professional counselors hired by Mt. SAC to serve in counseling roles are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, Mt. SAC encourages pastoral and professional counselors to notify those whom they are counseling of the many available reporting options, including the voluntary, confidential reporting process. A pastoral counselor is a person who is associated with a religious order or denomination, provides confidential counseling, and functions within the scope of that recognition as a pastoral counselor. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

## **Emergency "Blue Light" Phones**

There are emergency phones on campus and in outlying parking areas. Each phone has a blue light atop it to make it more visible, especially at night. Pushing the circular button on the panel will directly connect you to the Police and Campus Safety Dispatch, who will know your location and send assistance.

## **Text-a-Tip Anonymous Message Line**

You can use Text-a-Tip to anonymously report crimes or suspicious behavior on campus. The anonymous tip line is checked regularly but should not be used for emergency purposes. Text tips to (909) 610-9139.

## **Required Reports to Local Law Enforcement Agencies**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of their right to have their personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.



## TIMELY WARNINGS

Mt. SAC will issue Timely Warnings to the campus community about the following crimes reported to Police and Campus Safety that have occurred on campus, in a campus building, or on public property located on or adjacent to the campus and are considered to represent a serious and continuing threat to students and employees:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – rape, fondling, incest, and statutory rape;
- Domestic violence, dating violence, and stalking
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests or disciplinary referrals for liquor law violations, drug law violations, and illegal weapons possession; or
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury.

Other dangers that pose a serious or continuing threat to the campus community, such as a kidnapping on campus or patterns of larcenies or vandalism, may be addressed through crime bulletins. The Chief of Police and Campus Safety or designee will make that determination in consultation with other Mt. SAC offices.

### Decision to Issue Timely Warnings

The decision whether or not to issue a Timely Warning will be made by the Chief of Police and Campus Safety or designee on a case-by-case basis in light of all available facts surrounding the reported crime. The factors used when analyzing whether a reported crime presents a serious or continuing threat to the campus community include, but are not limited to, the following:

- How much time has passed between the incident and the report?
- Has the perpetrator been apprehended?
- Were there multiple perpetrators working together?
- Was the incident violent in nature?
- Were date rape rugs or other substances used to facilitate the crime?
- Was a weapon used during the commission of the crime?
- Does the incident appear to be an isolated incident with specifically targeted victims(s)?
- Is there a pattern of similar incidents? (e.g., the same or similar crimes occurring in a short period of time; a particular group being targeted on multiple occasions; etc.)
- Are there other aggravating circumstances or predatory behaviors at issues suggesting that a threat/ongoing danger exists?

- Are there enough details available to determine whether a threat/ongoing danger exists?

A Timely Warning will not be issued if the subject has been apprehended and the threat of imminent danger to the campus community has thus been mitigated. Further, a Timely Warning may not be issued if the report was not filed with Campus Police, a campus security authority, or local law enforcement in a manner that would allow the issuance of a “timely” notice to the campus community.

In the event the College decides to issue, or not issue, a Timely Warning, the decision will be documented and placed on file with Police and Campus Safety.

The District shall not be required to provide a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

### **Procedures for Disseminating Timely Warnings**

Timely Warnings are developed by Marketing & Communication personnel at the direction of the Chief of Police and Campus Safety and/or the VP of Administration as soon as pertinent information is available. Timely Warnings will be issued in a manner that is “timely” and will aid in the prevention of similar crimes, *unless* issuing the warning will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the threat.

Any or all of the following may be used to issue Timely Warnings and notifications about serious emergencies on campus: Text messages and emails will be sent to those who have registered to receive them via the Emergency Notification System. In addition to the Emergency Notification System, Mt. SAC will use social media sites, on-campus message boards, public address systems, and signage to disseminate timely warnings to the campus community.

### **Contents of the Timely Warning**

Generally, a Timely Warning will specify the type of reported crime, the time and location that the reported crime occurred, a clear description of what occurred, and information to the campus community regarding the steps to take to protect oneself and avoid becoming a victim. The Timely Warning will not identify the victim, by name or identifying information. A description of a subject in a criminal incident will only be included if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, those descriptors will not be included.

After a Timely Warning has been issued, the Chief of Campus Police or designee will consider whether a follow-up warning needs to be communicated to the campus community about the situation. If it is determined that a follow-up warning is necessary, it will be made in the manner described above.

## EMERGENCY NOTIFICATIONS

An Emergency Notification is a mass notification that is utilized for significant emergency or dangerous situations involving an immediate threat to the health or safety of students or employees occurring at Mt. SAC. These are triggered by an event that is *currently occurring on the campus or imminently threatening the Mt. SAC community*. MT. SAC will initiate Emergency Notification procedures upon the confirmation of any significant emergency or dangerous situation occurring on campus that represents an immediate threat to the health or safety of students or employees. Possible examples of incidents which could trigger an Emergency Notification include, but are not limited to:

- building fire or an approaching wildfire
- earthquake
- approaching tornado or other extreme weather
- armed intruder
- bomb threat
- outbreak of meningitis, norovirus, or other serious illness
- gas leak
- terrorist incident
- explosion
- civil unrest or rioting
- nearby chemical or hazardous waste spill

Please report any dangerous condition to Police and Campus Safety (909) 274-4555. Your notification could be a critical step in initiating the Emergency Notification process.

### Confirming the Existence of a Significant Emergency or Dangerous Situation

Emergencies are usually discovered by or reported to Police and Campus Safety or discovered by Facilities personnel. Police and Campus Safety personnel will investigate any reported emergency or dangerous situation. An emergency is confirmed when Police and Campus Safety, the Los Angeles County Fire Department, or the Los Angeles County Sheriff's Department have assessed the situation to confirm that it represents an immediate threat to the health or safety of the campus community.

In the event Mt. SAC decides to issue, or not issue, an Emergency Notification, the decision will be documented and placed on file with Police and Campus Safety.

### Procedures for Disseminating Emergency Notifications

Mt. SAC will make an Emergency Notification containing timely, accurate, and useful information in the event of a significant emergency or dangerous situation that poses an immediate threat to the health and safety of campus community members. An Emergency Notification will be made without delay to the campus community *unless* issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency.

Emergency Notifications are developed by Marketing & Communication personnel at the direction of the Mt. SAC Police and Campus Safety Chief and/or VP of Administration. Text messages and emails will be sent to those who have registered to receive them via the Emergency Notification System as soon as pertinent information is available. In addition to the Emergency Notification System, Mt. SAC will use social media sites, on-campus message boards, public address systems, in-person notifications, and signage as appropriate to disseminate Emergency Notifications to the campus community. Some or all of these methods of communication will be used depending on the nature of the emergency. Marketing & Communication and Police and Campus Safety personnel are the authorized representatives to initiate an emergency notification message.

Marketing & Communication facilitates all crisis communications with the greater Mt. SAC community through social media and national, regional, and local news and radio outlets.

### **Contents of the Emergency Notifications**

Marketing & Communication and the College President/CEO or designee will determine the contents of the notifications based on each situation. Emergency message templates have been developed to expedite the release of information to the campus community.

Emergency Notifications will include a description of the emergency and instructions to the campus community for taking protective action. When the threat no longer exists, an “all clear” alert will be broadcast. If an Emergency Notification is issued, there is no need to issue a Timely Warning.

