

# **EL CAMINO COLLEGE COMPTON CENTER ANNUAL SECURITY REPORT 2016**



**Pursuant to the Jeanne Cleary Act**

**Prepared by  
The El Camino Police Department**

**GENERAL BUSINESS LINE**

**El Camino Police Department (310) 660-3100**

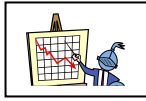
**EMERGENCIES**

**DIAL 3100 from any District phone**

**[campuspolicy@elcamino.edu](mailto:campuspolicy@elcamino.edu)**

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## **PURPOSE OF THE ANNUAL SECURITY REPORT**

The El Camino Compton Center Police Department prepares this report annually to comply with the **Jeanne Clery Disclosure of Campus Security and Crime Statistics Act** using information maintained by the Police Department. The information provided in this report is compiled from incidents reported directly to the Police Department in addition to information that may have been obtained from by other campus offices or persons other than the actual victims and or involved parties such as Student Affairs, Campus Security Authorities, and information provided by local law enforcement agencies surrounding the campus.

**This report provides statistics for the previous three calendar years** concerning reported crimes that occurred within the campus geography as well as incidents adjacent to the campus, in certain off-campus buildings or property owned, leased, or controlled by The El Camino Compton Center.

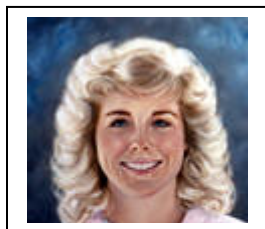
**This report also includes institutional policies** concerning campus security pursuant to Suggested ASR Requirements. Due to the length of some of the pertinent policies, a brief description or digital link may be listed to see the actual policy in detail if desired.

## **NOTICE OF AVAILABILITY OF THIS REPORT**

The El Camino Compton Center distributes a notice of the availability of this Annual Security Report by October 1st of each year to every member of the Campus Community to the best of its ability via a combination of print, email, flyers, hand distribution and printed static media. Anyone, including prospective students, staff, employees and visitors, may view the ASR online or obtain a paper copy of this report from the Compton Center Police Station located in room V-72 between the hours of 8:00 AM -4:00pm.

Printed copies are also available in the **Administration Office** adjacent to the Admissions Office as well as the **Office of Student Life, Human Resources** and the **LSSC Center** during their normal business hours. Additionally this report is available in PDF format on the ECC Student Web ([www.myecc.com](http://www.myecc.com)) as well as the Compton Center Police Department's web site at [campuspolice@elcamino.edu](mailto:campuspolice@elcamino.edu).

If you have any questions, concerns or comments, please contact the El Camino College Police Department at (310) 660-3100 or email at [campuspolice@elcamino.edu](mailto:campuspolice@elcamino.edu).



## The Jeanne Clery Act History

During the early morning hours of April 5, 1986, 18 year old Jeanne Ann Clery, a freshmen student was tortured, raped, sodomized and murdered in her dormitory room at Lehigh University.

Her killer was a known drug and alcohol abuser and a Lehigh student whom Jeanne had never met. Jeanne's parents, Connie Clery and Howard Clery, discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990".

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))* is the landmark federal law, originally known as the **Campus Security Act**, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. **The law is tied to an institution's participation in Federal Student Financial Aid Programs and it applies to most institutions of higher education both public and private.** The Act is enforced by the United States Department of Education. The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation. In 2013 the **Campus Save Act** was enacted.

**The Clery Act requires colleges and universities, including the Compton Center, to publish an Annual Security Report (ASR) by October 1 of each year**, documenting three previous calendar years of select campus crime statistics including security policies, board policies, procedures and information on the basic rights guaranteed to victims of sexual assault. The law requires schools make the report available to all current students and employees, and new or prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the on-line location of the report. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education. The El Camino Compton Center Police Department has been in compliance with the above requirements since their inception and maintains compliance pursuant to the law.



## **HOW WE PREPARE OUR ANNUAL CAMPUS SECURITY REPORT**

In order to meet our requirement we do our best to ensure that this report is complete, accurate and in compliance with the law. This process includes the gathering of crime statistics from neighboring law enforcement agencies as well as those individuals (CSA's) who have been identified on the El Camino College Compton campus as having a significant responsibility for student and campus activities and local law enforcement agencies that have jurisdiction near the campus. Every report is reviewed to be certain if properly categorized and listed in the ASR Report.

### **Mail-Outs**

We mail out questionnaires to Off Campus Locations, CSA's and Neighboring Law Enforcement Agencies requesting crime statistics that may need to be added to our ASR and or may require Timely Warnings or Emergency Notifications to be generated accordingly.

We also work closely with all campus departments & Student Life to ensure that any crimes reported to the staff can be counted even if the victim is non desirous of reporting the crime to the police can still be counted in the annual report. After we have collected crime statistics from the other sources, we compare them with the records maintained by the Campus Police Department to ensure that no offenses have been counted twice. When all statistical information and policy changes have been received, the police department prepares the Annual Security Report and distributes the information in both a printed and on-line format. The required statistical data is also submitted to the Department of Education web site.

### **PUBLIC CRIME LOG REQUIREMENT Crime Log Cite 34 CFR 668.46(f)**

**We are required to have a Public Crime Log.** Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request.

**The Compton Center crime log is stored digitally in our station on a system called Tiburon and on hard copy** which is maintained and kept in the Campus Police station in Room V-72 and is available for review when request are made at least 48 hours in advance. **To request a viewing call campus police at (310) 660-3100.**

# THE EL CAMINO POLICE DEPARTMENT

**The El Camino Compton Center Police Department** is a **P.O.S.T Certified** police agency which has been certified by the State of California Police Officer Standards of Training Bureau which is a state agency that oversees police training and qualifications. The Police Chief is **Michael Trevis who heads both the Torrance and Compton Divisions**. The Compton division normally has ten armed officers including Lieutenant **Ramund Box who heads the Compton Division** along with two sergeants Arnold Jackson, Oscar Zuniga and seven officers each typically working four ten hour shifts or more per week. The police department operates 24 hours a day 7 days a week including all holidays.

The El Camino College Compton Center Police Department enforces and investigate violations of all Local, State, and Federal laws and report all student code of conduct violations to the appropriate Compton Center Authority. **This publication will only address occurrences at the Compton Center Campus.**

**The El Camino Police Department has the primary law enforcement authority for crimes that occur within its jurisdiction pursuant to California Penal code section 830.32(a)** wherein it states that the following persons are peace officers whose authority extends to any place in the state for the purpose of performing their primary duty or when making an arrest pursuant to Section 836 as to any public offense with respect to which there is immediate danger to person or property, or of the escape of the perpetrator of that offense, or pursuant to Section 8597 or 8598 of the Government Code.

## CAMPUS POLICE MISSION STATEMENT

The mission of the El Camino Police Department is “to provide a safe and secure environment while respecting the rights and dignity of all persons.” Our Department employs both sworn and non-sworn employees who work together to provide efficient and effective police services for the campus community.

## POLICE PERSONNEL

Our sworn personnel have completed mandatory training and met all moral requirements in order to qualify for the police authority granted to them by the state of California. Sworn personnel continuously take training courses which enable them to be more pro-active, better community oriented and better able to respond appropriately to deter current crime trends and incidents including violent and violent crimes.

The El Camino Compton Center Police Department maintains an on-going working relationship with Local, State, Federal, and other police agencies which allow us to share information that involves the safety of the campus community and the surrounding area. In 2011 a Detective’s Bureau was implemented to files cases with the Los Angeles County District Attorney’s Office. In some cases crimes such as Rapes or Homicides are submitted to the Los Angeles County Sheriff’s Department, Compton Station 310-605-6500 (LASD). The Compton Station (LASD) has agreed to receive and store evidence as well as to follow up on various crimes filed by officers of the El Camino Police Department when necessary. We are commonly assisted by the Compton Unified School Police as well as the Long Beach Police Department when needed. We provide assistance to these agencies as well.



## **SPECIAL TRAINING**

The El Camino Police Department is well equipped and trains constantly and works to maintain proficiency in its ability to handle a multitude of issues that may arise including Hazardous Materials, Traffic Safety, Suspicious Circumstances, Critical Emergencies, Gang Suppression, Active Shooters, Medical Emergencies and more. In addition each off our officers are required to attend Perishable Skills Training and participate in various online course trainings pursuant to **The California Peace Officer Standards and Training Requirements.**

## **ADDITIONAL NON SWORN ON CAMPUS LAW ENFORCEMENT OFFICERS ARE POLICE CADETS AND COMMUNITY SERVICE OFFICERS**

Sworn officers are not the only members of our agency involved with the community for police services. Our non-sworn staff is available to assist the campus community generally during school hours. We employ Police Cadets and Community Services Officers who assist the police in a wide variety of assignments such as traffic control, campus monitoring, reporting incidents and parking related matters. They are often available for instructors and students who need access to a campus facility or assistance with minor matters that do not require a Policemen's assistance. The Cadets also write Parking citations but are not assigned to make arrest.

## **E.C.P.D POLICE DEPARTMENT'S HOURS OF OPERATION**

The police department operates 24 hours a day and 7 days a week, including holidays. We have a 24 hour dispatcher on duty at all times. In case of emergency, you may dial (310) 660-3100 or 911 from any campus desk phone, (make sure you specify that you are calling from or regarding the Compton Center).

The El Camino Compton Center Police Department uses uniformed police officers, Detectives, and, occasionally, plain clothed officers to patrol the campus on foot, in carts, on bicycles and in both marked or unmarked emergency vehicles, 24 hours per day and 7 days per week. It is our policy to promptly take accurate reports whenever an incident occurs. We additionally provide Mutual Aid to other surrounding police agencies when needed including The Los Angeles County Sheriff's Department, Compton Code Enforcement, Long Beach Police Department, Compton Unified School Police as well as Long Beach Public Safety for Schools.



## WHAT CLERY ACT VIOLATION STATISTICS ARE IN THIS EDITION OF THE C.E.C ANNUAL SECURITY REPORT?

### This year's Definitions for Clery Act Reportable Crimes:

- **Murder/Manslaughter** – defined as the willful killing of one human being by another.
- **Negligent Manslaughter** – defined as the killing of another person through gross negligence.
- **Rape** -The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. (FBI Uniform Crime Reporting Definition). **Forcible rape is defined as any sexual penetration directed against another person (including oral, anal or by use of an object) against that person's will, regardless of the victim's age.**
- **Statutory Rape**-The criminal offense of statutory rape is committed when an adult sexually penetrates a person who, under the law, is incapable of consenting to sex. Minors and physically and mentally incapacitated persons are deemed incapable of consenting to sex under rape statutes in all states.
- **Fondling-Pursuant to 42 USCS § 15609** [Title 42. The Public Health and Welfare; Chapter 147. Prison Rape Elimination], the term "sexual fondling" means the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification
- **Incest-a person commits incest** if he marries or engages in sexual intercourse with a person he knows to be, either legitimately or illegitimately: His ancestor or descendant by blood or adoption; or His brother or sister of the whole or half-blood or by adoption; or His stepchild or stepparent.
- **Robbery** – defined as taking or attempting to take anything of value from, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** – defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary** – unlawful entry of a structure to commit a felony or a theft where there is evidence of unlawful entry (trespass), which may be either forcible or not involve force. **Unlawful entry must be of a structure** - having four walls, a roof, and a door where there is evidence that the entry was made in order to commit a felony or theft.
- **Motor Vehicle Theft** – theft or attempted theft of a motor vehicle. (Stolen Vehicles)
- **Arson** – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Intimidation / Bullying**– to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.



### Other Clery Act Violations Include

- **Liquor Law Arrest / Liquor Law Referrals / Drug Law Arrest / Drug Law Referrals / Weapons Law Arrest / Weapons Law Referrals**

### HATE CRIMES

#### Categories of Prejudice Related to Hate Crimes

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.
- **Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- **Ethnicity/national origin** – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.
- **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

#### NEW CLERY CRIME CATEGORIES FOR 2014 & 2015

- **DOMESTIC VIOLENCE** is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.
- **DATING VIOLENCE** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- **STALKING** is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety, the safety of others or suffers substantial emotional distress.
- **SEXUAL HARASSMENT** is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence. Electronically recording, photographing, or transmitting intimate or sexual utterance, sounds
- **NEW SEXUAL ASSAULT CATEGORIES FOR THE YEAR 2015 ARE RAPE , STATUTORY RAPE, FONDLING AND INCEST INCLUDING FOUNDED AND UNFOUNDED CRIMES**
- **HAZING** is the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.

## CRIME REPORTING



### **Board Policy 3515 Reporting of Crimes**

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to Campus Police and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by State and Federal law.

