

2026 San Mateo County Community College District Annual Security Report (ASR)



Clery Act Information for the 2025 Calendar Year



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

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About The San Mateo County Community College District

About SMCCCD

The San Mateo County Community College District is one of the 73 community college districts in California. Our District operates 3 of the 115 community colleges within the California Community College System: Cañada College, College of San Mateo & Skyline College.

The three colleges of our district serve more than 21,000 students (FTE) and offer the first two years of instruction in a wide variety of transfer programs as well as more than 90 vocational- technical programs. Students can earn either Associate in Arts or Science degrees or receive Certificates of Proficiency in their chosen fields. The University Center at Cañada College collaborates with other colleges and universities to offer baccalaureate and master's degrees.

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

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

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

Preparation of Annual Crime and Fire Statistics

The SMCCCD Public Safety Department prepares the "Annual Security and Fire Report" (ASR (Annual Security Report)) and discloses the annual crime and fire statistics to comply with the Clery Act. The crime, arrest, and disciplinary referral statistics for incidents on campus, in non-campus buildings or property, or on public property include those reported to the SMCCCD Public Safety Department and other campus officials with responsibility for student and campus activities such as:

- Associate Vice President for Student Affairs
- Athletics Department
- International Education
- Title IX Office
- Human Resources
- Student Programs

The Public Safety Department also obtains information from local law enforcement agencies regarding the occurrence of crimes on public property within the campus, on non-campus property or on property immediately adjacent to and accessible from the campus. The Public Safety Department collects all statistics and compiles them in accordance with the Clery Act.

A copy of the ASR will be available at the Public Safety Department located in the B-Building room B1-101 on campus at 1700 West Hillsdale Blvd, San Mateo CA 94402. The ASR will also be available on the college website, the campus intranet, and is emailed to all employees.

Safety on SMCCCD campuses is a concern for the students, parents, and college employees. SMCCCD's administration recognizes the importance of making the campus community aware of security on campus and has made this a top priority. Each year, an e-mail notification is sent to all enrolled students, faculty, and staff providing the website address to access the Clery Act report. Hard (paper) copies of the report may also be obtained from the SMCCCD Public Safety Department (B1- 101) or by calling the Public Safety Office at (650)738-7000.

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

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by the district. This report also includes institutional policies concerning campus security, such as policies regarding sexual and gender violence, alcohol, and other drugs. The Department intends that the information provided by this annual safety report is accurate; however, errors sometimes occur. This annual report does not reflect the full crime index for the entire Redwood City, San Mateo, or San Bruno communities, only Clery required reportable offenses. Any increase or decrease in statistics from previous reporting years may be due to the Department's better understanding of the requirements of how incidents should be classified and counted, and are not necessarily due to an increase or decrease in reported incidents.

SMCCCD reserves the right to update the information contained in this report, as necessary.

What is the "Jeanne Clery" Disclosure Act?

The Jeanne Clery Campus Safety Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Can be "fined" up to \$71,545 by the U.S (United States) Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made or face other enforcement action.

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

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

Distribution of the Annual Security Report

The District distributes a notice of the availability of this Annual Security Report by October 1 of each year to every member of the District. Anyone, including prospective students and employees, may obtain a paper copy of this report at <https://www.smccd.edu/publicsafety/annualreport.php>.

Reporting Crimes and Other Emergencies

The San Mateo Community College District Campuses are safe learning environments, but like all places, crime, health, and safety emergencies may happen on our campuses. Community members, students, faculty, staff, and visitors are encouraged to immediately, or in a timely manner, report incidents that may constitute an emergency, a crime, a student code of conduct violation, or a physical injury. Remember, prompt reporting improves campus safety and security.

To report crimes or emergencies, members of the college community should call the Department of Public Safety (650) 738-7000 from any campus phone or cell phone. For life threatening emergencies, call 911 from any campus phone or from a cell phone, or call the local Police Department (Cañada College - San Mateo County Sheriff's Office (650) 216-7676, Cañada Vista Housing - Redwood City Police Department (650) 780-7000, College of San Mateo-San Mateo Police Department (650) 522-7700 and Skyline College - San Bruno Police Department (650) 616-7100).

Be prepared to advise the dispatcher where the emergency is located. If time permits, call Public Safety so that they can be alerted that emergency services are responding so that they can assist in giving directions to your location. On campus Public Safety officers will assist by directing the emergency response vehicles to the location of the emergency.

Reporting of Crimes Policy (3515)

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

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

Reference: Education Code Section 67380;

Anonymous Crime Reporting

If you wish to report a crime anonymously, you may do so by completing the Anonymous Crime Reporting Form on the Public Safety Website:

<https://www.smccd.edu/publicsafety/anonymouscrimereporting.php>. Please be as descriptive and

detailed as possible. The purpose of Anonymous Crime Reporting is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Rest assured, you are submitting information completely anonymously and the Department of Public Safety will investigate the information you provide.