### **Enrolling in the Mt. SAC Emergency Notification System**

We encourage members of the campus community to enroll in the Campus Emergency Notification System by visiting at <https://www.mtsac.edu/emergency/notification.html> and to regularly update their information at the same site.

## **EMERGENCY PREPAREDNESS**

### **Preparedness**

Mt. SAC’s emergency preparedness is based on pre-staged supplies, training and awareness, and emergency drills. Mt. SAC Employees will receive training in responding to and managing emergency situations, depending upon an employee’s emergency-response responsibilities, in accordance with federal and state laws/regulations. You can find preparedness information under the Emergency Resources tab at <https://www.mtsac.edu/emergency/>.

### **Emergency Operations Plan**

Mt. SAC Emergency Management is responsible for the campus Emergency Operations Plan (EOP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for higher education that includes

planning, mitigation, response, and recovery actions. You can find the EOP at <https://www.mtsac.edu/risk/emergency-preparedness.html>.

## **Drills, Exercises, and Training**

Annually, Mt. SAC conducts emergency management exercises to test emergency procedures. The scenarios for these exercises change from year to year and include departments from across campus. These exercises may include drills, tabletop exercises, emergency operations center exercises, or campus-wide emergency response exercises. Mt. SAC conducts after-action reviews of all emergency management exercises. In conjunction with at least one emergency exercise each year, Mt. SAC will notify the community of the exercise and remind the community of the information included in the publicly available information regarding emergency response procedures at Mt. SAC.

## **Evacuating Campus**

In the event of a fire alarm activation, an actual fire, a gas leak, or circumstances that require a building to be evacuated, everyone in the affected building must evacuate to a safe area. Affected persons are to wait in an assembly area until the building is declared safe to reoccupy. Unaffected areas of campus will continue to operate normally.

In the event of a campus-wide evacuation, all buildings will be evacuated in the same orderly manner as would be used if only one building was being evacuated. The increased volume of people leaving campus all at once, however, will have a significant negative impact on traffic conditions around campus. Most Mt. SAC students drive to campus and use our student lots for parking. In addition, most faculty and staff members also drive to campus and park in the designated staff areas. As a result, the parking lots are usually filled to capacity throughout the day. Emptying every parking lot at the same time represents a significant challenge and it will take much longer to leave campus in your car than it normally does.

Remember to put your safety first. If you need to get away from campus due to an active shooter, a hazardous material spill, a fire, or any other significant emergency that is an immediate threat to your safety, leave your car behind and walk away from the danger. Do not go to your car and attempt to drive away because you will be stuck in traffic. If you can, walk in a safe direction away from campus. You can come back when the campus is safe to retrieve your vehicle. If you do attempt to leave campus in your vehicle, be prepared for it to take much longer than it normally does.

Whenever possible, disabled or mobility-impaired individuals should arrange in advance with their co-workers, instructors, or other students for their assistance in the event of an evacuation or other emergency. The Building Marshal may facilitate development of a "buddy system" in support of special evacuation needs within the building.

Those assisting mobility-impaired individuals should quickly determine the safest method to evacuate and ask what aid the individual needs.

Mobility-impaired individuals should also be aware of exit routes, Rescue Assistance Areas, and the designated Emergency Assembly Areas (EAA) for the building. This information is available through the Building Marshal and is contained in the Building Evacuation Plan.

## **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Mt. SAC is an open campus. Administrative buildings are open from 8:00 a.m. until 5:00 p.m., Monday through Friday. Academic buildings generally are open from 7:00 a.m. until 11:00 p.m. and are open on weekends only as needed. Some doors are electronically controlled. Any doors not controlled electronically are controlled with keys. Distribution of keys and electronic access devices to Mt. SAC buildings is limited to those with proper authorization. To limit access, only those with a demonstrated need are issued building keys and electronic access. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program. Many cultural and athletic events held on campus are open to the public. The bookstore and library are also open to the public.

Landscaping and outdoor lighting are designed with safety and security in mind. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Grounds-keeping personnel regularly trim shrubs from sidewalks, walkways, and building entrances so the routes to buildings are kept in good repair. Campus walkways are inspected to ensure adequate lighting. Burned-out lights are replaced promptly. We encourage community members to promptly report any security concerns to Police and Campus Safety at (909) 274-4555 or Risk Management at (909) 274-5198.

## **SECURITY AWARENESS PROGRAMS**

Mt. SAC Police and Campus Safety officers patrol campus throughout the day and respond to calls for service anywhere on campus. If for any reason you feel uncomfortable walking to your car, Mt. SAC Police and Campus Safety will provide you an escort to your car. Call Police and Campus Safety at (909) 274-4555 for additional information about getting an escort. The Blue Light phones on campus and outlying parking areas will connect you to a Police and Campus Safety dispatcher who will send you help if you need it.

Police and Campus Safety, the Student Health Center, Human Resources, and the Title IX office provide harm-reduction educational materials throughout the year for the campus community. Topics include alcohol and drug abuse, sexual misconduct, relationship violence, and stalking.

A common theme found in Mt. SAC safety awareness content is that all college community members are responsible for their own security and the security of others.

Mt. SAC provides educational programs to promote the awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These programs are offered annually to the college community and at new student and employee orientations.

Safety information is disseminated to the Mt. SAC community through brochures, the public website, emails, and public service announcements. The Police and Campus Safety webpage provides access to Mt. SAC's Annual Security Report, policies, procedures, contacts, and general information.

## **CRIME PREVENTION PROGRAMS**

In an effort to promote safety awareness, Mt. SAC personnel present a variety of programs designed to educate and inform students and employees on a variety of issues. The programs include general safety presentations, first year student orientation, new employee orientation, and Student Health Services Health Education Events such as Preventing Sexual Violence, Bystander Intervention, and Sexual Assault Self-Defense Classes.

Police and Campus Safety personnel present, "Surviving an Active Shooter" and "Surviving Acts of Mass Violence" training throughout the year to students, faculty, and staff. Anyone interested in receiving active shooter training should contact Police and Campus Safety at (909) 274-4555 for additional information. Mt. SAC provides educational programs to promote the awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These programs are offered annually to the college community and at new student and employee orientations.

Mt. SAC New Student Orientation includes material developed by Student Health Services, including sexual violence information and consent cards. The decision to use Student Health Services materials was done to ensure the information was consistent across campus. During orientation, incoming students are educated on specific definitions of stalking, dating violence, domestic violence, and sexual harassment. The following sexual awareness presentations are presented each semester:

- Sexual Assault Prevention Education – Arm yourself with tools to prevent a sexual assault!
- Every 2 Minutes – Preventing Sexual Assault: Provides definitions and statistics of sexual assault and rape. Discusses myths and facts, rape culture, as well as common reactions and options for sexual assault survivors.
- Welcome to the Party: A Sexual Assault Prevention Education addresses sexual assault through PowerPoint, group discussion, and video in a two-part presentation.

