



ANNUAL SECURITY REPORT



12.31.20

Citrus College

Dear Citrus College Community,

Thank you for taking the time to read the 2020 Annual Security Report (ASR). We hope that you and your family are safe and healthy during these unprecedented times.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act, the 2020 ASR provides an annual update of all crimes reported to campus safety or local law enforcement. The report includes statistics on crimes alleged to have been committed on the Citrus College campus, or property contiguous to the college, during the preceding three calendar years (2017, 2018 and 2019). Additionally, the report focuses on activities that occurred in the past calendar year, 2019. The ASR contains valuable information pertaining to safety and security at Citrus College, and it is provided as part of the Citrus Community College District's commitment to providing a safe environment for the campus community.



As reflected in this year's report, overall crime on campus remains minimal. For the fifth consecutive year, there were zero aggravated assaults, zero hate crimes, and zero student or employee vehicles stolen from campus. The 2020 ASR affirms that Citrus College is a safe, secure learning and working environment, conducive to student achievement and academic success. The ASR is available for download or viewing electronically at www.citruscollege.edu/campussafety.

Campus safety is proud of the professionalism of its employees and the partnerships established with the community it serves. Although 2020 has presented new challenges in uncharted waters, campus safety remains committed to providing the highest levels of safety, security and service.

On behalf of the Citrus Community College District and the Citrus College Department of Campus Safety, thank you for your collaborative efforts that help keep our campus safe. If you have questions or concerns, please feel free to contact me at 626-914-8611.

Sincerely,

Benjamin Macias
Director
Department of Campus Safety

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OUR COMMITMENT TO YOUR SAFETY

The following information is provided as part of the Citrus Community College District's commitment to the safety and security of the campus. Citrus College serves approximately 20,000 students annually in college credit, continuing education, noncredit and community services programs. This document is published in accordance with 20 USC 1092(f) and 34 CFR 668.46, "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."



FACTS IN BRIEF

Associate Degree Programs

| | | |
|----------------------------|--|---------------------------------|
| Administration of Justice* | Economics* | Physics* |
| Anthropology* | Elementary Teacher Education* | Political Science* |
| Architecture | Emergency Management and Homeland Security | Pre-Allied Health |
| Art History* | English* | Pre-Engineering |
| Automotive Technology | English Literature | Psychology* |
| Biology* | Environmental Science* | Public Health Science* |
| Biological Sciences | Esthetician | Public Works |
| Biotechnology | Global Studies* | Real Estate |
| Business | History* | Recording Technology |
| Business Administration* | Journalism* | Registered Nursing |
| Child Development | Kinesiology* | Social Justice Studies* |
| Communication Studies* | Language Arts | Social Sciences |
| Computer Science* | Liberal Arts – Humanities | Sociology* |
| Construction Management | Mathematics* | Spanish* |
| Correctional Science | Medium and Heavy Diesel Truck Technology | Studio Arts* |
| Cosmetology | Music | Theatre Arts* |
| Criminal Justice | Nutrition and Dietetics* | Theatre Arts – Acting Emphasis |
| Dance | Peace Studies | Visual Arts |
| Dental Assisting | Philosophy* | Vocational Nursing |
| Design and Engineering | Photography | Water Efficiency Management |
| Drawing Technology | Physical Science | Water Technology |
| Digital and Web Design | | Wildland Resources and Forestry |
| Early Childhood Education* | | |

Institutional Profile

- Founded in 1915, the oldest community college in Los Angeles County and the fifth oldest in California
- 67 associate degrees
- 83 certificates and skill awards in career technical programs
- 28 associate degrees for transfer
- 2019-2020 operating budget: \$79 million
- 104-acre campus, 44 buildings, seven outdoor athletics facilities
- Accreditation reaffirmed through 2021

*Associate Degree for Transfer offered

MISSION

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

Awards and Recognitions

- AACC Award of Excellence in the Student Success category
American Association of Community Colleges, 2019
- One of the Top 150 community colleges in the United States
The Aspen Institute, 2019
- Champion of Higher Education for awarding transfer degrees
Campaign for College Opportunity, 2019
- #1 in the nation for awarding English and literature degrees to all minority students
Diverse: Issues in Higher Education, 2019
- Voted region's Best Community College by two local news groups
Southern California News Group, 2019 Beacon Media News, 2019
- #6 in the nation for awarding English and literature degrees to Hispanic students
Hispanic Outlook on Education, 2019
- Military Friendly School for the 10th consecutive year
VIQOTRY, 2020
- Five regional Medallion Awards for marketing and social media
National Council for Marketing and Public Relations, 2019

Citrus Community College District Board of Trustees

Dr. Patricia A. Rasmussen, President

Glendora and portions of San Dimas Representative

Ms. Mary Ann Lutz, Vice President

Monrovia/Bradbury and portions of Duarte Representative

Ms. Laura Bollinger, Clerk/Secretary

Claremont and portions of Pomona and La Verne Representative

Dr. Edward C. Ortell, Member

Duarte and portions of Azusa, Monrovia, Arcadia, Covina and Irwindale Representative

Dr. Anthony Contreras, Member

Azusa and portions of Duarte Representative

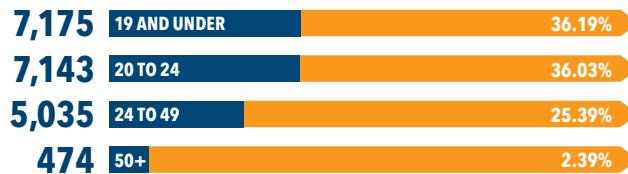
Mr. Austin Riggs

Student Trustee

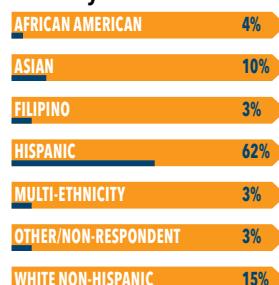
Dr. Geraldine M. Perri

Superintendent/President

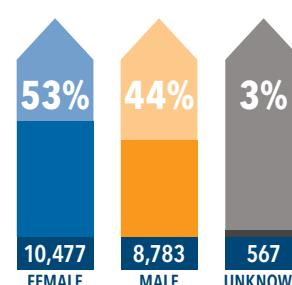
Age



Ethnicity



Gender



19,827

ANNUAL ENROLLMENT

2,322

CERTIFICATES AWARDED

446

STUDENTS GRADUATING WITH HONORS (GPAs of 3.3 to 4.0)

2,658

DEGREES CONFERRED

Note: enrollment refers to the actual number of credit and noncredit students attending Citrus College during the 2019-2020 academic year. All other data is current as of Sept. 20, 2019.

Top 5 Degree Programs

1. Social Sciences
2. Business Administration
3. Biology and Physical Sciences and Mathematics
4. Psychology
- 5.* Liberal Arts and Sciences/ Administration of Justice

Top 5 Certificate Programs

1. Child Development/Early Care and Education
2. Cosmetology and Barbering
3. Automotive Technology
4. Licensed Vocational Nursing
5. Emergency Medical Services

*Tie

District Information

Population: 196,727

District Cities: Azusa, Claremont, Duarte, Glendora, Monrovia

Feeder Public High Schools: Azusa, Canyon Oaks, Claremont, Duarte, Gladstone, Glendora, Monrovia, Mountain Park, Mt. Olive, San Antonio, Sierra, Whitcomb

Academic Affairs and Student Services

Associated Students of Citrus College (ASCC)

Athletics: The Fighting Owls, 16 inter-collegiate teams

CalWORKs

Career/Transfer Center

Citrus College Promise

Clarion and ccclarion.com (student publications)

Continuing Education

Counseling and Advisement

Cooperative Agencies Resources for Education (CARE)

Disabled Student Programs and Services (DSPS)

Early College Dual Enrollment

Extended Opportunity Programs and Services (EOPS)

Financial Aid

Honors Transfer Program

Institute For Completion (IFC)

International Student Center

I Will Complete College (IWCC) Learning Center

Online Education

School Relations and Outreach

STEM (science, technology, engineering and mathematics)

Student Health Center

Student Life and Leadership Development

Study Abroad

Veterans Success Center

QUICK REFERENCE

SAFETY, SECURITY, LAW ENFORCEMENT

Campus Safety Department

24/7 626-914-8611
From a campus phone ext. 8611
Emergency 911
Non-emergency 626-914-8611
Email. campussafety@citruscollege.edu
Website www.citruscollege.edu/campussafety

Environmental Health and Safety

Monday-Friday, 6 a.m.-2:30 p.m. 626-914-8704
From a campus phone ext. 8704
Email. mramos@citruscollege.edu
Website www.citruscollege.edu/finance/safety

Glendora Police Department

Emergency 911
Non-emergency..... 626-914-8250
Community Preservation Division 626-852-4825
Website www.cityofglendora.org/departments/police

L.A. County Fire Department - Glendora Stations

Emergency 911
Station 151 non-emergency 626-963-2733
Station 85 non-emergency 626-963-1821
Station 86 non-emergency 626-963-5719
Website . www.cityofglendora.org/departments/fire-department

WeTip: Anonymous Crime Reporting

Phone..... 800-78-CRIME
Website www.wetip.com
Help put a stop to crime and be 100% ANONYMOUS when reporting any crime. WeTip has live bilingual operators 24/7.

