

On-Campus Services

- Health and mental health counseling: Verdugo Campus Health Center, San Rafael Building first floor, (818) 240-1000 ext. 5909
- Mental health counseling: Garfield Campus, Mariposa Building, room 221, (818) 240-1000 ext. 5055
- Visa/Immigration services: Verdugo Campus, San Rafael Building 2nd floor, 818 240-1000 ext. 5439, 6645 & 5440
- Student Financial Aid services: Verdugo Campus, San Fernando Complex, room 110, 818 240-1000 ext. 5916

Off-Campus Services

- Peace Over Violence (626) 793-3385 (West San Gabriel Valley)
- East Los Angeles Women's Center Rape and Battering Hotline (800) 585-6231
- The Glendale YWCA Domestic Violence Hotline (818) 242-1106
- RAINN-Rape/Abuse/Incest/National Network Hotline (800) 656-4673
- The California Coalition Against Sexual Assault (916) 446-2520
- Los Angeles County District Attorney's Victim Assistance Program (800) 380-3811
- The National Domestic Violence Hotline (800) 799-7233

CHANGES IN ACADEMIC/WORK SITUATION

Accommodations or protective measures may be made if they are requested and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

- Student academic situation change request: Vice President of Student Services at (818) 240-1000 ext. 5130
- Employee work situation change request: Chief Human Resources Officer (818) 240-1000 ext. 5165

PROCEDURES FOR DISCIPLINARY PROCEEDINGS

Glendale Community College District is committed to providing a prompt, fair, and impartial process from the initial investigation to the final result for an institutional disciplinary proceeding. Disciplinary proceedings are in place for both students and employees. All proceedings, steps, and decision making processes will conform to all relevant statutes, regulations, personnel policies and regulations and collective bargaining agreements. Proceedings will be conducted by officials who receive annual training on the issues related to these crimes and may not have a conflict of interest or bias for or against the accuser or the accused.

The proceedings must be conducted in a manner that

- is consistent with the college's policies and transparent to the accuser and the accused
- should include timely notice of meetings at which the accuser or accused, or both, may be present
- provides timely and equal access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings
- provides same opportunities to have others present during proceedings
- have no limitations on the choice of advisor for the accuser or accused

- provides simultaneous notification in writing:
 - the result of any institutional disciplinary proceeding that arises from an allegation
 - the institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
 - any change of the result
 - when such results become final

STANDARDS OF EVIDENCE

The standard of evidence used during an institutional disciplinary hearing will be a "preponderance of the evidence" standard. This definition is the same as is used in most civil courts, and is not the standard of beyond a reasonable doubt. The preponderance of the evidence means that the offense "more likely than not" occurred—i.e., greater than 50% likelihood.

SANCTIONS

The district may impose sanctions following a final determination of an institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault, and stalking. Possible sanctions include—

For students:

- reprimand
- loss of privileges
- restitution
- removal from class
- administrative hold
- suspension
- expulsion

For employees:

- suspension without pay
- demotion to a lower class in which qualified
- reduction of pay step within class, and/or
- dismissal

PROTECTIVE MEASURES

All reasonable and available protective measures may be provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Protective measures may include:

- safety escorts
- giving "no contact" orders
- preventing offending third parties from entering campus
- adjusting class locations/schedules and or
- adjusting work office locations/schedules