Mt. SAC disseminates the following information campus-wide for students, faculty, and staff throughout the academic year:

- Sexual Assault Awareness and Prevention event flyers
- Sexual Assault Awareness and Prevention Month Campaign (April)
- "Stop Sexual Violence" and Consent "Get Some" Cards
- Mountie Consent Challenge

Mt. SAC's Behavior and Wellness Team deals with cases of threatening, harassing, or aberrant behavior. It investigates, assesses, and manages such incidents. The Behavior and Wellness Team in conjunction with Student Health, gives safety presentations and educates and advises on how to recognize and report behavior that could lead to violence. Do not ignore or downplay

threats, even indirect threats, as they could escalate into serious incidents. If you are the victim of a threat, report the incident to Police and Campus Safety, so immediate steps can be taken to protect you and address the problem behavior. If you need help assessing a situation, contact Police and Campus Safety (909) 274-4555.

Police and Campus Safety personnel provide public safety escorts to walk students and employees to their cars. Requests for a public safety escort can be made by calling Police and Campus Safety at (909) 274-4555.

## **DRUGS, ALCOHOL, AND SUBSTANCE ABUSE**

### **Controlled Substances**

Mt. SAC Board Policy 3550 Drug-Free Environment and Drug Prevention Program prohibits the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs (including medical marijuana) on College property, in any facility operated by the College, during College-sponsored field trips, activities, or workshops, and in any College-owned vehicle.

All District employees are required to comply with this policy. Employees who violate this policy will be subject to disciplinary sanctions, which may include referral to an appropriate rehabilitation program, suspension, demotion, or dismissal. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace must report this conviction within five days to the College President/CEO.

Mt. SAC students must, as a condition of enrollment, abide by the terms of Board Policy 5500 Standards of Conduct, which includes restrictions on controlled substances, alcoholic beverages, and other intoxicants. Violation of the Standards of Conduct may result in disciplinary action up to and including suspension or expulsion from Mt. SAC and referral for prosecution where laws have been broken. Students that need assistance dealing with drug and alcohol issues are encouraged to utilize the resources available at the Student Health Center and Student Life Center.

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

In addition, employees and students shall not use illegal substances or abuse substances in a manner that impairs work performance, scholarly activities, or student life. Employees found to be in violation of this policy, including student employees if the circumstances warrant, may be subject to corrective action, up to and including dismissal, under applicable policies.

As a condition of employment, employees must notify the College within five days of any conviction for violating a criminal drug statute while in the workplace. The College is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

Possession of paraphernalia containing controlled substances or residue of controlled substances is prohibited. Violation of any other policy while under the influence of a controlled



substance is considered an additional violation. The inability to exercise care for one's safety or the safety of others due in whole or in part to being under the influence of a controlled substance is considered a violation of state law and campus policy. Employees who violate this policy are subject to Mt. SAC sanctions, including dismissal, as well as criminal sanctions provided by federal, state or local law.

## Alcohol

The possession, sale, or furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption, or furnishing of alcoholic beverages is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Police and Campus Safety Department. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Police and Campus Safety Department. It is unlawful to sell, furnish, or provide alcoholic beverages to a person under the age of 21. The possession of alcoholic beverages by anyone under 21 years of age in a public place or a place open to the public is illegal.

The campus has been designated "drug free," and only under certain circumstances is the consumption of alcoholic beverages permitted. The possession, sale, or the furnishing of alcoholic beverages on campus is governed by California state law and this procedure. Such laws are strictly enforced by the Director of Public Safety. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is also a violation of this procedure for anyone to consume or possess alcoholic beverages in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance procedures or laws may be subject to sanctions by the District, as set forth in Board Policy, Student Code of Conduct, Code of Ethics, and/or other applicable policies.

Alcoholic beverages are only permitted on campus under one of the following conditions:

- The alcoholic beverage is beer or wine acquired, possessed, used, sold, or consumed only in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts, hospitality/restaurant management, nutrition and foods, or enology or brewing degree program at the College campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume the beer or wine by the division Dean and the Chief Instructional Officer or his/her designee.
- A student at least 18 years of age tastes, but does not swallow or consume an alcoholic beverage for educational purposes as part of the instruction in a culinary arts, hospitality/restaurant management, nutrition and foods, or enology or brewing degree program, and the alcoholic beverage remains in the control of the instructor.
- The alcoholic beverages are acquired, possessed, or used during fund-raisers at the College stadium or other facility. Such fund-raisers must benefit a non-profit corporation. Use of alcoholic beverages at these events requires the approval of the Vice President of Administrative Services, receipt of the appropriate licenses issued by the California Department of Alcohol and Beverage Control, and proof of adequate liquor liability insurance issued to the sponsoring corporation. Alcoholic beverages may not be served

under this provision at football games or other athletic contests sponsored by the College or any public community college.

- The alcoholic beverages are possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. “Special event” means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on campus for which the principal attendees are members of the general public or invited guests and not students of the College. Use of alcoholic beverages at these events requires the approval of the Vice President of Administrative Services, receipt of the appropriate licenses issued by the California Department of Alcohol and Beverage Control, and proof of adequate liquor liability insurance issued to the sponsoring corporation. Alcoholic beverages may not be served under this provision at football games or other athletic contests sponsored by the College or any public community college.

Alcohol poisoning is a medical emergency. Call for help (909) 274-4555 or 911 immediately to get help for an extremely intoxicated person. Signs of alcohol poisoning are cold, clammy skin, unconsciousness, slowed or irregular breathing, and vomiting (particularly while passed out). Stay with the person and put them in the recovery position to prevent them from choking on their own vomit. Cooperate with first responders and do not obstruct the police when they get there.

### State and Federal Drug Laws

Referral for prosecution may result in conviction and criminal penalties under local, state, and federal laws that may include substantial fines and/or incarceration. For example:

Under California state law,

- possession of any amount of certain controlled substances is punishable by up to one year of incarceration in a county jail (Health & Safety Code Sections 11054 and 11350);
- unlawful possession of marijuana or cannabis is punishable based upon the amount involved, ranging up to a fine of \$500 and six months of incarceration in a county jail (Health & Safety Code Section 11357);
- the sale of, or purchase with the intent to sell, certain controlled substances is punishable by up to four years of incarceration (Health & Safety Code Section 11351);
- the sale of, or purchase with the intent to sell, marijuana, is punishable by a term of imprisonment in a county jail of up to three years (Health & Safety Code Section 11359 and Penal Code Section 1170(h)).

Under federal law,

- possession of a “controlled substance” is punishable by up to three years of imprisonment (21 U.S.C. §§ 802 and 844(a));
- penalties for unlawful distribution of controlled substances are complex (summarized in the publication, “Mandatory Minimum Sentencing of Federal Drug Offenses” at the following link: <https://crsreports.congress.gov/product/pdf/R/R45074>).

## **Drug and Alcohol Abuse Education Programs**

Mt. SAC recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for Mt. SAC employees and students with substance dependency problems. Employees (including student employees) and students are encouraged to seek assistance as appropriate from Employee Support Programs, Student Health, and counseling or psychological services available through Human Resources. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential in accordance with federal and state laws.

## **WEAPONS ON CAMPUS**

Mt. SAC Administrative Procedure 3530 Weapons on Campus prohibits firearms, knives, explosives, or other dangerous objects including, but not limited to, any facsimile firearm, knife, or explosive, on the College campus or in any facility operated by the College, unless such possession or use is a requirement of the job or course of instruction. Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds is prohibited. Staff and/or students are not prohibited from bringing kitchen utensils to be utilized in a course of instruction or for food preparation.