**FOR MORE INFORMATION ON ANY LISTED BOARD POLICY IN THIS REPORT YOU MAY GO TO [http://district.compton.edu/board\\_of\\_trustees/policies\\_and\\_procedures.asp](http://district.compton.edu/board_of_trustees/policies_and_procedures.asp)**

### **HOW TO REPORT A CRIME OR INCIDENT TO THE EL CAMINO POLICE DEPARTMENT**

**The Compton Center encourages the reporting of all crimes and has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate campus officials.**

In the event you need to contact the Compton Center Police Department, dial 911 from any Compton Center Office Phone or Class Room. You may also direct dial our 24hr. dispatch at (310) 660-3100 from these phones.

Additionally we now have **Blue Emergency Pole Stations** throughout our campus which are operational to afford you the added ability to contact us when needed.



You may also come to our station located in room V-72 which is about 30 feet northwest of the gymnasium to file a report at any time. In the event that the station clerk is not at his or her desk, the **24 hour Dispatch Center Phone Number is posted on the window indicating you should dial (310) 660-3100**. Be certain to indicate that you are on the Compton Center Campus because the phone number for both the Compton and Torrance Locations is the same.

If you are calling 911 from a cell phone on campus, ask to be connected to the El Camino Police Department. You may also contact the **Compton Sheriff's at area code (310) 605-6500**.

It is critical for the safety of the entire Compton Center Community that you immediately report all incidents so that the Campus Police can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning or Emergency Notification.

### **Things we would need to know if you call for help**

It is very important to us to know exactly **where you are** when you call. Whenever possible please note the location (room number, building, parking lot or street) where the incident occurred. If a car is involved get a **plate number**. If a crime has occurred and the perpetrator is no longer near you, try to remember **the route he or she took** to leave the area. Tell us in simple language exactly what happened. Tell us if the incident is ongoing or how long ago it occurred. **Describe the perpetrator's physical characteristics?** (Race, sex, height, weight, hair color, clothing worn, etc.) Please stay on the phone until the dispatcher completes the call. Be prepared to be placed on hold while the dispatcher conveys information to emergency responders. Be prepared to explain how the incident occurred.



### **HOW TO REPORT A CRIME OR INCIDENT TO E.C.P.D. CONFIDENTIALLY**

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage campus community members to report crimes promptly and to support crime prevention efforts. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the College or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. **The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential**, while taking steps to ensure your safety and the safety of others. The confidential reports allow the college to take action and to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report. In limited circumstances, the department may not be able to assure confidentiality and will inform you in advance in those cases. Make your confidential report at (310) 660-3100.

### **“THE WE TIP PROGRAM”**

The El Camino Compton Center has established a “We Tip” Program wherein you may report crimes and incidents **anonymously to the police**. If you are interested in reporting a crime anonymously, you can utilize the Campus Police “We Tip” Program, which can be accessed by dialing **(800) 782-7463** or online at [www.wetip.com](http://www.wetip.com) : . It is our policy to not attempt to trace the origin of the person who submits this information in this form, unless such is deemed necessary for public safety.

### **HOW TO REPORT CRIMES THAT OCCUR AT OFF CAMPUS LOCATIONS**

Report your incident to any College Administrator or Official. If you need the police and are off the main campus contact the police for the city you are in or dial 911 from any phone. If they can not assist you ask to be transferred to the ECPD Dispatch Center at 310-660-3100 for assistance.



## C.S.A. RESPONSABILITES

**The College prefers and encourages all campus community members and visitors to promptly report all crimes and other emergencies directly to the Campus Police Services at (310) 660-3100 or 911, we also recognize that some may prefer to report to other individuals or campus offices.**

**The Clery Act recognizes certain campus officials as “Campus Security Authorities (CSA).” The act defines these individuals as “officials of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.**

**An official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

**A Campus Security Authority HERE AT THE COMPTON CENTER is an employee or official who has significant responsibility for student and campus activities is considered a campus security authority.** For example, a dean of students who oversees student housing, a student center, or student extracurricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, **team coach**, and faculty advisor to a student group also has significant responsibility for student and campus activities.

### **Pastoral and Professional Counselors Campus security authority cite 34 CFR 668.46(a)**

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by the college to serve in a counseling role **are not considered Campus Security Authorities when they are acting in the counseling role.** As a matter of policy, the college encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

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

*The Compton Center does not have pastoral counselors however, all Compton Center students who have paid their student health fees are eligible to use professional counseling services provided by Clinical Psychologist Dr. Janet Schaffer at the El Camino College Torrance campus located at 16007 Crenshaw Blvd., until 12/31/16 Torrance, CA 90506. (310)660-3595 EXT.3660*

**Professional and pastoral counselors are excluded from reporting requirements of other CSA’s and protected under the law in similar fashion to the Doctor Client Privacy Privilege.** Therefore, in order to ensure that victims have access to confidential counseling, professional and pastoral counselors, as defined in the regulations are not required to report

crimes discussed with them in their roles as counselors when they are functioning within the scope of their license or certification. Other confidential reporting options are encouraged to obtain statistical data without infringing on an individual's expectation of confidentiality.



## BOARD POLICY

### **BP 8400 Reporting of Crimes Issued: October 20, 2009**

Reference:

Education Code Section 67380

“Crime Awareness and Campus Security Act of 1990” (PL 101-542 & PL 102-26)



## BOARD POLICY

### **BP 7700 Whistleblower Protection Issued: June 8, 2010**

Reference:

Education Code Sections 87160-87164

Labor Code Sections 1102.5, 2698

Government Code Section 53296

Applicable Administrative Regulation:

AR 7701 Whistleblower Reporting Protocols

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES POLICIES



## BOARD POLICY

**COMPTON COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES POLICIES**

AR 7701 Whistleblower Reporting Protocols Issued: September 6, 2013

FOR MORE INFORMATION ON ANY LISTED BOARD POLICY IN THIS REPORT YOU MAY GO TO [http://district.compton.edu/board\\_of\\_trustees/policies\\_and\\_procedures.asp](http://district.compton.edu/board_of_trustees/policies_and_procedures.asp)



### **BOARD POLICY**

#### **BP 8100 Campus Safety Issued: October 20, 2009**

Applicable Administrative Regulation:

AR 8101 Campus Safety Protocols

COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES



### **BOARD POLICY**

#### **Board Policy 7600 Police Department**

The Board has established a police department under the supervision of a Chief of Police. The department shall have primary jurisdiction to enforce the law on or near the campus and other grounds or properties owned, operated, controlled or administered by the District.



### **BOARD POLICY**

#### **Board Policy 3520 Local Law Enforcement**

El Camino College shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes defined by law as willful homicide, forcible rape, robbery and aggravated assault occurring at each location.

FOR MORE INFORMATION ON ANY LISTED BOARD POLICY IN THIS REPORT YOU MAY GO TO [http://district.compton.edu/board\\_of\\_trustees/policies\\_and\\_procedures.asp](http://district.compton.edu/board_of_trustees/policies_and_procedures.asp)



## **TIMELY WARNINGS**

We are required to issue timely warnings regarding threats or crimes which pose a serious or ongoing threat to students, visitors and employees on our campus as well as off campus locations. We provide timely warnings in a manner likely to reach all members of the campus community. This mandate has been part of the Clery Act since its inception in 1990.

In addition to the required annual campus security report, schools are required to provide a timely warning to the campus community of any occurrences of the following crimes that are reported to campus security authorities or local police agencies and are considered to represent a serious or continuing threat to students and employees.

These crimes are –

- Criminal homicide, including (a) murder and non-negligent manslaughter, and (b) negligent manslaughter;
- Forcible and non-forcible sex offenses;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft; and
- Arson;
- Hate Crimes separately by category of prejudice and any other crime involving bodily injury reported to local police agencies or to a campus security authority that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability;
- Arrests for violations of liquor and drug law violations, and illegal weapons possession; and
- Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.

A school is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor as these positions are defined under 34 CFR 668.46(a)



## **TIMELY WARNINGS EXECUTED AT THE COMPTON CENTER**

**Cite 34 CFR 668.46(e)**

Timely warnings are executed in the form of printed flyers, emails, verbal announcements and social media created by the El Camino College office of public information campus police department to inform the campus community about ongoing incidents that may pose a threat to their personal safety or property of the college community. In other words, a timely warning will be issued without delay whenever campus police is alerted regarding ongoing crimes which may affect the campus community, persons near the campus or attendees and employees at off campus locations. The process for posting timely warning will include the following,

- El Camino College Police Lieutenant. Ramund Box will be presented with documentation (such as a police report(s) or letter from a Law Enforcement Agency) regarding any local crime which may affect the Compton Campus. He will evaluate, confirm or negate whether such crimes meet the requirements of a timely warning. Crimes that qualify will be forwarded to Ann Garten for finalization for dissemination to the proper segments of the campus community or surrounding areas.
- El Camino College Police Chief Michael Trevis will receive and evaluate the same document(s) forwarded to him by Lt. Box
- The final wording and actual printed or broadcasted release will be authorized by Ann Garten whom is the Director of Community Relations for both El Camino College and the Compton Center.
- Ann Garten may be reached at (310) 660-3406
- VP Barbra Perez, State Trustee Thomas Henry and the College Provost/CEO, Dr. Keith Curry will be notified prior to release.



## EMEGENCY NOTIFICATIONS

We are required to inform the campus community about any “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus As soon as possible. **In such cases notifications shall be made without delay.**

**An Emergency Notification includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak, active shooter).** Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

Our Emergency Notifications Systems, Evacuation Plans and Procedures are tested annually during the “California Great Shake Out Earthquake Drill each year since 2005. The notifications are accomplished through the use of loud speakers, campus wide phone messaging, emails, physical and verbal direction from our campus building captains in addition to digital emergency alerts on “Nixle” which is a mass notification messaging system that goes instantly to cell phones of all subscribers which is available to all students and staff on the campus web-site free of charge. We debrief and evaluate after each drill.

**The process for posting Emergency Notifications will include the following,**

- **El Camino College Police Lieutenant Ramund Box** will be presented with documentation (such as a police report(s) or letter from a Law Enforcement Agency) regarding any immediate threat which may affect the Compton Campus or off campus location. He will evaluate, confirm or negate whether such crimes meet the requirements to warrant an Emergency Notification. Crimes that qualify will be forwarded for finalization to Ann Garten and then to the appropriate campus segments.
- **El Camino College Police Chief Michael Trevis** will receive and evaluate the same document(s) forwarded to him by Lt. Box
- The final wording and actual printed or broadcasted release will be authorized by Ann Garten whom is the Director of Community Relations for both El Camino College and the Compton Center.
- Ann Garten may be reached at (310) 660-3406
- VP Barbra Perez, The office of Public Information, State Trustee Thomas Henry and the Provost/CEO, Dr. Keith Curry will be notified.

Our goal is to notify the campus community in a timely manner in order to prevent any member of the campus community from becoming a victim.

### **Disseminating Emergency Communications/Notifications:**

Currently, El Camino College provides emergency notifications to students and employees via email and reverse 911 office phones, as well as postings to the ECC website. El Camino College is now utilizing a new communications service that allows us to send important emergency information directly to students and employees using the latest technology. The Nixle Community Information Service allows us to create and deliver messages to subscribers instantly via cell phone text message and/or email. Notifications may also be accessed online at [www.nixle.com](http://www.nixle.com). When receiving these emergency notifications, they will be rated according to the college's emergency designations.

### **There are 3 types of alerts/emergency notifications:**

- Alerts – Emergencies, imminent action/response needed
- Advisories – important notice, no action needed at this time
- Community – Parking Lot Closures, etc

Employee and student actions will be determined by the “level of emergency.” Messages may include emergency notices regarding crime, earthquakes, gas leaks, etc., as well as other safety information. This free service is secure, reliable and easy to use.

How to Sign up for Nixle:

If you wish to receive important information via text message, email, or Web go to [www.nixle.com](http://www.nixle.com) and click on “Sign up Free”. Nixle is a communication system coordinated through ECC PD. Interested parties may subscribe to Nixle for messages to be delivered via:

- Email
- Text to mobile device
  - User must OPT-IN and provide current cell number.
- Nixle Web page (must log into your Nixle account)
  - Users may also subscribe to other area alerts (e.g. Home address) on the Nixle Website. Click on the Locations tab, and “add location”, where you will be prompted to enter address or zip code for notifications from other areas.

Additionally, iPhone users may download the Nixle App from the Nixle Website or App Store. Note: When signing up for Nixle, you must type in El Camino College's address in order to be directed to receive notices from the ECC PD.

### **Alerts via Facebook and Twitter:**

If you have a Facebook and/or Twitter account, you may elect to receive notices via the college's Facebook and Twitter pages.

#### **Facebook:**

- Go to [www.elcamino.edu](http://www.elcamino.edu) and click on “Facebook” logo on the top right of the page.
- Then “Like” the El Camino College Facebook page.

