Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics
Annual Security Report (ASR)
2019
Clery Act Crime Statistics for Calendar Years 2016, 2017 & 2018
Golden West College

Department of Public Safety
15744 Goldenwest St.
Huntington Beach, CA 92647
(714) 895-8924
Message from the Chief of Police / Director of Public Safety

September 2019

Dear Campus Community Member:

Thank you for taking the time to read this publication. It is full of helpful information about safety and security on our campus.

The Golden West College Public Safety Department is staffed with dedicated and professional members who are responsible for providing safety services to all areas of our campus community. We strive to maintain and promote a campus environment conducive to academic achievement. We strongly believe in the principles of community policing, working with our community partners and problem solving to enhance public safety and improve the quality of life for everyone who works, studies, or visits our campus.

The Campus Public Safety personnel offer a wide range of services and assistance to make the campus safe and to help our community members make intelligent and informed decisions. This report is part of our on-going effort to inform you of the safety programs and services available to the campus community, the crimes that are reported to our department, and the steps you can take to maintain a safe and secure campus. It also is provided as our compliance document as called for under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Our staff is dedicated to ensuring safe campus environment through exemplary and professional service. Please help us by reporting any crime or suspicious activity on our campus by calling 714-895-8924.

On behalf of the dedicated men and women of the Public Safety Department please enjoy our campus and contact us if there is anything we can do to assist you.

Sincerely,

Jon Arnold

Chief of Police / Director of Public Safety

[Signature]
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I. Overview


In this report we will address the requirements for compliance, including Clery crime statistics, security-related policies, campus alerts and emergency notifications, and Clery crime logs. Golden West College does not currently have on-campus housing, and therefore does not maintain a policy on missing student information or fire safety requirements for those facilities. In addition, these statistics are submitted to Department of Education each October 1st.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained by sending letters requesting crime data from the following agencies: the Huntington Beach Police Department, the Westminster Police Department, the Orange County Sheriff’s Department and the California Highway Patrol. Certain classes are held at off-site locations and similar written requests are made to the Riverside County Sheriff’s Department, the San Bernardino Sheriff’s Department and the Costa Mesa Police Department. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Golden West College believes each person deserves a safe environment conducive to learning. Operating with ethics, integrity, and respect, GWC Public Safety strives to safeguard this campus through a proactive response. The goal of the Public Safety Department is to provide members of the academic community with a safe and orderly environment in which to work and learn.

Golden West College maintains a Public Safety Department with personnel available 24 hours a day. Any person may report any type of criminal activity or emergency at any time - day or night.

24-Hour Phone Line
714.895.8924
Emergency
714.895.8999
or dial 911

This annual report includes crime statistics for the previous three years concerning reported crimes that occurred on campus and on public property directly adjacent to the campus property. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting the Golden West College Public Safety Office at 15744 Goldenwest St. Huntington Beach, CA 92647, 714-895-8924 or by visiting http://www.goldenwestcollege.edu/public-safety/statistics/ or clicking the following link:

2019 Annual Security Report
II. Campus Geography

Golden West College is located at 15744 Golden West Street in Huntington Beach, California. The geographic space encompasses each campus building, pathway, garden, and parking lot. The campus has four main public streets that surrounds it and create its boundary. These are Goldenwest Street to the west, Edinger Avenue to the south, Gothard Street to the east and McFadden Street to the north. The campus has no public street or easement within the boundaries. The campus has no student housing. The campus owns all buildings within the boundaries with the exception of a leased retail pharmacy at the corner of Goldenwest and McFadden and a Boys and Girls Club located on the east side of the campus adjacent to the Gothard parking lot. A detailed description of the campus property can be found on Attachment “A.” The area considered “Public Property” includes the sidewalks adjacent to the campus, the surrounding streets of Goldenwest, McFadden, Gothard and Edinger and the sidewalks on the opposite side of those streets.

Golden West College is fortunate to be located in one of the safest cities in the country. The Federal Bureau of Investigation perennially lists the City of Huntington Beach as one of the top 100 safest large cities in the United States.

The Public Safety Office is located on the south side of the campus off of the Edinger Parking Lot. The office is the one-story building facing Edinger just west of the Nursing
Building. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Our Public Safety Officers are on duty 24/7.

Campus Security

Golden West College maintains a Public Safety Department which responds to all security and safety issues and emergency response on campus according to the guidelines and policies set forth by the Coast Community College District Board of Trustees. The department is non-sworn and relies on solid relationships maintained with the Huntington Beach Police Department in all matters outside the scope and authority of a Public Safety Officer.

III. Daily Crime Log

The Golden West College Public Safety Department maintains a daily crime log for all responses and occurrences on campus. Investigations conducted and reported on campus are reflected in this log without the presumption of guilt or innocence. The log is available for public inspection at all times at the front counter in the Public Safety Office. Below is an example of the format. The campus annual crime statistics are posted on our website and are available for review. (Below is an example of the format).

Coast Community College District
Clery Act Public Crime Log

| Incident Type: | THEFT : LARCENY ($950 OR LESS) |
| Location: | GOLDEN WEST COLLEGE : CAMPUS OPEN AREAS : FOOTBALL FIELD |
| Date/Time Reported: | 8/15/2019 1145 |
| Incident Occurred Between: | 8/12/2019 1100 and 8/12/2019 1800 |
| Case #: | GWC-IR2019-144 |
| Int. Ref. #: | Disposition: CLOSED / OTHER |
| Notes: | Unknown suspect(s) stole a secured bike from bike rack adjacent to the GWC football field. |

| Incident Type: | MEDICAL ASSIST : NON-STUDENT / NON-STAFF (NOT TRANSPORTED) |
| Location: | GOLDEN WEST COLLEGE : BUILDINGS : TECHNOLOGY BLDG - 19 |
| Date/Time Reported: | 8/10/2019 0800 |
| Incident Occurred Between: | 8/16/2019 0800 and 8/10/2019 0805 |
| Case #: | GWC-IR2019-146 |
| Int. Ref. #: | Disposition: OTHER |
| Notes: | Technology building room #102, tripped and fall |

IV. Emergency Response and Evacuation Procedures

Golden West College has designed multiple orders for emergency response. The Public Safety Department is staffed 24 hours a day, 7 days a week. Responses include the prompt dispatch of Public Safety personnel to the site of the reported crime or emergency, the prompt notification to law enforcement and/or ambulance services or emergency medical services through a direct dial system, and access for the victim to campus counseling or victim support services.
The GWC Emergency Action Plan includes information regarding shelter-in-place and evacuation guidelines. In conjunction with other emergency agencies, the college conducts emergency response exercises each year, to include table top and field exercises. The campus conducted an announced emergency drill as part of the California Great Shakeout on October 18, 2018 at 10:18 AM. The emergency practice message advised all students, staff, and faculty to “stop, drop, and cover” simulating an earthquake. Monthly testing of the Emergency Notification System is also conducted. These tests are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. The Public Safety Department Officers have received training in Incident Command and Rapid Response. General information about the emergency response and evacuation procedures is publicized each year and will be coincided with a test of the emergency response plan which is a part of the college’s Clery Act compliance efforts and is available on the GWC Public Safety website at URL: http://www.goldenwestcollege.edu/public-safety/.