The only exception to this policy is for authorized law enforcement officers or others specifically authorized by Mt. SAC. Failure to comply with the Mt. SAC weapons policy will result in disciplinary and/or criminal action against violators.

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

Mt. SAC is committed to providing a safe learning and working environment, and in compliance with federal law has adopted policies and procedures to prevent and respond to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Mt. SAC is committed to increasing the awareness of and prevention of sexual violence. All incoming students and new employees are provided with information intended to prevent sexual assault, domestic violence, dating violence, and stalking before it occurs. New students and employees are informed that Mt. SAC prohibits such acts, what the definition of each act is, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year.

Preventing sexual and gender violence is not the responsibility of the survivor of the violence. Preventing sexual violence cannot be achieved by recommending that people restrict their activities to avoid being victimized. Risk reduction is not prevention. Instead, all of us can take a stand to prevent violence by confronting violent beliefs and attitudes before violence occurs.

If you experience sexual assault or other forms of gender-based violence, it is important that you seek help immediately. Mt. SAC has provided several ways for you to get immediate assistance, and you can choose the help you are most comfortable with.

## **Our Efforts to Prevent and Respond to Sexual and Gender Violence, including Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

All forms of sexual violence and harassment, including the acts described and defined in this Report, violate Mt. SAC policy on Sexual Violence and Sexual Harassment, the Student Code of Conduct, the Faculty Code of Conduct, and other College policies and may violate federal and state laws. Violations of these policies are subject to disciplinary sanctions. When an incident is disclosed to any College official, the person to whom the report is made shall inform the College's Title IX Coordinator. Title IX Coordinator, or designee, will provide the survivor with the College's applicable policies and procedures, including the option to file a formal complaint with the College and/or local law enforcement. The survivor retains the right not to report to law enforcement throughout the reporting process. The individual shall be informed of the importance of preserving evidence required for proof of possible criminal activity. The individual shall also be informed how to get off-campus counseling, health services, and other supportive measures. On-campus counseling services are available through Student Health.

### **Preserving Evidence Following an Incident of Sexual Assault, Dating Violence, Domestic Violence, or Stalking**

When an incident of sexual assault, dating violence, domestic violence, or stalking occurs, it is important to preserve evidence to aid in the possibility of a successful criminal prosecution or obtaining a protection order. In cases of sexual assault, victims should avoid washing, douching, using the toilet, or changing clothing prior to a medical exam. Any clothing should be removed and placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, should be documented and/or photographed. Evidence of stalking, such as written notes, voice mails, social media postings, or other electronic communications, helps to establish intent and should be saved and not altered in any way.

### **Reporting Options**

In the case of an emergency or ongoing threat, get to a safe location and report the incident to Mt. SAC Police and Campus Safety at (909) 274-4555. Any student, faculty, staff, or visitor who is a victim of sexual violence, dating violence, domestic violence, or stalking should immediately report it. But, they can choose not to if they do not want to. Any person impacted by sexual harassment or sexual violence, including sexual assault, dating violence, domestic violence, or stalking, may also report it to the Title IX Coordinator at (909) 274-5249.

### **Confidentiality**

Personal identifying information will not be included in Timely Warnings, Emergency Notifications, the daily crime log, or other publicly available documents. Mt. SAC recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence, dating violence, domestic violence, or stalking. Reports made to law enforcement may be made public and shared with the respondent unless the report is subject to victim confidentiality per California Penal Code section 293 and Government Code sections 6253 and 6254.

## **Confidential Support**

The College partners with a local victims advocacy organization, Project Sister Family Services, to provide affirming, empowering, and confidential support for those who have experienced sexual and gender violence, including sexual harassment, emotional abuse, dating and intimate partner violence, sexual assault, stalking, and sexual exploitation. Advocates bring a non-judgmental, caring approach to exploring all options, rights, and resources. An advocate can be reached 24 hours a day, 7 days a week, by calling (909) 626-4357.

## **Supportive & Protective Measures**

Any student, faculty, or staff member who reports sexual or gender violence, including sexual assault, domestic violence, dating violence, or stalking, whether the offense occurred on or off campus, shall receive a written explanation of their rights from Human Resources. This written explanation identifies existing counseling, health, mental health, advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community. It describes options for available assistance and indicates how to get help with requesting changes to academic, living, transportation, and working situations or protective measures. Requested accommodations or protective measures will be made if they are reasonably available, regardless of whether the survivor chooses to report the incident to Police and Campus Safety or local law enforcement. Police and Campus Safety can assist survivors in obtaining an emergency protective order and is committed to protecting victims from any further harm.

Reports made to certain Mt. SAC officials will be kept confidential, and identifying information about the victim shall not be made public per California Penal Code section 293.

Information can be requested via the California Public Records Act, but some details may be redacted. Reports made to medical professionals and licensed mental health counselors will not be shared with third parties except in cases of imminent danger to the victim or a third party.

## **Confidentiality in the Completion of Publicly Available Recordkeeping**

Mt. SAC will not release the names of victims in any Timely Warning announcement, Campus Alert, Emergency Notification, or the Daily Crime Log.

## **Confidentiality of Supportive and Protective Measures**

Mt. SAC will maintain the confidentiality of any supportive or protective measure unless it substantially interferes with the implementation of the Clery Act.

## **Support Resources On & Off Campus**

Mt. SAC offers other important resources to the survivors of sexual and gender violence including medical treatment, counseling, and advocacy.

## Resources on Campus

- Title IX Coordinator, Building 4, (909) 274-5249
- Police and Campus Safety, Building 23, (909) 274-4555
- Police and Campus Safety Text-a-Tip Hot Line (909) 610- 9139, [textatip.mtsac.edu](mailto:textatip.mtsac.edu)
- Student Life Office, Building 9C, (909) 274-4525
- Student Health Center, Building 67B, (909) 274-4400
- Behavioral Health Services, Building 9E Suite 2300, (909) 274-4984

## Hotlines and Community Resources

- Pacific Clinics (877) 722-2737
- Project Sister Family Services 24-hr. rape hotline (909) 626-4357
- East LA Women's Center 24-hr. rape & battering hotline, Spanish (800) 585-6231
- Riverside Area Rape Crisis Center 24-hr. rape hotline (951) 686-7273
- National Sexual Assault Hotline 800 656-HOPE
- Victim-Witness Assistance Program (800) 380-3811  
(Victims may be eligible for compensation through victims-witness programs)
- RAINN (Rape, Abuse, & Incest National Network) [www.rainn.org](http://www.rainn.org)

## Domestic Violence Resources

- House of Ruth (24-hr. crisis helpline) (877) 988-5559
- YWCA-WINGS (24-hr. domestic violence help line) (626) 967-0658
- Option House Shelter (24-hr. domestic violence hotline) (909) 381-3471
- National Domestic Violence Hotline (800) 799-SAFE
- National Coalition Against Domestic Violence [www.ncadv.org](http://www.ncadv.org)
- Not Alone: Together Against Sexual Assault [www.notalone.gov](http://www.notalone.gov)

## What to do if you or a friend experience sexual assault, dating violence, or stalking

- Get to a safe place as soon as you can.
- Call Mt. SAC Police and Campus Safety at (909) 274-4555 or call 911
- Get medical attention as soon as possible.
- Call the National Sexual Assault Hotline at (800) 656-HOPE
- Call the Title IX Coordinator at (909) 274-5249

## Bystander Intervention and Risk Reduction

Bystander intervention is a way to prevent violence by helping someone who is in danger of being assaulted by becoming active bystanders who care for one another. Being an active bystander means that you TAKE ACTION when you see a situation that could be potentially harmful to another person. Every step you take to help counts, no matter how small you think it is. Depending on the situation at hand and your personal style of intervening, there is always an option for taking action while keeping yourself safe.