Accurate and Prompt Reporting

We encourage all community members, including students, faculty, staff, and guests to report all crimes and public safety related incidents to the Department of Public Safety in a timely manner at (650) 738-7000. If assistance is required from a local police department, fire, or EMS, DPS will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including Public Safety, will offer the victim a wide variety of services and options for filing a report. Crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Daily Crime Log

The Department of Public Safety maintains a Daily Crime Log. The log records, by the date incidents reported to us, all alleged crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the Department's jurisdiction. The Daily Crime Log is available for public inspection at any of the three campus public safety offices. The Jeanne Clery Campus Safety Act also requires the Department of Public Safety to maintain a Daily Crime Log, listing reports of criminal activity in the last 60 days. To access the Daily Crime Log, Go to: <https://portal.arms.app/daily-report?agencyId=52B96FF0-8E88-4EFD-BD6F-DA8026F32FDE> or [click here](#). The Daily Crime Log includes the nature, date, time, and general location of each crime reported to us, as well as the disposition of the complaint, if this information is known at the time the log is created. We reserve the right to exclude crime report information from the log in certain circumstances.

Campus Security Authorities

Under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the San Mateo County Community College District designates certain individuals and offices as Campus Security Authorities (CSAs).

Who is a CSA

A Campus Security Authority is an individual or office designated by the District who has significant responsibility for student and campus activities or who has responsibility for campus security, but who does not otherwise fall within the definition of a campus security authority as a campus police or security department. CSAs are responsible for reporting to the District information they receive about Clery Act crimes that occur within Clery geography, so that the District can determine whether the crime must be included in its annual crime statistics and whether a timely warning or emergency notification may be required.

At the District's campuses, CSAs may include members of Public Safety, campus administrators, student affairs personnel, athletic personnel, and other employees whose duties meet the federal definition of a CSA. The District maintains a current list of designated CSAs and provides training regarding their responsibilities under the Clery Act.

CSA Reporting Responsibilities

A CSA who receives information about an alleged Clery Act crime should report the information promptly to the designated District office responsible for Clery compliance. CSAs are not responsible for determining whether a reported incident is a crime, determining whether the incident is substantiated, conducting an investigation, or determining whether the incident is reportable under the Clery Act. Those determinations are made through the District's established Clery reporting process.

CSAs should document and forward information sufficient to allow the District to identify, to the extent reasonably available:

- The type of incident or alleged crime;
- The date and time of the incident, if known;
- The location of the incident;
- Whether the incident occurred within Clery geography;
- The identity or description of the reporting person, victim, or other involved individuals, when appropriate and permitted by law; and
- Any other information necessary to assist the District in evaluating the incident for Clery reporting purposes.

CSAs should not attempt to investigate or independently verify allegations before making a report. A CSA should report an incident based on the information provided to them and should not discourage an individual from reporting a crime to law enforcement.

Confidentiality and Reporting Options

CSAs should inform individuals who report crimes that the information may be shared with appropriate District personnel for purposes of Clery compliance, crime-statistics reporting, safety notifications, and response. CSAs should not promise confidentiality unless they are specifically authorized by law and District policy to receive confidential reports.

Individuals who report a crime to a CSA may also be advised of their option to report the incident directly to law enforcement. A CSA's responsibility to report information to the District does not require the reporting person or victim to file a report with law enforcement.

The District encourages the accurate and prompt reporting of crimes and other emergencies to appropriate law enforcement authorities when the victim or reporting person elects to do so or when otherwise required by law.

CSA and Clery Crime Statistics

Information reported to a CSA is evaluated by the District's Clery compliance process to determine whether the reported incident constitutes a Clery Act crime and whether it occurred within applicable Clery geography. A report to a CSA does not, by itself, establish that a crime occurred or that the incident must be included in the District's Clery crime statistics.

The District compiles crime statistics from reports made to CSAs, local and state law enforcement agencies, and other individuals and offices designated as required by the Clery Act. The District also evaluates reported incidents to determine whether a timely warning, emergency notification, or other safety communication may be appropriate.

Training and Support

The District provides CSAs with training and guidance regarding their Clery Act responsibilities, including identifying Clery reportable crimes, understanding Clery geography, responding appropriately to reports, preserving the confidentiality of victims to the extent permitted by law, and promptly forwarding reports through the District's established reporting process.

Employees who are designated as CSAs should direct questions regarding their reporting responsibilities to the District's designated Clery compliance official or Public Safety Department.

Public Safety and Law Enforcement

Role, Authority, and Training

Staff is assigned to the Department of Public Safety after a background check and successful completion of a police academy. Annual, as well as on-going training is provided. Both full and part-time staff come from a variety of safety and security backgrounds including law enforcement, military, and private security. The Chief/Director of Public Safety, the respective captains at each college and two field supervisors oversee DPS operations and supervise these officers. Public Safety staff handles internal campus events and monitor the environment of the campus. Public Safety officers are responsible for a full range of safety services to the San Mateo County Community College District community, including crime report investigations, medical emergencies, fire emergencies, traffic accidents, and enforcement of all College policies, including those relating to alcohol use, drug use, and weapons possession. Students are required to comply with the directives of Public Safety staff and any College official in performance of their assigned duties. Students are required to present valid identification when requested to do so. Public Safety staff may detain a person to investigate their purpose on campus. The Department of Public Safety is responsible for the enforcement of policies, rules and regulations set forth by the San Mateo County Community College District, and to report criminal violations to the proper authorities. All Public Safety staff are held to the highest standard of maintaining an individual's confidentiality and are available to assist in filing reports on incidents.