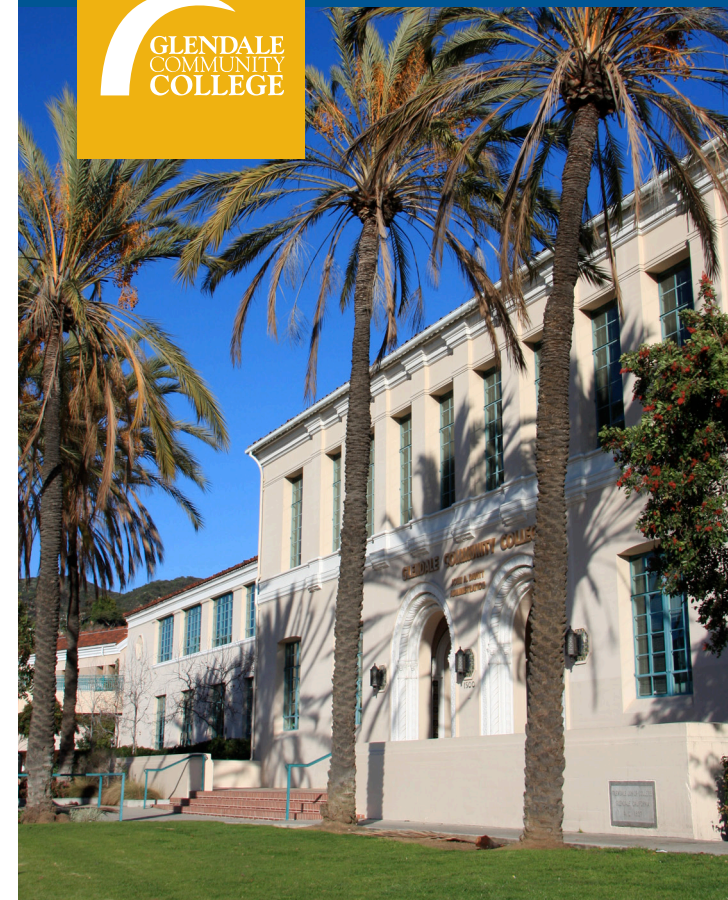
APPEALS

If the college imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the regulation for appealing a disciplinary decision.

WHERE AND HOW TO FILE A DISCIPLINARY COMPLAINT

Disciplinary complaints may be filed with:

- Chief Human Resources Officer, Verdugo Campus (818) 240-1000 ext. 5165
- Title IX Coordinator Verdugo Campus Administration Bldg., room 125 (818) 240-1000 ext. 5130



GLENDALE COMMUNITY COLLEGE

Dating Violence, Domestic Violence, Sexual Assault and Stalking Policy, Procedures, Rights and Information



1500 N. Verdugo Road
Glendale, CA 91208

(818) 240-1000 · www.glendale.edu

POLICY

Under Board Policy and Administrative Regulation 3540: Sexual and Other Assaults On Campus, Glendale Community College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. These crimes are a violation of district policies and regulations, and are subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

WRITTEN EXPLANATION OF RIGHTS

When a student or employee reports to the college that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the college will provide the student or employee a written explanation of the student's or employee's rights and options as described below.

TERMS

Sexual Assault: Means any non-consensual sexual act, including those acts when the victim lacks capacity to consent.

Consent (in reference to sexual activity): In California, consent means "affirmative consent." Affirmative consent means affirmative, conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other, or others, to engage in the sexual activity.

Domestic Violence: Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim who is or was one or more of the following: the offender's spouse or former spouse, the offender's cohabitant or former cohabitant, the offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, the mother or father of the offender's child.

Dating Violence: When a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship.

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

BYSTANDER INTERVENTION STRATEGIES

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

- Bystanders should notice the incident taking place and should evaluate the situation to determine whether or not it is an emergency.
- Determine if someone needs assistance.
- Assume responsibility. Be ready to intervene even if others do not.
- Speak up if you see someone intentionally getting someone else drunk.
- Speak up if you see a friend leaving with someone he/she knows is drunk.
- Remind friends that sexual contact with an intoxicated person is against the law.

- Attempt to help. This may include helping a person to leave the situation, confront a behavior, diffuse a situation, or call for other support/security.
- Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary. Keep yourself safe. Call the police any time that you feel it is necessary.
- If you choose to intervene, distractions or diversions may be viable strategies that can stop an aggressor from continuing his/her actions.