GWC publicizes the procedures to test emergency response and evacuation procedures on an annual basis, documentation for each test will be retained and shall include the following (a description of the exercise, the date, time and whether it was announced or unannounced). GWC conducted a practice drill on October 18, 2018 at 10:18 AM.

Emergency phone “Code Blue” towers and wall phones are strategically located throughout the campus and are used to broadcast emergency notices; emergency telephone numbers are published in the District’s telephone directory, as well as in the District’s or students’ newspapers. An emergency text message alert system is in place and will be activated by a member of the Emergency Response Team. The team utilizes ReGroup to notify the campus community by phone, e-mail and text.

**Emergency Notifications – Immediate Threat**

The Public Safety Department receives information from various offices/departments on campus, such as the Emergency Management Team. The Public Safety Department uses the “Regroup” system to immediately notify the campus community, upon the confirmation that a dangerous situation or emergency exists involving an immediate threat to the health or safety of students or staff on campus and when immediate action is required by the recipient. The campus Public Safety Department will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

An Emergency Notification will be made without delay unless notification will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

If the Public Safety Department confirms (with the assistance of key campus administrators, local first responders or the National Weather Service) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the GWC community, the Campus Public Safety Department will collaborate with the Director of Public Relations and Marketing to determine the content of the message and will use some or all of the systems described below to
communicate the threat to the GWC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Critical Incident Team includes the President, Vice Presidents, Director of Public Safety, Director of Maintenance and Operations and key support staff. If an emergency notification is needed it will be drafted and approved by the team or can be drafted and sent out by the Vice President of Administrative Services and/ the Director of Public Safety. An Emergency Notification can be drafted and sent out by the Chief of Police / Director of Public Safety.

The Public Safety Department will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the professional judgment of responsible authorities and first responders compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the systems referred to below. If and when updated information is available it will be communicated out using the Regroup system to update members of the campus community as to the status of the incident or emergency and when any critical conditions are no longer present.

The campus will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. All messages will be sent out via the Regroup system to all using e-mail, cell-phone, home phone, and office phone and text messages.

**Members of the Campus Community**

Individuals who are members of the campus community and interested in receiving information pertaining to emergencies on campus are included in notifications as their phone numbers and e-mail addresses are entered into the Regroup system.

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

**Emergency Evacuation Procedures**

The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible. Evacuations may occur under various emergencies. All classrooms and offices have evacuation diagrams indicating the evacuation routes and the four (4) campus assembly areas.

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

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

1. Evacuate when the fire alarm is activated, when instructed to do so, or when danger is imminent.
2. Do NOT use elevators when evacuating.
3. All persons should proceed toward the nearest safe exit. When a person with a disability reaches an obstruction, such as a staircase, he/she should request assistance from others in the area.
4. If assistance is not immediately available, stay in the exit corridor and call for help. If the exit corridor should become dangerous (smoke, fire), proceed to the top of the stairway and stay at the stairway landing. If the stairway should become unsafe, proceed to a safe area. Call Public Safety and advise the operator of your situation. If in a room with a window, signal rescuers by waving or placing a sign in the window. Do not open the window unless smoke is entering the room.
5. If possible, place a wet cloth material around and under the door to keep smoke out of the room and then place one over your face to prevent smoke inhalation.
6. Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.

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

Evacuation of Persons with Disabilities

Assisting persons with disabilities during emergency evacuations:
1. Persons Who Are Non-Ambulatory:

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

Always consult the person about the following:
   a. Preferred ways of being removed from a wheelchair. Wheelchairs should not be used in stairwell, if at all possible.
   b. Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
   c. Whether a seat cushion or pad should be brought along with the person if he or she is removed from that chair.
   d. Being carried forward or backward on a flight of stairs.
   e. After-care if removed from the wheelchair (i.e. whether they prefer a stretcher, chair with pad or medical assistance).

2. Person with Visual Disabilities

   a. Tell the person the nature of the emergency. Offer to guide him or her to safety.
   b. As you walk, say where you are and advise of any obstacles.
c. When safety is reached, help to orient the person and ask if additional assistance is needed. Do not leave them alone.

3. Person with Hearing Disabilities
   a. If time permits, write a note explaining the nature of the emergency.
   b. Turn light switch on and off to gain attention and then indicate through gestures or writing what is happening and what to do.

Additional emergency procedures are available at:

See appendix B for emergency evacuation map.

Fire:

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

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

When Evacuation is Not Possible:

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

Post Incident:

At the completion of the incident, the Fire/Rescue Department [or other appropriate Emergency Official(s)] should release the building to the Facility Leadership. The facility should be pronounced all clear, or clear with conditions for re-occupancy. The Facility Leadership should then communicate the all clear or the clear with conditions to the area entrance monitors in person, via communications equipment, or by the use of a runner. On the way in, staff members should check on others who might have disabilities or other special needs and assist them as much as is reasonable and safe.
Sheltering In Place

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Earthquake, Hostile Intruder, or Hazardous Material Release Outside, you should consult each relevant section for guidance.

Emergencies change as they progress. The questions to ask yourself are:

- Am I safer inside or outside?
- Where am I safest inside?
- Where am I safest outside?

v. Timely Warnings

Golden West College Public Safety will make timely reports to the campus community on any crimes considered to be a serious or ongoing threat to students and employees. Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Public Safety Department. A Timely Warning will be issued when there is a serious or on-going threat to the safety of the campus community due to criminal activity.