## Bystander Intervention Tips

- Step in and offer assistance.
- Ask if the person needs help.
- Call Police and Campus Safety at (909) 274-4555 or 911
- Don't leave. If you remain at the scene and are a witness, the perpetrator is less likely to do anything.
- Be an ally. When you go to a party, go with a group of friends. Arrive together, check in with each other frequently, and leave together.
- Have a buddy system. Don't be afraid to let a friend know if you are worried about his or her safety.

## Campus Prevention Approaches

Student groups and Student Health collaborate on prevention programs to:

- Educate the campus community about sexual violence in the context of a college setting and engage people in a commitment to get involved when they observe risky situations.
- Confront oppressive stereotypes that lead to interpersonal violence.
- Talk about healthy relationships and healthy sexuality, emphasizing the importance of communication and respecting personal boundaries.
- Coordinate campus-wide awareness efforts to promote dialogue on sexual violence.

## STUDENT, STAFF, AND FACULTY DISCIPLINARY PROCEEDINGS

Mt. SAC strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students, employees and other affiliates may also face disciplinary action by the College. Employees found responsible for having committed such a violation face discipline up to and including termination of employment.

Students face disciplinary action up to and including dismissal. Other sanctions may include a period of suspension or training.

## **Student Life**

Responsibility for pursuing campus disciplinary actions involving students rests with Student Life, which reports to the Dean of Student Services. The Standards of Conduct process is used to determine if a student or student organization is engaged in behavior that violates the Standards of Conduct. Student Life supports the mission of Mt. SAC by objectively and efficiently administering the Standards of Conduct, promoting academic integrity, balancing individual and community interests in order to encourage student accountability, and connecting students to resources that foster student success.

Full text of the Mt. SAC Board Policy 5500 Standards of Conduct can be found at: [www.mtsac.edu/governance/trustees/apbp/BP5500.pdf](http://www.mtsac.edu/governance/trustees/apbp/BP5500.pdf). Full text of the Mt. SAC Administrative Procedure 5520 Student Discipline Procedures can be found at: <https://www.mtsac.edu/governance/trustees/apbp/AP5520.pdf>.

## **Student Proceedings**

All conduct and disciplinary proceedings involving students and employees, whether the conduct is reported to have occurred on or off campus, as appropriate, shall provide a prompt, fair, and impartial investigation and resolution by officials who have received annual training on the nature of the types of cases they are handling and on how to conduct a trauma-informed investigation and hearing in a manner that protects the safety of victims and promotes accountability. A determination of responsibility for violating the Code of Student Conduct is made using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all student proceedings, including any related meetings, both the respondent and the complainant are entitled to the same opportunities to have others present, including the right to be accompanied by an advisor of their choice. Both the respondent and the complainant shall simultaneously be informed in writing of the outcome of the proceedings, the procedures for appealing the results, and case progression through the conduct process. Disclosure of the outcome shall be made to both parties unconditionally and simultaneously, and each shall be free to share or not share the details with any third parties. For additional information about student conduct proceedings, please consult the Code of Student Conduct at [www.mtsac.edu/governance/trustees/apbp/BP5500.pdf](http://www.mtsac.edu/governance/trustees/apbp/BP5500.pdf)

## **Students**

In all cases, regardless of the location of the crime, Mt. SAC will provide the complainant with rights and options when reporting an incident of sexual harassment, sexual assault, dating violence, domestic violence, and stalking. Wherever possible, Mt. SAC will provide the complainant with access to medical care, emotional support, information regarding the confidential survivor advocate, and, when requested, any academic or housing accommodations. Mt. SAC will assess the immediate safety needs of the complainant by, for example, assisting with acquiring protective orders and exploring other guarding measure



options like no contact orders. Mt. SAC will provide information for reporting to Police and Campus Safety, the Los Angeles County Sheriff's Department, or the appropriate local police department when applicable and will assist the complainant with contacting law enforcement if the complainant requests.

The Title IX Coordinator or designee, in consultation with Police and Campus Safety, will assess the need to implement interim or long-term protective measures, such as interim suspensions, exclusions from areas of campus, changes in class schedule, and no-contact directives between both parties. The Title IX Coordinator or designee will also provide complainants and respondents with an outline of Mt. SAC's investigation procedures and adjudication process.

If an investigation is to be conducted, a letter notifying both the complainant and the respondent will be sent. The Title IX Coordinator, or designee, will conduct a prompt, fair, and impartial investigation of the allegations.

For cases involving claims of discrimination or harassment based on protected characteristics, the College Compliance Officer, or decision-makers, will make an Administrative Determination using a preponderance of the evidence standard based on the investigation's findings and simultaneously notify the complainant and respondent of the investigation's outcome.

The College will issue an outcome letter to both parties, notifying them of the decision and applicable sanctions. This letter will also notify students of their appeal rights. The complainant and respondent have the ability to appeal. If no one chooses to appeal, the case is closed.

If either party appeals the finding, the Appeal Officer will determine whether the appealing party met the grounds for appeal. The Appeal Officer can decide to uphold, reject, or modify the findings and sanctions. The student has the right to appeal the Discipline Decision made by the Student Services Conduct Administrator. An appeal must be submitted in writing to the College President/CEO or designee within five business days from the date of the Discipline Decision notification. The filing of an appeal shall not delay the implementation of the Discipline Decision unless so ordered by the College President/CEO, or designee. The student may appeal the findings and/or sanctions only under one or more of the following grounds:

1. A procedural error or omission occurred that significantly impacted the outcome of the Hearing.
2. There is a substantial imbalance between the sanction issued and the violation finding.
3. To consider new critical evidence that, despite due diligence, was unavailable or unknown at the time of the Hearing. The College President/CEO, or designee, may decide on the outcome based solely on the written appeal. The Appeal Decision is final and will be made available to the student within 10 business days of receipt of the written appeal.

## Available Sanctions

Depending on the outcome of the investigation and/or hearing process, the following sanctions can be applied: no sanction, notification, warning, probation, suspension, and dismissal. Educational sanctions such as completing workshops or attending counseling assessments may also be applied.

