



Annual
Security
Report

2017

Contents

About The San Mateo County Community College District	4
Preparation of the Annual Security Report	4
What is the "Jeanne Clery" Disclosure Act?	4
Distribution of the Annual Security Report	6
Reporting Crimes and Other Emergencies	6
Reporting of Crimes Policy (2.51)	6
Anonymous Crime Reporting	7
Accurate and Prompt Reporting.....	7
About the Department of Public Safety, Law Enforcement Authority and Working Relationship with Local, State, and Federal Law Enforcement Agencies.....	8
Role, Authority, and Training.....	8
Mission Statement	9
Office Information	9
Working Relationship with Local, State, and Federal Law Enforcement Agencies.....	10
Local Law Enforcement Policy (2.52).....	10
Crimes Involving Student Organizations at Off-Campus Locations	11
Timely Warning Reports and Safety Advisories	11
Public Safety Alerts.....	11
Daily Crime Log.....	12
Emergency Response and Evacuation Policy and Procedures (2.55)	12
Emergency Drills and Exercises	19
Safe and Well American Red Cross Service	19
Security of and Access to Campus Facilities.....	19
Security Considerations for the Maintenance of Campus Facilities.....	20
Key Management Policy	20
San Mateo County Community College District’s Response to Sexual and Gender Violence	21
Sexual Assault Education, Prevention & Reporting Policy (2.29)	21
Sexual Harassment Involving Students Policy (7.67).....	22

San Mateo County Community College Districts Policies Governing Alcohol and Other Drugs ..	25
State and Local Laws Pertaining to Alcohol and Drug Use	26
Campus Security Policies, Crime Prevention & Safety Awareness Programs.....	29
Crime Prevention and Security Awareness	29
Crime Prevention Programs.....	30
Smoking Policy (2.27)	30
Student Conduct Policy (7.69).....	31
Student Disciplinary Sanctions Policy (7.70).....	36
Notice of Non-Discrimination	38
Equal Employment Opportunity Policy (2.20).....	39
Student Privacy Rights.....	40
Student Records, Directory Information, and Privacy Policy (7.28).....	40
Harassment Statement.....	42
Hate Crimes and Bias Incidents	42
Grievance Procedures (7.73).....	43
ANNUAL DISCLOSURE OF CRIME STATISTICS	45
Definitions of Reportable Crimes	45
Crime Statistics	51
On & Off-Campus Resources for District Community Members.....	57
Crisis Hotlines and Counseling Centers	57
Crime Prevention TIPS and Immediate Response Actions	64
Threat or Event of Criminal Behavior	64
Bomb Threats	65
Civil Disturbance or Demonstration	66
Disruptive Student.....	67
Earthquake Information	67
Evacuation Procedures	68
Explosion	69
Fire.....	70

Flooding & Water Damage 71

Hazardous Materials..... 71

Medical Emergencies..... 73

Power Outages 74

Psychological Crisis 74

Shooter/ Lockdown 75

Assisting Students with Disabilities 77

About The San Mateo County Community College District

The San Mateo County Community College District is one of the 72 community college districts in California. Our District operates 3 of the 108 community colleges within the California Community College System: Cañada College, College of San Mateo & Skyline College.

The three colleges of our district serve more than 26,000 students and offer the first two years of instruction in a wide variety of transfer programs as well as more than 90 vocational-technical programs. Students can earn either Associate in Arts or Science degrees or receive Certificates of Proficiency in their chosen fields. The University Center at Cañada College collaborates with other colleges and universities to offer baccalaureate and master's degrees.

On the San Mateo County Community College District campuses, the Department of Public Safety, Counseling and Psychological Services, Health Services, Facilities Department and others are responsible for a number of measures to ensure personal safety and to protect property.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998 (formerly The Student Right to Know Act of 1990), the San Mateo County Community College District regularly provides information regarding crime statistics and security measures through public safety flyers, e-mails and publications to employees, prospective students, and matriculated students.

The Department of Public Safety reports to the Vice Chancellor of Facilities, Maintenance & Operations. The Public Safety Department works closely with all departments of the Colleges to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to all the college's students, faculty and staff.

Preparation of the Annual Security Report

What is the "Jeanne Clery" Disclosure Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires

colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Can be "fined" up to \$35,000 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action.

The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, stemmed from Howard & Connie Clery after their daughter Jeanne was raped and murdered at Lehigh University in 1986. They also founded the non-profit Security On Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The complete text of the Clery Act and U.S. Department of Education regulations is available on the Security On campus, Inc. web site at: <http://ope.ed.gov/campussafety/#/>

The Clery Act requires institutions that receive federal financial aid to publish an annual security report every year by October 1st that contains 3 years' worth of campus crime statistics and certain security policy statements, including policies related to the prevention and response to sexual and gender violence, and related offenses. The San Mateo County Community College District (SMCCCD) Department of Public Safety (DPS) publishes this report in compliance with this requirement.

DPS prepares this report using information provided by other District and College offices such as Student Services, the Title IX Coordinator, and other Campus Security Authorities and information provided by local law enforcement agencies surrounding each of the campuses. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by the District. This report also includes institutional policies concerning campus security, such as policies regarding sexual and gender violence, alcohol and other drugs.

The Department intends that the information provided by this annual safety report is accurate; however, errors sometimes occur. This annual report does not reflect the full crime index for the entire Redwood City, San Mateo or San Bruno communities. Only Clery required reportable offenses. Any increase or decrease in statistics from previous reporting years may be due to the department's better understanding of the requirements of how incidents should be classified and counted, and are not necessarily due to an increase or decrease in reported incidents. SMCCCD reserves the right to update the information contained in this report as necessary.

Distribution of the Annual Security Report

The District distributes a notice of the availability of this Annual Security Report by October 1 of each year to every member of the District. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting DPS at (650) 738-7000.

Reporting Crimes and Other Emergencies

To report crimes or emergencies, members of the college community should call the Department of Public Safety (650) 738-7000 from any campus phone or cell phone. For life threatening emergencies, call 911 from any campus phone or from a cell phone, or call the local Police Department (Cañada College - San Mateo County Sheriff's Office (650) 216-7676, Cañada Vista Housing - Redwood City Police Department (650) 780-7000, College of San Mateo San Mateo Police Department (650) 522-7700 and San Bruno Police Department (650) 616-7100). Be prepared to advise the dispatcher where the emergency is located. If time permits, call Public Safety so that they can be alerted that emergency services are responding so that they can assist in giving directions to your location.

Reporting of Crimes Policy (2.51)

1. The Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to campus security of arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol

intoxication. The Chancellor shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

2. The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

Reference: Education Code Section 67380; Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3; Welfare and Institutions Code Sections 300, 318, and 601; Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

Anonymous Crime Reporting

If you wish to report a crime anonymously, you may do so by completing the Anonymous Crime Reporting Form on the Public Safety Website. Please be as descriptive and detailed as possible. The purpose of Anonymous Crime Reporting is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Rest assured you are submitting information completely anonymously and the Public Safety Department will investigate the information you provide.

Accurate and Prompt Reporting

We encourage all community members, including students, faculty, staff, and guests to report all crimes and public safety related incidents to the Department of Public Safety in a timely manner (650) 738-7000. If assistance is required from a local police department, fire or EMS, DPS will contact the appropriate service.

If a sexual assault or rape should occur, staff on the scene, including Public Safety, will offer the victim a wide variety of services and options for filing a report. Crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

About the Department of Public Safety, Law Enforcement Authority and Working Relationship with Local, State, and Federal Law Enforcement Agencies

Your personal safety and the security of the campus community are of vital concern to San Mateo County Community College District (SMCCCD). San Mateo County Community College District is a caring community where we expect students, faculty and staff to take responsibility for each other and for the campus community as a whole. The Public Safety Department is committed to creating and maintaining a safe and secure environment on campus and works closely with other departments - such as student affairs, facilities and campus services to ensure regular monitoring of the buildings and grounds, disaster preparedness and timely response to medical or other emergencies.

A safe community begins with each individual so we encourage you to take responsibility for yourself and those around you by becoming familiar with policies and procedures, being alert and aware of your environment - sharing any concerns you may have with appropriate staff and using common sense and care with keys, access cards, and personal belongings.

All crime victims and witnesses are strongly encouraged to report the crime to the appropriate police agency and the Department of Public Safety. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Role, Authority, and Training

Staff is assigned to the Department of Public Safety after a background check. Annual, as well as on-going training is provided. Both full and part-time staff come from a variety of safety and security backgrounds including law enforcement, military, and private security. The Director of Public Safety, and the individual captains of public safety at the three Colleges supervise these officers. Public Safety staff handles internal campus events and monitor the environment of the campus.

Public Safety officers are responsible for a full range of safety services to the San Mateo County Community College District community, including all crime report investigations, medical emergencies, fire emergencies, traffic accidents, and enforcement of all College policies including those relating to alcohol use, drug use, and weapons possession.