For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other GWC community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the Public Safety Department. Cases involving property crimes will be assessed on a case by case basis and alerts will typically be sent if there is a discernible pattern of crime. The Public Safety Director or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning is warranted. Timely Warnings may also be posted for other crime classifications and locations, as deemed necessary. Timely Warnings will be assessed for necessity based on offenses which are reported to campus security authorities or local police agencies. These reports will be provided to the campus community in a manner that is timely and that will aid in the prevention of similar occurrences. The reports to the campus and surrounding community may include bulletins, crime alerts, posters, brochures, and statements within the District, College, or student newspapers. Reports may be made confidentiality at the request of the reporting party.

Timely Warnings are written by the Director of Public Safety or designee. A Timely Warning can then be sent out by the Public Safety staff or the Vice President of
Administrative Services. The Timely Warnings are normally sent out to all students, staff and faculty through the President’s Office. Timely Warnings will be provided to students, staff and faculty in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. Timely Warnings are sent out via e-mail and manually posted on campus at highly visible sites including the Learning Resource Center, Student Center, Admissions and Records, the cafeteria and the administrative offices. They also may be sent out via the Regroup system.

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

- Notifications to the College President and District Chancellor.
- Postings on Bulletin Boards and the posting of Sign Boards at campus entrances or other strategic locations.
- Notification of the media.
- Detailed information to be available on the Public Safety Department Web Page.
- Phone, Text and e-mail message notification via Regroup.

VI. Policy Statements

Reporting Criminal Activity

Working together, public safety at Golden West College is everyone’s responsibility. No Community, of course, can be totally risk-free in today’s society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive for learning. All students, staff and faculty are encouraged to report any crime to public safety or local law enforcement. Any Part I crime reported to public safety will be reported to the local police agency immediately.

Golden West College maintains a Public Safety Department with personnel available 24 hours a day. A person may report any criminal action or emergency at any time - day or night - by calling (714) 895-8924 or for emergencies (714) 895-8999 or in person to the Public Safety Office located on the south side of campus on the Edinger Parking lot, 8:00 a.m. to 5:00 p.m. Monday through Friday. They may also dial 911. Public Safety maintains a webpage with resources available to students.

Individuals should report criminal offenses to any Public Safety member, campus staff or faculty for assessment to determine if a Timely Warning Notice is warranted and for inclusion in the annual statistical disclosure. GWC encourages accurate and prompt reporting of all crime to the Public Safety Department (or local police), when the victim of a crime elects to, or is unable to, make such a report. A report of crimes may be made directed to the campus Public Safety Department or to the local law enforcement agency.
Response to Reports

Additionally, reports may be sent to the Student Affairs office for review and potential action. In response to a call, the Public Safety Department will take the required action, either dispatching an officer or asking the victim to report to the Public Safety Department to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. The Public Safety Department incident reports when appropriate are sent to the Vice President of Student Life and Administrative Services for review and referral for any student discipline as appropriate. Public Safety Department Officers will investigate any report of a crime and immediately notify the Huntington Beach Police Department for further investigation.

If a sexual assault or rape should occur, the staff on the scene, including the Public Safety Department, will offer the victim a wide variety of services.

Confidential Reporting

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

What is sexual misconduct?

http://www.cccd.edu/employees/hr/titleix/Pages/What-is-Sexual-Misconduct.aspx

Security of and Access to Campus Facilities

Most campus buildings are open from 6:30 a.m. to 10:30 p.m. and accessible to students, staff, faculty and members of the public. Students and staff members will be asked to identify themselves if there is a question about their authorization in a specific area. Members of the public or public groups who want to use campus buildings or other areas must secure a Permit to Use College Facilities for that date and time from the Facilities Office. The Public Safety Department is notified when the facilities use permits are approved.

Campus buildings will normally be locked from 5:30 p.m. on Friday to 6:00 a.m. on Monday. Public Safety personnel will unlock doors for weekend classes and other events as published in The Weekend Events Calendar prepared by the Facilities Office. It is the responsibility of those who use rooms, offices, and areas, to lock access doors, turn off lights, and close windows. Facilities services staff and Public Safety staff will check many
areas of the campus during off-hours but the primary responsibility for security lies with the user. Public Safety officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

Security Considerations in the Maintenance of Campus Facilities:

GWC maintains a physically secure campus through a variety of methods. Campus Public Safety works with Facilities Maintenance in order to address burned out lights, malfunctioning door lock mechanisms, etc. Maintenance or repair issues are immediately reported to the Maintenance and Operations staff.

Keys

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

College Property

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

Crime Prevention

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Golden West College to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a
reasonable threat to their physical safety. Such information will be distributed to students through this brochure and through student publications. The Western Sun and the Club West Reports are two student publications. Staff is informed through in-house memos or bulletins and regularly published newsletters. Crime prevention programs and services provided by GWC include officers attending various classes to discuss safety issues and several crime prevention topics and recommendations are posted on the Public Safety webpage at URL: http://www.goldenwestcollege.edu/public-safety/prevention/

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

Another critical element of a campus safety program is training. The College Public Safety Department, Student Health Services and Student Activities office sponsor programs on various topics ranging from security awareness, crime prevention, and sexual assault awareness to substance abuse prevention.

During the 2018-2019 academic year GWC offered numerous educational and awareness programs. In addition to training on safety and sexual assault awareness presented at the beginning of each semester, the below were presented on these dates:

1. April 9, 2019: Cyber-Defense Training from 11:00 AM-12:30 PM in the LRC
2. April 10, 2019: Self-Defense Training from 11:30 AM – 1:00 PM in the RCJTC
3. April 15-19, 2019: Clothesline Project
4. April 16, 2019: “T-Shirt Making” for the Clothesline Project from 11:00 AM–1:00 PM
5. April 17, 2019: The campus held a “Consent Fair” from 11:00 AM – 1:00 PM in the Student Center Patio where students learned about sexual assault prevention, affirmative consent and Title IX information.
6. April 24, 2019: Denim Day Photo
7. April 24, 2019: The campus participated in Denim Day with presentations at the Student Center Patio from 9:00 AM – 12:00 PM.
8. April 25, 2019: The campus participated in “Take Back the Night” from 7:00 PM – 9:30 PM.

Officers routinely speak to classes and groups about how to remain safe of campus.