RISK REDUCTION

Risk reduction includes options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

- Walk with friends or with others to and from classes. Contact the College Police for an escort at (818) 551-5205.
- Be aware of your surroundings. Do not focus/text on your cell phone while walking.
- Have your car keys ready. Do not focus your attention on searching through your purse/backpack. Check your backseat before entering your vehicle.
- Do not get into person(s) vehicles who may offer you a ride back to your vehicle to take your parking space. Do not pick up person(s) to give them a ride back to their parking space.
- During the early stages of dating, consider dating with a group of those you know. Go with a friend and be responsible for each other. Have a pre-planned signal to let your friend know that you want to leave or need help.
- When dating, consider letting a friend know who you are dating, where you are going, and what time you plan to return.
- Communicate clearly and often to your partner.
- Control your alcohol; don't let it control you. Drink responsibly or not at all. Do not abuse substances that might hinder your ability to think clearly or act quickly.
- Be willing and able to say "No."
- It's never too late to say "No."
- Don't be embarrassed or ashamed to say "No" or ask someone to stop.
- Verbalize your expectations with your date. Talk about boundaries.
- Trust your instincts. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.

PROCEDURES TO FOLLOW AFTER AN ASSAULT

- Get to a place of safety.
- Obtain necessary medical treatment.
- Time is a critical factor for the preservation of evidence that may be helpful for proving the criminal offense occurred or may be helpful in obtaining a protection.
- Do not wash your hands, bathe yourself, use the restroom, brush your teeth, or drink anything until a medical exam can be provided and evidence collected.
- Remain in the clothing worn during the assault or put the clothing in a paper bag (not plastic) so that it can be entered into evidence.
- Do not clean or straighten up the area where the assault occurred.

- Note the names/descriptions of other people who may have witnessed, been present in the area or have knowledge of the assault.

WHO TO REPORT THE OFFENSE TO

These crimes should be reported as soon as possible to the College Police Department at (818) 409-5911 or local area law enforcement by dialing 911. You may also report the offense to:

- Dean of Student Affairs (818) 240-1000 ext. 5594
- Title IX Coordinator (818) 240-1000 ext. 5130
- Program Manager of Health Services (818) 240-1000 ext. 5189
- Dean of Student Services (818) 240-1000 ext. 5195
- Chief Human Resources Officer (818) 240-1000 ext. 5165
- Program Director of the Professional Development Center (818) 957-0024
- Administrative Dean, Workforce Development, Continuing and Community Education of the Garfield Campus (818) 240-1000 ext. 5018

If the victim requests, college personnel will assist a victim by notifying the appropriate law enforcement authorities. Filing a police report will not obligate the victim to prosecute. A victim also has the option to decline to notify such authorities.

PROTECTIVE ORDERS, CRIMINAL/CIVIL PROSECUTION AND RIGHTS OF CRIME VICTIMS

Where applicable, a victim may have the right to be notified of protection orders, no contact orders, or similar lawful orders issued by a criminal, civil, or tribal court, or by the college.

- Emergency Protective Orders issued by a judicial officer upon request by a peace officer
- Temporary Restraining Orders issued by the Los Angeles County Superior Court - 600 E. Broadway, room 279, Glendale, CA 91206, (818) 265-6497
- Criminal Prosecution: Los Angeles County District Attorney's Office 600 E. Broadway room 280, Glendale, CA 91206, (818) 500-3593
- Civil Prosecution: Los Angeles County Superior Court Civil Department 600 E. Broadway, room 279, Glendale, CA 91206, (818) 265-6497
- Rights of Crime Victims: Victims of crime have many rights throughout the criminal justice system. Further information can be obtained at Los Angeles County District Attorney's Office 600 E. Broadway, room 280, Glendale, CA 91206, (818) 500-3593
- Campus Orders of Protection: the college may take measures to protect a complainant who reports being the victim of these crimes. Contact the Title IX Coordinator (818) 240-1000 ext. 5130 and/or the Chief Human Resources Officer (818) 240-1000 ext. 5165

PROTECTION OF CONFIDENTIALITY

Glendale Community College will maintain the identity of any alleged victim or witness or third party reporter of domestic violence, dating violence, sexual assault or stalking on District property in confidence unless the alleged victim or witness, or third party reporter specifically waives that right to confidentiality

ON AND OFF CAMPUS SERVICES

There are services available for victims, both within the college and in the community.