Students are required to comply with the directives of Public Safety staff and any College official in performance of their assigned duties. Students are required to present valid identification when requested to do so. Public Safety staff may detain a person to investigate their purpose on campus. The Department of Public Safety is responsible for the enforcement of policies, rules and regulations set forth by the San Mateo County Community College District, and to report criminal violations to the proper authorities. All Public Safety staff are held to the highest standard of maintaining an individual's confidentiality and are available to assist in filing reports on incidents.

Mission Statement

The mission of the Department of Public Safety at San Mateo County Community College District is to provide a safe, secure, and healthy college environment for all students, staff, faculty, and visitors. With a highly visible presence and professional interactions with everyone on our three campuses; Skyline College, College of San Mateo and Cañada College, the Department of Public Safety is committed to achieving this mission through the provision of a variety of services, and respect for all in our diverse campus communities. We are dedicated to the protection of persons, property and the freedom of all individuals to pursue a quality education without fear. We look for opportunities to provide service and to be of assistance, and strive to be helpful and approachable.

Office Information

The **College of San Mateo** Public Safety office is located at 1700 W. Hillsdale Blvd., San Mateo, CA 94402 Building 1, Room 101 (650) 738-7000.

The **Cañada College** Public Safety office is located at 4200 Farm Hill Blvd., Redwood City, CA 94061 Building 9, Room 151 (650) 738-7000.

The **Skyline College** Public Safety office is located at 3300 College Drive, San Bruno, CA 94066 Building 6, Room 106 (650) 738-7000.

Public Safety officers patrol the campuses of Cañada College, the College of San Mateo and Skyline College 24 hours a day, 365 days a year.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

The Department of Public Safety strives to maintain a close working relationship with the San Mateo County Sheriff's Office (SMCSO), Redwood City Police Department (RWCPD), the San Mateo Police Department (SMPD), and the San Bruno Police Department (SBPD). The Department of Public Safety occasionally works with other law enforcement agencies. The Department of Public Safety communicates periodically through the year with PD liaisons about incidents that occur in and around the campus area. There is a written Memorandum of Understanding between the San Mateo County Community College District Department of Public Safety and the Sheriff's Office, the San Mateo Police Department and the San Bruno Police Department.

Local Law Enforcement Policy (2.52)

1. Each College in the District 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.
2. The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
3. The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.
4. The District encourages accurate and prompt reporting of all crimes to campus public safety officers and the appropriate police agencies.

5. Professional mental health and religious counselors are exempt from reporting obligations. However, counselors are encouraged, when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Reference: Education Code Section 67381; 34 Code of Federal Regulations Section 668.46(b)(4)

Crimes Involving Student Organizations at Off-Campus Locations

(The SMCCCD does not have any student organizations that maintain off-campus locations.)

Timely Warning Reports and Safety Advisories

The San Mateo County Community College District is required to provide "timely warnings" and a separate more extensive public crime log. It is these requirements that are most likely to affect the day-to-day lives of the campus community. The timely warning requirement is somewhat subjective and is only triggered when the institution appointees consider an incident to pose an ongoing "threat to the campus community" while the public log records all incidents reported to the Department of Public Safety.

Timely warnings cover a broader source of reports (local police, public safety and other campus officials) than the public log but are limited to those crime categories required in the Annual Safety & Security Report. The crime log includes only incidents reported to Public Safety but covers all crimes, not just those required in the Annual Safety & Security Report; meaning incidents like theft are included in the log.

Public Safety Alerts

To help prevent crimes or serious incidents, the Department of Public Safety issues Public Safety Alerts in a timely manner to notify community members about criminal activity in and around our campus. Members of the community who know of a crime or other serious incident are encouraged to report the incident as soon as possible to the Public Safety Department, so that an alert can be issued, if warranted. Depending on the nature of the incident, campus alerts will be communicated through one or more of the following means: Campus Notice e-

mails (my.smccd.edu); AlertU Emergency Text Message Notification; Emergency Announcement System (EAS); Public Safety Patrol; or via the Public Safety website Homepage. Individuals may register through the San Mateo County Community College District portal for AlertU Emergency Text Message Notifications.

Daily Crime Log

The Department of Public Safety maintains a Daily Crime Log that records, by the date incidents reported to us, all alleged crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the Department's jurisdiction. The Daily Crime Log is available for public inspection at any of the three campus public safety offices. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to us, as well as the disposition of the complaint, if this information is known at the time the log is created. We reserve the right to exclude crime report information from the log in certain circumstances.

Emergency Response and Evacuation Policy and Procedures (2.55)

1. The Chancellor shall establish procedures that ensure that the District implements a program or plan to be activated in the event of an emergency, or when a natural disaster or hazardous condition occurs. This program or plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The program must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.
2. Compliance with NIMS and SEMS mandates include:
 - a. Establishing a disaster preparedness program or plan
 - b. Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines

- i. Training requirements vary based on job titles or assigned roles within the emergency management program
3. College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The Chancellor should ensure that an ICS team is created to carry out compliance with NIMS and SEMS mandates.
4. Responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions and the state management level.
5. The plan or program should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. Colleges must comply with NIMS and SEMS to receive federal or state funding.

References: Education Code Sections 32280 et. seq.; 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05;19 California Code of Regulations (CCR) Sections 2400-2450

Emergency Response Plan

The District has compiled comprehensive emergency response plans that outline likely hazards our campuses may face. A summary of the District's emergency response procedures is located at Included at <http://www.smccd.edu/publicsafety/emergencypreparedness.php>. This web page also has detailed information regarding the District's emergency notification policy, including how to enroll in the mass notification system to ensure you receive emergency notices on District and personal phones.

To ensure these plans remain current and actionable, each college will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills emergency operations center exercises, or full-scale emergency response exercises. The District conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, the District will notify the community of the exercise and remind the community of the information included in the District's publicly available information regarding emergency response procedures.

Emergency Notification System

The District is committed to ensuring each campus community receives timely, accurate, and useful information in the event of an emergency on campus or in the local area, which poses a risk to the health and safety of campus community members. To support this commitment, the District has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

The Department of Public Safety and/or other campus first responders may become aware of a critical incident or other emergency that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Department of Public Safety or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, first responders will notify local law enforcement or fire departments and supervisors in the Department of Public Safety or other authorized college/district office to issue an emergency notification.

The District's authorized representatives, including supervisors in the Department of Public Safety, individuals assigned to Facilities Operations and/or other members of the District/College senior administration, will immediately initiate all or some portions of the District's emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the District/College may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the District/College will issue the emergency notification to the campus community or applicable segment of the community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The District/College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the District's mass notification system, the District/College will also post applicable messages about the dangerous condition on the District's homepage to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of or the entire campus, District/College officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification:

The office responsible for issuing the emergency notification (usually the Department of Public

Safety officers) will, with the assistance of campus and local first responders, determine the content of the notification. The District has developed a wide range of template messages addressing several different emergency situations. The communications officers (or others issuing the alert) will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident.

In those cases where there are no pre-determined template messages in the system, the individual issuing the alert will develop the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Procedures Used to Notify the Campus Community:

In the event of a situation that poses an immediate threat to members of the campus community, the District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event for emergency notification to all or a segment of campus community. These methods of communication include the mass text notification system, ALERTU, the District's email system or campus Emergency Announcement System (EAS). The District will post updates during a critical incident on the homepage. If the situation warrants, the District will establish a telephone call-in center.

Emergency Phone Numbers

- **Emergency:** 9-1-1
- **Police:** 9-1-1
- **Fire Department:** 9-1-1
- **Medical Emergency:** 9-1-1

District Office & College of San Mateo Emergency Contact Numbers

- **Public Safety Department**
 - District Office (650) 738-7000

- **Health Services/Nurse**
 - Cañada College (650) 306-3309
 - College of San Mateo (650) 574-6396
 - Skyline College (650) 738-4270

- **Facilities Planning, Maintenance & Operations**
 - District Office (650) 574-6512
 - Cañada College (650) 306-3276
 - College of San Mateo (650) 574-6113
 - Skyline College (650) 738-4115

- **Multimedia and Computer Technical Support**
 - ITS Help Center (650) 574-6543

Emergency Drills and Exercises

Drills are held at various locations and campuses and encompass a wide variety of scenarios. Some past scenarios have included active shooter events and earthquakes. Recent drills have required the activation the San Mateo County Community College District Emergency Announcement System (EAS). These drills maybe announced or unannounced. Each drill includes a date, time, location, comprehensive written scenario plan, a post event debriefing, and an after action report. The San Mateo County Community College District publicizes the emergency response and evacuation procedures in conjunction with at least one drill each calendar year.

Safe and Well American Red Cross Service

If you have been affected by a disaster, the [American Red Cross Safe and Well website](#) provides a way for you to register yourself as “safe and well.” From a list of standard messages, you can select those that you want to communicate to your family members, letting them know of your well-being.