Mission Statement – Department of Public Safety

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

to provide service and to be of assistance and strive to be helpful and approachable.

SMCCD College Public Safety

The SMCCD Public Safety Department's well-trained, courteous, and non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community 19.5 hours a day, 7 days per week. SMCCCD Public Safety are non-sworn and unarmed. SMCCCD Public Safety staff are trained and instructed in non-violent crisis intervention skills, allowing them to avoid and defuse most confrontational situations. All staff are trained in basic CPR and emergency response for major incidents (e.g., inclement weather conditions, earthquakes, medical emergencies, power failures, fire, evacuation procedures, acts of violence, hazardous substances, bomb threats, weapons use, or threats).

The SMCCCD Public Safety Department acts as the first responder for all criminal incidents, provides general patrol of campus facilities and property, investigates collisions, manages traffic safety and parking, coordinates emergency preparedness planning, and provides crime prevention support and information. The department responds to all reports of fire and/or medical aid while working in support of the local fire and police services at each campus.

SMCCCD Public Safety officers do not have authority to make arrests, but they work closely with federal, state, and local law enforcement agencies. Public Safety officers have the authority to ask individuals for identification and determine if that person has lawful business on campus property.

All Public Safety staff are held to the highest standard of maintaining an individual's confidentiality and are available to assist in filing reports on incidents. The Public Safety Department maintains a professional working relationship with the local and county municipalities. Most criminal incidents on our campuses are referred to the respective police departments in which SMCCCD maintains active MOUs (memoranda of understanding) for handling crimes on campus.

Per **Education Code: 67380(a)(4) - Post Campus Safety Plan**: Each Public Safety Office Canada College Bldg 22, College of San Mateo Bldg 1-110, and Skyline College Bldg. 6 maintains a hard copy of our Emergency Operations Plan. A copy of the SMCCD Safety Plan will be made immediately available upon request within our Public Safety Offices.

SMCCD Emergency Operations Plans are also found at the following Web address:

<https://smccd.edu/emergency-management/index.php> Each campus also maintains the following Health and Safety Websites that report out any increases to health, safety, emergency preparedness and any special safeguards that have been established for particular facilities or activities, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions expected to be made during the next 24 months. These records are posted and available online in perpetuity.

College of San Mateo - <https://collegeofsanmateo.edu/safetycommittee/>

Skyline College - <https://www.skylinecollege.edu/healthsafetycommittee/index.php>

Cañada College - <https://www.canadacollege.edu/safetycommittee/>

All crime victims and witnesses are strongly encouraged to immediately report any crime to the

SMCCCD Public Safety Department as well as the appropriate law enforcement agency. Prompt reporting will ensure timely warning notices to the campus and timely disclosure of crime statistics. A Public Safety officer can be reached directly by calling (650) 738-7000 and speaking with dispatch or following the campus prompts if no dispatcher is available.

Office Information

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

The Public Safety office at Cañada College is located at 4200 Farm Hill Blvd., Redwood City, CA 94061 - Building 22, Room 100 (650) 738-7000.

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

The San Mateo Community College Department of Public Safety hours of operations are 7 days a week from 5:30 am to 12:30 am. (Holidays and special events schedules vary). To report incidents between the hours of 12:30 am and 5:30 am, dial 911 for emergencies or (depending on your location):

- San Bruno Police (Skyline College Campus): (650)616-7100
- San Mateo Police (College of San Mateo Campus): (650)522-7700
- Redwood City Police (Cañada College Vista site): (650)780-7100
- San Mateo County Sheriff's Office (Cañada College Campus) (650)216-7676

Local Law Enforcement Policy (3520)

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

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request. The District encourages accurate and prompt reporting of all crimes to campus public safety officers and the appropriate police agencies. Professional mental health and religious counselors are exempt from reporting obligations. However, counselors are encouraged, when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Reference: Education Code Section 67381; 34 Code of Federal Regulations Section 668.46(b)(4)
Crimes Involving Student Organizations at Off-Campus Locations
(The SMCCCD does not have any student organizations that maintain off-campus locations.)

Local Law Enforcement Agencies

The San Mateo Community College District (SMCCCD) has formal agreements with San Bruno Police Department, San Mateo Police Department, Redwood City Police Department and San Mateo County Sheriff's Office; a memorandum of understanding (MOU) is in place regarding the investigation of all crimes, including crimes related to the Violence Against Women Act. SMCCCD Public Safety also has cooperative relationships with PGE (Pacific Gas & Electric) (Pacific Gas & Electric), SMC (San Mateo County) Office of Emergency Services and agencies varying agencies that support the County of San Mateo's Health and Wellness.

Jurisdiction

The following departments are the primary law enforcement agencies for SMCCCD' campuses:

- San Bruno Police (Skyline College Campus)
- San Mateo Police (College of San Mateo Campus)
- Redwood City Police (Cañada College Vista site)
- San Mateo County Sheriff's Office (Cañada College Campus)

Registered Sex Offender Information

Under California Penal Code § 290, individuals convicted of certain sex offenses are required to register as sex offenders. Registration required by California law must be completed with the appropriate law enforcement agency. The Public Safety Department is a non-sworn department and does not exercise law-enforcement authority; therefore, it is not the agency responsible for conducting or accepting statutory sex offender registration under Penal Code § 290.