#### **Twitter:**

- Go to [www.elcamino.edu](http://www.elcamino.edu) and click on the “Twitter” logo on the top right of the page.

Thank you, as always, for your efforts and support as we continue to provide a safe college environment.

**The Compton Center is required to have an Evacuation Plan for students, faculty, staff and visitors to follow in the event of an emergency.**

### **EMERGENCY EVACUATION PLAN**

The Current Evacuation plan used by the Compton Center was first drafted in 2003 members of the Compton College Police Department and has been revised annually. The Evacuation Plan has been **tested annually during The “California Great Shake Out Drill”** Wherein the entire State of California including most public offices, police departments, fire departments, public works, Southern California Edison and others all participate in a simulated Earthquake Drill. The drill date is publicized electronically and via printed posters and flyers as well as through the News Media. We train with our building Captains throughout the year and equip them to stay prepared.

Each year here at the Compton Center Lt. Ramund Box and Wendell Haynes **conduct a debriefing after each drill to evaluate the performance of all parties who participated.** From the debriefing we note any deficiencies, problems or ideas for improvement and that information is shared with The State Trustee, The CEO and the Board of Trustees for the Compton Center. The average time for the last decade to evacuate our campus is twelve minutes.

### **HOW THE EVACUATION PLAN WORKS**

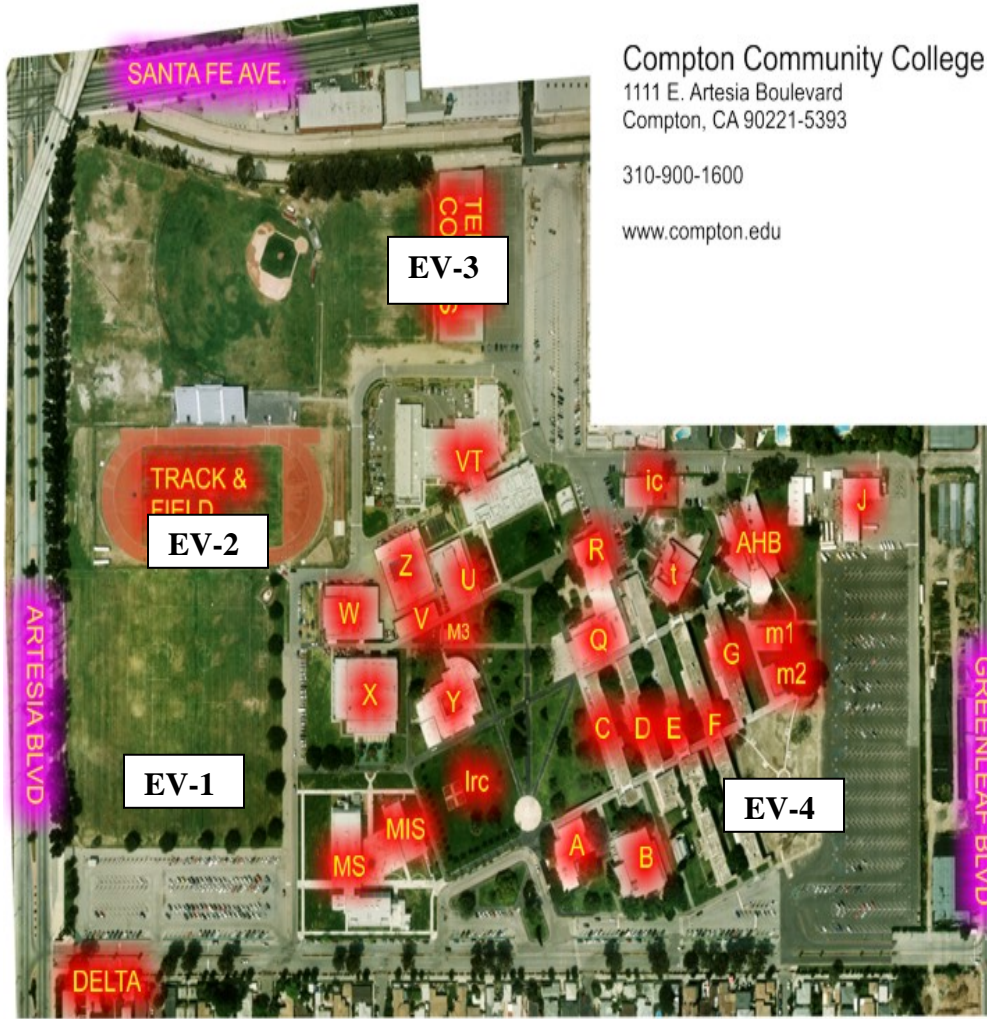
There are four evacuation points on the Compton Center Campus. Faculty, Staff and students have been trained to know which of the four Locations they should report to. An overview of the Evacuation Procedure is available here.

Depending on the type of emergency an order from Police Supervision or the senior officer on duty will be given to initiate the evacuation procedure. Our Emergency Operations Center may be activated wherein key people from the Police Department, Administration, Maintenance & Operations, Fire Department, Public works, City of Compton, Area E and others will report to systematically manage, document and mitigate the incident. During non school hours the evacuation of visitors and staff is handled by the campus police and the Emergency Operation Center is activated if needed. During school hours when safe, physical evacuation to the four evacuation points is achieved by a combination of deploying our pre-appointed building captains who assist by giving verbal direction to walk people to evacuation points from every building on campus along with Campus Police Using PA’s , lights and sirens, in addition to Police Cadets, Community Service Officers digital phone, voice, text and web messages on “Nixle” which is a web based notification system free to all who subscribe. It allows for the direct dissemination of information and pertinent updates for any relevant campus emergency. The four evacuation points are listed below as **EV-1, EV-2, EV-3 and EV-4.**

# EL CAMINO COMPTON CENTER

## ARIAL VIEW MAP

### OF OUR CAMPUS GEOGRAPHY AS OF 01-01-2016



**Compton Community College**  
 1111 E. Artesia Boulevard  
 Compton, CA 90221-5393

310-900-1600

[www.compton.edu](http://www.compton.edu)

- [Campus Directory](#)
- A - Administration  
     Superintendent/President  
     Records/Counseling
  - B- Library/Classified Personnel
  - C- Academic Affairs/  
     Business Affairs/Human Resources
  - D- Welcome Center/Transfer Center  
     CalWorks/Upward Bound  
     Special Services
  - E- Social Science/Family Studies  
     Telecommunication Studio/  
     Digital Photography
  - F- Language, Reading, Journalism  
     DSP&S
  - G- Spanish/Academic Senate  
     Learning Center
  - J- Maintenance/Shipping & Receiving  
     Warehouse
  - Q- Student Lounge/Cafeteria
  - R- Bookstore/Student Life/Staff Lounge
  - T- Child Development Center
  - U- EOP&S/Women's Locker Room
  - V- Financial Aid
  - W- Physical Education/Men's Locker Room
  - X- Gymnasium
  - Z- Swimming Pool
  - AHB - Human Services/Nursing/Assessment Center
  - MS- Math Science/MESA/Upward Bound MS/  
     Observatory
  - MIS- Management Information Systems/Print Shop
  - VT- Engineering/Business/CIS/COT/Machine Shop  
     Diesel/Auto/Welding/Auto Shop
  - Delta - Foster & Kinship Care Education
- Modules
- M1 - ESL/Speech
  - M2 - Americorps
  - M3 - Kollege for Kids
  - M4 - Administrative Affairs
- Under Construction
- IC - Infant Care Development Center
  - LRC - Learning Resource Center



## **EL CAMINO COLLEGE COMPTON CENTER Procedures for Emergencies**

### **IN CASE OF EMERGENCY**

**Dial 911 from any campus phone (for El Camino College "911 emergencies" from mobile phones, call 310-660-3100)**

All members of the campus community are strongly encouraged to read and understand these procedures BEFORE an emergency occurs.

Be prepared: Please re-familiarize yourself with these procedures on a regular basis.

### **BEFORE THE EMERGENCY**

- Be aware of your surroundings and stay prepared.
- Find your primary AND secondary exits.
- Identify your location's evacuation area. (Contact the instructor or Building Captain)
- Take note of the nearest fire alarm pull station, emergency phones, office phones, and campus pay phones.
- Have personal contact information handy.
- Keep halls and exits clear.
- Correct or report hazardous conditions.
- Note the El Camino College Campus Police 911 Emergency direct-line for mobile phones: 310-660-3100.

Individuals with disabilities should use the "buddy system" to identify others available to provide assistance. At least two "buddies" should be identified at the beginning of each class, term, project, or job-ask your instructor or supervisor, or contact the Special Resource Center.

### **EMERGENCY EVACUATION**

- Begin evacuation any time you hear an alarm, smell smoke or see flames, or are directed by instructor, Building Captain, or other authority.
- Proceed to the nearest safe stairwell and/or site. **DO NOT USE THE ELEVATOR.**
- Stay calm, move quickly, and do not run.
- Provide help to those who need assistance.
- Report to your location's evacuation area. (Contact the instructor or Building Captain)
- **DO NOT RE-ENTER THE BUILDING** until told to do so by the Building Captain or other emergency officials. **NO MEMBER OF THE FACULTY, STAFF, OR STUDENT BODY SHOULD ATTEMPT TO RE-ENTER INTO ANY DISTRICT BUILDING UNTIL GIVEN APPROVAL BY THE ECC INCIDENT COMMANDER.**

**Individuals not able to use the stairs may request assistance from anyone available to provide it. Use of the "buddy system" (refer to Before the Emergency) may be more effective. If unable to get evacuation assistance immediately, those not able to use the stairs should proceed to the nearest accessible stairway landing to wait for assistance.**

## **POWER OUTAGE**

- Stay calm and remain in place, if safe to do so. Turn off all light switches, except one.
- Pay attention to instructions from an instructor, Building Captain, or other authority.

## **EARTHQUAKE**



### **BEFORE AN EARTHQUAKE**

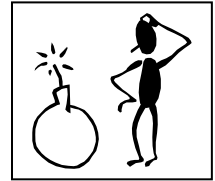
- Determine ahead of time the safest location for you to duck, cover and hold. Individuals in wheelchairs should not attempt to duck, cover, and hold. Rather, position, against a wall and away from windows, if possible and lock wheelchair brakes.
- Look for items placed on shelves or elsewhere above you that are heavy and/or loose and might fall if there is shaking or a sharp jolt. Secure such items, or report them to an instructor or other authority, and move to another area.
- Note Emergency Exits.
- Keep emergency exits clear of boxes and other items that may shift and fall and block your exit in an earthquake.

### **IF AN EARTHQUAKE OCCURS DUCK, COVER & HOLD**

- **DUCK:** Immediately duck down close to the floor and seek cover.
- **COVER:** Take cover under a table, desk, other sturdy furniture, or stay close to an interior wall and cover your head and neck with your arms.
- **HOLD:** If you are under something, hold onto it and be prepared to move with it.
- **Windows/Glass-**Stay clear of windows and glass to reduce the risk of being injured by flying broken glass.
- Remain in the **HOLD** position until all of the shaking has stopped!
- Aftershocks are likely; be prepared to duck, cover, and hold again.
- **NOTE:** Do not run for a doorway for protective cover. Ducking under a sturdy surface is safer. If the doorway is your only option, drop down to the floor and brace yourself so your back is to the doorjamb, where the door is hinged to the frame. Watch for moving objects.

## **AFTER THE SHAKING STOPS**

- Keep calm. Do not go outdoors, unless told to do so by emergency officials, or unless there is immediate danger from fire, the smell of natural gas, or signs of severe structural damage. You are in greater danger outside from falling glass and debris.
- Check area for hazards, including broken glass and objects that might fall in an aftershock; consider such hazards in choosing your exit route.
- Provide help to those who need assistance.
- If trained, render first aid. If not trained, assist those rendering first aid.
- Cooperate with instructor or other emergency authority. Assist in making the area safe for aftershocks by moving items that did not fall in the initial earthquake, but may fall in an aftershock.
- Clear emergency exits of debris, if safe to do so.
- If a fire occurs, activate the nearest fire alarm pull station.
- Refrain from using the telephone, except to report life-threatening emergencies.
- Hang up any telephone receivers that were knocked off during the earthquake.



## **BOMB THREAT**

If evacuation is required, take all personal items with you.

If a suspicious object or potential bomb is discovered, **DO NOT APPROACH OR HANDLE THE OBJECT; CLEAR THE AREA; AND CONTACT CAMPUS POLICE.**

If a phone call bomb threat is received, ask the caller the following questions and record or write down the answers:

- When is the bomb going to explode?
- What does it look like?
- What will cause it to explode?
- Where is the bomb located?
- What kind of bomb is it?
- Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record helpful information including time of call, age and gender of caller, speech pattern/accents, caller's emotional state and any background noise.