Concerned family and friends can search the list of those who have registered themselves as “safe and well.” The results of a successful search will display a loved one’s First Name, Last Name, an “As of Date”, and the “safe and well” messages selected.

Security of and Access to Campus Facilities

All keys for academic and administrative buildings in the San Mateo County Community College District are recorded and tracked through the Facilities Planning, Maintenance & Operations Department. It is critical in protecting each campus to maintain accurate and effective control over building access. The District’s key policy is designed to ensure that people who request keys are actually authorized to have them and to make each key holder accountable for the return of keys after that authorization has expired.

Security Considerations for the Maintenance of Campus Facilities

The San Mateo County Community College District is committed to campus safety and security. Locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Grounds keeping personnel trim shrubs from sidewalks, walkways, and building entrances to make sure routes to buildings are in good repair. All campus walkways are inspected to ensure adequate lighting. Burned-out lights are replaced promptly.

We encourage community members to promptly report any security concern, including concerns about locking mechanisms, lighting, or landscaping to the Department of Public Safety (650) 738-7000.

Key Management Policy

1. Complete a Key Request Form and submit it to the Facilities Office at your campus. Key Request Forms can be found on the Facilities website.
2. All Key Requests must have all required Approval Signatures.
3. Keys will only be issued to the individual whose name is on the Key Request Form. Keys shall not be loaned to others or duplicated at any time.
4. Keys are available for pick up at the College Facilities Maintenance Center for Skyline College and Cañada College and at the Public Safety Office for the College of San Mateo. Valid Photo ID must be presented prior to key release.

E-Keys/Electronic Access Controls

As part of our efforts to provide a safe and secure teaching, learning and working environment, electronic access controls sometimes supplement the mechanical key system. Instead of using a traditional key, doors that have been outfitted with electronic access controls require an electronic key (e-key) to gain access. E-keys are electronic keys. They take the form of either a

card or a fob. In a few rare instances, an e-key is not necessary but a code must be entered on the keypad to gain entry.

Use of Keys

Keys shall not be loaned or duplicated. California Penal Code 469 states: Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, causes to be duplicated, or use, or has in his/her possession any key to a building or other areas owned, operated or controlled by the State of California, any state agency, board or commission, a county, city or any public school or community college district without authorization from the person in charge of such building or area or his/her designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.

All keys and locks issued by the District remain the property of the District and can be recalled at any time.

Return of Keys

All District keys must be returned to the College Facilities Maintenance Center upon departure of employee.

Student Use of Keys

Keys will not be issued to students. Under special circumstances and only when absolutely required, however, students may be given access to College facilities with approval of a full-time faculty or manager, the appropriate Dean, Vice President, and the Campus Facilities Manager.

Lost or Stolen Keys

Lost or stolen keys must be reported immediately to the Public Safety Department, as well as t h e Campus Facilities Manager. The safety and security of the College relies upon its key holders to maintain the integrity of the system.

On-Campus Affiliate Keys

The San Mateo County Community College District has a variety of affiliations with education-related organizations that have chosen to locate their offices and programs on the San Mateo County Community College District Campuses. All of the San Mateo County Community College District Security and Access policies apply to the various affiliates as well.

San Mateo County Community College District's Response to Sexual and Gender Violence

Sexual Assault Education, Prevention & Reporting Policy (2.29)

The San Mateo County Community College District is strongly committed to the establishment of an educational environment in which students, faculty, and staff can work together in an atmosphere free of sexual assault.

1. 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.
2. The Chancellor 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 the Education Code and Code of Federal Regulations.
3. The District and Colleges will provide information to all SMCCCD faculty, staff, and registered students on the definition of sexual assault, how to prevent it and how to report it if assaulted.
4. The Colleges shall disseminate this information through means such as the student/staff handbooks, District and College websites and orientations to the Colleges. The District Vice

Chancellor of Human Resources and Vice Presidents of Student Services may take additional steps to disseminate the information District wide and at each College.

5. The District/Colleges will develop partnerships with community agencies that provide support and assistance to sexual assault victims.
6. All Managers shall be educated on the prevention of sexual assault and how to report any incidents of such assaults on a student, employee or visitor to a campus, whether the assault occurred on campus or not.

References: California Education Code, Sec. 67382, 67385, 67385.7; 20 U.S.C. § 1092(f); 34 C.F.R. §668.46(b) (11)

Sexual Harassment Involving Students Policy (7.67)

It is the policy of the San Mateo County Community College District to prohibit, in all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff and/or the harassment of staff by students is considered intolerable behavior that will be investigated and acted upon immediately.

According to both State and Federal laws and guidelines issued by the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of discrimination. Sexual harassment is misconduct that can change the course of careers, disrupt the climate of an entire class, affect academic performance, and undermine the integrity of educational relationships. It is an abuse of power that confuses the boundaries of personal and professional roles and breaches trusting relationships, which should exist among members of the College community.

1. It is the policy of the San Mateo County Community College District to provide its students with a learning environment free of sexual harassment and intimidation. This policy addresses interactions between a student and faculty, staff members, or other students. Because of the seriousness of these matters, the District will make every effort to assure that sexual harassment does not occur and will take disciplinary actions up to and including dismissal or expulsion for policy violation. It is the responsibility of each District employee and student to maintain a level of conduct that complies with District policy.

2. For purposes of this policy, sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors, and/or other verbal, physical, or visual conduct of a sexual nature which occur under any of four circumstances:
 - a. Submission is made, either explicitly or implicitly, a term or condition of admission to or retention in a course or program;
 - b. Submission or rejection by a student is used as a basis for grading, enrollment, or other educational decisions affecting the student;
 - c. Submission or rejection by a student affects negatively a student's class performance, opportunity to benefit from class participation, or constitutes a disruption of the learning process;
 - d. Such conduct creates, encourages, or condones an intimidating, hostile, or otherwise offensive environment for learning and/or teaching.
3. Sexual harassment includes, but is not limited to, the following:
 - a. Making unsolicited written, graphic, verbal and/or physical contact with sexual overtones. Written examples: suggestive or obscene letters, notes, invitations. Graphic examples: prurient display of objects, pictures, cartoons, or posters. Verbal examples: derogatory comments, slurs, jokes, innuendos and epithets. Physical examples: assault, touching, gestures, impeding or blocking movement.
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Mutual attraction is not considered sexual harassment.)
 - c. Making reprisal, or implied threats of reprisal, following a negative response. This can include denial of, or actually withholding, support or opportunities normally provided in the form of counseling or other services, suggesting the assignment of a poorer grade than earned.
 - d. Engaging in implicit or explicit coercive sexual behavior, which has the effect of controlling, influencing, or affecting the enrollment, grade, academic success, and/or learning environment of any student.

- e. Offering favors or preferential treatment such as assignment of better grades than earned; opportunities for extra credit; recommendations, favorable assigned duties or shifts; or other benefits in exchange for sexual favors.

4. Complaint Procedures

a. Staff to Student or Student to Student

- i. If a student complainant feels that, a specific act or environment is offensive and in violation of this policy, the complainant should first notify the offender in an effort to stop the offensive behavior. If the behavior does not stop, or the complainant does not wish to confront the offender directly, the student should notify the Vice President, Student Services or designee.
- ii. Once received, the complaint will be investigated and acted upon in accordance with District Rules and Regulations. The Office of Personnel Services will be notified of all claims of sexual harassment at the time the complaint is received. The Office of Human Resources will coordinate investigations involving faculty or staff members.

b. Student to Faculty/Staff

- i. If a faculty or staff member is the complainant and feels that a specific act committed or environment created by a student is offensive and in violation of this policy, the complainant should first notify the offender in an attempt to stop the behavior.
- ii. If the behavior continues, the complainant will then notify the Vice President of Student Services or designee. Such continued behavior constitutes a disruption of the learning and teaching environment.
- iii. Once received, the complaint will be investigated and acted upon in accordance with District Rules and Regulations. The Office of Human Resources will be notified of all claims of sexual harassment at the time

the complaint is received. The Office of Human Resources will coordinate investigations involving faculty or staff members.

- c. In accordance with the guidelines on sexual harassment of the Equal Employment Opportunity Commission, the District intends: 1) to raise the subject of sexual harassment affirmatively in formal staff training and other arenas; 2) to express strong disapproval for the inappropriate behavior; and 3) to implement this policy fully.
- d. District employees or students found to be in violation of this policy may be subject to full disciplinary measures up to and including dismissal or expulsion, as appropriate, pursuant to all established District procedures.

San Mateo County Community College Districts Policies Governing Alcohol and Other Drugs

Each student at the San Mateo County Community College District is considered an adult who assumes personal responsibility for his or her own conduct. As adults, the San Mateo County Community College District students are expected to comply with all laws and College policies regarding alcoholic beverages and other drugs.