Finally, all effective crime prevention programs include some measure of people watching out for one another. A common theme addressed during these security awareness discussions is to encourage individuals to be responsible for their own security as well as the safety and security of others. Students, staff and faculty can assist in overall campus
safety by being alert, security conscious, and involved. Call Public Safety, 714-895-8924 or 714-895-8999 for emergencies, whenever you observe any suspicious behavior.

Non-Campus Crime

The Westminster and Huntington Beach Police Departments continuously provide Golden West College with crime data for the areas surrounding the campus and coordinate when a security problem arises. The campus does not have on-campus housing or on-campus student organizations.

Campus Law Enforcement / Security

Golden West College employs public safety officers with training specific to parking and public safety. Public Safety officers are not peace officers. However, all Public Safety Officers receive initial and twice annual training that complies with SB 1626. Public Safety officers do not have peace officer powers of arrest but can effect “private person’s” arrests under Penal Code Section 837. Officers enforce GWC policies and traffic regulations. Public Safety officers are also trained in basic first aid and CPR, and receive specialized training in campus safety and security operations. The Chief of Police for the Coast Community College District is a fully sworn peace officer authorized by California Penal Code Section 830.32a and California Education Code Section 72330a.

Golden West College requests assistance from Huntington Beach Police Department for incidents that require resources not available to Golden West College. Moreover, the College will summon the assistance of other agencies to provide services for incidents that require special resources. This may include the Huntington Beach Fire Department and or the Orange County Sheriff’s Department.

The Campus has a Memorandum of Understanding with the Huntington Beach Police Department (HBPD) that designates the operational responsibility and defines specific geographic boundaries of response for the investigation of Part 1 violent crimes. These include homicide, rape, robbery, and aggravated assaults on campus property and property controlled by the campus. This agreement also ensures the proper reporting of violent crime and property crime occurring on campus property in compliance with the
FBI Uniform Crime Reporting Program. The Public Safety Department will report all crimes to the Huntington Beach Police Department for criminal investigations.

The Public Safety Department maintains a close working relationship and communicates regularly with the Huntington Beach Police Department. The Public Safety Department’s Director participates in a number of organizations and associations to obtain training and public safety/law enforcement intelligence to better serve the campus. These include among others:

- The California College and University Police Chiefs’ Association
- The FBI/InfraGard Alliance, Education Sector
- The Orange County Intelligence Assessment Center
- Orange County Private Sector Terrorism Response Group / OC Shield
- FBI TARGET Group
- Association of Threat Assessment Professionals

Alcohol and Drugs

Substance Abuse
In accordance with Public Law 101 - 226, Drug Free Schools and Communities Act Amendment of 1989, the Board of Trustees of Coast Community College District prohibits the unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees of Golden West College property as part of any Golden West College sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from Golden West College, or termination from employment for violations of the standards of conduct as specified in collective bargaining agreements and the California Education Code. The possession, use, sale or distribution of alcoholic beverages by anyone on Golden West College controlled property is a misdemeanor as per California Business Code 25608 and a violation of the Standards of Student Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities. GWC enforces California underage drinking laws as well as both State and Federal liquor and drug laws. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

GWC is committed to creating an environment free of drug and alcohol abuse. Federal Law requires GWC to notify faculty, students and staff information about the institutions Compliance with the Drug Free Schools and Communities Act
CCCD Board Policy 3550 URL:

Unauthorized Weapons
The District Security Policy prohibits any person to bring or possess a firearm, whether loaded or unloaded or knives of any length on or within any property or building owned or controlled by the District without written permission from the Chancellor, his or her
designee or equivalent District authority. Any person who has reason to believe or suspect that a person brought a weapon or possesses a weapon on campus shall immediately report that suspicion to the college Public Safety Department.

**Sex Offenses**

**Campus Programs to Prevent Sex Offenses**

All people who participate in programs and activities of the Coast Community College District have the right to do so under safe conditions without physical or psychological threat. Toward that end, the District, through its three colleges, provides policies and resources to minimize the risk of sexual assault to all citizens who use its facilities. Accordingly, Golden West College operates a coordinated program dealing with the issue of sexual assault. The areas of emphasis are education, environment and services.

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

GWC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, GWC issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official. The District Administrative Procedure AP 3540 explains the prohibitions and procedures for acts including Domestic Violence, Dating Violence, Sexual Assaults or Stalking.

CCCD Administrative Procedure 3540 URL: https://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/General_Institution/AP_3540_Sexual_and_Other_Assaults_on_Campus.pdf

**Sexual Assault Prevention**

The Coast Community College District recognizes that sexual assault is a serious issue, and will not tolerate acts of sexual assault on district property or at district-sponsored activities. The District will investigate all allegations of sexual assault that occur on District property or at sponsored activities and take appropriate criminal, disciplinary or legal action, with prior consent of the victim.

The Coast Community College District is committed to its students’ safety as a vital ingredient to student learning and success. The District encourages victims of sexual violence to report the crime. Anyone can report a sexual assault to the local police department or the campus public safety department. Anyone can contact the campus health center, any faculty or staff member who will then notify the public safety department.
The colleges within the District – Orange Coast College, Golden West College and Coastline Community College – offer the following information and resources to students regarding sexual assault.

What is Sexual Assault? – Definitions
What to do if you think you were sexually assaulted or may have been sexually assaulted
Resources – where to go for help and advice
How to File a Complaint
Consequences of Committing Sexual Assault Crimes
What’s happening to me? Common reactions in victims’ sexual assault
Facts and Myths
Links to More Information

http://www.cccd.edu/students/SexualAssaultPrevention/Pages/What-is-Sexual-Assault-Definitions.aspx

**Sexual Assault Prevention**

The term “sexual assault” means an offense classified as a sex offense under the Uniform Crime Reporting System of the Federal Bureau of Investigation. **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

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

**Domestic violence** means a felony or misdemeanor crime of violence committed by –

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

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- fear for his or her safety or the safety of others, or
- suffer substantial emotional distress.
- It is the repeated and deliberate following or harassing of another person with the intention of causing that person to fear for his or her own safety, or the safety of his or her family.

**Dating Violence** is controlling, abusive and aggressive behavior in a romantic relationship. It specifically means violence committed by a person –

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors;
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship.

A victim of a sexual assault has the option to seek criminal prosecution or to not report the incident to local law enforcement. Every effort will be made to assist the victim in seeking any assistance for support. The California Penal Code Sections for Domestic Violence and Stalking are listed below. (There is no specific California crime of “Dating Violence”).