## **IN CASE OF FIRE**

- Pull the nearest red fire alarm pull station.
- Contact Campus Police by dialing 911 using any campus phone (including all pay phones), or by dialing 310-660-3100 on a mobile phone (911-type emergencies ONLY)
- Be prepared to:
  - Describe the situation.
  - Give your location.
  - Do not hang up until the dispatcher tells you to do so.
- Only attempt to extinguish a fire if you find it is safe to do so. Read and follow instructions on fire extinguishers.
- Alert others in your area to go to your location's evacuation area. (Contact your instructor or Building Captain.)
- As you evacuate the area completely, close but do not lock doors, after last person has exited.
- Use the nearest stairwell and/or exit; **DO NOT USE THE ELEVATOR.**
- Try to stay low to the floor if smoke is present.



## **SHELTER-IN-PLACE**

In certain situations, (\*e.g., the presence of chemical, biological, or radiological contaminants; acts of terrorism or other violence; extreme weather; and some earthquake scenarios) it may be best advised to shelter-in-place, rather than evacuating.

How to shelter-in-place:

- Stay calm and remain quiet.
- Do not activate fire alarms, unless there is a fire.
- Individuals in outdoor areas or hallways should seek shelter in the nearest safe classroom, office, or other room.
- Close and lock all doors and windows and close window blinds, shades, and curtains.
- If explosions or gunshots are heard, get down on the floor and stay low-away from doors and windows.
- Shelter-in-place until given an all-clear



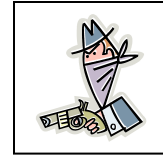


## **MEDICAL EMERGENCY**

- Survey the scene; determine if it is safe for you to help. Do not attempt to move seriously injured persons, unless they are in immediate danger of further injury.
- Use the 3 Cs-CHECK, CALL, CARE: Check the victim(s) for consciousness, turn to someone to Call 911 using any campus phone, and return attention to the victim(s) to provide Care in the form of first aid or CPR, if trained to do so.
- When calling 911 for Campus Police, be prepared to give:
  - The number of victims, approximate age(s), and gender(s);
  - Your name, telephone number, and location;
  - Victim location(s);
  - The nature of the medical emergency;
  - What help, if any is being given; and,
  - Any other information requested by the dispatchers.
- **DO NOT HANG UP THE PHONE UNTIL THE DISPATCHER TELLS YOU TO DO SO.**
- If available, send someone to meet and direct Campus Police.
- Stay calm.

Unfortunately, it is not possible to foresee every potential scenario. Individuals are advised to use his or her best judgment in applying these and other procedures in the event of any emergency. Your safety and the well-being of others depend on good decisions and seeking and obtaining the services of established emergency personnel (police, fire, medical, and Building Captains) in any emergency.

## ACTIVE SHOOTER PREPAREDNESS TIPS



What to do if an active shooter is in your immediate presence...

Early detection of individuals demonstrating odd or threatening behavior may be the best method for reducing the likelihood of active shooter events. If you notice odd or threatening behavior in any individual on campus, report it to Campus Police at 310-660-3100. The El Camino Police Department has exceptional resources to assist students, faculty, and staff.

The following information is not intended to frighten, it is intended to inform and to enhance personal safety. "Active shooter" is the term used to describe a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

Because active shooter situations are often over within 10 to 15 minutes--and before law enforcement arrives. We at E.C.P.D. are prepared both mentally and physically to deal with an active shooter situation. This document provides all members of the college community with prevention, personal safety, and preparedness tips for active shooter situations.

**Remain calm.** Your urge may be to panic. This is completely natural, but if you can resist the temptation and shift to a survival mentality, your chances of survival will increase.

**Assess the situation,** and begin to make decisions based on your personal choices. Silence your cell phone.

If it is safe to do so and only once you have identified an escape route, evacuate the building or area. Leave your belongings, and try to avoid touching anything that may be used as evidence. Seek shelter in a secure location (preferably a room with a door).

If you are unable to find a secure location and/or safely evacuate, conceal yourself by hiding behind solid objects (e.g. car, trash can, tree, wall, furniture, etc.) or shield yourself by moving as many items between you and the active shooter.

Wherever you are, crouch down and spread out so that individuals present a smaller target to the active shooter.

Remain secure until directed by a police officer, a Public Safety Officer. When you are sheltering in place, do not open the door for anyone other than a police officer.

Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer or Public Safety Officer. Be sure to ask for identification.

If you are inside a room, office, or other enclosed space or able to safely seek shelter in an enclosed space, close all windows and doors and lock them if possible and safe to do so. Especially if you are in a room where the door opens into the hallway and/or you are unable to

lock the door, create obstacles that may block entry into the room by placing items (e.g. desks, chairs, cabinets, book shelves, etc.) between you and the doors and windows. If applicable, close blinds or curtains, and move away from the doors and windows.

If you are in an open area or if you are outside and are unable to safely seek shelter in a secure location, conceal yourself by hiding behind solid objects (e.g. car, trash can, tree, wall, furniture, etc.).

Wherever you are, crouch down and spread out so that individuals present a smaller target to the active shooter. When safe, help those with disabilities and others who may need assistance. If you are indoors and it's safe to move about, turn off the lights, and eliminate all noise (e.g. silence cell phones, turn off televisions and music), and remain quiet to give the impression that the space is vacant. As soon as it is safe, call 911 or 310-660-3100

### **IF YOU ARE CORNERED AND AN ATTACK IS CERTAIN AND YOU HAVE NO ESCAPE**

As a last resort once all other options have been exhausted your life is in imminent danger it will be natural to panic but you must force yourself to go into survival mode. If you are able to do so, arm yourself and create barricades. If you are with others and there is no option, formulate a plan of unified attack against the shooter because it may be your only chance of survival.

**If the active shooter is not in your immediate presence...**

**When calling 911 or 310-660-3100, the following information would be helpful:**

- Location of the active shooter or shooters.
- Number and physical description of shooters.
- Number and type of weapons held by shooters.
- Number of potential victims at the location.

**When police officers arrive on scene, their priority is to locate and neutralize the active shooter. During this time, they may not be able to provide medical or evacuation assistance.**

**When confronted by a police officer:**

- Remain calm and follow instructions.
- Put down any items in your hands (e.g. bags, jackets, cell phone, etc.).
- Raise hands, spread fingers, and keep hands visible.
- **Avoid quick movements toward officers**, and do not hold onto them for safety.

The officers of the El Camino Police department are trained and equipped to respond to Active shooter Incidents and will do their best to ensure your safety by providing the most immediate tactical response possible. In any case their first priority will be to neutralize the threat. All other aid and recovery will be rendered after the threat has been neutralized.

The preceding information regarding Active Shooters has been provided to educate and inform the campus community that we continually train and prepare to promote a safer campus environment for students, faculty, staff and the multitude of visitors who populate our campus on a daily basis.



## **REQUIREMENT TO COMPILE FIRE REPORTS FOR THE ASR**

Schools are required to compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public. Here at the Compton Center we maintain records of all reported fires on campus and include them in our ASR even though we are exempt from the requirement to do so.

***El Camino Compton Center does not have student housing facilities at this time and is exempt from the Fire Report Requirement***



## **HOW FIRES ARE HANDLED ON CAMPUS**

Currently when a fire is discovered or reported on campus, the Campus Police and or M&O are normally the first to arrive on scene. The Campus Police quickly assess reports of smoke or fire and if they are able they may extinguish small fires. In all other cases the Compton Fire Department is the responding agency that handles fires and other Hazmat incidents for our area. If you see or suspect a fire dial 911 or contact the Campus Police at (310) 660-3100



## **BOARD POLICY**

**BP 8200 Emergency Response Plan Issued: October 20, 2009**

References:

Education Code Sections 32280 et seq. and 71095

FOR MORE INFORMATION ON ANY LISTED BOARD POLICY IN THIS REPORT YOU MAY GO TO [http://district.compton.edu/board\\_of\\_trustees/policies\\_and\\_procedures.asp](http://district.compton.edu/board_of_trustees/policies_and_procedures.asp)



## **MISSING STUDENTS**

### ***Missing Student Policy***

The Higher Education Opportunity Act of 2008 (effective August 14, 2008) requires any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures. The District is required to enact policies and procedures to handle reports of missing students however *we are exempt from portions of the requirement based on the fact that we do not have “On Campus Housing”*

## **OUR CURRENT PROCEDURE**

When it is determined that a student is apparently missing from the College, the Compton Center Community is instructed to contact the Campus Police by dialing (310) 660-3100. Currently, when the Campus Police take reports regarding Missing Students we investigate them immediately even if 24 hours has not yet passed. We additionally employ the help of neighboring police agencies as well to assist finding missing persons. In most instances, other police agencies will lend their assistance to locate persons whom have been missing more than 24 hours.

## **REPORTING PARTIES**

We advise those who report missing persons that their contact information is registered but kept confidential in most instances. We also advise reporting parties that if the missing person is under 18 years of age, the Custodial Parents must be notified unless the child has been legally emancipated from their parents in a Court of Law prior to the incident.



## **STUDENT DISCIPLINE BRIEF**

### **Board policy 5500**

Every student who attends the El Camino Compton Center may obtain a student handbook from the Office of Student Life located in Building “R”. The handbook details in writing a multitude of information to students including the “Student Rules of Conduct” and “Student Rights”. This handbook gives students a guideline for how they should conduct themselves. The Handbook also gives them a detailed description of their rights in the event they are accused of breaking the rules or have a grievance. The excerpt on discipline in this booklet is a brief overview. Consult the Student handbook for full disclosure on disciplinary procedures

Student discipline is handled by the Office of Student Life and the current **Director of Student Development and Athletics** may be reached by dialing (310)-900-1600 Extension 2800.

### **PROCEDURES 5520 / 5530**

A student accused of violating any of the rules of conduct or suspected of violating any local, state or federal law can or will typically undergo one or more of four responses. In most cases the campus police are called but responses may vary according to the severity of the incident.

**Response one** is the issuance of a “**Form A Written Warning**” This form may be issued by the Campus Police as well as any member of the faculty, administration or staff who may have witnessed or received a complaint regarding the alleged misconduct of a student. This type of written warning is generally issued for minor violations and essentially warns the student not to engage in such an activity again. A copy of this written warning is forwarded to both the Campus Police and the Director of Student Diversity in the Office of Student Life and will be taken into account if other incidents should occur involving the same student.

**Response two** is the issuance of a “**Form B Written Suspension**” This form may be issued by the Campus Police as well as any member of the faculty, administration or staff who may have witnessed or received a complaint regarding the alleged misconduct of a student. **This type of written field suspension is an immediate one or two day suspension from both the Compton and Torrance Campus locations. A Form B Suspension** is generally issued for more serious violations and immediately removes the student from all attendance of scheduled classes, school activities, sports teams, campus organizations and all rights to be on campus until the matter for which the suspension was issued is heard by the **Director of Student Development**. At the time of issuance the student is escorted off district property. If a suspended student returns without written permission from the police or the office of the Director of Student Development, the student will be arrested under **section 626.4 of the California Penal Code**

A copy of A Form “A”, “B” Suspension, or Form “C” written in cases of Academic Dishonesty is forwarded to both the Campus Police and the Director of Student Development in the Office of Student Life and will be taken into account if other incidents should or have occurred involving the same student.

**Response Three** involves direct police intervention wherein the Campus Police may determine that a student’s behavior warrants a remedy from within the criminal justice system ranging from issuance of written citations, temporary detention and or formal arrest in addition to school suspension or expulsion. The students’ rights to due process will always be maintained.

**Response Four** gives a student with a grievance or one whom is facing disciplinary sanctions for being suspected of having committed a violation of the Student rules of conduct the right to **Due Process**. It provides the opportunity to prove one’s case or to have a formal hearing to clear his or her name by presenting witnesses along with written, verbal or other evidence & testimony on his or her behalf. The student will be notified of a hearing date. Upon that date a hearing panel typically comprised of **one faculty member, one member of the classified service one student, and one College administrator** will convene headed by the **Dean of Student Services who can make recommendations regarding penalties or the lifting thereof but does not have the power to vote for or against the accused student.**

After all testimony from the Plaintiffs and Defendant have been heard the panel deliberates and renders a decision that may range from **dismissal of charges to formal Short Term Suspension, Probation, Suspension for one or more complete Semesters or Permanent Expulsion from the District and would include the Torrance Campus as well.** The student’s outcome is sent by mail to the accused student and the victim where applicable. Responses will go to the next of kin in the unfortunate event a party in a matter is deceased at the time of final determination.

In the event a student elects to request or is involved in a disciplinary hearing, the following is a description of the Due Process involved here at the college.