HEALTH, MENTAL HEALTH, SUBSTANCE ABUSE

Student Health Center

Fall/spring hours: Monday-Thursday 8:30 a.m.-5 p.m.
Friday 8:30 a.m.-2 p.m.
Winter/summer hours: Monday-Thursday 8:30 a.m.-noon
Friday 8:30 a.m.-2 p.m.
Phone 626-914-8671
From a campus phone ext. 8671
Fax 626-914-8673
Email. sbigby@citruscollege.edu
Website www.citruscollege.edu/stdntsrv/healthcntr
The Student Health Center provides numerous medical services and one-on-one counseling, and partners with many outside resources to assist with mental health, domestic violence, sexual assault, addiction, substance abuse, nutrition, weight management, eating disorders, HIV testing, STD testing and general health issues.

National Suicide Prevention Lifeline

24/7 800-273-TALK (8255)
Website www.suicidepreventionlifeline.org

Project Sister Family Services

24/7 909-626-HELP (4357) or 626-966-4155
Website www.projectsister.org

Project Sister Family Services (PSFS) provides services to survivors of sexual assault and child abuse in eastern Los Angeles and western San Bernardino counties. PSFS also provides services to the non-offending family members of survivors.

Rape Treatment Center

Phone..... 310-319-1739
Website www.911rape.org

The Rape Treatment Center (RTC) at the UCLA Medical Center in Santa Monica is nationally recognized for its exemplary treatment, education and prevention programs. The RTC provides comprehensive, free treatment for sexual assault victims, including 24-hour emergency medical care and forensic services, counseling and psychotherapy, advocacy, and accompaniment services.

EDUCATIONAL AND SUPPORT SERVICES

Counseling and Advisement Department

Phone..... 626-914-8530
From a campus phone ext. 8530
Email. counseling@citruscollege.edu
Website www.citruscollege.edu/stdntsrv/counsel

Student Affairs Division

Phone..... 626-914-8601
From a campus phone ext. 8601
Email. rknapp@citruscollege.edu
Website www.citruscollege.edu/stdntsrv/studentaffairs

Student Life and Leadership Development

Phone..... 626-914-8603
From a campus phone ext. 8603
Email. rgarcia@citruscollege.edu
Website www.citruscollege.edu/stdntsrv/studentaffairs/activities

Title IX Coordinator

Phone..... 626-914-8830
From a campus phone ext. 8830
Email. bfink@citruscollege.edu
Website www.citruscollege.edu/titleix

BRIEF HISTORY OF THE CLERY ACT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and 20 USC 1092(f) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR) that is to be published by Oct. 1 of each year. For 2020, this date has been extended to Dec. 31.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her dorm room on April 5, 1986, by a fellow student she did not know. Her parents championed laws requiring the disclosure of campus crime information, and the federal law was subsequently changed to bear their daughter's name. Since its enactment in 1990, it has been amended regularly to keep up with changes in campus safety. It was amended in 1992 to add a requirement that schools afford the victims of campus sexual assaults certain basic rights, and it was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments added provisions to protect victims, "whistleblowers" and others from retaliation. The most recent update in 2013 expanded the law's requirements concerning the handling of sexual violence, via the Campus Sexual Violence Elimination (SaVE) Act.

CLERY ACT REQUIREMENTS

The Clery Act requires colleges and universities to publish an ASR by Oct. 1 documenting three calendar years of select campus crime statistics, certain security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

Additionally, requirements include a public crime log, issuance of timely warnings pertaining to Clery Act crimes, emergency response, notification and testing, a fire log (if campus housing exists), and several policy statements.

Last, the Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

1. Criminal homicide
 - a. Murder and non-negligent manslaughter
 - b. Negligent manslaughter
2. Sex offenses
 - a. Forcible
 - b. Non-forcible
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson

Institutions are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

1. Liquor law violations
2. Drug law violations
3. Illegal weapons possession

Hate crimes must also be reported by category of prejudice, including race, national origin, gender, gender identity, religion, sexual orientation, ethnicity and disability. Statistics are also required if the crime committed is classified as a hate crime:

1. Larceny/theft
2. Simple assault
3. Intimidation
4. Destruction/damage/vandalism of property

The U.S. Department of Education (ED) is responsible for enforcing the Clery Act.

ANNUAL SECURITY REPORT

Citrus Community College District's ASR includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain non-campus facilities, such as annex parking lots; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as sexual assaults and other matters. Copies of the ASR may be obtained by visiting the Campus Safety (CS) Building at 1000 W. Foothill Blvd., Glendora, CA 91741. Prospective students and employees may obtain a digital copy online at www.citruscollege.edu/campussafety, under "Annual Security Report."

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

In accordance with Board Policy (BP) and Administrative Procedure (AP) 3515, Reporting of Crimes, the department of campus safety prepared this ASR in compliance with the Clery Act. The ASR is prepared in cooperation with the local law enforcement agencies surrounding Citrus College and the annex parking facility. Each entity provides updated information on its educational efforts and programs to comply with the Clery Act.

Campus crime, arrest and referral statistics include those reported to the department of campus safety, designated campus officials including, but not limited to, deans, directors, program heads, student advisors, athletic coaches and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses. However, private residences and businesses do not have any Clery Act reporting responsibility. California law (section 11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or as a result of assaultive or abusive conduct.

DAILY CRIME LOG

The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to campus safety. The daily crime log differs from other disclosure requirements in some important ways:

- Daily crime log entries include all crimes reported to campus safety for the required geographic locations, not just Clery Act crimes.
- The daily crime log discloses specific information about criminal incidents, not crime statistics.
- The daily crime log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. A reported crime is entered into the log as soon as possible, once it has been reported to campus safety.
- The daily crime log has a more specific location focus than the statistical disclosures.
- The daily crime log is a running log (60 day requirement) and is updated within two business days of a crime being reported to campus safety.

The daily crime log is available in print at campus safety and is provided to the college's student newspaper. The daily crime log is also available online at the following website:

<https://tinyurl.com/y3w2g2an>.

CAMPUS FIRE LOG

Citrus College does not have campus housing; therefore, no fire log is included with this report. The college holds campus evacuation drills, fire alarm drills and building evacuations twice per year in various buildings throughout campus. Fire drills are unannounced to the general student body and employees.

REPORT TO U.S. DEPARTMENT OF EDUCATION VIA WEB-BASED DATA COLLECTION

As mandated by the Clery Act, the department of campus safety reports all necessary crime statistics to the U.S. Department of Education. These statistics can be viewed online at www.citruscollege.edu/campussafety/pages/campuscrimestatistics.aspx or by logging into the U.S. Department of Education's data website at <https://ope.ed.gov/security>.



STATISTICS FROM LOCAL LAW ENFORCEMENT

In accordance with AP 3515, Reporting of Crimes, the district shall annually collect and distribute statistics concerning crimes on campus.

District employees with significant responsibility for student and campus activities shall report crimes about which they received information. Requests for crime statistics are sent annually to local law enforcement agencies, including the Glendora Police Department, the Azusa Police Department and the Azusa Pacific University Department of Campus Safety. These statistics are included in the ASR.

CLERY ACT GEOGRAPHY

The department of campus safety provides information on crime statistics to all students and employees. Crime statistics can also be made available, upon request, to applicants for employment, prospective students, parents or the Secretary of the U.S. Department of Education. The following Clery Act definitions may be helpful in understanding the applicable geography pertaining to crime statistics, as noted in the following categories:

Campus: any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes,

including residence halls; and

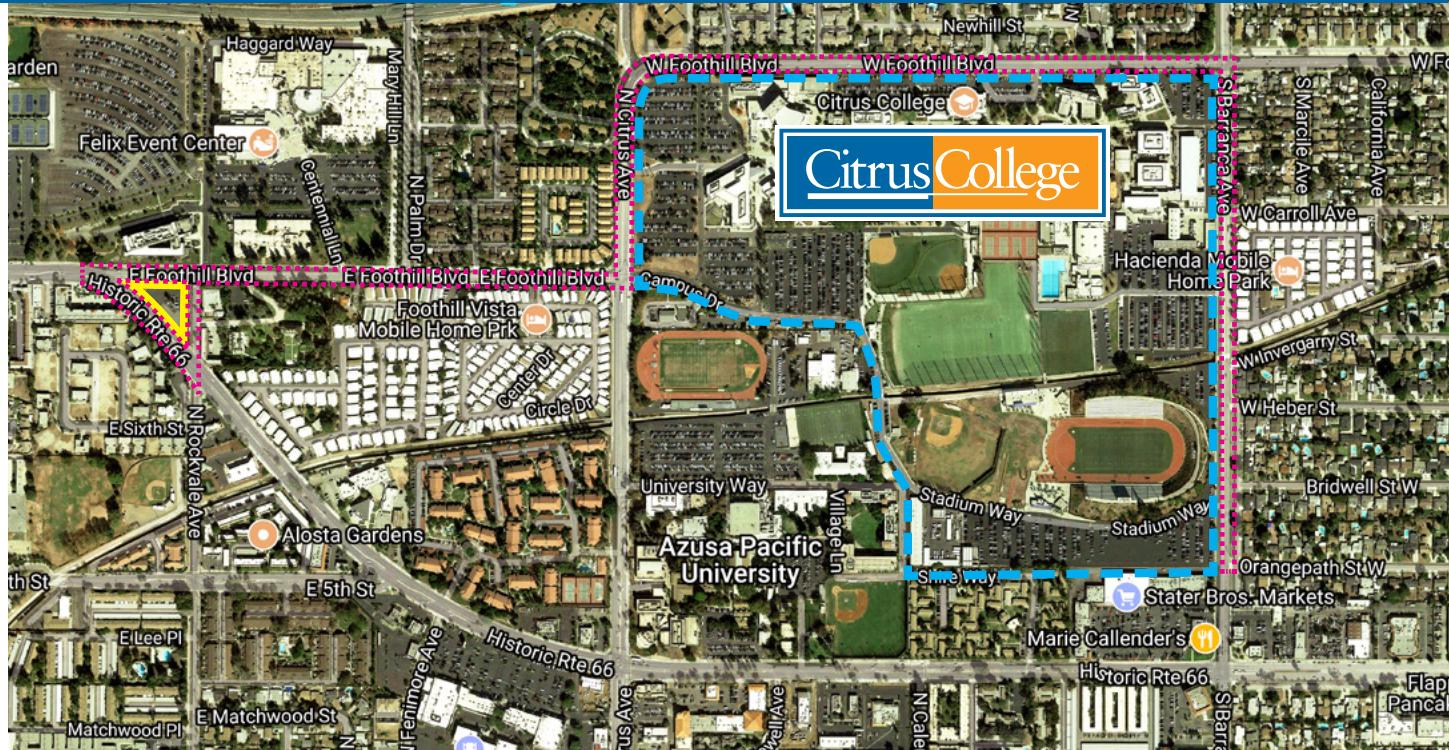
Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus: any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