**Domestic Violence** - California Penal Code Section 273.5 (a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony. If the victim is or was one or more of the following:

1. The offender’s spouse or former spouse.
2. The offender’s cohabitant or former cohabitant.
3. The offender’s fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship.
4. The mother or father of the offender’s child.
(c) Holding oneself out to be the husband or wife of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section.
(d) As used in this section, “traumatic condition” means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, “strangulation” and
“suffocation” include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.

Stalking – California Penal Code Section 646.9 (a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.

Sexual Assault crimes in California include Rape, Incest, Spousal Rape, Sexual Battery, Sodomy, Fondling and Sexual Assault with an Object.

Below are the procedures that victims should follow if a crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs:

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible. The Anaheim Regional Medical Center located at 1111 West La Palma Ave. Anaheim provides sexual assault kit exams at no cost with local police authorization. The medical center can be reached at 714-774-1450. Sexual Assault victims can obtain the assault kit and then decide whether to report to the police.

Evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, shower, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours. This is so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to college adjudicators and/or police investigators.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Involvement of Law Enforcement and Campus Authorities

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement including campus Public Safety, it is the
victim's choice whether or not to make such a report. Furthermore, victims have the right
to decline to notify law enforcement. However, the college Public Safety Department or
the Title IX Coordinator will assist any victim with notifying law enforcement if the victim
so desires. The Huntington Beach Police Department may also be reached directly by
calling 714-960-8811 or in person at 2000 Main Street Huntington Beach, CA. Additional
information about the Huntington Beach Police Department may be found online at:
http://www.huntingtonbeachca.gov/government/departments/pd/

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and
Stalking

A victim has the option to:
- Notify the proper law enforcement authorities including campus public safety and
  off-campus police
- Be assisted in notifying law enforcement authorities if victim chooses so
- Decline to notify authorities
- Rights of victims and institutions’ responsibilities for orders of protection, no
  contact orders and/or restraining orders.

If you have been the victim of domestic violence, dating violence, sexual assault, or
stalking, you should report the incident promptly to the Title IX Coordinator Carla Martinez
by calling (714-895-8705), writing or coming into the office to report in person and
Campus Public Safety (if the victim so desires.) Reports of all domestic violence, dating
violence, sexual assault and stalking made to Campus Public Safety will automatically be
referred to the Title IX Coordinator for investigation regardless of if the complainant
chooses to pursue criminal charges.

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

The college has procedures in place that serve to be sensitive to victims who report sexual
assault, domestic violence, dating violence, and stalking, including informing individuals
about their right to file criminal charges as well as the availability of counseling, health,
mental health, victim advocacy, legal assistance, visa and immigration assistance and
other services on and/or off campus as well as additional remedies to prevent contact
between a complainant and an accused party, such as housing, academic, transportation
and working accommodations, if reasonably available. The college will make such
accommodations, if the victim requests them and if they are reasonable available,
regardless of whether the victim chooses to report the crime to Campus Public Safety or
local law enforcement. Students and employees should contact Title IX Coordinator Carla
Martinez, Dean of Student Life by calling 714-895-8705.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to
the college, below are the procedures that the campus will follow:
Sexual Assault

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

Stalking

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide the victim with a written explanation of the victim’s rights and options
7. Institution will provide a “No contact” directive to accused party if deemed appropriate

Dating Violence

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide the victim with a written explanation of the victim’s rights and options
7. Institution will provide a “No contact” directive to accused party if deemed appropriate

Domestic Violence

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide the victim with a written explanation of the victim’s rights and options
7. Institution will provide a “No contact” directive to accused party if deemed appropriate

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action
Rights of Victims and the Institution’s Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

GWC complies with California law in recognizing orders of protection. Once provided with a copy of a Temporary or Permanent Restraining Order issued by the Superior Court and evidence that the Restrained Party(s) have been served, Public Safety will notify the Huntington Beach Police Department in the event of any reported violation of the court order.

If a party obtains a restraining order they should contact Campus Public Safety and/or the Office of the Title IX Coordinator. A complainant may then confer with Public Safety to develop a Safety Action Plan, which is a plan for the campus and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but in not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location(s) or allowing a student to complete assignments from home, etc.

Information on restraining orders can be obtained from the Orange County Superior Court at: http://www.occourts.org/self-help/restrainingorders/

Accommodations and Protective Measures Available for Victims

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

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

To request changes to academic, transportation and/or working situations or protective measures, a victim should contact the office Title IX Coordinator Carla Martinez, Dean of Student Life by calling 714-895-8705.
On and Off Campus Services for Victims
Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, GWC will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS
Students and staff may get assistance at the Student Health Center and off campus counseling and other support services. The College and the District maintains a zero tolerance policy regarding sexual violence. All reports of sex crimes on our facilities will be thoroughly investigated so that appropriate action can be taken. In addition, the College will cooperate with local law enforcement as necessary.

OFF CAMPUS
Community resources for victims of sexual assault include:
North County Rape Crisis Center: 714-834-4317
South County Rape Crisis Center: 949-752-1971
Anaheim Regional Medical Center: 714-774-1450
Community Service Programs, Inc. (CSP): 24 hour hotline, 714-957-2737, and 949-831-9110

Information on Sexual Misconduct and Title IX is available at URL:
http://www.goldenwestcollege.edu/titleix/

Topics include:

- What is Sexual Misconduct?
- Sexual Misconduct Definitions
- What is Stalking and what can I do About it
- Reporting Options and Other Resources
- FAQ’s for the Respondent (Accused)
- Assault Care for the Victim
- Sexual Misconduct Response for Faculty and Staff
- Responsible Employees FAQ’s
- for Faculty and Staff
- Common Myths and Facts about Sexual Misconduct
- Bystander Intervention
- Sexual Misconduct Prevention and Protection Strategies
- Violence Against Women Act
- Yes Means Yes (Video)
- Cup of Tea Consent Video
- FAQ’s and Information Regarding Sexual Misconduct

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:
The college will investigate any and all reported incidents of sexual assault, domestic violence, dating violence and stalking. Once a sexual assault is reported to the campus, the Title IX Coordinator will immediately be notified. The public safety department will ensure the incident is reported to the local police agency unless the victim chooses to not report this to law enforcement. The victim should understand the importance of preserving evidence that may be needed in a subsequent criminal prosecution. It is critical that any incident involving sexual assault; domestic violence; dating violence or stalking be reported to the police. The information will allow the police to investigate the crime; identify the responsible party; gather evidence for criminal prosecution and conviction; and possibly prevent another crime from reoccurring.