## **DUE PROCESS DISCIPLINARY PROCEDURES**

### **LODGING OF CHARGES**

- (A) Charges of misconduct against a student, as defined in Sections I through VII of Board Policy 5500, may be lodged by any person who has personal knowledge of facts indicating that the student participated in the alleged misconduct. Such a witness shall hereinafter be referred to as the “complainant” and the person being charged as the “accused.”
- (B) The complainant must first lodge his or her charge(s) with a responsible manager at the level of director or above.
- (C) The responsible manager will review the charge(s). The manager will then either:

1. Attempt to informally resolve the issue(s) or
  2. Recommend disciplinary action.
- (D) If the responsible manager recommends disciplinary action, he or she will forward the charge(s) to the Dean of Student Services, or his or her designee. The Dean of Student Services or his or her designee shall review the charge(s) and make an independent determination as to whether or not the conduct charged amounts to misconduct as defined in Items I through VII of Board Policy 5500 and whether disciplinary action should be brought against the accused.
- (E) If disciplinary action is appropriate, the *Dean of Student Services*, or his or her designee or appropriate administrator shall give the accused a written notice of the lodging of charges, the specified acts of misconduct and the proposed disciplinary action. The accused will be notified of his or her right to request a hearing within five (5) business days. A copy of this policy will be included with the notice. If the student does not request a hearing, the proposed disciplinary action will be taken.

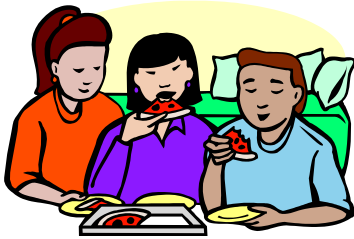
(SEE THE STUDENT HAND-BOOK AVAILABLE IN THE OFFICE OF STUDENT LIFE FOR FULL DETAILS)



U.S. Department of Education







## MANDATORY DISCLOSURE BRIEF SINCE 2014

### New Employee/Student Clery update on Sexual Assault

The Compton Community College District / El Camino Compton Educational Center College is committed to creating and maintaining a community where all individuals who participate in College programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware **that the College prohibits sexual assault, sexual harassment, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and College policy.**

**The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence, stalking and sexual harassment,** and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these Policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system.

As stated earlier the College is required to comply with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (Clery Act)** as well as **The Campus Save Act of 2013 and the Violence Against Women Act 2013 (VAWA)**. As of **2014, The Clery Act now adds requirements to include in the Annual Security Report all incidents where there are members of the campus community who have become victims of sexual assault, dating violence, domestic violence, stalking and or sexual harassment on campus.**

## DEFINITIONS

**Domestic violence** is a pattern of abusive behavior, in any relationship, that is used by one partner to gain or maintain power and control over another intimate partner. The abusive behavior could be physical or mental.

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

**Sexual assault and sexual abuse are any sexual contact without consent.**

**Stalking** is a deliberate pattern of threatening conduct that causes the victim to feel afraid.

**SEXUAL HARASSMENT** is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes: Unwanted sexual misconduct which may lead to a complaint of sexual harassment as well as sexual violence, electronically recording, photographing, or transmitting intimate or sexual utterance, sounds or images of another person and falsifying a posting on an electronic site involving sex or sexual activity

## CONSENT

**The only consent that is real or legal is a straight forward, freely given, in mutually understandable words or actions. A person is not able to consent if there is force, fear, threats or intimidation of any kind.**

1. **Consent is informed.** Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.
2. **Consent is voluntary.** It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
3. **Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion.**
4. **A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent.** Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
5. **Consent cannot be given when a person is incapacitated.** A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.



## **BYSTANDERS CAN HELP**

A Bystander is a person who is present when an event takes place but isn't directly involved. Bystanders might be present when sexual assault or abuse occurs—or they could witness the circumstances that lead to these crimes.

**As a Bystander, if you see a potentially threatening situation,** you can help combat domestic violence, dating violence, sexual assault, stalking and rape. Your most powerful tool is conveying your concern. The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.

You may have heard the term “**bystander intervention**” to describe a situation where someone who isn't directly involved steps in to change the outcome. Stepping in may give the person you're concerned about a chance to get to a safe place or leave the situation. You don't have to be a hero or even stand out from the crowd to make a big difference in someone's life.

**This can be accomplished as a Bystander by:**

- Approaching everyone as a friend
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruiting help if necessary

Keeping yourself safe if things get out of hand or become too serious, contact CEC Campus Police at (310) 660-3100 or dial 911 wherever you may be.

Whether you're taking home a friend who has had too much to drink, explaining that a rape joke isn't funny, or getting security or police involved when someone is behaving aggressively, choosing to step in can impact the way those around you think about and respond to sexual violence.



### **The Violence against Women Reauthorization Act of 2013**

The El Camino Compton Center will uphold and enforce all state local and federal laws regarding acts of sexual violence including the newly legislated “Violence Against Women’s Act of 2013”.

#### **The Violence against Women Reauthorization Act of 2013 Summary**

The Violence Against Women Act (VAWA) is the cornerstone of our nation’s response to domestic and sexual violence. A strong bipartisan bill to reauthorize VAWA passed in the Senate on February 12, 2013 (78-22) and in the House of Representatives on February 28, 2013 (286-138). President Obama signed the bill into law on March 7, 2013.

#### **What will this renewal of the Violence Against Women Act (VAWA) change?**

The Violence Against Women Act (VAWA) has improved our nation's response to violence. However, not all victims have been protected or reached. *VAWA 2013 will close critical gaps in services and justice.* VAWA 2013 reauthorized and improved upon lifesaving services for **all** victims of **domestic violence, sexual assault, dating violence and stalking** - including Native women, immigrants, **LGBT victims, college students and youth**, and public housing residents. VAWA 2013 also authorized appropriate funding to provide for VAWA's vitally important programs and protections, without imposing limitations that undermine effectiveness or victim safety.

**Justice and safety for Native American Women:** Native American victims of domestic violence often cannot seek justice because their courts are not allowed to prosecute non-Native offenders--even for crimes committed on tribal land. VAWA 2013 includes a solution that would give tribal courts the authority they need to hold offenders in their communities accountable.

**Safe housing for survivors:** Landmark VAWA housing protections that were passed in 2005 have helped prevent discrimination against and unjust evictions of survivors of domestic violence in public and assisted housing. VAWA 2013 expands these protections to individuals in all federally subsidized housing programs, explicitly protects victims of sexual assault and creates emergency housing transfer options.

**Protections on college campuses:** Provisions in VAWA 2013 add additional protections for students by requiring schools to implement a recording process for incidences of dating violence, as well as report the findings. In addition, schools would be required to create plans to prevent this violence and educate victims on their rights and resources.

**Maintaining VAWA grant programs:** VAWA grants are effectively meeting the needs of millions of victims across the country. VAWA 2013 includes many important improvements to these grant programs, including allowing state domestic violence coalitions to be the lead applicant on Grants to Encourage Arrest program; ensuring that specific stakeholders, including domestic violence coalitions, play a meaningful role in developing state STOP plans; and providing a formal process for the Office on Violence Against Women to receive coalition and other key domestic violence and sexual assault community input.

**Justice and safety for LGBT survivors:** Lesbian, Gay, Transgender, and Bisexual survivors of violence experience the same rates of violence as straight individuals, however, they sometimes face discrimination when seeking help and protection. VAWA 2013 prohibits such discrimination to ensure that all victims of violence have access to the same services and protection to overcome trauma and find safety.

**Maintain and improve protections for immigrant survivors:** VAWA 2013 maintains important protections for immigrant survivors who are abused while making key improvements to existing provisions including strengthening the International Marriage Broker Regulation Act and the provisions around self-petitions and U visas.

### **CORE VAWA GRANT PROGRAMS WILL BE MADE AVAILABLE**

**Grants to Combat Violent Crimes Against Women/STOP,** through formula grants to states, supports enforcement, prosecutorial and judicial staff training, supports advocates and encourages a coordinated community response to domestic violence and sexual assault.

**Sexual Assault Services Program (SASP),** through formula grants to states, provides funding for direct services for victims of sexual assault.

**Civil Legal Assistance for Victims (LAV)** funds critical legal services for victims of domestic violence and sexual assault, including in the areas of family law and housing and public benefits assistance.

**Transitional Housing Grants** help meet the ongoing need victims have for safe, affordable housing after leaving emergency shelter to rebuild lives free from violence.

**Grants to Encourage Arrest (GTEAP)** supports a coordinated community and criminal justice system response regarding arrest and enforcement of protection order laws to enhance victim safety and ensure offender accountability.

**Services for Rural Victims** provide funding for programs to address the unique needs of victims in rural areas.

**Tribal and Underserved Programs** support the overall goal of ending domestic violence and sexual assault by ensuring that these communities also benefit from VAWA's resources.

**Prevention and Youth Programs** support efforts to stop violence before it begins and support children, teens and young adults.

**The Violence Against Women Act (VAWA) is effective and important.**

VAWA creates and supports comprehensive, cost-effective responses to the pervasive and insidious crimes of domestic violence, sexual assault, dating violence and stalking. Since its enactment in 1994, VAWA has improved how our nation addresses these four crimes. More victims are reporting these crimes, and the rate of both fatal and non-fatal intimate partner violence has decreased. VAWA not only saves lives, it saves money. In its first six years alone, VAWA saved taxpayers at least \$12.6 billion in net averted social costs.



## The Campus Sexual Violence Elimination Act

The **Campus Sexual Violence Elimination Act**, or [Campus SaVE Act \(SaVE\)](#), is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to [Title IX](#) that will help bolster the response to and prevention of sexual violence in higher education. President Obama signed the measure into law as part of the [Violence Against Women Reauthorization Act of 2013](#) on March 7, 2013.

SAVE requires colleges and universities, both public and private, participating in federal student aid programs (covering virtually every campus in the United States) **to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming.**

**The Compton Center** was required to implement “SAVE” by no later than October 1, 2014 for the 2014-2015 academic year. Institutions have been given time in order to make any necessary changes to their formal policies and procedures so this process was ongoing during the 2013-2014 academic year and our institution is in compliance. The Compton Center Campus Community will continue crafting new procedures to ensure they fit the unique needs of our institution.

### Increased Transparency in Reporting

**The Compton Center is in compliance** and has been collecting and reporting statistics **for domestic violence, dating violence and stalking (as defined by the Violence Against Women Act)** occurring on-campus, on public property within and adjacent to campus, and at non-campus properties like off-campus classrooms. College Institutions are already required to report sexual assault statistics and we also now report both **Founded and Unfounded Determinations in the above listed categories.**



**The Compton Center** collects statistics from a broad range of campus officials including Advisors, Deans and athletic coaches, campus police or security, and local law enforcement. The law requires disclosures to protect the confidentiality of victims.

## Victims' Rights

**The Compton Center will comply** and publish procedures to afford all students and employees who report an incident of sexual violence – covering sexual assault, domestic violence, dating violence and stalking – specific rights whether or not they pursue any formal complaint or not. Additionally, written notice of these rights must be provided to a student or employee when they report their victimization.

**The Compton Center** will afford any student or employee who reports that they have been the victim of an incident of sexual violence, on campus or at an off campus location with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding if the victim and alleged violator are both students of the District. (see Conduct Proceedings below for additional information);
- Procedures that should be followed in the event of an incident of sexual violence including –
  - The importance of preserving evidence for proof in criminal proceedings;
  - To whom the offense should be reported;
  - Options for reporting to law enforcement including the right to be assisted by campus authorities;
  - The right to decline to report to law enforcement; and
  - Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.
- Institutions must make changes to the academic, living, transportation and working situations of any victim if requested and reasonably available whether or not a formal report is made. We are exempt from some portions of this section because we do not provide housing or transportation.

## Conduct Proceedings

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with their institution. Institutions must adopt and disclose policies that –

- State the standard of evidence (which under current Title IX guidelines is “**preponderance of the evidence**” or more likely than not);
- Provide a “prompt, fair and impartial investigation and resolution”;

- Provide proceedings must be conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims and promotes accountability;
- Require that both accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice (an institution may not meet this requirement by denying both parties the right to an advisor);
- Require that both the accuser and accused shall be simultaneously informed, in writing, of –
  - The outcome of any institutional disciplinary proceeding;
  - The procedures for the accused and the victim to appeal the results of the proceeding;
  - Any change to the results; and
  - When such results become final.

### **Education Programs**

Institutions must provide primary prevention and awareness programs for all incoming students and new employees, along with ongoing prevention and awareness campaigns, that –

- Includes a statement that the institution prohibits sexual violence;
- The definition of domestic violence, dating violence, sexual assault, and stalking in their jurisdiction (the institution must still follow the federal definitions when collecting statistics, offering victims assistance and conducting disciplinary proceedings);
- The definition of consent for sexual activity in their jurisdiction;
- Bystander intervention;
- Risk reduction; and
- Information about disciplinary proceedings and victims’ rights as required by SAVE.