An aerial map identifying campus, non-campus and public property follows:

MAP OF CITRUS COLLEGE CLERY ACT GEOGRAPHY: --- ON-CAMPUS — NON-CAMPUS PUBLIC PROPERTY



CLERY ACT DEFINITIONS

The following definitions of terminology for the criminal offense categories are those required by the Clery Act/Rules and are taken from the Federal Bureau of Investigation's (FBI) Universal Crime Reporting (UCR) system.

Aggravated Assault – An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or 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. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

Arson – To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Bias – A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, national origin or gender identity.

Bias Crime – A criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, ethnicity, national origin or gender identity; also known as "Hate Crime." Note: even if the offender was mistaken in his/her perception that the victim was a member of the group he/she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

Burglary – The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a. The length of the relationship
- b. The type of relationship
- c. The frequency of interaction between the persons involved in the relationship

Disability Bias – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments or challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, or by a person who is cohabitating with or has cohabitated.

Drug Abuse Violations* – Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing or making of narcotic drugs. Relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Ethnicity/National Origin Bias – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Rape (except "Statutory Rape") - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Hate Crime - see "Bias Crime."

Hate Group - An organization whose primary purpose is to promote animosity, hostility and malice against persons belonging to a race, religion, disability, sexual orientation, ethnicity or national origin that differs from that of the members of the organization (e.g., Ku Klux Klan, American Nazi Party).

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

Larceny - The unlawful taking, carrying, leading or riding away of property from the possession, or constructive possession, of another person.

Liquor Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing and 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 of a motor vehicle. Note: a "motor vehicle" is a self-propelled vehicle that runs on the surface of land and not on rails, which includes automobiles, buses, recreational vehicles, trucks, motorcycles, motor scooters, trail bikes, mopeds, snowmobiles and golf carts.

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - The killing of another person through negligence.

Racial Bias - A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features; etc.), genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Religious Bias - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Robbery - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence, and/or by putting the victim in fear of immediate harm.

Sex Offense (Forcible) - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses: forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Sex Offense (Non-forcible) - Unlawful, non-forcible sexual intercourse. There are two types of non-forcible sex offenses: incest and statutory rape.

Sexual Assault With An Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual-Orientation Bias - A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals, transgender).

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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.

Definitions from the U.S. Department of Justice, except the violations definitions, which are from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*

CRIME STATISTICS

2017-2019 Campus Crime Statistics

Listed on the following pages are the crime statistics for 2017 through 2019 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

From Jan. 1 through Dec. 31, 2017 through 2019, the following are the criminal offenses that were reported to have occurred on property owned/leased by the college or on public property contiguous to the college (1000 W. Foothill Blvd., Glendora) and non-campus (600/700 block of E. Foothill Blvd., Azusa). The following statistics were reported to the department of campus safety and public agencies.



2019 Campus Crime Statistics

| Offense | On-Campus Property | Non-Campus Property | Public Property | Totals |
|--|--------------------|---------------------|-----------------|--------|
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Sex Offense (Forcible) | | | | |
| Forcible Rape | 1 | 0 | 0 | 1 |
| Forcible Sodomy | 0 | 0 | 0 | 0 |
| Sexual Assault with an Object | 0 | 0 | 0 | 0 |
| Forcible Fondling | 1 | 0 | 0 | 1 |
| Sex Offense (Non-Forcible) | | | | |
| Incest | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Burglary | 2 | 0 | 0 | 2 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Liquor Law Arrests | 2 | 0 | 1 | 3 |
| Liquor Law Violations (Referred for Disciplinary Action) | 1 | 0 | 0 | 1 |
| Drug Law Arrests | 1 | 0 | 0 | 1 |
| Drug Law Violations (Referred for Disciplinary Action) | 1 | 0 | 0 | 1 |
| Weapon Law Arrests | 1 | 0 | 0 | 1 |
| Weapon Law Violations (Referred for Disciplinary Action) | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 |
| Hate (Bias) Crimes | | | | |
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible Sex Offenses | 0 | 0 | 0 | 0 |
| Non-forcible Sex Offenses | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Larceny - Theft | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 |

Statistics were requested of Azusa Police Department but were not available in a usable format for Clery Act reporting.

2018 Campus Crime Statistics

| Offense | On-Campus Property | Non-Campus Property | Public Property | Totals |
|--|--------------------|---------------------|-----------------|--------|
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Sex Offense (Forcible) | | | | |
| Forcible Rape | 0 | 0 | 0 | 0 |
| Forcible Sodomy | 0 | 0 | 0 | 0 |
| Sexual Assault with an Object | 0 | 0 | 0 | 0 |
| Forcible Fondling | 0 | 0 | 1 | 1 |
| Sex Offense (Non-Forcible) | | | | |
| Incest | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 |
| Robbery | 2 | 0 | 0 | 2 |
| Aggravated Assault | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Burglary | 2 | 0 | 0 | 2 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Liquor Law Arrests | 4 | 0 | 3 | 7 |
| Liquor Law Violations (Referred for Disciplinary Action) | 1 | 0 | 0 | 1 |
| Drug Law Arrests | 6 | 0 | 0 | 6 |
| Drug Law Violations (Referred for Disciplinary Action) | 4 | 0 | 0 | 4 |
| Weapon Law Arrests | 0 | 0 | 0 | 0 |
| Weapon Law Violations (Referred for Disciplinary Action) | 0 | 0 | 0 | 0 |
| Dating Violence | 1 | 0 | 0 | 1 |
| Domestic Violence | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 |
| Hate (Bias) Crimes | | | | |
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible Sex Offenses | 0 | 0 | 0 | 0 |
| Non-forcible Sex Offenses | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Larceny - Theft | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 |

Statistics were requested of Azusa Police Department but were not available in a usable format for Clery Act reporting.

2017 Campus Crime Statistics

| Offense | On-Campus Property | Non-Campus Property | Public Property | Totals |
|--|--------------------|---------------------|-----------------|--------|
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Sex Offense (Forcible) | | | | |
| Forcible Rape | 0 | 0 | 0 | 0 |
| Forcible Sodomy | 0 | 0 | 0 | 0 |
| Sexual Assault with an Object | 0 | 0 | 0 | 0 |
| Forcible Fondling | 0 | 0 | 0 | 0 |
| Sex Offense (Non-Forcible) | | | | |
| Incest | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Burglary | 1 | 1 | 0 | 2 |
| Motor Vehicle Theft | 1 | 0 | 0 | 1 |
| Liquor Law Arrests | 7 | 0 | 0 | 7 |
| Liquor Law Violations (Referred for Disciplinary Action) | 1 | 0 | 0 | 1 |
| Drug Law Arrests | 3 | 0 | 0 | 3 |
| Drug Law Violations (Referred for Disciplinary Action) | 21 | 0 | 0 | 21 |
| Weapon Law Arrests | 1 | 0 | 0 | 1 |
| Weapon Law Violations (Referred for Disciplinary Action) | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 |
| Hate (Bias) Crimes | | | | |
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible Sex Offenses | 0 | 0 | 0 | 0 |
| Non-forcible Sex Offenses | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Larceny - Theft | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 |

Statistics were requested of Azusa Police Department but were not available in a usable format for Clery Act reporting.

COLLEGE POLICIES AND PROCEDURES

DRUG AND ALCOHOL POLICY - BP/AP 7103

In accordance with Public Law 101-226, Drug-Free Schools and Communities Act Amendment of 1989, the Citrus Community College District Board of Trustees prohibits the unlawful possession, use or distribution of illicit drugs, alcohol or paraphernalia by students and employees. Therefore, Board Policy (BP) 5500, Standards of Conduct, BP/Administrative Procedure (AP) 7103, Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program, and the California Penal Code prohibit the possession, use and sale of alcoholic beverages and illegal drugs on campus, except as specified in the California Education Code.

Violators of this policy may be subject to disciplinary action, which may include suspension, demotion, expulsion or dismissal; and may also be subject to criminal sanctions including fines, jail or prison sentences. The dean of students administers student disciplinary action, the director of human resources is responsible for employee disciplinary action, and the director of campus safety collaborates with local law enforcement agencies for criminal prosecution.

Complete policies regarding alcohol or drugs are on the BPs and APs webpage:
www.citruscollege.edu/admin/bot/pages/policiesprocedures.aspx

ACCESS POLICY - BP/AP 3501

During business hours, the college is open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all facilities is by hard key or keycard, if issued, or by admittance via the department of campus safety. Entry to facilities is monitored on a 24-hour basis. Only employees are authorized to have keys to buildings; no students are to have access to campus facilities during non-business hours. Campus safety must be contacted prior to entering any facility owned or operated by Citrus College. Campus safety can be reached at 626-914-8611.