## Anticipated Timelines

The Title IX Coordinator, or designee, investigates complaints of discrimination and harassment and makes findings as promptly as possible. In most cases, this will occur within 90 days. Extensions to this timeline can be made for good cause. If extensions are made, all parties will be notified. Upon completion of the investigation, for cases that do not involve sexual harassment as defined under Title IX, for cases addressed under Title IX, the College shall investigate and adjudicate the case within 180 days of receiving a formal written complaint. Extension of this timeline may be made for good cause. Student Life will meet with students and issue an outcome letter within 10 days. Extensions to this timeline can be made for good cause. If extensions are made, the parties will be notified. Either party may submit an appeal of the case outcome within 10 days of the issuance of the case outcome letter. If the Appeal Officer determines that the appeal meets the grounds, a hearing will be convened in order to resolve the issue brought forth. The appealing party may appeal the Appeal Officer's decision within 5 days of the issuance of the appeal outcome letter. For cases addressed under Title IX, the College shall investigate and adjudicate the case within 180 days of receiving a formal written complaint. Extension of this timeline may be made for good cause.

## Faculty and Staff Proceedings

All disciplinary proceedings involving staff and faculty shall follow a prompt, fair, and impartial investigation and resolution by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation, and shall follow the specific personnel policies or academic code of conduct policies that govern that individual's employment or academic appointment status. As in the disciplinary process for students, individuals accused of sexual misconduct or gender violence can bring representatives or support persons to their interviews and disciplinary meetings. As is the case with students, complainants and respondents shall be informed of the outcome of the disciplinary process.

Full text of the Mt. SAC Board Policy 7360 Discipline and Dismissals - Academic Employees can be found at: <https://www.mtsac.edu/governance/trustees/apbp/BP7360.pdf>. Full text of the Mt. SAC Administrative Procedure 7365 Discipline and Dismissal - Classified Employees can be found at: <https://www.mtsac.edu/governance/trustees/apbp/AP7365.pdf>.

## Filing a Complaint with the College

Cases involving a complaint of sexual assault, sexual harassment, and/or gender discrimination are first assessed and explored for possible policy violations by the Director of Equal Employment Opportunity and Title IX Coordinator, (909) 274-5249, Building 4, Room 1460.

## College Disciplinary Procedures in Sexual and Gender Violence Incidents

Mt. SAC's disciplinary processes for students and employees are designed to afford a complainant (the person who is bringing a charge) and a respondent (the person who is answering a charge) a fair, prompt, and appropriate resolution process. The process is designed to help people who need support as they address these incidents. The Mt. SAC Policy on Sexual Violence and Sexual Harassment, which applies to students, faculty, and staff, states that complainants and respondents may have an adviser present when personally interviewed and at any related meeting during the investigation process. Other support persons may be allowed under other policies, e.g., personnel policies or collective bargaining agreement. Other witnesses in the investigation may have an adviser present at the discretion of the investigator or as required by Mt. SAC policy or collective bargaining agreement. In determining whether the alleged conduct constitutes sexual harassment or assault, dating or domestic violence or stalking, the full context in which the alleged incident occurred must be considered. In all cases, both the complainant and the respondent are entitled to the same opportunities to have others present during any disciplinary proceeding. Both the complainant and the respondent will be informed of the outcome of any proceeding, including any changes to the outcome as a result of an appeal.

### Staff

In all cases, Mt. SAC will provide the complainant with the Survivor Support Handout which explains the various rights and options when reporting an incident of sexual harassment, sexual assault, dating violence, domestic violence, and stalking. When possible, Mt. SAC will provide the complainant with access to medical care, emotional support, and necessary workplace accommodations.

Human Resources and/or Police and Campus Safety will assess the immediate safety needs of the complainant, such as assisting with acquiring protective orders. Human Resources or Police and Campus Safety will assist the complainant with contacting local police if the complainant requests. The Director of EEO Programs and Title IX Coordinator will assess the need to implement other interim measures, such as administrative leave, work reassignments, or a "no-contact" directive between both parties. The Director of EEO Programs and Title IX Coordinator will provide all complainants and respondents a copy of the campus Policy on Sexual Violence and Sexual Harassment, which includes an outline of the administrative investigation procedures.

The Director of EEO Programs and Title IX Coordinator will conduct a prompt, fair, and impartial investigation of the allegations to determine if the Mt. SAC policy on Sexual Harassment and Sexual Violence has been violated, using a preponderance of the evidence standard. The Director of EEO Programs will simultaneously notify the complainant and respondent of the outcome of the investigation and notify the Complainant that they can request a redacted copy of the written investigation report. The Director of EEO Programs and Title IX Coordinator will forward that report to Human Resources for review under the appropriate disciplinary procedures for the responding employee, depending on the applicable personnel policy or labor agreement. Human Resources will then determine appropriate disciplinary and/or remedial measures.

## Available Sanctions

Depending on the outcome of the investigation and/or hearing process, the following sanctions are available: no discipline, remedial education or training, written warning, corrective salary decrease, suspension, demotion, or termination.

## Anticipated Timelines

The Director of EEO Programs and Title IX Coordinator, or designee, investigates allegations and makes findings as promptly as possible and, in most cases, within 60 working days. The review and discipline process follows timelines determined by applicable policies or labor agreements that cover the terms and conditions of the responding employee.

## Definitions of Covered Offenses

Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Conduct by a person who is or has been in a romantic or intimate relationship with the Complainant that intentionally or recklessly causes bodily injury to the Complainant or places the Complainant in reasonable fear of serious bodily injury. The length, type, and frequency of interaction between them determines the nature of the relationship between the Complainant and Respondent.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Conduct by a current or former spouse or intimate partner of the Complainant; or a person with whom the Complainant shares a child in common, that intentionally, or recklessly, causes bodily injury to the Complainant or another, or places the Complainant or another in reasonable fear of serious bodily injury.

Sexual assault is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, as well as incest or statutory rape. Without the consent of the complainant, touching an intimate body part (genitals, anus, groin, breast, or buttocks) unclothed or clothed. *Note: As this definition encompasses a broad spectrum of conduct, not all of which constitutes sexual violence, the Title IX Coordinator will determine whether the allegation should be treated as sexual violence or sexual harassment.* Sexual assault is aggravated when it includes the following:

- Force (the use of physical force or inducing reasonable fear of immediate or future bodily injury)
- Violence (the use of physical force to cause harm or injury)
- Menace (a threat, statement, or act showing intent to injure)
- Duress (a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity, taking into account all circumstances including age and relationship, to do or submit to something that they would not otherwise do)
- Deliberately causing a person to be incapacitated (through drugs or alcohol) and intentionally taking advantage of the other person's incapacitation (including voluntary intoxication)

- Recording, photographing, transmitting, or distributing intimate or sexual images without the prior knowledge and consent of the parties involved

Sex offenses are any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

Fondling is 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 their age or because of their temporary or permanent mental incapacity.

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

Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Rape is penetration, no matter how slight, of the vagina, anus, or mouth by a penis; or the vagina or anus by any body part or object.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. The repeated conduct (e.g., following, monitoring, observing, surveilling, threatening, communicating, or interfering with property) of a sexual or romantic nature or motivation that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress.

Consent is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires both persons to make an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in sexual activity. Lack of protest, lack of resistance, or silence does not alone constitute consent.

Affirmative consent must be ongoing and can be revoked at any time during sexual activity. The existence of a dating relationship or past sexual relations between the persons involved should never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationships alone suffice as evidence of consent to prior conduct).