A victim may seek a restraining order from the Orange County Superior Court at: http://www.occourts.org/self-help/restrainingorders/ (Link to obtain a restraining orders from the Orange County Courts). If issued by the court and properly served on the restrained party, the campus will work with the Huntington Beach Police Department to assist in enforcement.

The campus provides a prompt, fair, and impartial investigation and resolution. The campus conducts an administrative investigation and submits a report for any Student Code of Conduct violation(s). The “accuser” and “accused” are both granted specific rights during the administrative process including:

- The right to have an adviser present during any proceeding;
- To be notified simultaneously in writing of the outcome of the proceeding; and
- The right to appeal.

Confidentiality

Victims may request that directory information on file with the college be withheld by request to Title IX Coordinator Carla Martinez, Dean of Student Life by calling 714-895-8705.

Regardless of whether a victim has opted-out of allowing the college to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
The college does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

The campus will make every effort to maintain privacy and to protect the confidentiality of victims but not be able to fully accomplish this in a Student Code of Conduct proceeding. The standard of evidence that will be used during any Student Code of Conduct action arising from an investigative report will be the “preponderance of evidence.” This standard is defined as “the greater weight of the evidence required for the trier of fact to decide in favor of one side or the other. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence.”

The campus complies with the “Campus Sexual Assault Victims’ Bill of Rights signed into law in 1992. These provisions include:

- Victims will be notified of their options to notify law enforcement.
- Accuser and accused will have the same opportunities during any investigation and subsequent hearing(s).
- Both parties will be notified of the outcome of any disciplinary proceeding.
- Victims will be notified of all counseling services available.
- Victims will be notified of any options for modifying academic situation.

The California Penal Code defines "Consent" as positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.

The United States Department of Justice / Office of Victims’ Rights defines “Consent” as both parties:

- must be fully conscious;
- must be equally free to act;
- have clearly indicated their willingness and permission and
- are positive and sincere in their desires.

Active Bystander Intervention to help the victim has the following components and can be used to help prevent sexual assaults:

1. Assess the situation- Ensure that all parties are safe, and gauge whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
2. Decide whether to use direct or indirect action to resolve the problem.
3. Know your options. Once you’ve decided whether you want to handle the situation directly or indirectly, think of all the possible options for doing so.
4. Intervene – with reinforcements. If safe to intervene, you’re likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.

Be cognizant and recognize potential warning signs of abusive behavior. These can include:

- Past abuse
- Threats of violence or abuse
- Breaking objects
- Use of force during an argument
- Others such as jealousy, controlling behavior, isolation, blaming others and more.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network). Additional information can be found at the RAINN website.

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
   a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
   b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
   c. Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   d. Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**Adjudication of Violations**

The college’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to being present during the preceding but cannot comment or otherwise interrupt the proceeding (AP 5500 Student Code of Conduct, Section 4.1).
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the college or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):
Administrative Procedure 3540 contains the procedures regarding SEXUAL AND OTHER ASSAULTS ON DISTRICT PROPERTY. Administrative Procedure 5500 “Student Code of Conduct” contains the policies and procedures for students accused of DOMESTIC VIOLENCE, DATING VIOLENCE, and SEXUAL ASSAULT AND STALKING.

The Student Code of Conduct specifies:

1. STUDENT RIGHTS & RESPONSIBILITIES
2. STUDENT DISCIPLINE PROCESS
   a. Notices
   b. Interim Actions
   c. Investigation Process
   d. Findings and Determination
   e. Type of Findings
   f. Sanctions
   g. Standard of Proof
3. Appeal Process and Grounds for Appeal
4. Deliberation and Decision
5. Definitions of all terms

The District Employee Union Agreements include sections on Disciplinary Procedures and Actions. 
https://navigator.cccd.edu/employee-resources/Pages/Union-Agreements.aspx

Notification to Victims of Crimes of Violence:

The college will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The campus employs a variety of sanctions that can be imposed when necessary in student conduct issues. These sanctions include but are not limited to short and long-term suspensions and expulsion. The campus will work with the victim to assist in making changes to their academic schedule to avoid contact with any identified responsible subject(s) or any other adverse impact caused by the incident. The campus has no on-campus student housing but will assist the victim with any other practical aspects of their campus activities.

Education

The college coordinates and sponsors educational workshops and classes provided by local community service programs during each semester, which promote the awareness of rape, acquaintance rape, and other sex offenses. Examples of such programs are the Victim/Witness Assistance Program, the Victim/Witness Sexual Assault Services
Program, "Stop Gap" theatrical group presentations and programs conducted by the Orange County Sexual Assault Network. Also, the Student Health Center conducts seminars on what women and men should know about date rape in addition to discussion groups focusing on campus sexual assaults and present a mandatory seminar for all athletes during each spring.

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

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

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and that:

A. Board Policy 3430 PROHIBITION OF HARASSMENT includes the statement that “The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.”

B. Administtrate Procedure 3540 SEXUAL AND OTHER ASSAULTS ON DISTRICT PROPERTY includes “Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assaults, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property is a violation of state law, Board policies, and administrative procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see AP 5500 titled Standards of Student Conduct).

C. California Education Code Section 67386. (a) Defines consent as “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Bystander Intervention Techniques (the 4 Ds)

Please remember that your safety is of the utmost importance. When in a situation that threatens physical harm to yourself or another student, ask someone for help.
1. **Direct**: Step in and address the situation directly. This might look like saying, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you about what is going on may be impaired, and they are more likely to become defensive.

2. **Distract**: Distract either person in the situation to intervene. This might look like saying, "Hey, aren't you in my Spanish class?" or "Who wants to go get pizza?" This technique is especially useful when drugs or alcohol are being used because people under the influence are more easily distracted then those that are sober.

3. **Delegate**: Find others who can help you to intervene in the situation. This might look like asking a friend to distract one person in the situation while you distract the other ("splitting" or "defensive split"), asking someone to go sit with them and talk, or going and starting a dance party right in the middle of their conversation. If you didn't know either person in the situation, you could also ask around to see if someone else does and check in with them. See if they can go talk to their friend, text their friend to check in, or intervene.