Employees should close and secure their respective work area or classroom before leaving the location. Campus safety will secure any doors that are found unlocked after the closing of campus. Buildings will generally be secured by campus safety by 11 p.m. and will reopen at 6 a.m., Monday through Friday. Weekend and holiday hours vary and may be building specific. At closing, building intrusion alarms will be activated. If building access is required after hours, on holidays or on weekends, monitored admittance is required.

REGISTERED SEX OFFENDERS - AP 3516

Information on registered sex offenders may be obtained from www.meganslaw.ca.gov. Per California Penal Code Section 290, 290.01 and 290.95, sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students or if they are employees, contractors or volunteers. A sex offender who is an employee or volunteer of the district must disclose his/her status as a registrant upon his/her application or acceptance of the position if he/she:

- Will be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children
- Will be working directly and in an accompanied setting with minor children and his/her work would require touching minor children on more than an incidental basis

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving supervision or disciplinary power over minor children.

The Citrus College Department of Campus Safety is not a police department, but a non-sworn security department in accordance with California Education Code Section 72330.5. Sex offenders who may be required to register should do so at the Glendora Police Department, 150 S. Glendora Ave., Glendora, CA 91741.

SEXUAL ASSAULT POLICY - AP 3540

Any sexual assault or physical abuse including, but not limited to, rape, domestic violence, dating violence, sexual assault or stalking, as defined by California law, whether committed by an employee, student or member of the public, occurring on district property in connection with all the academic, educational, extracurricular, athletic and other programs of the district, whether those programs take place in the district's facilities or at another location, or on an off-campus site or facility maintained by the district or on grounds or facilities maintained by a student organization, is a violation of district BP and AP, and is subject to all applicable punishments, including criminal procedures and employee or student discipline procedures (see also BP 5500, Standards of Conduct, and AP 5520, Student Discipline Procedures).

"Sexual assault" includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

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

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent.

Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreements to engage in sexual activity. These written procedures are designed to ensure victims of domestic violence, dating violence, sexual assault or stalking receive treatment and information (for physical assaults/violence, also see AP 3500, Campus Safety, AP 3510, Workplace Violence Prevention, and AP 3515, Reporting of Crimes).

All students and employees who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on district property shall be provided with information regarding options and assistance available to them. Information shall be available from the district's Title IX coordinator, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Title IX coordinator is authorized to release such information.

The Title IX coordinator shall provide all alleged victims of domestic violence, dating violence, sexual assault or stalking with the following:

1. A copy of the district's BP and AP regarding domestic violence, dating violence, sexual assault or stalking;
2. A list of campus personnel who should be notified of the alleged assault and procedures for such notification, if the alleged victim consents:
 - a. Vice president of student services;
 - b. The department of campus safety (who notifies Glendora Police Department); and
 - c. Student Health Center for counseling resources.
3. Information about the importance of preserving evidence and the identification and location of witnesses;
4. A description of available services and the campus personnel available to provide those services if requested. Services and those responsible for providing or arranging them include:
 - a. Notification to Glendora Police Department or local law enforcement by the department of campus safety. Anonymous reporting is available;
 - b. Assistance in securing emergency transportation, if needed, by the department of campus safety;
 - c. Immediate referral to the Student Health Center for advocacy and counseling resources or referral to a counseling center;
 - d. A list of other available campus and off-campus resources through the Title IX coordinator.
5. A description of the victim's option to:
 - a. Notify proper law enforcement authorities, including the department of campus safety and the Glendora Police Department;
 - b. Be assisted by campus authorities, such as the Title IX coordinator and department of campus safety, in notifying law enforcement authorities if the victim so chooses;
 - c. Decline to notify such authorities;
 - d. Obtain orders of protection, no contact orders, or similar lawful orders issued by the court;
 - e. Receive information about how the district will protect the confidentiality of victims;
 - f. Be provided available assistance with changing academic, living, transportation or working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
6. A description of each of the following procedures and services:
 - a. Criminal prosecution;
 - b. Civil prosecution (e.g., lawsuit);
 - c. District disciplinary procedures for both student and employee;
 - d. Modification of class schedules;
 - e. Academic tutoring, if necessary.

The Title IX coordinator, or designee, should be available to provide assistance to campus safety personnel regarding how to respond appropriately to reports of sexual violence.

The district will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 7101.1, Discrimination Complaint Procedure, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault or stalking on district property shall be kept informed, through the Title IX coordinator, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal. Alleged victims of domestic violence, dating violence, sexual assault or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

A complainant or witness who participated in an investigation of sexual assault, domestic violence, dating violence or stalking will not be subject to disciplinary sanctions for a violation of the district's student conduct policy at or near the time of the incident, unless the district determines that the violation was egregious, including, but not limited to, an action that places the health and safety of any other person at risk or involves plagiarism, cheating or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to allege lack of affirmative consent if the accused believed that the complainant consented to the sexual activity under any of the following circumstances:

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

The district shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault or stalking on district property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults or stalking on district property shall be referred to the district's office of communications and external relations, which shall work with the Title IX coordinator to ensure that all confidentiality rights are maintained.

Additionally, the ASR will include information regarding the district's programs to prevent sexual assault, domestic violence, dating violence and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault or stalking has been reported, including a statement of the standard of evidence that will be used during any district proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses, domestic violence, dating violence or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including the department of campus safety and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
- Information about how the district will protect the confidentiality of victims, including how publicly available record keeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law;
- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance or other services for victims;
- Written notification of options for victims and available assistance in changing academic, living, transportation and working situations, if requested, and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to the department of campus safety or local law enforcement;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault or stalking including a clear statement that:
 - Such proceedings shall provide a prompt, fair and impartial resolution;
 - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from alleged domestic violence, dating violence, sexual assault or stalking; the procedures for the accused and victim to appeal the results of the disciplinary proceeding; of any changes to the results that occur prior to the time that such results become final; and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act (FERPA). For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence or stalking.

Education and Prevention Information

The Title IX coordinator shall:

- Provide established on-campus orientation programs, education and prevention information about domestic violence, dating violence, sexual assault or stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the district's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention and risk reduction.
- Post sexual violence prevention and education information available on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

WHAT TO DO IN CASE OF A SEXUAL ASSAULT

If you or someone you know becomes the victim of a sexual assault, immediately:

- Get to a safe place
- Get help by calling campus safety at 626-914-8611, dialing 911, using a blue light emergency phone or alerting any nearby college employee
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime
- Do not shower, bathe, douche, eat, drink, wash your hands or face, or brush your teeth until you have had a medical examination
- Save all the clothing you were wearing in paper bags
- Do not clean the area or dispose of any items in the immediate area
- If you do not wish to call the police, ask a friend or family member to take you to a local hospital
- Call Project Sister Family Services at 909-626-4357 (24-hour rape hotline) or the National Sexual Assault Hotline at 800-656-HOPE (4673) for immediate emotional support
- Consider confidential personal counseling, which is available at the Student Health Center inside the Student Services Building, by calling 626-914-8671

**"You are not alone.
It was not your fault.
We are here to help."**

Additionally, the following community resource information is made available to victims of sexual assault:

Love is Respect Hotline

866-331-9474

www.loveisrespect.org

Text "loveis" to 22522 and chat with a trained peer advocate available 24/7/365 who offers education, support and advocacy.

Project Sister Sexual Assault Crisis and Prevention Services

909-626-HELP (4357) and
626-966-4155

National Domestic Violence Hotline

800-799-7233 and
800-787-3224 (TTY)
www.thehotline.org

National Sexual Assault Hotline

Rape, Abuse and Incest National Network (RAINN)

800-656-HOPE (4673)

www.rainn.org

Suicide and Rape 24-Hour Emergency Services National Hotline

800-333-4444

Glendora Police Department

911 or 626-914-8250

Campus Phone Numbers

Campus Safety

626-914-8611

Student Health Center

626-914-8671

Counseling

626-914-8530

Student Services

626-914-8532

Student Affairs

626-914-8601

For further review of the college's sexual assault policy and sexual violence prevention statement, please visit <https://www.citruscollege.edu/admin/statements/Pages/SexualMisconduct.aspx>

Additional information can also be obtained by reviewing the following:

- **BP/AP 3540**, Sexual and Other Assaults on Campus
- **BP/AP 7102**, Prohibition of Harassment: Students and Employees

REDUCE THE RISK OF SEXUAL ASSAULT

While you can never completely protect yourself from sexual assault, the Rape, Abuse and Incest National Network (RAINN) suggests the following to help reduce your risk:

Avoid dangerous situations:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Do not appear vulnerable. For example, try not to load yourself down with packages or bags as you walk out of a shopping area.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

In social situations:

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, don't drink from punch bowls or other large open containers.
- Watch out for your friends. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can order appropriate tests (e.g., blood, urine or hair).
- If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a well-lit, populated place, or police or fire station if possible.

On campus:

- Start a buddy system when walking to your car, parking lot, bus stop or train station.
- Walk in well-lit areas and avoid shortcuts or poorly lit areas.
- Use the safety escorts that are provided by campus safety 24 hours a day, every day, to ensure your safety on campus and in parking lots by calling 626-914-8611.
- Use the Citrus Guardian mobile app self-escort feature.