Sexual harassment is unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, nonverbal, or physical conduct of a sexual nature when:

- Quid Pro Quo: a person's submission to such conduct is implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a College program; or
- Hostile Environment: such conduct is sufficiently severe or pervasive that it unreasonably denies, adversely limits, or interferes with a person's participation in or benefit from the education, employment, or other programs and services of the College and creates an environment that a reasonable person would find to be intimidating or offensive.

Consideration is given to the totality of the circumstances in which the conduct occurred. Sexual harassment may include incidents between any members of the College community, including faculty and other academic appointees, staff, student employees, students, coaches, interns, and non-student or nonemployee participants in College programs (e.g., vendors, contractors, visitors, and patients).

### **Other Prohibited Behavior:**

- Without a person's consent, watching or enabling others to watch that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy;
- Without a person's consent, making photographs (including videos) or audio recordings, or posting, transmitting or distributing such recorded material depicting that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy; or
- Using depictions of nudity or sexual activity to extort something of value from a person.
- Sexual intercourse with a person under the age of 18.
- Exposing one's genitals in a public place for the purpose of sexual gratification.
- Failing to comply with the terms of a no-contact order, a suspension of any length, or any order of exclusion issued under Mt. SAC's Sexual Violence and Sexual Harassment Policy.
- Retaliation includes threats, intimidation, reprisals, and/or adverse employment or educational actions against a person based on their report of prohibited conduct or participation in the investigation, report, remedial, or disciplinary processes provided for in the Mt. SAC policy Sexual Violence and Sexual Harassment.

## **SEX OFFENDER REGISTRATION**

California State law (Megan's Law) requires sex offenders to register with the police in the jurisdiction in which they reside, and also that they specifically register with Mt. SAC Police and Police and Campus Safety if they are employees (including contractors) of the College, attend classes, or frequent any area associated with the College.

Members of the campus community may, by appointment with Police and Campus Safety, view information gathered about campus affiliated registered offenders if they:

- Are a member of the Mt. SAC campus community
- Are at least 18 years of age
- Have a valid California driver's license or identification card
- Are not a registered sex offender, and
- Can clearly state their reason for viewing the Campus registered sex offender data file (mere curiosity is not a valid reason to view the information).

Campus community members will be required to establish their campus community connection to Mt. SAC, show a photo ID, and sign a statement attesting that they are not a registered sex offender, understand the purpose of the release of information, and understand that it is unlawful to use the information obtained to commit a crime against any sex offender registrant

or engage in illegal discrimination or harassment of any registrant. The statement is confidential and is not subject to disclosure under the Public Records Act. A copy of the statement may be made available to law enforcement agencies for law enforcement purposes.

For more information about the Megan's Law Data Program, the campus-affiliated registered sex offender data, or to make an appointment to view the data contact Police and Campus Safety (909) 274-4555. The general public can view sex offender registration information at the Megan's Law website at [www.meganslaw.ca.gov/](http://www.meganslaw.ca.gov/)

## **HATE CRIMES**

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim because of actual or perceived disability, ethnicity, gender, gender identity, national origin, race, religion, or sexual orientation of the victim. Suspected hate crimes occurring on Mt. SAC properties should be reported to Police and Campus Safety. Mt. SAC does not tolerate hate crimes and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people regardless of their disability, ethnicity, gender, gender identity, national origin, race, religion, or sexual orientation.

## **MISSING STUDENT NOTIFICATION PROCEDURES**

Mt.SAC does not have on-campus student housing and is therefore not required to have a missing-student notification procedure.

## **FIRE SAFETY REPORT**

Mt. SAC does not have on-campus student housing and is therefore not required to have a fire safety report.

## **DAILY CRIME LOG**

Police and Campus Safety maintains and publishes a Daily Crime Log of all reported crimes, not just Clery Act crimes.

The log includes the following summary information about the reported crimes:

- Date crime was reported to a campus security authority
- Nature of the crime
- Date and time the crime occurred
- General location of the crime
- Disposition of the complaint (if known)

Information may temporarily be withheld from the Daily Crime Log only if, in the judgment of the Chief of Police and Campus Safety or designee, the release of information would jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. Only that information that could cause

a specifically identified adverse effect will be withheld, and the information will be disclosed once the adverse effect is no longer present.

An entry, an addition to an entry, or a change in the disposition of a complaint, will be recorded within two business days of the reporting of the information to Police and Campus Safety (excluding weekends and holidays). Also, log entries older than 60 days can be obtained by request within two business days of request.

The log is available online at <http://www.mtsac.edu/safety/crimelog/> or at Police and Campus Safety in Building 23 during regular business hours.

## **CALIFORNIA CRIME VICTIM'S BILL OF RIGHTS**

Marsy's Law significantly expands the rights of victims in California. Under Marsy's Law, the California Constitution article I, § 28, section (b) provides victims with the following enumerated rights:

1. **Fairness and Respect** – To be treated with fairness and respect for their privacy and dignity, and to be free from intimidation, harassment, and abuse throughout the criminal or juvenile justice process.
2. **Protection from the Defendant** – To be reasonably protected from the defendant and persons acting on behalf of the defendant.
3. **Victim Safety Considerations in Setting Bail and Release Conditions** – To have the safety of the victim and the victim's family considered in fixing the amount of bail and release conditions for the defendant.
4. **The Prevention of the Disclosure of Confidential Information** – To prevent the disclosure of confidential information or records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law.
5. **Refusal to be the Interviewed by the Defense** – To refuse an interview, deposition, or discovery request by the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, and to set reasonable conditions on the conduct of any such interview to which the victim consents.
6. **Conference with the Prosecution and Notice of Pretrial Disposition** – To reasonable notice of and to reasonably confer with the prosecuting agency, upon request, regarding the arrest of the defendant if known by the prosecutor, the charges filed, the determination whether to extradite the defendant, and, upon request, to be notified of and informed before any pretrial disposition of the case.
7. **Notice of and Presence at Public Proceedings** – To reasonable notice of all public proceedings, including delinquency proceedings, upon request, at which the defendant



and the prosecutor are entitled to be present and of all parole or other post-conviction release proceedings, and to be present at all such proceedings.

8. **Appearance at Court Proceedings and Expression of Views** – To be heard, upon request, at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.
9. **Speedy Trial and Prompt Conclusion of the Case** – To a speedy trial and a prompt and final conclusion of the case and any related post-judgment proceedings.
10. **Provision of Information to the Probation Department** – To provide information to a probation department official conducting a pre-sentence investigation concerning the impact of the offense on the victim and the victim's family and any sentencing recommendations before the sentencing of the defendant.
11. **Receipt of Pre-Sentence Report** – To receive, upon request, the pre-sentence report when available to the defendant, except for those portions made confidential by law.
12. **Information About Conviction, Sentence, Incarceration, Release, and Escape** – To be informed, upon request, of the conviction, sentence, place and time of incarceration, or other disposition of the defendant, the scheduled release date of the defendant, and the release of or the escape by the defendant from custody.
13. **Restitution** – To restitution.
  - A. It is the unequivocal intention of the People of the State of California that all persons who suffer losses as a result of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer.
  - B. Restitution shall be ordered from the convicted wrongdoer in every case, regardless of the sentence or disposition imposed, in which a crime victim suffers a loss.
  - C. All monetary payments, monies, and property collected from any person who has been ordered to make restitution shall be first applied to pay the amounts ordered as restitution to the victim.
14. **The Prompt Return of Property** – To the prompt return of property when no longer needed as evidence.
15. **Notice of Parole Procedures and Release on Parole** – To be informed of all parole procedures, to participate in the parole process, to provide information to the parole authority to be considered before the parole of the offender, and to be notified, upon request, of the parole or other release of the offender.
16. **Safety of Victim and Public are Factors in Parole Release** – To have the safety of the victim, the victim's family, and the general public considered before any parole or other post-judgment release decision is made.
17. **Information About These 16 Rights (To be informed of these enumerated rights)** – To be informed of the rights enumerated in paragraphs (1) through (16).

## ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. Police and Campus Safety collects the crime statistics through a number of methods. Dispatchers and officers enter all reports of crime incidents made directly to the department through an integrated computer aided- dispatch and records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The Department examines the data monthly to ensure that all reported crimes are recorded properly. In addition to the crime data that Police and Campus Safety maintains, the statistics also include crimes that are reported to various Campus Security Authorities, as defined in this report. The statistics reported here reflect the number of criminal incidents reported to the various authorities.

The statistics reported for the sub categories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

## CLERY ACT STATISTICS DEFINITIONS

### Criminal Offense Definitions

**Murder and Non-Negligent Manslaughter** – the willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter** – the killing of another person through gross negligence.

**Sexual Assault (Sex Offenses)** – any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. There are four types of sex offenses:

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

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

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

**Statutory Rape** – sexual intercourse with a person who is under the statutory age of consent. (Note: If force is used or threatened, or the victim was incapable of giving consent because of his/her age or temporary or permanent or mental impairment, the offense is Rape, not Statutory Rape).

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

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

**Burglary** – the unlawful entry of a structure to commit a felony or a theft. A structure is defined as having four walls, a roof, and a door.

**Motor Vehicle Theft** – the theft or attempted theft of a motor vehicle, even if the vehicle is recovered.

**Arson** – the 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.

### Hate Crime Offense Definitions

- **Hate Crime** – a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. In addition to the offenses listed above, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property motivated by bias are counted as hate crimes.
- **Larceny-Theft** – the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion of control over a thing.
- **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.

### Hate Crime Categories of Bias

Although there are many possible categories of bias, only the following eight categories are reported under the Clery Act:

- **Race** – a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).
- **Religion** – a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation** – a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation (i.e., a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual individuals).
- **Gender** – a preformed negative opinion or attitude toward a person or a group of persons based on their actual or perceived gender (e.g., male or female).
- **Gender Identity** – a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender non-conforming individuals).
- **Ethnicity** – a preformed negative opinion or attitude toward a group of people whose members identify with each other through a common heritage, often consisting of a common language, common culture (often including a shared religion), and/or ideology that stresses common ancestry.
- **National Origin** – a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** – a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

### **Violence Against Women Act (VAWA) Offense Definitions**

**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 determined based on the reporting party’s statement and with the 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 victim; by a person whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other

person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- **Course of conduct** – 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** – a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** – significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

## Arrests and Disciplinary Referrals Definitions

**Referred for Disciplinary Action** – the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

**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. This classification encompasses weapons offenses that are regulatory in nature.

**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 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.

## CLERY ACT GEOGRAPHIC DEFINITIONS

**On Campus** – any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**On-Campus Student Housing** – any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonable contiguous geographic area that makes up the campus. [Mt. SAC does not have On-Campus Student Housing.]

**Non-Campus Building or Property** – any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution; or any building or property owned or controlled by a student organization that is officially recognized by the institution. [Mt. SAC does not have any property owned or controlled by a student organization that is officially recognized by the institution.]

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

## **CRIME STATISTICS REPORTING AREAS**

For purposes of understanding the crime statistics gathered for this Annual Security Report, the reporting areas for Clery Act crime statistics for **on-campus**, **non-campus property**, and **public property** designations include the following:

### **On Campus**

#### **Mt. San Antonio College – Main Campus**

1100 N. Grand Ave., Walnut CA 91789

The north boundary of campus is the north curb-line of Edinger Way and the north perimeter of the Farm facility. The south boundary is Lot M and the cross-country course. The west boundary is the east curb-line of Grand Avenue. The east boundary is the property line between Mt. SAC and Cal Poly Pomona (north of Temple Avenue) and the cross-country track (south of Temple Avenue).

### **Non-Campus Property**

#### **Mt. San Antonio College - Flight Training Association Building**

Brackett Field Airport

1430 Puddingstone Avenue, La Verne, CA 91750

### **Public Property**

#### **Mt. San Antonio College – Main Campus**

The sidewalk-street-sidewalk of Grand Avenue and Mountaineer Road wherever students can walk onto campus with no wall, fence, or barrier. The sidewalk-street-sidewalk of Temple Avenue from Grand Avenue to the east property line of Mt. SAC.

# CAMPUS MAP



# CLERY ACT CRIME STATISTICS

## CRIMINAL HOMICIDE

Offense	Year	On Campus	Public Property	Non-Campus	Total	Unfounded
Murder and Non-negligent Manslaughter	2021	0	0	0	0	0
	2022	1	0	0	1	0
	2023	0	0	0	0	0
Negligent Manslaughter	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0

## OTHER CRIMINAL OFFENSES

Offense	Year	On Campus	Public Property	Non-Campus	Total	Unfounded
Robbery	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	1	0	0	1	0
Aggravated Assault	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	1	0	0	1	0
Burglary	2021	4	0	0	4	0
	2022	5	0	0	5	0
	2023	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0
	2022	3	0	0	3	0
	2023	0	0	0	0	0
Arson	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	1	0	0	1	0



**SEX OFFENSE REPORTING CATEGORIES AS OF OCTOBER 20, 2014**

<b>Offense</b>	<b>Year</b>	<b>On Campus</b>	<b>Public Property</b>	<b>Non-Campus</b>	<b>Total</b>	<b>Unfounded</b>
<b>Rape</b>	2021	0	0	0	0	0
	2022	3	0	0	3	0
	2023	2	0	0	2	0
<b>Fondling</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	4	0	0	4	0
<b>Incest</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Statutory Rape</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0

**VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES**

<b>Offense</b>	<b>Year</b>	<b>On Campus</b>	<b>Public Property</b>	<b>Non-Campus</b>	<b>Total</b>	<b>Unfounded</b>
<b>Dating Violence</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Domestic Violence</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
<b>Stalking</b>	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	1	0	0	0	0

## SPECIAL CATEGORY ARRESTS

Offense	Year	On Campus	Public Property	Non-Campus	Total
Weapons (Carrying, Possessing, Etc.)	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Abuse Violations	2021	1	1	0	2
	2022	1	0	0	1
	2023	0	0	0	0
Liquor Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

## SPECIAL CATEGORY DISCIPLINARY REFERRALS (Law Violations w/o Arrests)

Offense	Year	On Campus	Public Property	Non-Campus	Total
Weapons (Carrying, Possessing, Etc.)	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Abuse Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

## HATE CRIMES

2023: Zero hate crimes reported.

2022: One on-campus intimidation characterized by racial bias.

2021: Zero hate crimes reported.

\* Mt. San Antonio College does not have on-campus student housing.