Definitions

- **Alcohol:** Any beverage containing not less than 0.5% alcohol by weight.
- **Illicit Drug:** Controlled substances and analogs as defined by federal and state law. This also includes substances with psychoactive properties.
- **Possession:** Determined by control over a substance or object with or without regard to ownership
- **Property:** Any space or facility owned, leased or controlled by the San Mateo County Community College District.
- **Student:** Any individual enrolled in any course at the San Mateo County Community College District.

State and Local Laws Pertaining to Alcohol and Drug Use

Alcohol

California law makes it a misdemeanor for any person to sell, furnish, or give any alcoholic beverage to a person under 21 years of age, or to an obviously intoxicated person of any age. Additionally, it is a misdemeanor for minors to purchase or possess alcoholic beverages of any kind. Furthermore, any student responsible for organizing or sponsoring an event where alcohol is served to minors may be subject to legal prosecution. California courts have required individuals to pay civil damage awards for injuries caused by violations of these laws.

Limitations on Alcohol Use

California law prohibits any person under the age of 21 from buying, possessing, consuming, or distributing alcoholic beverages. There is no exemption from this law; the San Mateo County Community College District campus is subject to this prohibition even though it is private property patrolled by its own Public Safety force. College policy requires students 21 and over to refrain from abusive practices in consumption of alcoholic beverages. As an educational institution, the San Mateo County Community College District cannot tolerate inappropriate or excessive consumption that disrupts the educational process or abuses the rights of others.

Drug-Free Workplace and Educational Environment Policy (2.26)

1. It is the policy of the San Mateo County Community College District to maintain a drug-free workplace and educational environment for its employees and students in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. In addition to this policy, the District continues to maintain its employee and student policies pertaining to the possession and use of alcohol and drugs on District property. Employees and students who are under the influence of an intoxicant while on District property are subject to disciplinary action, pursuant to current policies which regulate employee and student conduct.

2. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in the workplace or educational facilities and on any District property is strictly prohibited. "Controlled substance," as defined in the Act, does not include distilled spirits, wine, malt beverages or tobacco. This policy does not prohibit the lawful use of alcoholic beverages on District property if such use strictly adheres to State or other laws, which expressly permit its use under specific circumstances and in specified District facilities.
3. As appropriate and permitted by law, the Chancellor is authorized to enact procedures regarding serving alcoholic beverages on campus. Alcoholic beverages shall not be served on campus except in accordance with these procedures.
4. It is the responsibility of each District employee to adhere to the requirements of the drug-free policy and to notify the Office of Human Resources within five (5) days of any criminal drug statute conviction for violations occurring in the workplace or educational setting.
5. Within ten (10) days after receiving notice from an employee of any criminal drug statute conviction, the Office of Human Resources will notify all Federal agencies from which Federal grants are received, pursuant to requirement of the Act.
6. Within thirty (30) days of receiving notice of such conviction, the Chancellor or designee shall initiate the appropriate personnel action or require the employee to participate in a drug-abuse assistance or rehabilitation program.
7. District employees found to be in violation of this policy by unlawfully manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance in the workplace, educational facility or on any District property, or by failing to notify the District of criminal drug statute convictions as required, will be subject to disciplinary measures up to and including dismissal, pursuant to established District and collective-bargained policies and procedures.
8. It is the responsibility of each District student to adhere to the regulations of this drug-free policy. Students found to be in violation of this policy by the unlawful manufacturing, distributing, dispensing, possessing or using alcohol or a controlled

substance on District property will be subject to disciplinary measures up to, and including expulsion, pursuant to District policy.

9. Notice of the District Drug-Free Workplace and Educational Environment policy will be included in regular student publications and will be made available to employees annually.
10. The District maintains a program of random alcohol and controlled substances testing for all persons who perform safety-sensitive functions such as driving passenger vehicles or operating a vehicle with a weight that is subject to this policy, as defined by the Omnibus Transportation Employee Testing Act of 1991 (hereinafter referred to as "the Omnibus Act"). This policy applies only to those District employees who are directly identified by the Vice Chancellor, Human Resources and appropriate administrator as holding and performing functions which have been identified as safety sensitive and who are considered to be covered by the Federal regulations. These employees include all District employees who hold a commercial driver's license, which is necessary to perform job-related duties such as operating a commercial motor vehicle or carrying fifteen (15) or more passengers, including the driver.
11. Employees who are covered by the Omnibus Act will be so notified and receive written information pertaining to it, its testing requirements, and their rights therein.
12. Pursuant to the Omnibus Act, District employees who are affected by this Act are subject to alcohol and controlled substance testing. The presence in the body, possession, use, distribution, dispensing and/or unlawful manufacture or sale of prohibited drugs is not condoned while conducting District business, or while in work areas, or in District vehicles on or off District property. Driving and/or otherwise performing safety-sensitive work while under the influence of alcohol, a controlled substance, or impaired as the result of a legally prescribed medication, are considered "prohibited conduct" for the purpose of this Act.
13. Each driver who has engaged in prohibited conduct (found to be operating under the influence of alcohol or a controlled substance) shall be advised of resources available in evaluating and resolving problems associated with the misuse of alcohol and use of

controlled substances, including the names and locations of substance abuse professionals and counseling and treatment programs. Those employees who are found to be impaired as the result of using a prescription drug will not be permitted to perform safety-sensitive job duties and will be directed to their treating physician to regulate use of their medication.

14. The referral of a driver to an assistance program or substance abuse professional shall not preclude the imposition of disciplinary action. The employee will be accorded all rights and benefits as specified in the Americans with Disabilities Act and other applicable medical and leave laws as appropriate. Disciplinary procedures, which may be imposed on the employee, will adhere to District and collectively bargained policies and procedures.

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g ; 34 C.F.R. Sections 86.1 et seq. and 668.46(b); 49 C.R.F. Part 40; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702; Business and Professions Code Section 25608

Campus Security Policies, Crime Prevention & Safety Awareness Programs

Crime Prevention and Security Awareness

During orientation and pre-registration campus functions, students are informed of services offered by the Department of Public Safety at the San Mateo County Community College District. Handouts and publications are shared with students outlining area resources, phone numbers, and safety tips. An orientation presentation is available to all new employees as well. A common theme is to encourage students and employees to be aware of their responsibility for their own safety and the safety of others. Periodically, the Department of Public Safety prepares short memorandums/emails on current or pending safety issues of the season for dissemination to the campus community. When time is of the essence, information is released to the College community through Campus Notice e-mails (mysmccd.edu); AlertU Emergency Text Message

Notification; Emergency Announcement System (EAS); Public Safety Patrol; or via the Public Safety website Homepage.

Crime Prevention Programs

Public Safety officers are readily available to facilitate any student organization or program in a crime prevention educational endeavor; by providing brochures, videos, and personal experience on the subject matter.

Smoking Policy (2.27)

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, the District will limit smoking on District property to outdoor areas only, at a minimum of twenty (20) feet away from any doorway, entrance to an indoor facility, or fresh air intake vent.

1. Smoking is prohibited in all indoor locations within the District.
2. Smoking is prohibited within a distance of twenty (20) feet from any District or College doorway, entrance to an interior area or fresh air intake vent. The College President, in conjunction with the College Council, has the discretion to set campus smoking regulations as long as smoking is prohibited within a distance of at least 20 feet from any District or College doorway, entrance to an interior area or fresh air intake vent.
3. District managers are responsible for publicizing the policy to students, employees and visitors, and are responsible for the posting of signs. International no smoking signs will be posted as appropriate. Notification about the policy on smoking will be included in employee and student publications, newsletters and in other written materials as appropriate. In addition, materials that are used to publicize District public events will include policy notification to the public.

4. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation.
5. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Rules and Regulations and may result in disciplinary action.
6. It is the responsibility of College and District Office managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy should be brought to the attention of the person's supervisor, the Vice-President of Student Services at the College level, or the Vice-Chancellor of Human Resources and Employee Relations in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the nonsmoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.
7. This policy does not supersede more restrictive policies, which may be in force in compliance with State or Federal regulations.

Reference: Government Code 7597(a)

Student Conduct Policy (7.69)

1. Students enrolled in the Colleges of the San Mateo County Community College District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by the District and/or each College in the District.
2. The following actions are prohibited and may lead to appropriate disciplinary action:
 - a. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.

- b. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
- c. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self-defense.
- d. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
- e. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for preventing the student from being a witness or retaliation for being a witness.
- f. Harassment or bullying by use of electronic devices.
- g. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
- h. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance or College/District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- i. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
- j. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).

- k. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
- l. Knowingly receiving stolen property belonging to the College District.
- m. Participation in hazing
- n. Unauthorized entry into, use of, or misuse of College/District owned or operated facilities.
- o. Forgery, alteration, or misuse of College/District documents, records, or identification.
- p. Misrepresentation of oneself or of an organization as an agent of the College/District.
- q. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
- r. Infringement or violation of copyright laws.
- s. Disorderly conduct or lewd, indecent, or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
- t. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
- u. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.