RECOGNIZE WARNING SIGNS OF ABUSIVE BEHAVIOR

Recognizing warning signs of abusive behavior may help reduce the chance of being abused. You should ask yourself the following questions about your relationship. If you are not currently in a relationship, these are signs or "red flags" to assist people in identifying a potentially abusive person:

- Are you nervous around your partner?
- Do you control your behavior to avoid your partner's anger?
- Are you pressured by your partner when it comes to sex?
- Are you afraid of disagreeing with your partner?
- Has your partner criticized or humiliated you in front of other people?
- Is your partner always checking up on you, or does your partner question you about what you do or where you go when you are out alone?
- Does your partner repeatedly and wrongly accuse you of seeing or flirting with others?

- Has your partner ever told you that if you changed, he or she wouldn't treat you like this?
- Is your partner jealous and does this jealousy stop you from seeing friends or family?
- Does your partner make you feel like you are wrong, stupid, crazy or inadequate?
- Does your partner ever scare you with violence or threatening behavior?
- Does your partner make comments such as, "I will kill myself if you break up with me" or "I will hurt/kill you if you break up with me"?
- Does your partner make excuses for the abusive behavior? For example, does your partner say, "It's because of alcohol or drugs," "I can't control my temper" or "I was just joking"?

You do not deserve to be abused. Create a safety plan or call someone to talk about your relationship. You may also want to contact the police, a local domestic violence center, the National Domestic Violence Hotline at 800-799-SAFE or visit www.stoprelationshipabuse.org/educated/warning-signs-of-abuse.

HOTLINES AND COMMUNITY RESOURCES

Sexual Assault Resources

Project Sister Family Services (24-hour rape hotline): **909-626-4357**

East Los Angeles Women's Center (24-hour rape/battery hotline, Spanish): **800-585-6231**

Riverside Area Rape Crisis Center (24-hour rape hotline): **951-686-7273**

National Sexual Assault Hotline: **800-656-HOPE (4673)**

Victim-Witness Assistance Program: **800-380-3811**

Victims may be eligible for compensation through victim-witness programs.

RAINN (Rape, Abuse and Incest National Network): www.rainn.org

Domestic Violence Resources

House of Ruth (24-hour crisis helpline): **877-988-5559**

YWCA-WINGS (24-hour domestic violence helpline): **626-967-0658**

Option House Shelter (24-hour domestic violence hotline): **909-381-3471**

National Domestic Violence Hotline: **800-799-SAFE (7233)**

National Coalition Against Domestic Violence: www.ncadv.org

TITLE IX

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees in educational institutions that receive federal financial assistance.

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

Citrus College, in compliance with federal and state laws, does not discriminate on the basis of sex, sexual orientation or gender in educational programs, services or activities. Such programs include admissions, financial aid, employment and equal access to college facilities. In addition, Citrus College is committed to maintaining a safe educational and working environment free from discrimination, harassment or retaliation on the basis of a protected category.



Title IX Coordinator

The college's Title IX coordinator is Brenda Fink, manager of human resources and staff diversity. Ms. Fink is charged with monitoring Title IX compliance college-wide, including sexual harassment, sexual assault, and gender discrimination involving college employees and students. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to Ms. Fink at bfink@citruscollege.edu or 626-914-8830. The Title IX office is in the human resources office located on the first floor of the Citrus College Administration Building.

Citrus College Board Policies (BPs) and Administrative Procedures (APs)

Citrus College BP and AP pertaining to sexual harassment:

- **BP 7102**, Prohibition of Harassment: Employees
- **AP 7102.1**, Prohibition of Harassment: Students

Citrus College BP and AP pertaining to sexual and other assaults:

- **BP 3540**, Sexual and Other Assaults
- **AP 3540**, Sexual and Other Assaults

Filing a Complaint

Allegations of criminal acts can be reported to:

- **Campus Safety:** 626-914-8611 or ext. 8611 from a campus phone
- **Glendora Police Department:** 911 or 626-914-8250
- **Title IX:** allegations of sexual harassment, discrimination or retaliation based on a protected category against a college employee or student can be reported to Brenda Fink, Title IX coordinator: 626-914-8830
- **Office for Civil Rights**, U.S. Department of Education
50 Beale St., Suite 7200
San Francisco, CA 94105
Telephone: 415-486-5555
Fax: 415-486-5570
TDD: 877-521-2172
Email: ocr.sanfrancisco@ed.gov
Website: www.ed.gov/about/offices/list/ocr/index.html

SEXUAL ASSAULT PREVENTION PROGRAMS

During the 2019 calendar year, the following sexual assault prevention programs were conducted by various campus entities:

- Planned Parenthood information booth
- Sexual assault prevention and awareness education staff workshop
- Sexual misconduct information brochure
- Healthy Relationships: an informational discussion about sex and relationships
- Project Sister provided on-campus resources and information regarding sexual assault
- HIV mobile testing unit
- World Suicide Prevention Day resource fair included information about sexual assault prevention
- Self-defense programs

Sexual Assault Awareness Campaign

Campus safety, in collaboration with the Student Health Center, student life and leadership development and Project Sister, promoted awareness and conducted workshops and trainings for students and employees.

Referral Services to Outside Agencies via Established Partnerships

Project Sister - Immediate crisis assistance is available in seven languages, seven days a week. They also provide accompaniment and advocacy services.

House of Ruth - Offers immediate services to victims of domestic violence such as emergency shelter, transitional shelter, legal advocacy, counseling and support groups.

Title IX Presentations/Trainings/Workshops

- Title IX flex day presentation
- Clery Center video on sexual assault
- Title IX training for student athletes and coaches
- Healthy relationship workshops presented by the Student Health Center
- Title IX investigator update training
- Clery Act training

Student life and leadership development and the Associated Students of Citrus College held Sex 101 Week that included the following:

April 8, 2019

- Breast and cervical cancer workshop by the California Health Collaborative – Every Woman Counts
- Title IX workshop

April 9, 2019

- Planned Parenthood informational booth
- Sex 101 "Jeopardy!" game by Planned Parenthood

April 10, 2019

- Planned Parenthood informational booth
- Healthy relationships and boundaries workshop

April 11, 2019

- LGBTQ+ inclusivity workshop by the San Gabriel Valley LGBTQ Center

ADDITIONAL PROGRAMS, SERVICES AND INFORMATION PROVIDED

- Diversity and Social Justice Week
- Anxiety support groups
- Color Code: helping to build and maintain a healthy relationship with others
- Community interactions
- De-escalation workshops
- Free STD testing
- Kognito online training: sensitivity and awareness education regarding at-risk students
- LGBTQ awareness:
 - Safe Zone training for employees
 - Safe Zone training for students
 - Screening of "Stonewall Uprising"
- Los Angeles County Department of Mental Health:
 - Access to Community Care, Effective Services and Support center (ACCESS)
 - Adult full service partnership
 - Enhanced Emergency Shelter Program (EESP)
 - Homeless Outreach and Mobile Engagement (HOME)
 - Self-Help and Recovery Exchange (SHARE)
 - Service area advisory committee
- Mental Health 101 training
- Mental health symposium in collaboration with Los Angeles County Department of Mental Health
- Mental health workshops
- National Alliance on Mental Illness (NAMI)
- Paint therapy encouraging students to "paint their stress away"
- Provided information/resources pertaining to domestic violence, substance abuse/prevention, depression, safe coping skills, and signs of verbal and emotional abuse
- World Suicide Prevention Day and mental health fair

BYSTANDER INTERVENTION

Preventing and eliminating violence is everyone's responsibility. In order to strive for a safe campus community, we encourage the following recommendations from Rape, Abuse and Incest National Network (RAINN). If you see someone in danger of being assaulted and if it is safe to do so:

- Step in and offer assistance. Ask if the person needs help. Call campus safety at 626-914-8611 or 911 if the danger is imminent.
- Don't leave. If you remain at the scene and are a witness, the perpetrator is less likely to do anything.
- Be an ally. When you go to a party, go with a group of friends. Arrive together, check in with each other frequently and leave together.
- Have a buddy system. Don't be afraid to let a friend know if you are worried about his/her safety. If you are informed about a sexual assault or sexual violence action taking place on campus, you are encouraged to report the crime to any college employee, such as a counselor, an athletic coach, a professor, campus safety personnel or the division of student affairs.

An anonymous report can also be submitted to campus safety. Information can also be sent via text to campus safety by utilizing the text-a-tip function on the campus safety mobile app, Citrus Guardian (see page 25 for more information). The Citrus Guardian mobile app also has a "panic" button feature that calls campus safety and can show your location if the GPS feature is enabled on your phone. Reports can also be submitted on We Tip by calling 800-78-CRIME or on their website at www.wetip.com. Reports are anonymous and taken 24 hours a day, seven days a week.



SPRING 2019



SEX 101 WEEK

Presented by ASCC & Student Life and Leadership Development

| Mon. 04/08 | Tues. 04/09 | Wed. 04/10 | Thurs. 04/11 |
|---|---|---|---|
| Title IX Workshop by Dr. Robert Sammis Campus Center 10:30 a.m. - 11:30 a.m. Breast and Cervical Cancer Workshop by CA Health Collaborative Every Woman Counts Campus Center ED-170 4:00 p.m. - 5:00 p.m. | Planned Parenthood will host an informational booth Campus Center Mall 10:30 a.m. - 11:30 p.m. Sex Ed 101 Jeopardy Game by Planned Parenthood Campus Center ED-170 12:00 p.m. - 1:30 p.m. | Planned Parenthood will host an informational booth Campus Center Mall 10:30 a.m. - 11:30 p.m. Healthy Relationship and Boundaries Workshop By Planned Parenthood Campus Center ED-170 12:00 p.m. - 1:30 p.m. | LGBTQ+ Inclusivity Workshop  San Gabriel Valley LGBTQ Center Campus Center ED-170 12:00 p.m. - 1:30p.m. |

CAMPUS SAFETY MOBILE APP: CITRUS GUARDIAN



HELP & RESOURCES ARE JUST ONE CLICK AWAY



DISCREETLY TEXT CAMPUS SAFETY

Prevent dangerous situations by discreetly sending anonymous tips with a photo or location as needed.