Registered sex offenders must comply with all applicable registration requirements, including registering with the appropriate law enforcement agency within five days of their birthday and within five days of changing their residence. Individuals who are required to register based on enrollment or employment at a college must also register within five working days of commencing enrollment or employment, as required by California law. Campus-related registration must be completed with the law enforcement agency authorized by law to receive the registration and does not replace the individual's residential registration requirements.

This information is accessible through contacting any of the following local municipalities in your area:

- | | |
|---|---------------|
| • San Bruno Police (Skyline College Campus): | (650)616-7100 |
| • San Mateo Police (College of San Mateo Campus): | (650)522-7700 |
| • Redwood City Police (Cañada College Vista site): | (650)780-7100 |
| • San Mateo County Sheriff's Office (Cañada College Campus) | (650)216-7676 |

Or through accessing the following websites:

California Megan's Law Website: <https://www.meganslaw.ca.gov/Disclaimer.aspx>

Timely Warnings and Emergency Notifications

Timely Warnings

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

If a situation arises that, in the judgment of the Director of Public Safety, constitutes a serious and/or on-going threat, a campus wide timely warning will be issued as soon as pertinent information is available as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). A timely warning is a notification to the campus community concerning the occurrence of a Clery reportable crime that poses a serious and on-going threat. Each incident is considered on a case-by-case basis, depending on the facts of the case and the information currently available. The daily crime log includes not only incidents reported to Public Safety but covers all crimes, not just those required in the Annual Safety & Security Report; meaning incidents like theft are also included in the log.

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to the SMCCCD Public Safety in a timely manner, to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics. Professional counselors are not obligated to report crimes under the timely warning requirement.

Depending on the circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the SMCCCD Public Safety Department may employ a variety of different mechanisms to notify the campus (i.e., ALERTME campus notifications, website; postings; email; text alert or other methods of communication that may be deemed appropriate.)

SMCCCD has collaborated with Rave Mobile Safety to offer an emergency alert notification system called SMCCCD Alerts. SMCCCD Alerts is the primary method for sending timely warnings. The SMCCCD Alerts service delivers reliable emergency text and email messages to subscribers anytime there is an emergency on campus that poses a safety concern for the community. Anyone can sign up for SMCCCD Alerts by visiting <https://www.smccd.edu/alertme/>

The Director of Public Safety or their designee writes timely warning notifications. The timely warning content will contain sufficient information about the nature of the threat to allow members of the campus to take protective action, and may include the following:

- A succinct statement of the incident
- Connection to previous incidents if applicable
- Date, time, and location of the warning
- Description and drawing of the suspect, if available

- Risk reduction and safety tips
- Other relevant and important information
- In some cases, SMCCCD may need to keep some facts confidential to avoid compromising an ongoing investigation, and/or to protect the privacy of the individuals involved.

Anyone with information warranting a timely warning should report the circumstances to SMCCCD Public Safety Department direct at (650) 738-7000 or ext. 7000 from any on-campus phone.

In the case of a campus emergency, an archive of alerts will display below the most recent alert on the webpage. The most recent alert are emailed to all campus addresses. Alerts are sent to you if you have registered your mobile number.

Emergency Notification

All members of the campus community are encouraged to promptly report emergencies, crimes, and situations that may pose a significant or immediate threat to the health or safety of the campus community to the Public Safety Department and/or 9-1-1.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the District will, without delay, determine the content of an emergency notification and initiate notification to the entire campus community or the appropriate segment of the community, unless issuing the notification would, in the professional judgment of first responders, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency notifications may be disseminated through one or more communication systems, including emergency text messages, email, public address systems, the District website, and other available methods. The District may coordinate with local law enforcement and other emergency response agencies regarding emergency information and notification to the larger community.

Public Safety Alerts

To help prevent crimes or serious incidents, the Department of Public Safety issues Public Safety Alerts in a timely manner to notify community members about criminal activity in and around our campus. Members of the community who know of a crime or other serious incident are encouraged to report the incident as soon as possible to the Department of Public Safety, so that an alert can be issued, if warranted. Depending on the nature of the incident, campus alerts shall be communicated through one or more of the following means: Campus Notice e-mails (my.smccd.edu); Rave Emergency Text Message Notification; Emergency Announcement System (EAS); computer generated phone call; Public Safety Patrol; or via the Public Safety website homepage. Individuals may register through the San Mateo County Community College District portal for AlertMe Emergency Text Message Notifications.

Public Safety and Security Considerations in Maintaining Campus Facilities

The SMCCCD Facilities Department maintain lighting, cameras, landscapes, roadways and parking lots and all building interiors to promote a safe educational environment. SMCCCD Public Safety

Department actively reports any failing security features into SMCCCD's internal building maintenance system for immediate repair. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Grounds keeping personnel trim shrubs from sidewalks, walkways, and building entrances to make sure routes to buildings are in good repair. All campus walkways are inspected to ensure adequate lighting. Burned-out lights are replaced promptly.