- v. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
- w. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College/District.
- x. Failure to satisfy College/District financial obligations.
- y. Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
- z. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
- aa. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
- bb. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
- cc. Committing sexual harassment as defined by law or by District policies and procedures.
- dd. Engaging in harassing or discriminatory behavior based on race, sex, (i.e. gender), religion, age, national origin, disability, sexual orientation, or any other status protected by law.

- ee. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
 - ff. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
 - gg. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.
3. Definitions: When used in this policy:
- a. Student – any person taking or auditing classes at a College in the District or who has been admitted to any of the Colleges within the District
 - b. District premises – any building or grounds owned, leased, operated, controlled or supervised by the District.
 - c. District or School Property – includes both personal and real property owned or controlled by the District.
 - d. District or College sponsored activity – any activity on or off the District or College premises that is directly initiated or supervised by the District or a District organization
 - e. Weapon – any object or substance designed or used to inflict a wound or cause injury
 - f. Reckless – conduct which one should reasonably be expected to know would create a substantial risk of harm to a person or property or which would

otherwise be likely to result in interference with normal College/District sponsored activities

- g. Will and Shall – are used in the imperative sense.
4. Disciplinary Action while criminal charges are pending
 - a. Students may be accountable both to law enforcement and to the District for acts that constitute violations of law and of this policy. Disciplinary action at the College/District will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
 5. No student shall be suspended from a College unless the conduct for which the student is disciplined is related to College/District activity or attendance. Any violation of law, ordinance, regulation or rule regulating or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

Reference: Education Code Section 76033

Student Disciplinary Sanctions Policy (7.70)

1. The rights and responsibilities of students are not fundamentally different from those of other members of the community. District officials administer the academic community under statutory authority in accordance with the directions of the Board. Discipline is administered outside of civil authority or concurrent with civil authority in matters, which affect the academic community.
2. Students charged with misconduct may be subject to the following sanctions:
 - a. Warning: An oral statement to the student that he/she is violating the Student Code of Conduct; that continuation or repetition of the conduct may be cause for further disciplinary action. This action may be taken by any faculty or staff or by the Disciplinary Officer when the case is referred to him/her.
 - b. Reprimand: A written notice by the Disciplinary Officer of violation of the Student Code of Conduct. A reprimand may include the possibility of more

severe disciplinary sanctions in the event of future infractions of the Student Code of Conduct.

- c. **Disciplinary Probation:** Formal written notice by the Disciplinary Officer of violation of the Student Code of Conduct, which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.
- d. **Restitution:** Formal action by the Disciplinary Officer to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- e. **Removal from Classes/Facility:** Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the College Disciplinary Officer to discuss the cause for the removal. After-the-fact review by the President/designee shall occur if the student alleges in writing that an instructor or administrator has abused his/her administrative discretion.

Any College instructor, for good cause, may remove a student from the classroom for the day of the incident and the next regular class meeting.

- Before ordering the removal of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal.
- Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.
- If the student is a minor, the parents or legal guardian shall be notified in

writing by the Disciplinary Officer as soon as possible and the parent will be asked to attend a conference regarding the removal.

- f. Suspension: Action by the President to exclude the student from all Colleges and District/College programs and activities for a definite period. This action shall be posted on the student's electronic record, but shall not be reflected on the academic transcript.

This does not prohibit, where an interim suspension is required in order to protect lives or property and to insure the maintenance of order, an interim suspension pending a hearing, if a reasonable opportunity for a hearing be afforded a suspended person within ten (10) instructional days.

Suspension for more than ten days may have impact on a student's financial aid eligibility or financial aid award.

- g. Expulsion: Action by the Board of Trustees to terminate student status in the District indefinitely. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the students or others.

The Board of Trustees at a public meeting shall take final action. Action to expel a student will be posted on the academic transcript.

Reference: Education Code Section 76032

Notice of Non-Discrimination

The San Mateo County Community College District does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.¹ The following person has been designated to handle inquiries regarding the non-discrimination policies:

Eugene Whitlock, Vice Chancellor, Human Resources and Employee Relations
District Office – 3401 CSM Drive San Mateo, CA 94402
(650) 358-6883

Equal Employment Opportunity Policy (2.20)

1. The San Mateo County Community College District is committed to equal employment opportunity and full recognition of the diversity of cultures, ethnicities, language groups and abilities that are represented in its surrounding communities and student body. The Board believes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and suitable role models for all students. The District shall demonstrate its commitment to the cultural competence¹ of its employees and students through policies, procedures, training programs, services and activities, which promote diversity and mutual respect within the District work force and student body.
2. The San Mateo County Community College District is an equal opportunity employer that shall provide an educational and work environment in which no person is denied access to, or the benefits of, any program or activity of the District based on ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or mental ability. This includes District decisions about employment, retention, compensation, promotion, termination and/or other employment status.
3. The District shall monitor the success of equal opportunity in its recruitment, selection, retention and promotional policies and procedures by monitoring outcomes to assure no adverse impact against any person or group of individuals, due to ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or mental ability.
4. The District complies with the spirit and law of the Americans with Disabilities Act of 1990 as amended by providing equal opportunity for persons with disabilities. The

¹ “Cultural Competence” refers to the skills and ability of individuals to act in a sensitive, inclusive and respectful manner in interactions with persons who are different from themselves.

District shall make reasonable accommodations so that persons of all levels of ability enjoy equal access to all aspects of employment and education in our District, including but not limited to, educational services, selection procedures, retention and promotion. In order to prevent discrimination based on disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

5. The District will not tolerate discourteous, offensive or abusive conduct or language including jokes, slurs, derogatory comments, or behaviors or language regarding a person's ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or medical condition relating to other employees, students or the public. This includes District decisions about employment, retention, compensation, promotion, termination and/or other employment status.

Student Privacy Rights

The San Mateo County Community College District complies with the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA). FERPA assures students attending a postsecondary educational institution that they have the right to inspect and review their educational records and to seek corrections of inaccurate or misleading data through informal or formal procedures. FERPA also protects student privacy rights by setting strict limits on disclosure of their educational records without their consent.

The San Mateo County Community College District considers name, address, phone number, email address, dates of attendance, degree(s) awarded, enrollment status, and major field of study to be directory information under FERPA and, as such, may be disclosed to a third party upon request.

Student Records, Directory Information, and Privacy Policy (7.28)

1. The Family Educational Rights and Privacy Act (FERPA) and the California Education Code require educational institutions to provide a student access to official educational records directly related to the student and to provide an opportunity for a hearing to

challenge such records because they are inaccurate. In addition, the law specifies that a College must obtain the written consent of the student before releasing personally identifiable information from records to other than a specified list of persons and agencies and that these rights extend to present and former students of the College.

- a) Educational student records generally include documents and information related to admission, enrollment in classes, grades, matriculation, and related academic information. Educational records are more fully defined by the Education Code.
 - b) The Dean of Enrollment Services/Admissions and Records at each College, or the designee of the responsible Vice President, is designated "Records Officer" as required by the Act.
 - c) A student's educational record shall be made available for inspection and review by the student, during working hours, within five working days following completion and filing of a request made with the Records Officer.
 - d) If a student wishes to challenge any information in his/her educational record, the student shall review the matter with the Records Officer. During the informal proceedings, the Records Officer may make adjustments or changes to correct factual errors.
 - e) If these informal proceedings do not settle the dispute regarding the student's record, the student may submit a request in writing to the responsible Vice President. The Vice President will assign the matter within ten working days to a "Hearing Officer."
 - f) The Hearing Officer will set a date for a hearing, at the conclusion of which s/he will render a decision to the President of the College, who will determine what action is to be taken. This decision may be appealed by the student in accordance with Rules and Regulations, Section 7.73 and the California Education Code.
1. Federal and State laws provide that the College may release certain types of "Directory Information" unless the student submits a request, in writing, to the Records Officer that certain or all such information is not to be released without his/her consent. "Directory Information" in the San Mateo County Community College District includes: student's name

and city of residence, email address, participation in recognized activities and sports, dates of enrollment, degrees and awards received, the most recent previous educational agency or institution attended, and height and weight of members of athletic teams.

2. Students shall be notified of their legal rights regarding access to student records through publication of this policy in College Catalogs and Schedules of Classes.
3. Each College shall maintain a log in the Office of Enrollment Services/Admissions and Records for each student's record, which lists all persons, agencies, or organizations requesting, or receiving information from the record, in accordance with the California Education Code.
4. A copy of District policy, the Family Educational Rights and Privacy Act, appropriate sections of the California Education Code, and other pertinent information and forms shall be available in the office of the Records Officer.
5. A fee established by the Board shall be charged for furnishing copies of records, except that the first two copies of a transcript shall be furnished without charge.

References: Education Code Sections 76200, 76210, 76220 76221, 76222, 76232 – 76234, 76240, 67242, 76243;
Title 5 Sections 54600 et seq.