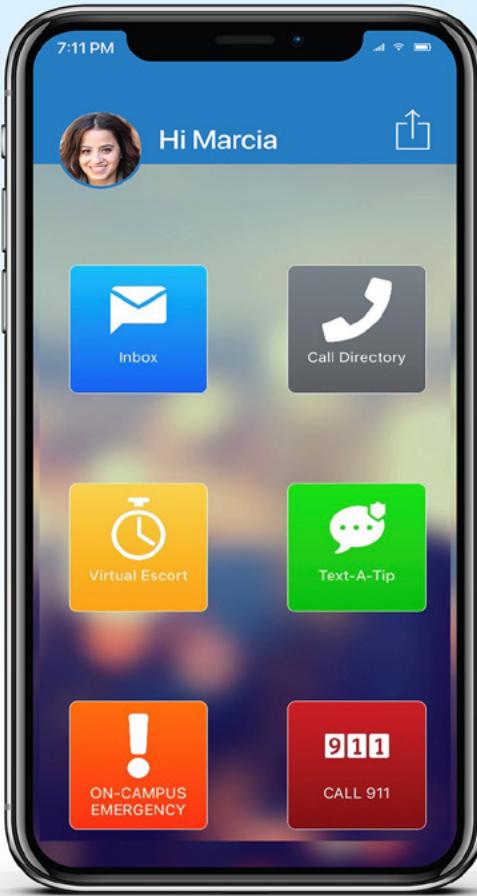
STAY INFORMED

Receive alerts based on your location, even when you don't have a cell signal.



NEVER WALK ALONE

Set a virtual safety escort timer for an extra layer of safety wherever you are.



FIND THE RESOURCES YOU NEED

Access emergency preparedness information and response procedures quickly from your phone.



MAKE THE RIGHT CALL

Easily find assistance and resources with a custom call directory with important campus numbers.



HELP IS ON THE WAY

With a push of a button, you can directly connect to 9-1-1 or Campus Safety in an emergency.



Citrus Guardian

OUR COMMITMENT TO YOUR SAFETY

Stay connected and receive important campus notifications, communicate with Campus Safety, and gain access to resources and documents you need most. Download the free "Rave Guardian" app in the App Store (for iPhones) or Google Play (for Androids) and, when prompted, enter your Citrus College email address. Upon confirmation as a student or employee, the "Rave Guardian" app will become "Citrus Guardian."

For more information about Citrus Guardian, contact Campus Safety by phone at 626-914-8611 or by email at campussafety@citruscollege.edu

ENFORCEMENT AUTHORITY



Safety and security are the primary responsibilities of the Citrus College Department of Campus Safety. The department of campus safety is located at 1000 W. Foothill Blvd., Glendora, CA 91741 on the southwest corner of the campus in the Campus Safety (CS) Building. The CS Building is situated near the college's main entrance near Citrus Avenue and Foothill Boulevard. Campus safety's office hours are Monday through Thursday, 7 a.m. to 8 p.m., and Friday 7 a.m. to 5 p.m. Campus safety officers are on campus 24 hours a day, seven days a week, 365 days a year.

Campus safety strives to provide a safe and secure learning and working environment for the Citrus College community. Campus safety officers (CSOs) receive their authority, limited to district property, from the Citrus Community College District Board of Trustees and the California Penal, Education and Vehicle codes, respectively. CSOs may make or may assist others in making arrests pursuant to section 837 of the California Penal Code. CSOs may detain offenders for responding law enforcement officers. CSOs are also authorized to enforce traffic and parking regulations on district property under the auspices of California Vehicle Code (CVC) 21113.

Furthermore, the department of campus safety has the authority to enforce Citrus College Board Policies (BPs) and Administrative Procedures (APs). They include BP 5500, Standards of Conduct, and AP 6750, Parking. Per California Education Code Section 72330.5, campus safety is the liaison with local police departments in all cases of criminal actions. Any action that is a violation of the California Penal Code will also be reported to the local police. It is the responsibility of the department of campus safety to make contact with the appropriate law enforcement and emergency response agencies. In addition,

campus safety provides a variety of services to the college community. These services include safety escorts, vehicle jumpstarts, vehicle unlocks, lost and found, vehicle parking permits, as well as citation payment and citation appeal information.

The department consists of one director, one lead officer, 13 campus safety officers, one operations assistant, one program assistant and campus safety assistants (CSAs), as needed, who are student employees.

MISSION STATEMENTS

Citrus College Mission Statement

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

Campus Safety Mission Statement

The mission of the department of campus safety is to ensure the safety of students, employees and visitors while on property owned or operated by the district or involved in college sponsored programs or activities, and to protect the property and facilities of the district, its students, employees and visitors.

DEPARTMENT GOAL/KEY FUNCTIONS

Campus safety's goal is to provide a safe, friendly and accessible learning environment where all students and community members may optimize their academic, career and personal goals.

Key functions include, but are not limited, to:

- Uniformed personnel patrolling all campus buildings and grounds on foot and in marked vehicles
- Officers patrolling campus 24 hours a day, 365 days a year, and being first responders to all incidents and emergencies on campus

- Conducting investigations of crimes, district policy violations, reported injuries or accidents; while documenting the information in daily logs or incident reports
- Responding to fire and burglar alarm activations and summoning police or fire personnel
- Directing traffic during emergencies, special events, or other congested situations
- Conducting parking enforcement
- Routinely inspecting safety issues associated with shrubbery and lighting
- Providing training and education to the campus community regarding personal safety, crime prevention, and emergency preparedness

LOCAL LAW ENFORCEMENT

The Citrus College Department of Campus Safety maintains excellent relationships with local law enforcement agencies. These agencies help provide proactive safety patrols of the Citrus College campus and surrounding area.

In accordance with AP 3500, Campus Safety, a Memorandum of Understanding (MOU) with the Glendora Police Department is in place. Through the MOU, campus safety officers write incident reports for crimes that occur on property owned and operated by Citrus College. Incident reports are also generated for violations of BP 5500, Standards of Conduct.

Campus safety also has an excellent relationship with the Azusa Police Department and the APU Department of Campus Safety. These established relationships result in frequent communication, collaboration, 24-hour patrol and problem solving between the above agencies.

As part of campus safety's efforts to facilitate safety on campus, it occasionally becomes necessary for campus safety officers to approach members of the community and ask for information. If an officer contacts someone, it does not necessarily indicate that the person is a suspect. Cooperation in these interviews, usually by simply providing name and proof of Citrus College affiliation, assists the department of campus safety in promoting a safe and secure environment. Officers make every effort to be professional, sensitive and courteous.

JURISDICTION

Campus safety's primary jurisdiction is all property owned by the Citrus Community College District as part of the academic institution (main campus).

Off-campus parking (non-campus), also known as Citrus Annex Parking Lot 1, is patrolled and serviced by the Azusa Pacific University (APU) Department of Campus Safety and the Azusa Police Department. The Citrus College Department of Campus Safety does not have jurisdiction in this parking lot.

Citrus College

Main Campus

1000 W. Foothill Blvd., Glendora, CA 91741

Consists of academic and administrative buildings, sports fields, and parking lots.

Non-Campus

600/700 blocks E. Foothill Blvd., Azusa, CA 91702

Used for overflow parking.



SECURITY AWARENESS AND CRIME PREVENTION

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS AND METHODS

The department of campus safety promotes security awareness throughout the campus community. The effectiveness of the department's crime prevention program is contingent upon the cooperation of all students and employees. The department of campus safety seeks to minimize criminal activity and increase security awareness and crime prevention through the following measures:

- 24/7 proactive security patrols by uniformed campus safety personnel are available to escort persons on campus to their destination
- Blue light emergency phones
- Campus safety forum
- Campus safety mobile app: Citrus Guardian
- Campus safety presentations at new student orientations, adjunct faculty orientation as well as other division and staff meetings
- "Coffee with a Cop" community outreach event
- Crime prevention bulletins and safety tips periodically issued by the department offer suggestions on improving individual security and notify the community of specific incidents that have occurred
- Distribution of campus safety key chains with a safety whistle, LED flashlight, compass and campus safety's phone number
- Distribution of safety guidelines and emergency procedures

tri-fold and emergency response procedures flipcharts throughout campus

- Emergency drills
- Implementation of crime prevention through environmental design (CPTED) strategies
- Notices in the Citrus View, which is distributed to all college employees
- Online student surveys regarding campus safety
- Participation in the FBI's Campus Liaison Initiative (CLI)
- Participation in trainings/seminars with the Glendora Police Department
- Quarterly campus safety newsletter distributed to all college employees: <https://tinyurl.com/yxwybhqy>
- Safety/security-related articles in the student newspaper, the Clarion
- Social Media – campus safety Twitter account: @CitrusCollegeCS
- Timely warnings
- Training for emergency information officers (EIOs)

The department of campus safety supports programs and activities that inform students and employees about being responsible for their own security and the security of others. These include:

- Activities sponsored by ASCC and student life and leadership development
- Staff development programs
- Student and employee orientations