### **Conclusion**

When the Campus SAVE Act takes full effect beginning with the 2014-2015 academic year students and employees will have many important, additional rights and options to seek redress if they have been the victim of an act of sexual violence. The U.S. Department of Education’s Clery Act Compliance Division that has the power to investigate alleged violations and issue findings will enforce these provisions.



## **HOW THE COLLEGE HANDLES SEXUAL ASSAULTS OR MISCONDUCT**

This section outlines the procedures the campus follows in responding to reports of sexual assault assuming that the incident occurred on or near campus or at an off campus location and the incident is reported to the campus police.

When an incident involving sexual assault or sexual misconduct occurs, **the Title Nine Officer and the campus police should be contacted immediately at (310) 660-3100**. Members of the campus police department are very respectful when handling sexual assault cases. We will respond immediately to assist you.

At the time the El Camino College Police Department is contacted, the victim may request a male or female officer to assist them and **this request will be accommodated whenever possible. There are times when an officer of the opposite sex is not available in which case the next available officer will be sent.** While waiting for the police to respond it important that victims **DONOT douche, bathe, wipe off or remove any clothing that was worn during the attack. DO NOT clean any surface, item or garment the perpetrator may have come in contact with** because all of these things contain the evidence that will be needed to identify and ultimately convict perpetrators for their crimes.

The El Camino Police Department will respond promptly to assist victims in the most courteous and professional manner and with the consent of the victim, a full police report will be taken by a campus police officer upon arrival. The responding officers are well trained and realize that victims have been traumatized and must be treated in a positive manner. Victims should know that officers will ask many questions in their effort to provide the best preliminary investigation of an incident and that the State will pay for the cost of the medical examination required to assist in the investigation.

In most cases the officer will accompany the victim to the hospital. At the request of the victim, a friend, family member, or any other designated person may be present. An El Camino Police Officer or Detective will be assigned to further investigate the case and explain the victim's rights after medical care has been provided.

### **IF VICTIMS CONTACT OTHERS PRIOR TO CAMPUS POLICE**

Persons who do not want the police involved initially may contact a Dean or other Campus Security Authorities and will be given the option to contact the **El Camino Police Department** or the **Compton Sheriff Department**. The victim shall also be informed at that time of the importance of preserving evidence required for proof of the alleged criminal activity. **Although the victim is not required to notify a law enforcement agency regarding an incident,** the

campus police department encourages victims or anyone with information regarding a crime on campus to report it as soon as possible. **We will respond immediately to prevent any furtherance of the crime as well as issue Timely Warnings or Emergency alerts to the campus community as needed to protect others from being victimized...**

### **MEDICAL TREATMENT**

**The Community Hospital of Long Beach** is the Medical Facility commonly used for victims of sexual assaults that occur in our area.

**The Community Hospital of Long Beach (S.A.R.T) Sexual assault Team can be reached by calling 24 hrs. at (562) 497-0147.** The victim is also informed that he or she may seek the assistance of an advocate by dialing (877) 943-5798 to meet and assist them while at the Community Hospital Rape Treatment Center or to advise them regarding other resources for advocacy support and assistance. **The hospital is located at 1720 Terminal Way Long Beach California 90804.**

### **POST CARE CLINICAL COUNSELING**

**Post Care Counseling Services to students from the Compton Center is currently available at the El Camino College Torrance location's Campus Health Center, located at 16007 Crenshaw Blvd in Torrance CA. 90506. Services are provided to students who have paid their Student Health Fees by Clinical Psychologist Janet Schaffer who may be reached by dialing extension 3660 from any Compton Center District Phone or by dialing 310-660-3595 EXT.3660**

### **IF VICTIM IS UNWILLING CALL THE POLICE**

If the victim is unwilling to report the matter to the campus police or to be transported to the hospital by a local ambulance company, he or she is then urged to seek medical assistance immediately from the Off-Campus facility for our area listed as **The Community Hospital of Long Beach.**

### **IF THE VICTIM AND THE ACUSED ARE BOTH STUDENTS**

**In cases where the alleged perpetrator and the victim are students of the Compton Center the Campus Police will investigate and refer cases to the District attorney for Filing as needed in addition to referring the case to the Title Nine Officer and the Office of Student Life for adjudication as well.** In some cases where an alleged incident lacks supportive evidence **or the victim does not want to involve the police,** a case may also be referred to the Title Nine Officer and the Office of Student Life only.

## **SEXUAL ASSAULT CASES REFERED TO STUDENT LIFE**

Typically a case assigned to student life is for a lesser violation. The individual charged with sexual assault is entitled to due process and will be given notice and a full opportunity to respond to the allegation made against her or him. The individual can seek representation, may have the same opportunity as the student who reported being assaulted to have a non-participating observer present during the proceedings, and is entitled to information about the campus policy on rape and sexual assault and the procedures that will be followed to address the issues.

### **If the alleged perpetrator is a student**

The disciplinary action will be prompt, fair and impartially investigated and resolved. The victim will be afforded a change in classes or schedules where possible and would be afforded a change in housing if this District had On-Campus Student Housing. **We do not have Student Housing at this time.**

**Proceedings will be conducted by officials who receive training on the issues related to domestic violence, dating violence, sexual assault, and stalking and know how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.**



**The accuser and the accused are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.**

**Both accuser and the accused shall be simultaneously informed in writing, of the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking. If a party is deceased, next of kin will be notified.**

**All public information regarding the alleged violation will be redacted to protect the confidentiality of the victim. For Additional information: please visit the Campus Police Department on campus (V-72) or call 310-900-1600 ext.2793 OR 310-660-3100**

**All reports and complaints of sexual assault, dating violence, domestic violence, stalking or sexual harassment, made to any college official or Campus Security Authority or to Campus Police must be reported to the Title IX Officer by the person receiving the report, immediately.**

**The Title IX Officer for this District is the Chief Human Resources Officer; Rachelle Sasser who may be reached by phone at during business hours at (310) 900-1600 EXT. 2400 and her office is in room C-38 on campus.**



## **Here are some tips to help reduce your chances of a sexual assault.**

- When out partying “NEVER” leave your drink unattended or accept a drink from someone you do not know.
- Always let someone know where you are going and when you will be expected to return.
- Be cautious regarding anything you eat if you don’t know or trust the preparer.
- Always be aware of your surroundings, avoid secluded places.
- Do not consume excess amounts of alcohol or drugs stay sober and aware.
- Do not be afraid of asking for help if you feel threatened.
- Carry personal protection equipment at all times.
- Have the number for your local law enforcement on your person.
- Be clear about what you expect and what kind of relationship you are considering. Convey it to the person you are with clearly.

### **WHAT IF IT HAPPENS AWAY FROM SCHOOL?**

- Know that Rape or sexual assault can happen anywhere to even the strongest, most confident, and best prepared people. So if you have been the victim of a rape or sexual assault.
- Report the rape or sexual assault to the authorities. Dial 911
- Go directly to the nearest medical facility.
- Do not douche or bathe before reporting to the hospital.
- Do not change clothes before reporting to the hospital.
- Get tested for sexually transmitted diseases STD’s and pregnancy.
- Ask about emergency contraceptives.
- Have someone in your family or that you can trust contacted and instructed to bring a change of clothes to the medical facility.
- Always remember that anything you say to emergency room personnel can be used in the court of law.
- Ask for Counseling Referrals which will be essential to you recovery.



## **Megan's Law-Sex Offender Registration Requirements & Information**

The state of California requires sex offenders to register with the police in the jurisdiction in which they reside. The state makes this information available to law enforcement agencies. The information is available to the public at the local police departments and Sheriff's stations.

**California state law and this college also requires sex offenders that are enrolled, employed, or carrying on a vocation with or without compensation at an institution of higher education to register with the college/university police.**

California law and CA DOJ'S Megan's web (<http://www.meganslaw.ca.gov>) allows the public to view information about "serious" and "high risk" sexual offenders that may be residing in their community. This enables the public to be aware of potential risk in their community. The public can then make informed decisions when taking safety precautions to protect themselves and their children. The El Camino Police Department does not provide public access to the Department of Justice (DOJ) Megan's Law Program. There are several agencies in the local community where a member of the public can access this information. This program makes information available to the public regarding specified sex offenders via the Megan's web program, in accordance with the existing federal and state laws. Public access to viewing the Megan's web program is generally by appointment, and it is recommended that you call the agency first to verify what hours the information is accessible.

Individuals are required to show photo I.D. as well as sign a statement attesting that he or she is not a registered sex offender and understands it is unlawful to use the information obtained to commit a crime against any sex offender registrant or engage in illegal discrimination or harassment of any registrant. The statement is confidential and is not subject to disclosure under the Public Records Act. A copy of the statement may be made available to law enforcement agencies for law enforcement purposes only. Any member of the public may view the Megan's Law site on their own home or private internet network by visiting the URL listed as [http://www.meganslaw.ca.gov/](http://www.meganslaw.ca.gov) For more information on viewing the Megan's Law program, you may contact one of your local police departments or choose from the two listed below in our area.

### **Compton Sheriff's Department**

**(310) 605-6500**

### **Long Beach Police Department**

**(562) 570-9800 North Division**





## SEXUAL DISCRIMINATION & TITLE 9

### Title IX and Sex Discrimination

U.S. Department of Education  
Office for Civil Rights  
Washington, D.C. 20202-1328

**Revised August 1998**

### Compton Center Title 9 Coordinator

Rachelle Sasser  
Chief Human Resources Officer  
1111 E. Artesia Blvd. Room C-38

**Phone (310) -900-1600**

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### **Title IX**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The United States Department of Education (ED) maintains an Office for Civil Rights, with 12 enforcement offices throughout the nation and a headquarters office in Washington, D.C., to enforce Title IX.

### **Education Programs and Activities Covered by Title IX**

Title IX covers state and local agencies that receive ED funds. These agencies include approximately 16,000 local school districts, 3,200 colleges and universities, and 5,000 for-profit schools as well as libraries and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories and possessions of the United States.

Programs and activities which receive ED funds must operate in a nondiscriminatory manner. **These programs and activities may include, but are not limited to: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment.** Also, a recipient may not retaliate against any person because he or she opposed an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The ED Title IX regulations (Volume 34, Code of Federal Regulations, Part 106) provide a detailed discussion of discrimination prohibited by Title IX.

## **The Office for Civil Rights (OCR) Enforces Title IX VIOLATIONS**

The Office for Civil Rights (OCR) in ED is responsible for enforcing Title IX. OCR's responsibility to ensure that institutions which receive ED funds comply with Title IX is carried out through compliance enforcement. The principal enforcement activity is the investigation and resolution of complaints filed by people alleging sex discrimination. Also, through agency-initiated reviews of selected recipients, OCR is able to identify and remedy sex discrimination which may not be addressed through complaint investigations.

Given the large number of institutions under its jurisdiction, OCR is unable to investigate and review the policies and practices of all institutions receiving ED financial assistance. Therefore, OCR provides information and guidance to schools, universities and other agencies to assist them in voluntarily complying with the law. OCR also informs students and their parents, and those who apply for admission to academic programs, of their rights under Title IX.

OCR has investigated and worked with recipients to resolve many kinds of civil rights problems, including the following:

- the provision of less than a fair share of funds for athletic scholarships to females;
- inequitable pay for female teachers holding similar teaching positions to those held by male counterparts; and
- Discrimination against female students on the basis of pregnancy.

## **How to File a Discrimination Complaint with OCR**

Anyone who believes there has been an act of discrimination on the basis of sex against any person or group in a program or activity which receives ED financial assistance, may file a complaint with OCR under Title IX. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group. A complaint should be sent to the OCR enforcement office that serves the state in which the alleged discrimination occurred. A complaint must be filed within 180 days of the date of the alleged discrimination, unless the time for filing is extended for good cause by the Enforcement Office Director. If you have also filed a complaint under an institutional grievance process, see the time limit discussed at the end of this section. Complaint letters should explain who was discriminated against; in what way; by whom or by what institution or agency; when the discrimination took place; who was harmed; who can be contacted for further information; the name, address and telephone number of the complainant(s) and the alleged offending institution or agency; and as much background information as possible about the alleged discriminatory act(s). OCR enforcement offices may be contacted for assistance in preparing complaints. OCR keeps the identity of complainants confidential except to the extent necessary to carry out the purposes of the civil rights laws, or unless disclosure is required under the Freedom of Information Act, the Privacy Act or otherwise required by law.

If an investigation indicates there has been a violation of Title IX, OCR attempts to obtain voluntary compliance and negotiate remedies. Only when it cannot obtain voluntary compliance does OCR initiate enforcement action. Enforcement usually consists of referring a case to the Department of Justice for court action, or initiating proceedings, before an administrative law judge, to terminate Federal funding to the recipient's program or activity in which the prohibited discrimination occurred. Terminations are made only after the recipient has had an opportunity for a hearing before an administrative law judge, and after all other appeals have been exhausted.