4. **Delay**: For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Then, this might look like asking them, "Are you okay?" or "How can I help you get out of this situation?" This could also look like texting the person, either in the situation or after you see them leave and asking, "Are you okay?" or "Do you need help?"

**Primary Prevention and Awareness Programs**

All employees including managers, staff and faculty attended mandatory training sessions on Sexual Assault prevention, District Policies and Title IX reporting and investigation procedures. Managers attended 8-hour training sessions, Faculty members attended 2-hour training sessions while the classified employees attended their own 2-hour training.

The college will investigate any and all reported incidents of sexual assault, domestic violence, dating violence and stalking. Once a sexual assault is reported to the campus, the Title IX Coordinator will immediately be notified. The public safety department will ensure the incident is reported to the local police agency unless the victim chooses to not report this to law enforcement. The victim should understand the importance of preserving evidence that may be needed in a subsequent criminal prosecution. All administrative investigations are conducted in a confidential manner by trained investigators who receive on-going training in this area.

A victim may seek a restraining order from the Orange County Superior Court by using the hyperlink: [Orange County Court Restraining Order](#). If issued by the court and properly served on the restrained party, the campus will work with the Huntington Beach Police Department to assist in enforcement.
The campus provides a prompt, fair, and impartial investigation and resolution. The campus conducts an administrative investigation and submits a report for any Student Code of Conduct violation(s). The “accuser” and “accused” are both granted specific rights during the administrative process including:

- The right to have an adviser present during any proceeding;
- To be notified simultaneously in writing of the outcome of the proceeding; and
- The right to appeal

The campus employs a variety of sanctions that can be imposed when necessary in student conduct issues. These sanctions include but are not limited to short and long-term suspensions and expulsion. The campus will work with the victim to assist in making changes to their academic schedule to avoid contact with any identified responsible subject(s) or any other adverse impact caused by the incident. The campus has no on-campus student housing but will assist the victim with any other practical aspects of their campus activities.

**Education**

The college coordinates and sponsors educational workshops and classes provided by local community service programs during each semester, which promote the awareness of rape, acquaintance rape, and other sex offenses. Examples of such programs are the Victim/Witness Assistance Program, the Victim/Witness Sexual Assault Services Program, "Stop Gap" theatrical group presentations and programs conducted by the Orange County Sexual Assault Network. Also, the Student Health Center conducts seminars on what women and men should know about date rape in addition to discussion groups focusing on campus sexual assaults and present a mandatory seminar for all athletes during each spring.

**Environment**

The Golden West College Crisis Alert & Safety Committees perform follow-up work to eliminate personal safety hazards. The Public Safety Department provides an escort service from classrooms and offices to the parking lot when requested.

**Services**

Campus Public Safety officers or other college officials will call local police and paramedics when an incident occurs that might be construed by them to involve sexual assault.

**Referral Agencies**

The following referral agencies provide services free of charge:

NATIONAL DOMESTIC ABUSE HOTLINE 24 Hour Hotline 1 (800) 799-SAFE (7233) or for Hearing Impaired callers on video phone 1-855-812-1001 (Monday to Friday, 9 a.m.—5 p.m. PST) or TTY 1-800-787-3224.
Obtaining Registered Sex Offender Information

SEX OFFENDERS ON CAMPUS

The Public Safety Office is located on the south side of the campus off of the Edinger Parking Lot. The office is the one-story building facing Edinger just west of the Nursing Building. Our office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. California Penal Code Section 290(a) (1) requires convicted sex offenders to register while attending classes at any state college or university. The law requires offenders to register with the local Police Agency. Sex Offender Registrants must first register with the Huntington Beach Police Department and then register with the campus public safety office. The following is an excerpt from information published by the Huntington Beach Police Department. It is provided as research material for those who require additional information on the release of “Megan’s Law” information.

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

Megan's Law

California Penal Code Section 290 was instituted to help protect the general public from individuals who have been convicted of a sex crime. These crimes range from misdemeanor indecent exposure to felony rape. Upon their release from custody, sex offenders are required to register on an annual basis at the local law enforcement agency of the city in which they reside. The registrant must also provide information on their place of employment and what type of car(s) they drive. Failure to comply with ALL of the requirements can result in their arrest and subsequent re-incarceration.

Megan’s Law also allows the local law enforcement agency to release identifying information on certain sex offenders, at the agency’s discretion. This decision is based
on the sex offender’s current classification, past criminal history, and the likelihood of the subject to re-offend.

**The Public**

HBPD must balance the privacy rights of the offender with the public’s need to protect itself. Further, there are different statutory classifications of offenders that come into play.

1. “OTHER” — those classified as “Other” are the least serious sex offenders. These offenders have been convicted of a single misdemeanor sex offense.

2. “SERIOUS” — serious sex offenders are those who have been convicted of a single felony sex offense.

3. “HIGH RISK” — high risk sex offenders have been convicted of at least one violent sex offense and several other non-sex offenses.

By law, personal information of offenders classified as “Others” cannot be released to the public. Information on all other classifications can be released at the discretion of the law enforcement agency following prescribed guidelines. The HBPD investigator assigned to the “290” detail conducts a thorough “threat assessment” interview with each offender during their registration. Based on the offender’s interview and past criminal history, a determination is made as to whether or not an information flyer on the subject should be issued to the public.

The Huntington Beach Police Department has a computer terminal that allows access to the Megan’s Law data base information. The computer terminal is adjacent to the Detective Bureau Reception Desk, located on the second floor of the police station at 2000 Main Street. Huntington Beach residents will be able to access the information on Tuesday, Wednesday and Thursday from 1:00 PM to 5:00 PM. Anyone wishing to access the database must present valid picture identification. It is recommended that anyone with questions about this program call the Detective Bureau reception desk at (714) 536-5951.

**VII. Crime Statistics**

Golden West College obtains the crime statistics from local law enforcement in addition to reviewing our internal incident data. The college sends letters requesting crime statistics to the below law enforcement agencies:

- Huntington Beach Police Department
- Westminster Police Department
- Costa Mesa Police Department
- Riverside County Sheriff’s Department
- San Bernardino Sheriff’s Department
- Orange County Sheriff’s Department
- California Highway Patrol
This information is provided to give prospective and current students information to help them make decisions about their potential or continued enrollment in a postsecondary institution. GWC reports the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that were reported to a Campus Security Authority to be included in the below statistics. The Annual Security Report is sent out each year just prior to October 1st via e-mail to all students, faculty and staff.