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

Security of and Access to Campus Facilities

As a public agency whose responsibility is to serve the educational needs of students and potential students, it is the policy of San Mateo Community College District to ensure that college services are available, and buildings are open to the public during published hours of business. The district's public safety department is responsible for the security of the buildings and grounds of Skyline College, College of San Mateo, and Cañada College campuses. (NOTE: There are no student housing or dormitories on any SMCCCD campuses.) A building may be opened after hours to accommodate events arranged through SMCCCD or the respective facilities management departments at each campus. These include special approved college functions and prior arranged rentals as per the signed rental agreement. After-hours building use may be approved for individuals, groups or clubs needing use of SMCCCD campus facilities when an official rental agreement is not prepared. All after-hours building use must be approved by the respective college campus administrators in charge of facility use.

The SMCCCD Public Safety Department is available on campus 19.5 hours a day, 7 days per week. At the end of normal business hours, Public Safety officers will secure all the doors on the campus. During after-hours use, access to all College facilities is by key, code or access card, if issued, or by admittance by Public Safety officers. Permission/approval for all after hours building use must be submitted to the respective college campus administrators in charge of facility use in advance of the building use, this includes all facilities management and maintenance use.

Unauthorized access to buildings, rooms, or facilities and/or disorderly, disruptive, or criminal behavior on campus, or in any college-controlled facility, may at a minimum result in the person being removed from the campus. Failure to leave when lawfully requested may result in charges of criminal trespass. If a person served with a prior trespass notice reappears on campus, or if a person is found in a posted facility with no legitimate purpose, they may be subject to immediate arrest.

Any individual or group granted permission to use college facilities shall agree in advance to abide by all college rules and regulations.

Access

All keys for academic and administrative buildings in the San Mateo County Community College District are recorded and tracked through the Facilities Planning, Maintenance & Operations Department. It is critical in protecting each campus to maintain accurate and effective control over

building access. The district's key policy is designed to ensure that people who request keys are authorized to have them and to make each key holder accountable for the return of keys after that authorization has expired.

Key Management Policy

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

E-Keys/Electronic Access Controls

As part of our efforts to provide a safe and secure teaching, learning, and working environment, electronic access controls sometimes supplement the mechanical key system. Instead of using a traditional key, doors that have been outfitted with electronic access controls require an electronic key (e-key) to gain access. E-keys are electronic keys embedded in an employee ID card. In a few rare instances, an e-key is not necessary, but a code must be entered on the keypad to gain entry.

Use of Keys

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

On-Campus Affiliate Keys

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

Return of Keys

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

Student Use of Keys

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

Lost or Stolen Keys

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

Campus Security Policies, Crime Prevention & Safety Awareness Programs

Crime Prevention and Security Awareness

During orientation, campus event functions, health fairs, pre-registration and at the start of fall, spring and summer semesters, students are informed of services offered by the Department of Public Safety at the San Mateo County Community College District. Handouts and publications are shared with students outlining area resources, phone numbers, and safety tips. An orientation presentation is available to all new employees, students, and international students. A common theme is to encourage students and employees to be aware of their responsibility for their own safety and the safety of others. Periodically, the Department of Public Safety prepares short memorandums/emails on current or pending safety issues of the season for dissemination to the campus community.

When time is of the essence, information is released to the College community through Campus Notice e-mails (mysmccd.edu); AlertMe Emergency Text Message Notification; Emergency Announcement System (EAS); Public Safety Patrol; computer generated phone call or via the Public Safety website homepage.

Safety Campaigns

- Auto Theft Prevention
- How to Protect Your ID
- Auto Burglary Prevention
- See Something, Say Something

Crime Prevention and Self-Awareness

How to be an Active Bystander:

An active bystander is a person who witnesses a harmful or dangerous situation and chooses to speak up or step in to keep the situation from continuing or escalating. Bystanders play a critical role in the prevention of sexual and relationship violence. We want to promote a culture of respect and accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Below is a list of ways

to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1.

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

Bystander Intervention Strategies (3 Ds)

- Direct
 - Directly confront the harasser.
 - Before you decide to respond directly, assess the situation: Are both you and the person being harassed physically safe? Can you tell if the person being harassed would like someone to speak up? If so, you may want to choose a direct response.
- Distract
 - Interrupt the incident in some way.
 - Instead of addressing the harasser, engage directly with the person who is being targeted. Do not talk about or refer to the harassment, talk about something completely unrelated. Ask for the time, complement the person's shoes, or spill a drink.
- Delegate
 - Ask someone to assist.
 - Get help from someone else. Ask a staff member or RA to help. Ask someone who knows the victim better to intervene. Call campus security or another authority. Delegating is particularly profound since it breaks through the diffusion of responsibility that so often happens when there are multiple people around.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, and Incest National Network, www.rainn.org)

- 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 do not 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.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cellphone is with you and charged and that you have cab money.

- Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- 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 9-1-1 in most areas of the United States).
- Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
- Do not accept drinks from people you do not 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, do not drink from punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get them 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 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you do not want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would

rather wait until you both have your full judgment before doing anything you may regret later.

Crime Prevention Programs

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

The San Mateo Community College District and SMCCCD Public Safety Services are committed to providing a safe and secure learning and working environment. The safety of each student and employee is of paramount concern. Information regarding the following topics is provided to assist students and employees in learning about these topics, learning about how to avoid and prevent these types of offenses, and what to do in the event you or someone you know becomes a victim or has questions or concerns.