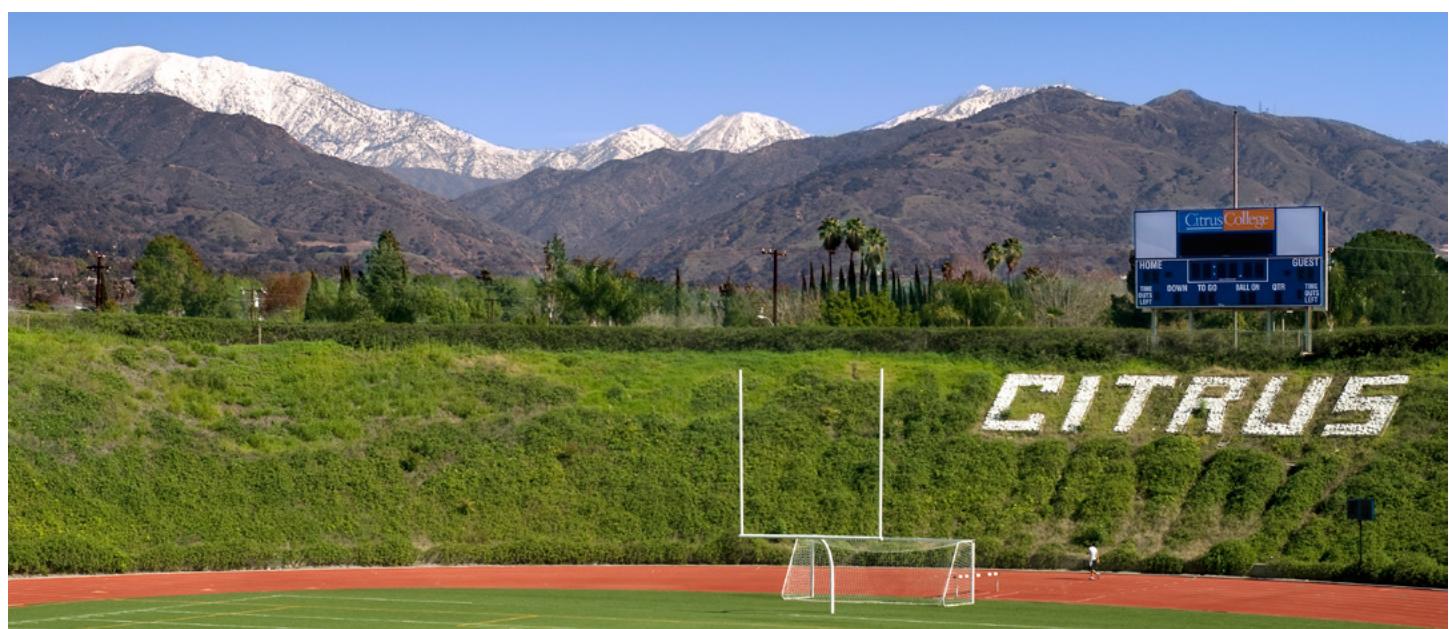


CAMPUS SECURITY AUTHORITIES

Recent amendments to the Campus Security Act of 1990 require a "Campus Security Authority" (CSA) to report crimes reported to them for inclusion in the college's Annual Security Report (ASR). Personnel are considered a CSA, as defined by the U.S. Department of Education, if they are within the following four groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

At Citrus College, CSAs include members of the department of campus safety, the vice president of student services, the dean of students and the coordinators of intercollegiate athletics.



SAFETY ON CAMPUS

CRIMINAL ACTIVITY

Reporting of Crimes

District employees, students, and visitors who are witnesses or victims of a crime should immediately report the crime to campus safety.

If an employee is assaulted, attacked, or menaced by a student, it shall be the duty of that employee, and/or the duty of the employee's supervisor or the dean of students, to promptly report the incident to campus safety. If an employee is assaulted, attacked, or menaced by another employee, the employee shall notify either human resources or campus safety as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the incident to human resources or campus safety. If the alleged assailant is the employee's supervisor, the employee shall notify campus safety, who will report the complaint to human resources if the employee is unable or unwilling to do so. Reporting a complaint to campus safety and/or other local law enforcement authorities will not relieve the district of its obligation to investigate all complaints of harassment.

Any suspicious activity or person should be reported to campus safety. Reports can be made by calling campus safety at 626-914-8611 (8611 from a campus phone) or via text by utilizing the text-a-tip function on the Citrus Guardian mobile app.

Campus Safety encourages anyone who is the victim or the witness to a crime to promptly report the incident to campus safety or the Glendora Police Department. However, because police reports are public records under state law, campus safety cannot guarantee the confidentiality of law enforcement's reports. Confidential reports of a crime may be made to the Student Health Center at 626-914-8671.

More information about AP 3515, Reporting of Crimes, is available online at <https://tinyurl.com/y3l6eqyu>.

Missing Persons Statement

Any person who files a missing persons report to campus safety is referred to the Glendora Police Department for further investigation. Upon the request of the Glendora Police Department, campus safety may assist as necessary.

FACILITY SECURITY ISSUES

Alarm systems and outdoor lighting are integral parts of campus security. This equipment is maintained by the facilities and construction department at 626-914-8690 (ext. 8690). LED lighting has been added to all parking lots as well as most of the campus interior. Alarm systems, communications, outdoor lighting, emergency phones in elevators and campus emergency phones are tested by the elevator company, facilities and campus safety on a regular basis. Any necessary maintenance issues are reported to the facilities and construction department for repairs. Periodic lighting surveys are conducted and lighting improvements are routinely evaluated. Administrators from student services, campus safety, facilities and other concerned areas review these results. Additionally, the director of facilities and construction and the director of campus safety meet to discuss campus security and access issues of pressing concern.

QUICK TIPS

- When calling campus safety or 911, stay on the phone with the dispatcher until they no longer need you.
- Provide as much information about the suspect(s) as possible (e.g., number of suspects, male/female, height, weight, age, race, clothing head to toe, distinguishing marks, direction of travel, vehicle information).
- If you have more information and it is safe to do so, make yourself available by staying in the area, but do not interfere.
- Program the numbers of local law enforcement agencies into your cell phone:

Citrus College Campus Safety:

626-914-8611

Glendora Police Department:

626-914-8250

Azusa Police Department:

626-812-3200

APU Campus Safety:

626-815-3898

**"If you see something, say something.
Safety is everyone's business."**

EMERGENCY RESPONSE

EMERGENCY OPERATIONS PLAN

As stipulated in Administrative Procedure (AP) 3505, Citrus College has in place an Emergency Operations Plan that is designed to effectively coordinate the use of college and community resources to protect life and property immediately following a major natural, accidental disaster or emergency. It is activated whenever an emergency affecting the campus cannot be controlled through normal channels. The primary emergencies outlined by this plan are biological and environmental emergencies (e.g., bombs and explosives, disturbances and demonstrations, earthquake, fire, flooding, shootings, terrorism, and governmental response to pandemic flu). The college's partial or total response to natural disasters or campus-wide emergencies will be based on the magnitude of the emergency. Generally, response to a major emergency situation will progress from local, to regional, to state, to federal involvement.

The Emergency Operations Plan applies the principles of the Standardized Emergency Management System (SEMS), the concept of Incident Command System (ICS) and the National Incident Management System (NIMS), creating a customized plan for Citrus College. SEMS is the set of principles developed for coordinating state and local emergency response in California. SEMS provides for a multiple level emergency response organization, and it is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels: the field response, local government, operational areas and regions.

Emergency responses to any major emergency are to be conducted within the framework of the Emergency Operations Plan.

Purpose

The Emergency Operations Plan is the district's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the district superintendent/president or his/her designee. The Emergency Operations Plan details actions and responsibilities for all employees of the district, including those on the Emergency Operations Center (EOC) staff.

Responsibility

Government Code Sections 2100-3101 state all employees of the district are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all employees of the district must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency responsibilities.

Emergency Operations Center

The EOC will be activated during emergency situations that warrant a collaborative response. The superintendent/president or his/her designee will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the district's response to an emergency situation, coordination with outside agencies and requests for outside support. The EOC staff will be aided in their duties by emergency information officers (EIOs) and emergency response teams that are trained response personnel from the district.

The EOC is composed of key administrators, managers and employees from various departments. The EOC shall:

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall disaster based on reports from area managers
- Initiate the emergency notification chain (call block of employees)
- Mobilize any additional staff to heavily damaged areas
- Determine the "all-clear" when a disaster is over

All press releases will be prepared by the public information officer (PIO). In his/her absence, the incident commander or superintendent/president designee will designate an individual responsible for this function.

Preparedness

The district's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the district will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

Emergency Chain of Command

A SEMS/NIMS/ICS organizational chart can be found on page 12 of the Citrus College Emergency Operations Plan.

Concept of Operations

For planning purposes, Citrus College has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources.

Level One

A minor to moderate incident where campus resources are adequate and available.

Level Two

A moderate to severe emergency where campus resources may not be adequate and mutual aid may be required on a larger basis. A PROCLAMATION OF EMERGENCY is determined by the superintendent/president or his/her designee.

Level Three

A major disaster where resources in or near the impacted areas are overwhelmed and extensive city, county, state and/or federal resources are required. The superintendent/president or his/her designee will declare a PROCLAMATION OF EMERGENCY.

The Emergency Operations Plan provides for a full emergency response by the college for an incident. However, only those sections of the response organization that are required to address the situation at the time are activated. For example, a level one disaster occurring on campus would require minimal activation of the plan, whereas a more serious situation would require increased activation.

Management and Control

The superintendent/president or his/her designee establishes the basic policies, which govern the emergency management organization, declares a campus emergency when required and acts as the highest level of authority during an emergency. The Emergency Operations Plan is under the executive management of the incident commander and under the operational direction of the superintendent/president.