Prior to filing a complaint with OCR against an institution, a potential complainant may want to find out about the institution's grievance process and use that process to have the complaint resolved. A complainant is not required by law to use the institutional grievance procedure before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after the last act of the institutional grievance process.

### **Where to Request Additional Information or File a Complaint**

Each enforcement office is responsible for enforcing Title IX in the states and territories designated for that office. If you wish additional information about Title IX, or a copy of the regulations which detail the requirements of Title IX, write or phone the OCR enforcement office which serves your state or territory, or you may call 1-800-421-3481. If you wish to file a complaint alleging sex discrimination by a recipient institution in your state or territory, write to the appropriate OCR enforcement office, or call, and follow the instructions stated in the preceding section: How to file a complaint.

## **BOARD POLICIES REGARDING HARASSMENT**



### **BOARD POLICY**

#### **Administrative Procedure 3430 Prohibition of Harassment**

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member, student, third party, or vendor within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, in District vehicles, or at a class or training program sponsored by the District at an off-campus location.



## **HARASSMENT IN THE WORK PLACE DEFINED**

**General Harassment:** Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or the perception that a person has any of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

**Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

**Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

**Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

**Environmental:** A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment.

It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses.

An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others.

The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment:** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

1. Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

The harassment may impact more than one individual. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders.

The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples: Harassment includes, but is not limited to the following misconduct:

1. Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures
3. Visual or Written: The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
4. Environmental: An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

### Consensual Relationships

Romantic or sexual relationships between supervisors and employees or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

## Academic Freedom

To the extent the harassment policies and procedures are in conflict with the District's policy on academic freedom, the harassment policies and procedures shall prevail. If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with an administrator to determine whether or not this violates the sexual harassment policy

Reporting: The District designates the Office of Staff and Student Diversity as the area primarily responsible for the administration of this procedure. Individuals alleging incidents of unlawful harassment or those who become aware of unlawful harassment may contact the Director of Staff and Student Diversity to initiate the submission of a formal or informal complaint.

### References:

Education Code Sections 212.5; 44100; 66281.5;

Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

El Camino College Adopted: February 18, 2014

References: Education Code Sections 67382 and 67385; 20 U.S. Code Section 1092 (f); 34 Code of Federal Regulations Section 668.46(b) (11).

## Sexual Assaults on Campus

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of district policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

## Campus Policy

The Provost/CEO shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures shall meet the criteria contained in Education Code Sections 67385 and 67385.7 and 34 Code of Federal Regulations Section 668.46. **References:** Education Code Sections 67382 and 67385; 20 U.S. Code Section 1092 (f); 34 Code of Federal Regulations Section 668.46(b) (11).



## **SAFETY AND SECURITY IN OUR CAMPUS COMMUNITY**

The El Camino College Police Department is dedicated to the safety and well-being of students, faculty, and staff at [El Camino College](#) and the [El Camino College Compton Center](#). We are continuously looking for ways to increase campus safety. However, our best asset to keep a safe campus and reduce crime is through ongoing communication with our campus community. Our police department has an open door policy and we encourage feedback.

## **CAMPUS SAFETY/CRIME PREVENTION PROGRAMS AND SERVICES**

The El Camino Police Department provides a variety of safety services. Services such as:

### **Police Department Patrols**

The El Camino Police Department uses uniformed and plain clothed officers to patrol the campus on foot, by cart, bicycle and emergency vehicle **24 hours per day and 7 days per week 365 day per year**. We patrol the campus and the surrounding areas and are sometimes called to assist the Torrance Campus as well as the Compton sheriff and or the Compton Unified School Police as needed. We also receive assistance from other agencies as well when needed.

### **We Tip Program**

This program allows anyone who witnesses a crime or suspicious activity to report it to the campus police anonymously by dialing **(800) 782-7463** or online at ([www.wetip.com](http://www.wetip.com)) 24 hours per day 365 days a year.

### **Campus Courtesy Shuttle**

**When Available**, The El Camino Police Department operates a campus safety shuttle Monday thru Saturday and during select events from 8 AM to 10 PM. For more information, contact the El Camino Police Department at (310) 660-3100 to confirm the shuttle is operational if you need a lift.



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## **Crime Prevention/Awareness Presentations**

The El Camino Police Department provides live safety presentations in classrooms for instructors who request them as well as at various meetings and scheduled campus training functions. In addition the police department maintains a variety of crime prevention material in the lobby of the police station located in room **V-72**. The materials deal with a wide variety of topics such as: domestic violence prevention, consent, hazing, safe travel, drug and alcohol abuse, child protective services etc. We also give safety presentations in classrooms at the request of instructors. Please stop by the police department information booth on campus and help yourself to this information. Since 2013 we now include mandated training for; General Campus Safety, VAWA, The Campus Save Act, Title Nine, Sexual Assault Prevention, Dating Violence Prevention Bystander Options, Stalking and additional safety issues such as Fire Safety and Active Shooter Survival Training and Title IX.

### **ACCESS TO CAMPUS FACILITIES**

Most campus buildings are open from 7:00 A.M. to 10:00 P.M. Monday through Friday and Saturdays from 8:00 A.M. to 5:00 P.M. Campus Police may question anyone loitering on or about the campus without lawful business. Campus buildings are locked after the aforementioned times and on holidays. Staff and faculty are asked to contact campus Police when entering a building or facility after normal hours.

It is the responsibility of those using rooms and offices to lock doors, turn-off lighting, and close all windows prior to leaving. Campus Police personnel will check areas after hours, but the primary responsibility for securing a campus facility is that of authorized faculty and staff that occupy the structure. We cannot stress enough the importance of making sure campus facilities are secured when not in use.

### **KEYS TO DISTRICT FACILITIES**

Keys are provided to staff members on a need-to-enter basis as determined by the appropriate manager. Lost or stolen keys must be reported immediately to Campus Police and the employee's manager or supervisor. Keys may not be loaned to other staff members, family, friends, or to students. Campus Police will confiscate any keys, which have not been specifically issued to a particular individual. Unauthorized duplication and illegal possession of keys is a misdemeanor.

## **DISTRICT PROPERTY**

No district property may be removed from campus without expressed permission from the District. Unauthorized removal of property from campus is a violation of the law and District policy.

## **WEAPON POSSESSION**

It is a serious violation of law to possess a firearm, certain knives or other weapons on campus (Section 626.9 of the California penal code) grounds or within buildings of the El Camino College Compton Center without the written permission of the CEO or the CEO designee. Any person found in violation of laws pertaining weapons here at the Compton Center may be subject to arrest by the Campus Police Department. Any student found in violation of laws pertaining to weapons here at the Compton Center will be subject to arrest and or to immediate suspension from school pending the outcome of an On-Campus Disciplinary Hearing.

## **SUBSTANCE ABUSE/ Drug and alcohol prevention cite**

### **34 CFR 668.14(c)**

In accordance with Public Law 101-226, “Drug Free Schools and Communities Act Amendment of 1989, “the Board of Trustees of the El Camino College Compton Center prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on the property of the El Camino Compton Center or at any property sponsored by the Compton Center.

Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from El Camino College Compton Center or termination from employment for violations of District Policy and will be subject to arrest.

The possession, use or sale of alcoholic beverages by anyone on Compton Center Campus is a misdemeanor as per California Business and Professions Code 25608 and a violation of the El Camino College Compton Center Standards of Conduct.

Use, sale or possession of any illegal drug is a violation of California state law and the policy of the El Camino College Compton Center. Any person found in violation of laws pertaining to alcohol or drugs here at the Compton Center may be subject to arrest by the Campus Police Department. Any student found in violation of laws pertaining to alcohol or drugs here at the Compton Center will be subject arrest and or to immediate suspension from school pending the outcome of an On-Campus Disciplinary Hearing.

**Criminal prosecution** is separate from any administrative discipline that may be imposed by the District. The school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and or referral for prosecution.



## **BOARD POLICY**

### **Board Policy 3530 Weapons on Campus**

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

Reference:

Penal Code Section 626.7

El Camino College

Adopted: 4/16/01



## **BOARD POLICY**

### **Board Policy 3550 Drug Free Environment and Prevention**

#### **Program**

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

FOR MORE INFORMATION ON ANY LISTED BOARD POLICY IN THIS REPORT YOU MAY GO TO [http://district.compton.edu/board\\_of\\_trustees/policies\\_and\\_procedures.asp](http://district.compton.edu/board_of_trustees/policies_and_procedures.asp)





## **CRIME PREVENTION TIPS FOR ON AND OFF CAMPUS SAFETY**

### **On Campus**

- Be especially aware of your surroundings at times when you may be less alert and more vulnerable to an attack; e.g., during exams, when you are upset, sick, or tired.
- Use discretion and caution when taking shortcuts through isolated parts of campus.
- Know the location of emergency phones on routes to and from class.
- Keep personal belongings in view while in class, the library or lab.
- Wherever you are, on campus or off, if you see or hear someone who might be in trouble, your options include running, yelling, confronting, and calling the police.
- Learn self-defense techniques by enrolling in a self-defense class.
- Use the escort service by calling Campus Police.
- Ride the campus courtesy shuttle from 6:00 P.M. to 10:30 P.M. Monday through Thursday evenings.



### **Using ATM Machines**

- If you feel threatened while using the ATM, push the cancel button to cancel your transaction or just walk away and complete your transaction later.
- Avoid using an ATM at night. Most ATM crimes occur between 7:00 PM and Midnight.
- If you must use an ATM at night take another person with you.
- Check around the ATM first to make sure no one is lurking in the shadows.
- Use machines that can be clearly seen from a street or public area.
- Use machines that are inside buildings or in well-lighted areas.



### **In an Apartment At Home**

- Install and use locks on your doors and windows.
- Have your locks changed, re-keyed or add a new lock when you move into a new house or apartment.
- Keep doors locked day or night whether you are home or not.
- Know who is at the door before opening it. Demand ID's from anyone you don't know.
- If someone comes to your door and asks to use your phone to call for help, offer instead to make the call.
- If you live in an apartment, be alert when in the laundry or garage area by yourself.
- Close your blinds and shades at night.
- Give your home a "someone home" look. Put radio and lights on a timer.
- Have good lighting around entrances.
- Develop an escape plan for use in case of an intruder or fire.
- Leave spare keys with a friend, not in accessible places.
- Know your neighbors and know which ones you can trust in an emergency.
- Keep emergency numbers near the phone.



### **On the Street... While Walking**

- Be confident. Look and be alert about the people around you.
- Be aware of your surroundings. Cross the street or change direction if you think you are being followed.
- Be careful when people ask you for directions. Reply from a distance rather than getting too close to a car.
- Travel with a friend whenever possible to reduce the chances of being attacked. This includes going to public restrooms.
- Wear clothes and shoes that give freedom of movement.
- Vary your route If possible.
- Consider carrying pepper spray for personal protection. Know how to use it and have it readily available when out in public.
- Notice cars that pull up beside you or pass you more than once.

- Keep one hand free when walking.
- Carry change for bus fare or a telephone call.
- Do not hesitate to get attention however you can if you are in trouble. Do not be afraid to make a scene.
- If you travel a regular route at night, become familiar with stores that stay open, gas stations, and other places where there will be people.
- If you use a wheelchair, try to check your destinations ahead of time for accessible entrances.
- For an emergency, use a public phone to dial 911 (no coin is necessary).



## Driving a Car

- Have your keys in your hand as you approach your car.
- Lock your doors when driving and after parking.
- Check the back seat and floor.
- Always keep at least a half tank of gas in your car.
- Maintain the car in good running condition.
- Keep your valuables out of sight, under the seat, in the glove compartment or trunk.
- Park in well-lighted areas.
- Try to be especially alert in parking structures.
- Avoid parking next to vans, as you can be pulled in through the sliding door.
- If you have car trouble, signal for help by raising the hood or tying a handkerchief to the door. Remain in the car with doors locked until identifiable help arrives.
- If another motorist offers to help, roll down the window only an inch and ask him or her to call the police or auto club.
- Keep an emergency kit, containing a flashlight, flares, telephone change, distress signs and other essentials in your car.



## On the Telephone

- Be wary of telephone surveys.
- List only your first initial and last name in the telephone directory.

- a) Think about the information you give out over the telephone and to people you don't know well.
  - b) Tell roommates and housemates not to give information by phone about who is home, who is out, how long anyone is expected to be out.
- Never reveal your number to a wrong number caller.
  - If you receive a threatening or obscene phone call, hang up. Blow a loud whistle or leave the phone off the hook. Contact the police and make a report.
  - Answering machines may be used to screen calls. Your outgoing message should not say that you are away from home.