Public Safety resources are available for:

- Identity theft – General Guide <https://www.smcsheriff.com/identity-theft>
- Domestic Violence <https://hsa.smcgov.org/domestic-violence>
- Elder Abuse https://www.sanmateocourt.org/self_help/abuse_harassment.php
- Stalking http://www.sanmateocourt.org/court_divisions/civil/civil_restraining_orders.php
- Sexual Assault/Rape <https://www.smc-connect.org/locations/rape-trauma-services-a-center-for-healingand-violence-prevention>
- Dating and Personal Safety Tips <http://www.datehookup.com/content-dating-safety-a-self-defenseresource-guide-for-women.htm>
- Violence Against Women Act https://nnedv.org/resource-library/?cat_ct=fact-or-tip-sheetsguidancedocuments

Additional information regarding sexual assault, sexual battery, dating and domestic violence, and sexual harassment is available at the College of San Mateo, Skyline College, and Cañada College health centers.

Safety and Security Programs and Presentations

At San Mateo Community College District (SMCCCD), there are a series of programs offered throughout the year to students, faculty and staff that promote safety and security. The programs are offered by the SMCCCD Public Safety Department. The SMCCCD Public Safety Department wants to encourage students, faculty, staff, and visitors to be aware of their own responsibility for their security and the security of others.

Classes are offered per request and staffing availability can be accommodated. If any department or organization would like to schedule an offered program, contact the Director of Public Safety or (650)738-7000

Offered programs include, but are not limited to the following:

- Emergency Preparedness
- Campus Security Authority
- Introduction to the Campus and Public Safety Department (new student orientation)
- Driver Safety
- Building Captain Safety
- De-escalation

Safety Escorts on Campus

The SMCCCD Public Safety Department offers an escort program to all students, faculty, and staff to and from any location on campus. To request an officer's assistance, call our dispatcher line at (650)738-7000 and a Public Safety officer will be able to provide you with a safety escort.

Crime Prevention

Personal Safety is a shared responsibility. You are encouraged to think and act in ways that increase your personal safety, the safety of your belongings, and the protection of your vehicle. A program in Personal Safety is offered by the Department of Public Safety and can be requested by contacting the Director of Public Safety or (650)738-7000.

Below are some tips that can help you prepare yourself and your property. This list is not meant to be an all inclusive list, but merely a list to start you thinking about your personal and property safety and security. For more information go to: <http://www.ncpc.org/>

Guard Yourself

- Be physically and psychologically prepared to defend yourself. By preparing, you will have more options in a confrontation.
- When walking on campus, especially at night, use well-traveled, open routes to get to your destination. If possible, walk with another person or call the SMCCD (San Mateo County Community College District) Public Safety Department on (650)738-7000 for an escort.
- Avoid using isolated stairwells.
- Walk assertively, without daydreaming, and be alert to everything around you. Dress for movement; wear low-heeled shoes if possible and do not carry too many bulky packages.
- At night, never walk alone unless absolutely necessary. Wait in a well-lit place if someone is meeting you. Contact a Public Safety officer direct at (650)738-7000 and follow the campus prompt or call our dispatcher line at (650)738-7000 for a safety escort.
- Have your car keys in your hand before leaving the building. Get into your vehicle quickly and lock your doors, immediately. Caution: If you see someone loitering around your vehicle, leave and call (650)738-7000 for a Public Safety officer escort before approaching.
- Be aware of your surroundings and any signs that something is out of place.

- In the Office: Some employees carry a loud whistle or other noise device to alert nearby colleagues in case of emergency. Lock building doors. Do not prop open outside building doors that are supposed to remain locked.
- If you are working late, notify the SMCCCD Public Safety Department so that they can check on you periodically.
- On the street: Police advise saying “No” to requests for money from strangers and avoid confrontation by not saying or doing anything to provoke further conversation.
- If you feel threatened, try to avoid the danger by getting away from it quickly.
- Get Help
- Scream loudly for help, “Call the Police!”
- From any campus phone, dial ext. 7000 for the SMCCCD Public Safety Department or dial 9-1-1 for the police.

Dial 9-1-1 for police or fire from any campus phone.

2025 Annual Crime Statistics for San Mateo Community College District

Cañada College – Redwood City, CA

Criminal Offenses	On Campus			Public Property			Non-Campus Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA OFFENSES									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
HATE CRIMES	0	0	2	0	0	0	0	0	0
UNFOUNDED CRIMES	0	0	2	0	0	0	0	0	0

Special Category Arrests	On Campus			Public Property			Non-Campus Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

Referred for Student Discipline	On Campus			Public Property			Non-Campus Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

Hazing	On Campus			Public Property			Non-Campus Property		
			2025			2025			2025
Hazing (2025 is 1 st year to report)			0			0			0

College of San Mateo – San Mateo, CA

Criminal Offenses	On Campus			Public Property			Non-Campus Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	1	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	3	1		0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA OFFENSES									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
HATE CRIMES	0	0	0	0	0	0	0	0	0
UNFOUNDED CRIMES	0	0	3	0	0	0	0	0	0

Special Category Arrests	On Campus			Public Property			Non-Campus Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Liquor Laws	0	1		0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

Referred for Student Discipline	On Campus			Public Property			Non-Campus Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

Hazing	On Campus			Public Property			Non-Campus Property		
			2025			2025			2025
Hazing (2025 is 1 st year to report)			0			0			0