Harassment Statement

Harassment based on race, color, national origin, religion, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, or sexual orientation is not tolerated at the San Mateo County Community College District. The District also prohibits sexual harassment. Concerns can be reported to the Vice President of Student Services or any other College official.

Hate Crimes and Bias Incidents

Hate Crimes-consist of any act of intimidation, harassment, physical force or threat of physical force directed against any person, group, family, community organization or property motivated in whole or in part by hostility toward real or perceived race, ethnic background, national origin, religious belief, gender, age, disability, sexual orientation or political affiliation

with the intent of causing fear, injury, intimidation or to deter the free exercise and enjoyment of any right secured by the Constitution or law.

Whenever a member of the community is a victim or receives a report of a suspected hate crime or other activity, which reasonably appears to involve a potential hate crime it should be immediately reported to the Department of Public Safety or Campus Security Authority.

Grievance Procedures (7.73)

1. The San Mateo County Community College District shall establish and maintain a uniform system of student grievances and appeals for non-grade related disputes, which shall afford procedural due process to students in the review and appeal of College and District decisions or actions.
2. An explanation of the procedures for submitting student grievances and appeals shall be made available to students in the Student Handbook of each College and shall set forth the appropriate procedure at the respective College, District, and Board levels.
3. In order that the student may have the opportunity to appeal a decision not satisfactorily resolved at the initial level, other than an appeal regarding a grade received in a course or a parking citation, the steps outlined below may be taken. At any time during the progress of the procedure outlined below, informal resolution of the problem may be sought by mutual agreement. For grade grievances, refer to **B, Grade Grievances**. For parking citations, refer to **C, Parking Citation Appeals**.

A. Academic (Excluding Grade) and Non-Academic Grievances and Appeals

Step 1 – College Level

- a. Before initiating formal appeal procedures, the student shall attempt to resolve the dispute informally with the appropriate staff member at the point of initial decision. If the dispute is not resolved, the student may initiate a formal appeal with the Vice President of Student Services and must do so within one (1) year of the incident on which the grievance is based or within one (1) year after the student learned of the basis for the grievance. The Vice President of Student Services shall advise the

student, within five (5) days, of his or her rights and responsibilities assist the student in the final preparation of the grievance and determine whether the grievance will be remanded to a hearing of the Grievance Committee or reviewed with an appointed mediator. Specific information regarding timelines for grievances remanded to the Grievance Committee is outlined in the Student Grievances and Appeals Procedures, 7.73.1. The Vice President of Student Services will ensure that a student filing a grievance and the Grievance Committee members are provided copies of grievance procedures, including timelines.

b. Appeal to the President

- i. If the College President has been previously involved in the decision or action under appeal, the student may proceed directly to Step 2 (Appeal to the Chancellor).
- ii. In the event that the dispute has not been resolved during the course of earlier appeal procedures, the student may appeal in writing to the President within five (5) days after receipt of the decision made in response to the initial appeal. The President shall provide the student with a hearing, if requested, and shall review the appeal. The President shall provide a written notice of the decision to the student within ten (10) days of the hearing.

Step 2 – Appeal to the Chancellor

If a dispute has not been resolved at the College level, the student may appeal, in writing, to the Chancellor within five (5) days after receipt of the decision of the President. The Chancellor, or his/her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within ten (10) days of the review of the student's written appeal.

Step 3 – Board Level

- a. If the dispute has not been resolved during the course of earlier procedures, the student may appeal in writing to the Board within five (5) days after receipt of the decision of the Chancellor.
- b. The Board shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members within twenty (20) days following the hearing. The decision of the Board is final.

B. Grade Grievances

Grades can only be grieved according to the criteria outlined in Education Code 76224.

Before initiating formal appeal procedures, the student shall attempt to resolve the grade dispute informally with the instructor. If the dispute is not resolved, the student may initiate a grade grievance with the appropriate division dean. If the grievance is not resolved at the division dean level, the student may appeal to the Vice President of Instruction. The decision of the Vice President on grade-related grievances is final. There is a deadline of one (1) year from the date that the grade is posted for a student to initiate a grade change.

C. Parking Citation Appeals

To appeal a parking citation please visit www.pticket.com

Reference: Education Code Section 76224

ANNUAL DISCLOSURE OF CRIME STATISTICS

Definitions of Reportable Crimes

Federal Bureau of Investigation Uniform Crime Reporting Handbook/National Incident-Based Reporting System Crime Definitions

Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol. 64, No. 210).

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

- **Aggravated Assault:** An unlawful attack by one person upon another for inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.
- **Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another kind.
- **Assault (Simple):** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony;

breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

- **Criminal Homicide-Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Criminal Homicide-Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **District Premises:** Any building or grounds owned, leased, operated, controlled or supervised by the San Mateo County Community College District.
- **District or School Property:** Includes both personal and real property owned or controlled by the District.
- **District or College sponsored activity:** Any activity on or off the District or College premises that is directly initiated or supervised by the District or a District Organization.
- **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine)
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate

person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned - including joyriding.)
- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Reckless:** Conduct which one should reasonably be expected to know would create a substantial risk of harm to a person or property or which would otherwise be likely to result in interference with normal College/District sponsored activities.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Sex offenses** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - A. **Rape** — the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - B. **Fondling** — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- C. **Incest** — Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. **Statutory Rape** — Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Student:** Any person taking or auditing classes at a College in the San Mateo County Community College District or who has been admitted to any of the Colleges within the District.
 - **Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
 - **Weapon:** Any object or substance designed or used to inflict a wound or cause injury.
 - **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.

*Caveat:

The Department of Public Safety is providing crime information to the SMCCCD community. The Department intends that the information provided by this Annual Safety & Security Report is accurate; however, errors sometimes occur. This annual report does not reflect the full crime index for the San Mateo County community surrounding the Community College District. The

report contains only Clery required reportable offenses. The incidents listed are subject to change for a variety of reasons, including late incident reporting, reclassification of some crimes and notification that reported crimes were unfounded by the local law enforcement agency.

Crime Statistics

Cañada College – Redwood City, CA

Criminal Offenses	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	2	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

HATE CRIMES	0	0	0	0	0	0	0	0	0
UNFOUNDED CRIMES	0	0	0	0	0	0	0	0	0

Special Category Arrests	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	2	1	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

Referred for Student Discipline	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	2	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

College of San Mateo – San Mateo, CA

Criminal Offenses	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2015	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	2	1	0	0	0	0	0	0
Burglary	7	3	6	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	1	1	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0

HATE CRIMES	0	0	0	0	0	0	0	0	0
UNFOUNDED CRIMES	0	0	0	0	0	0	0	0	0

Special Category Arrests	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

Referred for Student Discipline	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapon Violations	1	1	0	0	0	0	0	0	0

Skyline College – San Bruno, CA

Criminal Offenses	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	1	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0
Burglary	4	10	5	0	0	0	0	0	0
Motor Vehicle Theft	4	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	2	0	0	0	0	0	0	0	0
Stalking	1	0	0	0	0	0	0	0	0

HATE CRIMES	0	0	0	0	0	0	0	0	0
UNFOUNDED CRIMES	0	0	0	0	0	0	0	0	0

Special Category Arrests	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Laws	0	3	0	1	0	0	0	0	0
Drug Violations	0	1	0	0	0	1	0	0	0
Weapon Violations	1	0	0	0	0	0	0	0	0

Referred for Student Discipline	On Campus			Public Property			Non-Campus Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

On & Off-Campus Resources for District Community Members

Crisis Hotlines and Counseling Centers

Dial 9-1-1 for Police, Fire and Ambulance

AASRA

24 Hour hotline providing victims with immediate support, confidential information, and shelter and service referrals in several Asian Indian languages.

(800) 313-ASRA (2772)

Advocacy, Education, Resources, and Community Activities

California Coalition Against Sexual Assault ([calcasa.org](http://www.calcasa.org))

<http://www.calcasa.org>

Aging & Adult Services 24-Hour Response Team (TIES Line)

(800) 675-8437

Asian Law Caucus

720 Market Street, Suite 500, San Francisco, CA 94102

(415) 391-1655

Asian Women's Shelter

AWS is a comprehensive shelter program in San Francisco that provides safety, food, shelter, advocacy, and other resources to assist women. They have an on-call pool of multi-lingual advocates to respond to the wide range of Asian languages spoken in the Bay Area.

Hotline: (415) 751-0880 or (877) 751-0880

Business: (415) 751-7110

www.sfaws.org

Bay Area Women Against Rape (BAWAR)

7700 Edgewater Drive, Ste. 630, Oakland, CA 94621

(510) 430-1298

California Poison Control

(800) 222-1222

Child Abuse Reporting Hotline/Child Protective Services

(415) 558-2650 or (800) 856-5553 (San Francisco)

Child Protective Services

(800) 632-4615 or (650) 595-7522

Community United Against Violence (CUAV)

24hour crisis line for gay and lesbian victims of domestic violence and hate crimes

(415) 357-1307

CORA – Community Overcoming Relationship Abuse

(Formerly Center for Domestic Violence Prevention)

24 Hour phone line support: (800) 300-1080 or (650) 312-8515

National Domestic Violence Hot Line: (800) 799-SAFE

Disease Control & Prevention

(650) 573-2346

District Attorney's Family Violence Project

Hotline: (415) 552-7550

Business: (415) 553-1865

Eden Information and Referral

Daily updates of East Bay shelter availability, plus links to a variety of comprehensive services.