Plan Goals and Objectives

The major goals of the Emergency Operations Plan are:

- The preservation of life
- The protection of property
- The continuity of campus operation

The overall objective is to ensure the effective management of emergency forces involved in preparing for and responding to situations associated with emergencies. This will include:

- Overall managing and coordinating of emergency operations to include, as required, on-scene incident management
- Coordinating or maintaining liaison with appropriate federal, state and other local governmental agencies and appropriate private sector organizations
- Requesting and allocating resources and other related support
- Establishing priorities and adjudicating conflicting demands for support
- Coordinating inter-jurisdictional mutual aid
- Activating and using communication systems
- Preparing and disseminating emergency public information
- Disseminating community warnings and alerts
- Managing the movements and reception of persons in the event that an evacuation is ordered
- Collecting, evaluating and disseminating damage information and other essential data
- Responding to requests for resources and other support
- Restoring essential services

Plan Activation

When an emergency situation arises, the incident commander will activate the Emergency Operations Plan. Assigned Citrus College personnel and equipment will be utilized to provide priority protection for the following:

- The preservation of life
- The protection of property
- The continuity of campus operation

The manner in which Citrus College personnel and equipment will be used will be determined by the operational plan, which is under the direction of the incident commander.

When the plan is activated, the EOC will also be activated. The EOC is the area where all district emergency response team personnel are to meet in the event of an emergency.

The superintendent/president or designee is responsible for notifying the incident commander to deactivate the emergency plan and the EOC when he/she deems it appropriate.



EMERGENCY NOTIFICATION

Citrus Alert

Procedures are in place to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees on campus. Citrus College contracts with Rave Alert, which provides the ability to send voice, email and SMS/text messages to all students and employees. In the event of a significant emergency, the college's emergency notification system, Citrus Alert, will be activated. Citrus Alert enables the college to communicate with students and employees quickly in the event of an emergency.

A Citrus Alert will be sent only to inform students and employees of an imminent emergency, such as a natural disaster (e.g. fire, earthquake, flooding), threat of violence, chemical hazard or other significant events, such as a school closing or power outage. The Citrus Alert system will send messages to student-provided email addresses and employees' Citrus College email addresses, as well as up to six phone numbers. The Citrus Alert system can also send a text message to a user's cell phone. Test messages are sent approximately once per semester.

To receive Citrus Alerts, students and employees can submit or update their emergency contact information online at <https://my.citruscollege.edu/task/all/citrus-alert-emergency-notifications>

Students must have a WingSpan ID number and PIN to register. Employees without WingSpan access may obtain their ID and PIN from the human resources office.

The steps to entering email and emergency contact information are as follows:

1. Go to www.citruscollege.edu
2. Click **Update Your Citrus Alert Information**
3. Click <https://wingspan.citruscollege.edu> located under "How do I submit my contact information?"
4. Click **Enter Secure Area** to register
5. Follow the login instructions
6. Click on **Personal Information**
7. Click on **Update Email Addresses**
8. From the dropdown menu, choose **Personal Email** and click **Submit**
9. Type in your complete email address
10. Click **Submit**
11. Click **Return to Menu** at the top of the page
12. Click **Citrus Alert Contact Information**
13. Enter or edit your contact information
14. Click **Submit**. This completes the process
15. Exit WingSpan

Note: it may take six to 24 hours to update your email address in the system.

More information about Citrus Alert can be found at www.citruscollege.edu/citrus-alert.

Crisis Action Team

Per the Emergency Operations Plan, the crisis action team, or CAT, will confirm there is a significant emergency, determine whom to notify and how, and initiate a Citrus Alert. The CAT consists of:

- Superintendent/President, Dr. Geraldine M. Perri
- Interim Vice President of Student Services, Dr. Arvid Spor
- Vice President of Finance and Administrative Services, Ms. Claudette E. Dain
- Vice President of Academic Affairs, Dr. Jourmana McGowan
- Director of Human Resources, Dr. Robert Sammis
- Director of Facilities and Construction, Mr. Fred Diamond
- Director of Campus Safety, Mr. Ben Macias

The CAT will assess and confirm the emergency's significance and will notify the campus community accordingly.

Timely Warnings

In the event that a situation arises on or off campus that, in the opinion of the director of campus safety and the vice president of student services, constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. As outlined in AP 3515, Reporting of Crimes, the district shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the college's public information officer (PIO), in consultation with the superintendent/president. The warning will be issued through announcements, posted notices and emails. Registered students and employees will receive notifications via email. In addition, the warning may also be posted throughout campus, as well as in the college's student newspaper, the Clarion. Anyone with information warranting a timely warning should report the circumstances to campus safety at 626-914-8611, or in person at the Campus Safety Building, 1000 W. Foothill Blvd., Glendora, CA 91741.

Emergency Notification to the Larger Community

As indicated in the Emergency Operations Plan, the PIO is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources and other matters of interest associated with the emergency.

The PIO provides information to employees, students and the general campus community. Additionally, the PIO is the point of contact for the public and the news media, coordinating press releases, communicating with other agencies and holding news conferences as necessary.

The PIO is also responsible for establishing a rumor control center and assisting with plans for the rapid release of emergency instructions and information to the public through all available means.

The Citrus College PIO is Melissa Utsuki, executive director of communications and external relations. She may be reached at 626-914-8873 or mutsuki@citruscollege.edu.

EVACUATION PLAN

The emergency evacuation of a building or buildings or the entire campus may be required due to emergency situations including, but not limited to, fire, explosion, earthquake, power outage or other major crises. All fire alarms are to be treated as authentic warnings whether they prove to be false alarms or not. Evacuation plans are building specific and designed to move everyone out of the threatened buildings or areas and toward an evacuation area as safely and quickly as possible.

Emergency Evacuation Assistance Areas

In compliance with the federal Americans with Disabilities Act, Citrus College has established emergency evacuation assistance areas in multi-story buildings to help students and employees with disabilities. Campus buildings affected by this requirement include: AD, CI, ED, FH, LB, LI, MA, PC, PS, SS, TC, VA and VT.

Each floor of multi-story buildings has two emergency evacuation assistance areas with direct access to a nearby stairwell exit. These areas are clearly marked with a blue and white universal handicap symbol. If a student or employee is unable to safely reach the ground floor unassisted, they will be provided assistance.

During a major emergency or power outage, elevators may not be in operation. In any emergency evacuation, campus safety and/or college designated emergency responders will assist any person with a disability to safely evacuate a campus building.



Fire Alarm Signal

A fire alarm is located in every building on campus. If an alarm sounds, strobe lights are also activated. When a fire alarm is activated, campus safety personnel will direct occupants to evacuate the building. All occupants are to completely clear the building.

Evacuation Gathering Areas

Upon evacuating the building, students and employees are to stay in an area directed by campus safety staff or emergency response personnel. All evacuees are to keep a minimum of 150 feet away from buildings. Additionally, evacuation assembly areas are to be a safe distance away from imminent danger, such as falling debris from trees, power lines, antennas and/or buildings. Evacuees are to remain clear of service roads, stairways, fire hydrants and red zones, as emergency personnel and their vehicles will be utilizing those areas.

Return to Buildings

Upon the evacuation of a building, students and employees are not allowed to re-enter the building until campus safety and/or emergency responders have inspected the building and have deemed it all clear for resumption of normal activities. The "all-clear" is only given after the emergency has been completely resolved and the strobes have been turned off, not when the alarm has been silenced.

TESTING

To maintain campus preparedness, different methods for testing the emergency notification system, Citrus Alert, are explored and executed. Test messages are sent once per semester. Annual tests/reviews and procedures are conducted for emergency radio testing, review of the college's Emergency Operations Plan and table top exercises for EOC staff. In conjunction with all campus evacuation drills, fire alarm drills and building evacuations are held at least twice per semester in various buildings throughout campus. Fire drills are unannounced to the general student body and staff.



EMERGENCY RESPONSE PUBLICATIONS

Emergency preparedness plans have been established at Citrus College. Evacuation maps and emergency response procedures flip charts are posted in classrooms and offices by environmental health and safety. Employees are given a pocket-sized informational flip chart, which includes maps of evacuation gathering areas and emergency medical supplies. This information can also be downloaded on a smart phone via a QR code. Additionally, employees are given a brochure titled "Safety Guidelines and Emergency Procedures." Campus emergency information, including important emergency and safety-related documents and web links, may be accessed at www.citruscollege.edu/emergency

Employees may also obtain copies of evacuation routes, safety guidelines and procedures, and emergency response flipcharts by contacting Environmental Health and Safety at 626-914-8704 or by emailing Mike Ramos at mramos@citruscollege.edu.

A complete text of Citrus College's written plans and procedures pertaining to emergency response are located within in the district's Emergency Operations Plan.



HELP US FIND A CURE!



Breast Cancer Awareness Month

The Citrus College Department of Campus Safety is proud to be a part of the **#PinkPatchProject**. This innovative campaign is designed to increase public awareness about breast cancer.

The **#PinkPatchProject** is a collaborative effort between the Los Angeles County Police Chiefs' Association (LACPCA) and over 330 public safety agencies nationwide.

In an effort to raise money to fight breast cancer, the department offers a vibrant, limited edition pink version of its uniform patches. All officers wear this **Pink Patch** design on their uniforms during **Breast Cancer Awareness Month** in October.

The **Pink Patch** is intended to encourage conversation within the community about the life-saving benefits of early detection and intervention.

This year's limited edition commemorative **Pink Patch** is available for only \$10. Purchase yours today at the Campus Safety Building using cash or a check. All money raised from the sale of the **Pink Patch** will be donated to the City of Hope in Duarte to fund breast cancer research, treatment and education.

Thank you for your support of this worthwhile cause!



NOTES



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