Skyline College – San Bruno, CA

Criminal Offenses	On Campus			Public Property			Non-Campus Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0		0	0	0	0	0	0
Burglary	0	1		0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA OFFENSES									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
HATE CRIMES	0	0	0	0	0	0	0	0	0
UNFOUNDED CRIMES	0	0	0	0	0	0	0	0	0

Special Category Arrests	On Campus			Public Property			Non-Campus Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

Referred for Student Discipline	On Campus			Public Property			Non-Campus Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Liquor Laws	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

Hazing	On Campus			Public Property			Non-Campus Property		
			2025			2025			2025
Hazing (2025 is 1 st year to report)			0			0			0

Your Right to Know

This document is provided in compliance with the federal Jeanne Clery Campus Safety Act (formerly the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act). All policy statements contained here within apply to All district campuses.

Definitions and Additional Clery Information

The San Mateo Community College District (SMCCCD (San Mateo County Community College District)) Public Safety Department maintains statistical crime data for Skyline College, College of San Mateo, and Cañada College campuses for the most recent three-year period. To retrieve data related to campus crime for Cañada College, College of San Mateo or Skyline College, please visit the [Office of Postsecondary Education of the U.S. Department of Education](https://oep.ed.gov/) website. This includes incidents reported to the local law enforcement agencies that respond to the respective college campuses. Their statistics are also reflected in our reporting.

Definitions of each category follow the statistics. The statistics listed below reflect incidents reported to the SMCCCD Public Safety Department.

Geography

Main Campus is defined as the buildings and property owned by San Mateo Community College District, for the following colleges:

- College of San Mateo
- Cañada College
- Skyline College

College campuses used by SMCCCD employees and/or students, includes buildings and property commonly referred to as San Mateo Community College District

On-Campus any buildings or properties that are owned or controlled by San Mateo Community College District College, reasonably contiguous to one another AND directly support or relate to the college's educational purpose.

Non-Campus, for purposes of the Annual Security Report, Clery geography is evaluated in accordance with the federal Clery Act and its implementing regulations. Depending upon the location and the District's ownership or control of the property, locations may constitute on-campus property, noncampus property, or public property.

The District periodically reviews its properties and educational locations to determine whether changes in ownership, control, use, programming, or location require a change to the applicable Clery geography.

Cañada College – Menlo Park Site

Location: 1200 O'Brien Drive, Menlo Park, California

The Cañada College Menlo Park Site is an approved Cañada College instructional location and is used for college educational programs and student services. Because the location is outside the reasonably contiguous geographic area of Cañada College's main campus in Redwood City, District-controlled property at this location is evaluated as **noncampus property** for purposes of Clery Act reporting.

Clery-reportable crimes occurring within the applicable noncampus geography are included in Cañada College's annual crime statistics as required by the Clery Act.

College of San Mateo – Coastside

Location: 650 Mill Street, Units 101–102, Half Moon Bay, California

The College of San Mateo Coastside location is an established College of San Mateo educational facility providing instructional programs, student services, administrative functions, and other college activities. Because the location is outside the reasonably contiguous geographic area of the College of San Mateo's main campus in San Mateo, District-controlled property at this location is evaluated as **noncampus property** for purposes of Clery Act reporting.

Clery-reportable crimes occurring within the applicable noncampus geography are included in College of San Mateo's annual crime statistics as required by the Clery Act.

Skyline College – Bay Area Entrepreneur Center

Location: San Bruno, California

The Skyline College Bay Area Entrepreneur Center (BAEC) is an off-campus location used in support of Skyline College educational programs and services. Because the location is outside the reasonably contiguous geographic area of Skyline College's main campus, District-controlled property at the location is evaluated as **noncampus property** for purposes of Clery Act reporting.

Clery-reportable crimes occurring within the applicable noncampus geography are included in Skyline College's annual crime statistics as required by the Clery Act.

Public Property is defined as public property inside and directly adjacent to and accessible from college property (examples include pathways, streets, and sidewalks)

Clery Crimes

Criminal Homicide

Murder/Non-Negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter is defined as the killing of another person through gross negligence.

Sex Offenses

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

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

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

Statutory Rape – Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Sexual Assault For purposes of the Clery Act, sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape.

Other Clery Offenses

Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a weapon or means capable of producing such injury is used.

Burglary is the unlawful entry of a structure to commit a felony or theft. For purposes of Clery Act reporting, this includes unlawful entry with or without force and attempted forcible entry.

Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another kind.

Hate Crimes

A **hate crime** is a criminal offense reported to local law enforcement or a Campus Security Authority that shows evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

For Clery Act reporting, the institution reports hate crimes involving any of the primary Clery crimes identified above, as well as the following additional offenses when determined to be hate crimes:

- Larceny-Theft
- Simple Assault

- Intimidation
- Destruction/Damage/Vandalism of Property

The categories of bias recognized for Clery Act hate-crime reporting are:

- Race
- Religion
- Gender
- Gender Identity
- Sexual Orientation
- Ethnicity
- National Origin
- Disability

Hate Crime-Only Offenses

The following offenses are reported only when they meet the Clery Act definition of a hate crime:

Larceny-Theft

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

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

Violence Against Women Act (VAWA)

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.