(510) 537-2552

Spanish (510) 537-2710

www.edenir.org

Family Violence Prevention Fund

383 Rhode Island Street, Suite 304, San Francisco, CA 94103-5331

(415) 252-8900

www.endabuse.org

La Casa de Las Madres

A 24 hour crisis intervention line that offers referrals and information to battered women and children, as well as emergency shelter and counseling, services also available in Spanish.

Spanish Adult Helpline: (877) 503-1850

Teen Helpline: (877) 923-0700

Counseling and Support Services: (415) 503-0500

Business: (415) 333-1515

www.lacasa.org

Legal Support

Bay Area Legal Aid

(415) 982-1300

www.baylegal.org

Men Overcoming Violence (MOVE)

Counseling for batterers and prevention education on domestic violence, masculinity and sexism.

1385 Mission Street, Suite 300, San Francisco, CA 94103

(415) 626-6683

NAACP

www.naACP.org

National Domestic Violence Hotline

Hotline: (800) 799-7233

Business: (512) 453-8117

www.ndvh.org

Native American Domestic Violence Hotline

Offers support, advice, and referrals for the unique issues facing Native American communities, with a focus on domestic violence.

(888) 387-7411

www.letswrap.com

Rape, Abuse, and Incest National Network (RAINN)

Hotline: (800) 656-4673 ext. 3

Business: (202) 544-1034

www.rainn.org

Rape Trauma Services

(650) 692-RAPE (650-692-7273)

Riley Center - Rosalie House

Serves Bay Area women and their children who are victims of physical, sexual, or emotional abuse, with priority to those in immediate danger.

Hotline: (415) 255-0165

www.rileycenter.org

San Mateo County Offices: Psychiatric Emergency Crisis Services – 24 Hours

225 37th Avenue #125, San Mateo, CA 94403

(650) 549-0350

www.sanmateomedicalcenter.org

San Mateo County Mental Health

(650) 372-8540

San Mateo County Center for Domestic Violence Prevention

CDVP is the only agency in San Mateo County with a shelter program that offers in-house counseling and support services to residents. They serve adults and teens, and provide services in Spanish, English and Tagalog.

(650) 312-8515

www.cdvp.org

San Francisco County District Attorney

(415) 553-9044

San Francisco Man Alive

Provides a violence prevention program designed to teach men to stop their violence. Also has a Woman Alive program for the victims of male batterers.

(415) 861-8614

San Francisco Women Against Rape

3543 - 18th St., #7, San Francisco, CA 94110

(415) 861-2024

www.sfwar.org

Self-Defense Courses

Bay Area Women Against Rape (BAWAR)

7700 Edgewater Drive, Suite 630, Oakland, CA 94621

24 Hour Crisis Line: (510) 845-RAPE (7273)

Business: 510-430-1298

Suicide Prevention and Crisis Intervention

(650) 579-0350 (San Mateo)

United Way of the Bay Area

221 Main Street, Suite 300, San Francisco, CA 94105

Help Link: (800) 273-6222

Business: (415) 808-4300;

Email: contact@uwba.org

www.uwba.org

USA National Suicide Hotlines

Toll-free/24 Hours/7 Days a Week

(800) 273-TALK

Youth Web site: www.onyourmind.net

From anywhere: (800) SUICIDE (784-2433)

W.O.M.A.N., Inc.

A 24 hour crisis intervention and counseling line for battered women and adolescents dealing with domestic and dating violence.

Hotline: (877) DVHELPU

Business: (415) 864-4777

TTY: (415) 864-4765

www.womaninc.org

Women Defending Ourselves/Women's Safety Project

www.wdo.org

YWCA

www.ywca.org

Don't Know Where to Turn? Call 211

If you or anyone you know needs food, housing, health care or other services, just call 211 from any phone. 211 is a toll-free, confidential, 24-hour, one-stop referral service with a mission to connect people to the help they need. Problem dialing 211? Call 800-273-6222 or visit

www.211bayarea.org for more information about services throughout San Mateo County and the entire Bay Area.

Crime Prevention TIPS and Immediate Response Actions

Threat or Event of Criminal Behavior

It is critically important that members of our community report threats or crimes in progress in a timely manner to help keep the campus safe.

DO NOT take unnecessary chances.

If you are the victim of, or you witness an on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, or believe an individual poses an imminent threat to a member or members of the college community please contact the Public Safety Department immediately (650) 738-7000. If in doubt, call 9-1-1

- 1) Your Name and Location
- 2) Nature of the Incident
- 3) Description of the person(s) involved
- 4) Description of property involved
- 5) Do not hang up until the dispatcher tells you to do so

If a hostile intruder is discovered in your immediate area, and you deem it unsafe to evacuate, retreat to a secure location such as an office or room that can be locked. Turn off lights, remain quiet, keep low to the ground and hide behind a desk or other furniture

Do not attempt to apprehend or interfere with the suspect except for self-protection.

If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the investigating officers.

Bomb Threats

- **If you see a suspicious object or potential bomb on campus**, do not handle the object. Clear the area and immediately call the Public Safety Department (650) 738-7000 or the Police at 9-1-1.
- **If you receive suspicious mail**, do not handle the letter, envelope or package. Report to your supervisor/dean and call the Public Safety Department (650) 738-7000 or the Police at 9-1-1.
- **If you receive a phone call that a bomb or other explosive device has been placed on campus** you should attempt to keep the caller talking as long as possible and ask:
 - ✓ When is the bomb or device going to explode?
 - ✓ Where is the bomb right now?
 - ✓ What kind of bomb is it?
 - ✓ What does it look like?
 - ✓ Why did you place the bomb?
 - ✓ Where are you calling from?
 - ✓ What is your name?
- **Immediately notify the Public Safety Department (650) 738-7000 and the Police at 9-1-1.**
- Supply them with the information outlined above. Save your notes so that you may turn it over to Police officers later.

1. Law enforcement officers and the Public Safety Department will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects. If a suspicious object is found, it should immediately be reported to the Public Safety Department (650)738-7000 or the Police at 9-1-1.
2. If directed to do so by a school administrative official, a police officer or a Public Safety official, evacuate the building quickly by walking to the nearest exit, alerting people as you go. **Assist the disabled** in exiting the building.
3. To the best of your ability, and without re-entering the building, assist Police officers or college staff in their attempts to determine that everyone has evacuated safely.
4. Once outside, move to a clear area at least 300 feet away from the affected building(s). Keep walkways clear for emergency vehicles.
5. DO NOT return to a building until told to do so.
6. If a campus wide evacuation notice is given, evacuate the campus as per instructions in the Evacuation Procedures guidelines.

Civil Disturbance or Demonstration

Most campus demonstrations will be peaceful, and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.

A threatening disturbance should be reported immediately to the Public Safety Department (650) 738-7000 or Police at 9-1-1.

The following actions should be taken:

- Alert all employees in the area to the situation

- Lock all doors; secure all files, documents, and equipment
- If necessary, cease operations and evacuate the building, alerting people as you go.
Assist the disabled in exiting the building.

Public Safety/Police officers/college staff will assess the situation. Participants who refuse to disperse may be arrested for a violation of the State Penal Code.

Disruptive Student

If you are inside a building:

1. Keep calm and attempt to calm disruptive student down (if you feel safe to do so).
2. If student will not calm down or leave the class / office, and it is safe to do so, call a class break and step out to notify the College Public Safety Department (650) 738-7000 or by calling 9-1-1 or by sending a runner. Provide the dispatcher with all available information regarding the situation.
3. If an assessment of the situation indicates it is safer to leave classroom or office, evacuate if possible. If disruptive student follows you, proceed directly to Public Safety department.
4. If an instructor observes imminent danger near your room, immediately secure the room and notify a Public Safety Officer of the danger via telephone, radio system or runner.

Earthquake Information

1. If indoors, stay there. Duck, cover, and hold. Get under a desk or table and hold on, or stand in a corner or doorway that does not have doors on it (do not go in a doorway with doors; they can swing back and forth violently). Protect your head, neck, and face. If in a high-rise building, stay away from windows and outside walls. Do not attempt to use elevators.

2. After the initial shock, evaluate the situation. If emergency help is necessary, call the Police at 9-1-1. Protect yourself at all times and be prepared for aftershocks.
3. After the shaking subsides, go outdoors; and stay clear of buildings, walls, power lines, and trees.
4. Follow the procedures in this manual for Fire, Hazardous Materials, and Serious Injuries as necessary.
5. Identify and assist the injured.
6. Keep phone lines clear except when necessary to report serious hazards or injuries.
7. Do not return to an evacuated building unless directed to do so by a Public Safety Official, Fire or Police personnel.
8. If outdoors, move quickly away from buildings, utility poles, and other structures.