### **On an Elevator**

- Check the inside of an elevator before entering. Wait for the next elevator if you are unsure of the people inside.
- When riding an elevator, stand by the control board. If you feel in danger, press all the buttons and get off the elevator as soon as possible.
- All elevators on the El Camino College Compton Center campus are equipped with emergency phones.



### **On Public Transportation**

- Check the bus schedule to avoid long waits at the bus stop. Become familiar with routes and timetables in your area.
- Wait for buses at well-lighted stops.
- If possible, join other people at a nearby stop.
- If someone bothers you on the bus, say loudly, "Leave me alone" or "No". Get up and find another seat. Tell the driver.
- Stay awake on public transportation if you are alone.
- Notice who else gets off at your stop. If you feel someone is following you, walk towards a populated area. Avoid walking directly home.
- Be aware that hitchhiking can be very dangerous.



## **While Cycling**

- Use reflectors, reflective tape, or other similar devices on cycling shoes, fenders, belts, frames, pedals and handlebars.
- Keep to the right. Ride with traffic, not against it.
- Use hand signals to indicate turning or stopping.
- Ride defensively.
- Use bicycle paths whenever possible.
- Walk your bicycle across busy Intersections.
- Perform regular maintenance checks.
- Wear appropriate clothing.
- Park your bike in an open, well-lit frequently traveled area.
- Secure it properly. The WU" bolt locks provide the best protection. Consult the Community Oriented Policing Unit of the El Camino College Police Department for more Information.
- Report any suspicious person you may see loitering around bicycle racks.
- Always use a bike light and rear tail lamp when riding at night.



## **While Jogging**

- Be aware of your environment.
- If possible, consider jogging with a friend.
- Choose well-traveled running paths and be aware of any isolated areas you will run through.
- Vary your route.
- At night, wear light colored clothing or wear reflective markings.
- Tell your roommate or friend your route and expected time of return.
- If approached by a car while running alone, do not stop to give directions or answer questions. Leave the road and head for a populated area.
- Don't let yourself be surprised. Listening to your headset may make you unable to hear approaching traffic, emergency sirens or any other danger signals.

## If Attacked-Self-Defense

- If someone tries to grab your purse, wallet, phone etc. let it go. Most injuries from robberies occur when people resist and refuse to comply with the robber's demands.
- If you are attacked, whether you resist, and how you resist will depend on your personal resources and your personal values. Give some thought right now to what you would do in various situations that could arise. The more you have thought ahead, the more likely you will be to act in the way you've planned.
- Have you taken a self-defense class? Do you think you could hit or kick someone who is attacking you? Do you know how to get away from someone grabbing you? What objects could you use to defend yourself?
- In considering your reactions to different situations, keep these three basic rules in mind:
  - a) Trust your Instincts.
  - b) Don't be afraid to be impolite or make a scene; this is especially important, even if it is someone you know.
  - c) Try to remain calm—use your imagination and good judgment give yourself time to think.

## If You Are Sexually Assaulted

- Go to a safe place that has a phone. Call us at (310) 660-3100 or 911
- Call the police, rape crisis hotline, and a friend or family member. Tell someone.
- **DO NOT wash hands, bathe, shower, douche, change clothes or straighten up the area. This destroys evidence.**
- Reporting is your choice. If you do not report immediately, try to write down the details of the assault and save them in case you change your mind.
- **Whether you report or not, get medical attention for treatment of external and/or internal injuries and test for sexually transmitted diseases and pregnancy.**
- **Get counseling.**



## **VICTIMS ASSISTANCE CONTACTS**

**The El Camino Police Department is committed to assisting victims of crimes.**

**We offer many services and referrals to professional psychological/social service agencies, accompaniment to court (if needed) and by providing support and information. We may be reached 24 hours per day at**

**(310) 660-3100.** Students who are victims of immoral incidents or crimes can report the incidents to Campus Police or any of the El Camino College Compton Center staff members listed below:

**Barbara Perez**

**Vice President, Compton Center**

**El Camino College Compton Center**

**[bperez@elcamino.edu](mailto:bperez@elcamino.edu)**

**310-900-1600 ext. 2131**

**Office of Student Life**

**Director of Student Life Mr. Junior Domingo**

**El Camino College Compton Center**

**310-900-1600 ext. 2800**

**Clinical Psychologist Janet Schaffer 310-660-3595 Extension 3660**

## **STUDENT OFF CAMPUS RESOURCES**

**RAINN Hotline (toll-free) 1-800-656-4673 RAINN Website**

**Alternatives to Domestic Violence - 24-Hour Crisis Line (951) 683-0829 or (800) 339-7233**

**National Teen Dating Abuse Helpline | 1-866-331-9474 | 1-866-331-8453 TTY Dating Abuse Website**

**CRISIS HOT LINE 1-800-843-5200**

**DOMESTIC VIOLENCE HOT LINE 1-800-799-7233**



## REMINDER

**Every member of the College community shares the responsibility for preserving a safe learning environment.** As a student or staff member, your increased awareness can minimize crime on campus. When you are alert, share safety tips, look out for others, and report suspicious activity promptly, you contribute to the overall safety of the college community.



In compliance with the above law the El Camino College Police Department for the Compton Center has produced this report for the El Camino College Compton Center which contains the required information. This information is available at the Campus Police Department, Administration Office, and the Student Life Office. If you have any questions, concerns or comments, please contact the El Camino College Police Department at (310) 660-3100 or via [campuspolice@elcamino.edu](mailto:campuspolice@elcamino.edu)







**EL CAMINO COMPTON CENTER  
CLERY REPORT CRIME STATISTICS**



**FOR  
THE YEARS  
2013, 2014, 2015**

*El Camino College - Compton Educational Center*

Offense	On Campus			Residential Facilities			Non-Campus			Public Property			Totals		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Year															
Murder/Non-Negligent Manslaughter	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Sexual Harassment	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Stalking	0	1	2	-	-	-	0	0	0	0	0	0	0	1	2
Sex Offenses, Forcible	2	0	0	-	-	-	0	0	0	0	0	0	2	0	0
Sex Offenses, Non-Forcible	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
<b>Founded</b> Rape	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Fondling	0	3	0	-	-	-	0	0	0	0	0	0	0	3	0
Statutory Rape	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Incest	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
<b>Unfounded</b> Rape	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Incest	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Robbery	1	1	0	-	-	-	0	0	0	0	0	0	1	1	0
Aggravated Assault	2	1	3	-	-	-	0	0	0	0	0	0	2	1	3
Bullying	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Burglary	3	3	0	-	-	-	0	0	0	0	0	0	3	3	0
Motor Vehicle Theft	1	7	3	-	-	-	0	0	0	0	0	1	1	7	4
Arson	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	1	-	-	-	0	0	0	0	1	0	0	1	1
Liquor Law Violations Referred For Disciplinary Action	0	1	1	-	-	-	0	0	0	0	0	0	0	1	1
Drug Law Arrests	1	0	1	-	-	-	0	0	0	0	0	0	1	0	1
Drug Law Violations Referred For Disciplinary Action	2	1	0	-	-	-	0	0	0	0	0	0	2	1	0
Illegal Weapons Possessions Arrests	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Illegal Weapons Law Violations Referred For Disciplinary Action	0	0	0	-	-	-	0	0	1	0	0	0	0	0	1
<b>Grand Totals</b>													<b>12</b>	<b>20</b>	<b>13</b>

**HATE CRIME REPORTING: 2013-2015**

Offense (Crimes no reported to hierarchy)	On Campus			Residential Facilities			Non-Campus			Public Property			Totals		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Sexual Harassment	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	-	-	-	0	0	0	0	0	0	0	0	0
Grand Totals													0	0	0

**Los Angeles County Sheriff's Department**  
**Part I Actual Crimes (UCR'S)**  
RD: 2845

REPORT PERIOD: 01/01/2015 to 12/31/2015

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**CRIMES AGAINST PERSON**  
(Counting Victims)

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>Homicide</b>	(011 - 012)	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>	(021 - 028)	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Assaults - Aggravated</b>	(050 - 059, 141 - 143)	0	0	0	1	0	0	0	0	0	0	0	0	1
<b>Grand Total - Persons</b>		0	0	0	1	0	0	0	0	0	0	0	0	1

**CRIMES AGAINST PROPERTY**  
(Counting Reports)

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>Robbery Total</b>		0	0	2	0	1	0	0	0	0	0	0	0	3
Armed	(031 - 039)	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	(041 - 049)	0	0	2	0	1	0	0	0	0	0	0	0	3
<b>Burglary Total</b>		0	0	0	0	0	0	0	0	0	0	0	0	0
Residential		0	0	0	0	0	0	0	0	0	0	0	0	0
Night	(061 - 063)	0	0	0	0	0	0	0	0	0	0	0	0	0
Day	(064 - 066)	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	(067 - 069)	0	0	0	0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0	0	0	0
Night	(071 - 073)	0	0	0	0	0	0	0	0	0	0	0	0	0
Day	(074 - 076)	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	(077 - 079)	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other Theft Total</b>		1	3	2	1	0	1	0	0	0	2	2	0	12
Grand Theft	(080 - 089)	0	0	0	0	0	0	0	0	0	0	0	0	0
From Vehicle	(340 - 345)	0	2	1	0	0	1	0	0	0	2	2	0	8
From Phone Booth	(350 - 351)	0	0	0	0	0	0	0	0	0	0	0	0	0
From Boat	(360 - 361)	0	0	0	0	0	0	0	0	0	0	0	0	0
From Aircraft	(370 - 371)	0	0	0	0	0	0	0	0	0	0	0	0	0
Petty Theft	(382 - 389)	1	1	1	1	0	0	0	0	0	0	0	0	4
<b>Auto Theft</b>	(090 - 099)	1	0	0	0	1	1	0	2	2	2	1	0	10
<b>Arson</b>	(270 - 279)	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Total - Property</b>		2	3	4	1	2	2	0	2	2	4	3	0	25

<b>PERIOD TOTAL</b>		2	3	4	2	2	2	0	2	2	4	3	0	26
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**Note: REPORTED STATISTICS ARE CURRENT AS OF 07:19 HRS. 09/19/2016.**

The crime counts are based on the UCR hierarchy standard. Adjustments to the crimes are reflected in the month which the change was made.

Part I Actual Crimes (UCR'S)

RD: 2845

REPORT PERIOD: 01/01/2015 to 12/31/2015

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**CRIMES AGAINST PERSON**  
(Counting Victims)

	Mo Curr	Mo YAgO	L3M Curr	L3MYAgO	YTD Curr	YTD YAgO	% Change
<b>Homicide</b> (011 - 012)	0	0	0	0	0	0	
<b>Rape</b> (021 - 028)	0	0	0	0	0	0	
<b>Assaults - Aggravated</b> (050 - 059, 141 - 143)	0	0	0	0	1	2	-50.00%
<b>Grand Total - Persons</b>	0	0	0	0	1	2	-50.00%

**CRIMES AGAINST PROPERTY**  
(Counting Reports)

	Mo Curr	Mo YAgO	L3M Curr	L3MYAgO	YTD Curr	YTD YAgO	% Change
<b>Robbery Total</b>	0	0	0	1	3	4	-25.00%
Armed (031 - 039)	0	0	0	1	0	1	-100.00%
Other (041 - 049)	0	0	0	0	3	3	0.00%
<b>Burglary Total</b>	0	0	0	0	0	1	-100.00%
Residential	0	0	0	0	0	1	-100.00%
Night (061 - 063)	0	0	0	0	0	0	
Day (064 - 066)	0	0	0	0	0	1	-100.00%
Unknown (067 - 069)	0	0	0	0	0	0	
Other	0	0	0	0	0	0	
Night (071 - 073)	0	0	0	0	0	0	
Day (074 - 076)	0	0	0	0	0	0	
Unknown (077 - 079)	0	0	0	0	0	0	
<b>Other Theft Total</b>	0	3	4	5	12	22	-45.45%
Grand Theft (080 - 089)	0	0	0	1	0	2	-100.00%
From Vehicle (340 - 345)	0	0	4	0	8	9	-11.11%
From Phone Booth (350 - 351)	0	0	0	0	0	0	
From Boat (360 - 361)	0	0	0	0	0	0	
From Aircraft (370 - 371)	0	0	0	0	0	0	
Petty Theft (382 - 389)	0	3	0	4	4	11	-63.64%
<b>Auto Theft</b> (090 - 099)	0	0	3	1	10	11	-9.09%
<b>Arson</b> (270 - 279)	0	0	0	0	0	0	
<b>Grand Total - Property</b>	0	3	7	7	25	38	-34.21%

<b>PERIOD TOTAL</b>	0	3	7	7	26	40	-35.00%
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**Note: REPORTED STATISTICS ARE CURRENT AS OF 07:19 HRS. 09/19/2016.**

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