This crime statistic information is available to the general public at URL: http://www.goldenwestcollege.edu/public-safety/statistics/

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Public Property</th>
<th>Total</th>
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</thead>
<tbody>
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<td>Murder/Non Negligent Manslaughter</td>
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<tr>
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<td>Burglary</td>
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<td>Dating Violence</td>
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<td>Stalking</td>
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**Violence Against Women Act (VAWA):**

<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Public Property</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Domestic Violence</td>
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<td>Dating Violence</td>
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**HATE CRIME REPORTING:**

<table>
<thead>
<tr>
<th>Hate Crime - On Campus</th>
<th>Category of Bias for crimes reported in 2018</th>
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<tbody>
<tr>
<td></td>
<td>Total</td>
</tr>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
<td>0</td>
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<tr>
<td>c. Rape</td>
<td>0</td>
</tr>
</tbody>
</table>
There were no hate crimes reported on campus public property in 2018.

There were no unfounded crimes for the 2018 calendar year.

### Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Law:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Public Property</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td><strong>Liquor Law Violation Arrests</strong></td>
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<tr>
<td>2018</td>
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<td><strong>Drug Law Violation Arrests</strong></td>
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<td><strong>Weapons Law Violation Arrests</strong></td>
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### VIII. Report to DOE via Web Based Data Collection

The Golden West College Public Safety Office provides this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA Public Law 110-315). Crime statistic data is submitted to the Department of Education in accordance with their process and deadlines in order to provide the community, staff, students, and prospective staff and students’ accurate and current information.

### IX. Missing Student Information

(This section is not applicable, as Golden West College does not currently have on-campus housing).

### X. Fire Safety

(This section is not applicable, as Golden West College does not currently have on-campus housing).

### XI. Additional Services and Information

**Campus Guide for Active-Shooter Incidents**

If you are involved in a situation where someone has entered the area and started shooting, the following is a list of actions that are recommended. It should be noted that these types of incident are unpredictable. The below guidelines are recommendations that are based on past best practices, but are subject to change depending on the scenario:

If the shooter is in the building:

1. Exit the building immediately
2. Notify anyone you may encounter to also exit the building immediately
3. Report to your building assembly area which is shown on the campus map (view campus evacuation map). This should be done only if it is reasonably safe to do so. Otherwise, it may be better to leave the campus. Call 911 and the Golden West Public Safety Department (as soon as practical) from any campus emergency phone (view map) or from your cell phone (714) 895-8999.

<table>
<thead>
<tr>
<th>Liquor Law Violation Referrals for Disciplinary Action</th>
<th>2017</th>
<th>1</th>
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<td>2016</td>
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<tr>
<td>Drug Law Violation Referrals for Disciplinary Action</td>
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<td>Weapons Law Violation Referrals for Disciplinary Action</td>
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</table>
The following information should be provided both to the 911 dispatcher and Public Safety operator:

- Your name
- Location of the incident (be as specific as possible)
- Number of shooters (if known)
- Identification or description of shooter
- Number of persons who may be involved
- Number and type of weapon(s)
- Your location

If you are directly involved and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
2. Close and lock the door
3. Cover the door windows
4. Keep quiet and act as if no one is in the room
5. DO NOT answer the door
6. Notify 911 and Public Safety as soon as practical
7. Give the 911 dispatcher and Public safety the following information:
   - Your name
   - Location of the incident (be as specific as possible)
   - Number of shooters (if known)
   - Identification or description of shooter
   - Number of persons who may be involved
   - Wait for local police or security to assist you out of the building.

**Understanding Police Response**

Police are trained to respond to an active shooting incident by entering the building as soon as possible, and proceeding to the area of the shooter(s). They will move quickly and directly. Early on in an incident, they may not be able to rescue people because their main goal is to get to the shooter(s). People need to try to remain calm and patient during this time, so as not to interfere with police operations. Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the Officers who will search for injured parties and get everyone safely out of the building. Do not attempt to get involved during the shooting or after as the police will have no idea about your status as an innocent bystander or an active participant. Let them do their job.

**Mobile Emergency Alerts**

Emergency message notifications will be made via Regroup. All faculty members, staff and enrolled students’ contact information is programed into the Banner system that links to ReGroup. This system is used to send out any emergency notifications via e-mail, text message and phone methods.
Safety Escort Services

24-Hour safety escort services are available for students and staff through the Public Safety Department any day of the week. We are here to help. Please exercise caution and awareness, especially at night, and call for an escort whenever needed. Public Safety may be contacted by using any of the red phones located in visible places throughout the campus, or from a campus telephone by dialing 58924. From an off campus telephone, please call (714) 895-8924. The Public Safety Office is located on the south side of the campus off of the Edinger Parking Lot. The office is the one-story building facing Edinger just west of the Nursing Building. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Our Public Safety Officers are on duty 24/7 and can be reached 24-hours at (714) 895-8924. Please report any suspicious activity by contacting Public Safety immediately.

Lost and Found

Lost articles, which are found on campus, shall immediately be turned into, and can be retrieved from, the Public Safety Office. Articles will be held for 30 days from the date the article is found, after which, if not claimed, will be distributed in accordance with existing District and campus procedures.

Compliance with Traffic Laws

The provisions of the California Vehicle Code have full force and effect on the Golden West College campus and any person driving a motor vehicle thereon is expected to comply fully with these provisions.
Appendix A-1: Campus Map

Arrows indicate the boundary area of the public property outside of the college

Campus Clery boundaries are:

- The west sidewalk of Goldenwest Street between the south side of Edinger north to 100 yards south of McFadden
- The south property line of the CVS Pharmacy and along the east property line of the CVS
- The north sidewalk of McFadden from 100 yards east of Goldenwest St. to the east sidewalk of Gothard
- The east sidewalk of Gothard from McFadden south to 1/10th of a mile north of Edinger
- The north property line of the business property at the north/west corner of Gothard and Edinger
- The west property line of the business complex to Edinger
- The south sidewalk of Edinger from 7261 Edinger to the west sidewalk of Goldenwest St.
Appendix A-2: Campus Property and Campus “Public” Property

[Map showing the Campus Property Boundary and Campus Public Property Area with marked sidewalks: West sidewalk of Goldenwest, North sidewalk of McFadden, South sidewalk of Edinger, and East sidewalk of Gothard.]

Legend:
- Campus Property Boundary
- Campus Public Property Area