Evacuation Procedures

1. Be aware of all the marked exits from your area and building.
2. When the building evacuation alarm is sounded or when you are ordered to leave by the Public Safety/college staff, walk quickly to the nearest marked exit and ask others to do the same. Exit the building following any given instructions or to the safest open area or nearest parking lot.
3. Make sure all staff and students have evacuated the classroom/offices.
4. Assist the disabled in exiting the building and escort them to the parking lot if safe to do so, or unless otherwise directed (see **Assisting Students with Disabilities** guidelines).
5. To the best of your ability, and without re-entering the building, assist the Police/college staff in their attempt to determine that everyone has evacuated.

6. Once outside, proceed to the safest open area or nearest parking lot. Keep walkways clear for emergency vehicles.
7. **Do not return to a building until told to do so.**

Explosion

1. Immediately take cover under tables, desks or other objects that give protection from broken glass or debris.
2. After the effects of the explosion have subsided, notify the Police at 9-1-1. Give your name and describe the location and nature of the emergency
3. Evacuate the immediate area of the explosion by quickly walking to the nearest exit, alerting people as you go. Notify your supervisor/dean. Be aware of structural damage. Stay away from glass doors and windows. Do not touch or move any suspicious object.
4. Assist others, especially the injured and disabled (see Assisting Students with Disabilities guidelines) to evacuate the building.
5. Once outside, move to a clear area at least 300 feet away from the affected building. Keep the walkways clear for emergency vehicles.
6. To the best of your ability, and without re-entering the building, assist the Police/college staff in their attempt to determine that everyone has evacuated safely.
7. **Do not** return to a building until told to do so.
8. If a campus wide evacuation notice is given, evacuate the campus as per instructions in the Evacuation Procedures guidelines.

Fire

NOTE: It is suggested that individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.

If you see smoke or fire:

1. Call the Fire Department immediately by activating the nearest fire alarm pull station, contacting the Public Safety Department (650) 738-7000 or by calling 9-1-1.
2. Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
3. If you are outdoors, seek shelter in a safe nearby building.
4. If you are indoors, and it is safe to do so, close all windows and doors; open all curtains and blinds. Relocate all combustibles away from windows.
5. ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.
6. If time permits, turn off computers, unplug electrical equipment, take your purse or wallet, and close windows and doors before leaving.
7. If you have a mobility impairment, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing, and shout for help.
8. When fire alarms sound, do not use the elevators. An elevator may become a trap. Assist (help carry, if necessary) all disabled persons in using the stairs.
9. If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present.

10. If there is smoke in your only exit path, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes.
11. Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel.

Flooding & Water Damage

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken skylights or windows, construction oversights, or inclement weather. If a water leak occurs:

1. Call your campus facilities department and advise them of the problem.
2. Advise the dispatcher, or the coordinator, of the location and severity of the leak. Indicate whether any valuables, art collections, or books are involved, or are in imminent danger. (The Public Safety Department will notify the appropriate authorities and dispatch officers to assist.)
3. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
4. If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off water, etc.), do so cautiously.
5. Be prepared to assist, as directed, in protecting Campus and personal property that is in jeopardy. Take only those steps that are needed to avoid or reduce immediate water damage: cover large objects with plastic sheeting; carefully move small or light objects out of the emergency area.

Hazardous Materials

If a hazardous material spill occurs:

1. Call the Public Safety Department (650) 738-7000 or the local Fire Department, 9-1-1
2. If toxic chemicals meet your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.
3. If you can give responders information as to the chemicals involved or stored in the affected area, it will help them respond more quickly.
4. Notify facilities of the extent and location of the spill. If there is any possible danger, evacuate your area immediately.

If a chemical fire occurs:

1. Remain calm.
2. If time and safety permits, close windows in the room where the fire is located. Close the door behind you as you leave, and immediately sound the building fire alarm.
3. Call the fire department as soon as possible.
4. If you can give responders information as to the chemicals involved or stored in the affected areas, it will help them respond more quickly.
5. If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may attempt to enter the building after the alarm stops. ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.
6. When fire alarms sound, do not use the elevators. An elevator may become a trap. Give assistance to (help carry, if necessary) all disabled persons in using the stairs.

7. Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by Public Safety or public agency personnel.
8. Notify either Public Safety personnel or firefighters on the scene if you suspect that someone may be trapped inside the building.

Unless you have been trained specifically in fighting hazardous material fires, do not attempt to extinguish the fire.

Medical Emergencies

If a serious injury or illness occurs on campus, call 9-1-1.

Give your name, location, telephone number and describe the nature of the medical problem.

Quickly perform these steps:

1. Call 9-1-1 or have someone close by do this for you.
2. Call the Public Safety Department (650) 738-7000 and/or the Campus Health Center/
Nurse.
3. Ask the victim "Are you okay?" and "What's wrong?"
4. Check breathing and pulse
 - a. If you are trained, administer artificial respiration or CPR if necessary
5. Control serious bleeding by applying direct pressure on the wound
6. Keep the victim still and comfortable. Have the victim lie down if necessary.

Continue to assist the victim until help arrives:

7. Try to determine the extent of the injury or probable cause of illness
8. Protect the victim from disturbances, reassure the victim and Do Not move him or her unless necessary.

9. Look for emergency ID, gather information from witnesses and give all information to the emergency personnel arriving on the scene.

Power Outages

If a power outage occurs:

1. Remain calm.
2. Call the Public Safety Department (650) 738-7000.
3. Give your name, location, and telephone number. Advise the dispatcher or coordinator of the situation and of any additional locations that are without power. The dispatcher or coordinator will immediately notify the appropriate department or agency of the outage.
4. Assist other individuals in your immediate area.
5. Secure files, turn off computers, unplug electronic equipment, and lock windows and doors as you leave.
6. If you are in an unlit area, proceed cautiously to an area that has emergency lights.
7. If you are trapped in an elevator, remain calm. Use the emergency telephone, or emergency call button. Public Safety officers, or the fire department, will be dispatched to your location for assistance.
8. Stand by for instruction from your coordinator or from Public Safety personnel.

Psychological Crisis

Psychological Emergency: A person's temporary inability to cope with a life problem, usually accompanied by a high degree of emotional upset and /or behavior that is outside normal parameters. Examples include suicidal ideation, disconnect from reality, extreme agitation, paranoia, and hallucinations.

1. Respond to the person with calmness and acknowledge their distress.
2. Do not leave the person unattended.
3. Contact the Public Safety Department (650) 738-7000.
4. If no response from Public Safety, contact 9-1-1.
5. Give your name, location and contact phone number.
6. Describe the nature of the situation and provide name(s) of person(s) involved, if known, and any other pertinent information.
7. The Public Safety Department will contact Psychological Services as appropriate.

Shooter/ Lockdown

1. Call 9-1-1
2. If you see or hear gunfire, notify the Public Safety Department (650) 738-7000 immediately. Provide the dispatcher with all available information regarding the threat.
3. Assess the situation. If it is safer to remain in the classroom/office, then stay put and lock or barricade the doors. Do not open doors unless instructed to do so by a staff or authorized personnel who are recognized by sight or voice. Emergency responders may enter the room using a master key or by providing positive identification.
4. If an instructor observes imminent danger near your room, immediately secure the room and notify the Public Safety Department of the danger via telephone, radio system or runner.
5. The campus may be placed on a heightened security status as a response to an apparent crisis. Remain quiet until more can be learned about the situation.

6. Calmly and quietly, review emergency evacuation procedures and prepare for possible evacuation.
7. Until the situation has been assessed, remain in classroom or office area unless authorization is received from appropriate authority.

Assisting Students with Disabilities

To Assist Visually Impaired Persons

1. Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area.
2. Guide the student (or provide someone to do so). Students will take the guide's arm below the elbow and will follow.
3. Tell the student where you are as you walk.
4. Advise of any obstacles in the path.
5. When you have reached safety: Orient the person to where he or she is and ask if any further assistance is needed before leaving.

To Assist Hearing Impaired Persons

If you must get a person's attention:

1. Flash room lights.
2. Wave your arms.
3. Tap person's shoulder.
4. Gesture what is happening and what to do.
5. Write on board or paper: Nature of emergency & evacuation route.

To Assist Mobility Impaired Persons

1. Always ask students first if they have special needs or requirements.
2. Individuals using wheelchairs can be pushed or accompanied to safety.
3. Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential.

4. Call the Public Safety Department or other trained college personnel and wait for help before transferring a person from a wheelchair or transporting a person on a stairway, unless the situation is imminently life threatening.
5. Special evacuation chairs may be used for stairway evacuation or to transport injured or non-ambulatory persons. These are mounted near the stairwell.