The existence of such a relationship is determined based on the reporting party's statement and consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking

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

For purposes of this definition:

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Drug, Liquor, and Weapon Violations

Arrests and Referrals for Disciplinary Action

The District reports arrests and referrals for disciplinary action for the following offenses:

Liquor Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violations

The violation of laws prohibiting the production, distribution, manufacture, sale, purchase, possession, transportation, or use of controlled substances or drugs.

Illegal Weapons Possession

The violation of laws or ordinances dealing with the unlawful possession, carrying, use, manufacture, sale, or furnishing of weapons.

California State Laws

(a) Every person who possesses, consumes, sells, gives, or delivers to another person an alcoholic beverage in or on a public schoolhouse or the grounds of the schoolhouse, is guilty of a misdemeanor. This section does not, however, make it unlawful for a person to acquire, possess, or use an alcoholic beverage in or on a public schoolhouse, or on the grounds of the schoolhouse, if any of the following applies:

- (1) The alcoholic beverage possessed, consumed, or sold, pursuant to a license obtained under this division, is wine or beer that is produced by a bonded winery or brewery owned or operated as part of an instructional program in viticulture and enology or brewing.
- (2) The alcoholic beverage is acquired, possessed, or used in connection with a course of instruction given at the school and the person has been authorized to acquire, possess, or use it by the governing body or other administrative head of the school.
- (3) The public schoolhouse is surplus school property and the grounds of the schoolhouse are leased to a lessee that is a general law city with a population of less than 50,000, or the public schoolhouse is surplus school property and the grounds of the schoolhouse are located in an unincorporated area and are leased to a lessee that is a civic organization, and the property is to be used for community center purposes and no public school education is to be conducted on the property by either the lessor or the lessee and the property is not being used by persons under the age of 21 years for recreational purposes at any time during which alcoholic beverages are being sold or consumed on the premises.
- (4) The alcoholic beverages are acquired, possessed, or used during events at a college-owned or college-operated veterans stadium with a capacity of over 12,000 people, located in a county with a population of over 6,000,000 people. As used in this paragraph, "events" mean football games sponsored by a college, other than a public community college, or other events sponsored by non-college groups.
- (5) The alcoholic beverages are acquired, possessed, or used during an event not sponsored by any college at a performing arts facility built on property owned by a community college district and leased to a nonprofit organization that is a public benefit corporation formed under Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code. As used in this paragraph, "performing arts facility" means an auditorium with more than 300 permanent seats.
- (6) The alcoholic beverage is wine for sacramental or other religious purposes and is used only during authorized religious services held on or before January 1, 1995.
- (7) The alcoholic beverages are acquired, possessed, or used during an event at a

community center owned by a community services district or a city and the event is not held at a time when students are attending a public school- sponsored activity at the center.

(8) The alcoholic beverage is wine that is acquired, possessed, or used during an event sponsored by a community college district or an organization operated for the benefit of the community college district where the college district maintains both an instructional program in viticulture on no less than five acres of land owned by the district and an instructional program in enology, which includes sales and marketing.

(9) The alcoholic beverage is acquired, possessed, or used at a professional minor league baseball game conducted at the stadium of a community college located in a county with a population of less than 250,000 inhabitants, and the baseball game is conducted pursuant to a contract between the community college district and a professional sports organization.

(10) The alcoholic beverages are acquired, possessed, or used during events at a college-owned or college-operated stadium or other facility. As used in this paragraph, “events” means fundraisers held to benefit a nonprofit corporation that has obtained a license pursuant to this division for the event. “Events” does not include football games or other athletic contests sponsored by any college or public community college. This paragraph does not apply to any public education facility in which any grade from kindergarten to grade 12, inclusive, is schooled.

(11) The alcoholic beverages are possessed, consumed, or sold, pursuant to a license, permit, or authorization obtained under this division, for an event held at an overnight retreat facility owned and operated by a county office of education or a school district at times when pupils are not on the grounds.

(12) The grounds of the public schoolhouse on which the alcoholic beverage is acquired, possessed, used, or consumed is property that has been developed and is used for residential facilities or housing that is offered for rent, lease, or sale exclusively to faculty or staff of a public school or community college.

(13) The grounds of a public schoolhouse on which the alcoholic beverage is acquired, possessed, used, or consumed is property of a community college that is leased, licensed, or otherwise provided for use as a water conservation demonstration garden and community passive recreation resource by a joint powers agency comprised of public agencies, including the community college, and the event at which the alcoholic beverage is acquired, possessed, used, or consumed is conducted pursuant to a written policy adopted by the governing body of the joint powers agency and no public funds are used for the purchase or provision of the alcoholic beverage.

(14) The alcoholic beverage is beer or wine acquired, possessed, used, sold, or consumed only in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a campus of a California community college and the person has been authorized to acquire, possess, use, sell, or consume the beer or wine by the governing body or other administrative head of the school.

(15) The alcoholic beverages are possessed, consumed, or sold, pursuant to a license or permit obtained under this division for special events held at the facilities of a public community college during the special event. As used in this paragraph, “special event” means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the

public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

(16) The alcoholic beverages are acquired, possessed, or used during an event at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is schooled, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility. As used in this paragraph, “events” include fundraisers held to benefit a nonprofit corporation that has obtained a license pursuant to this division for the event.

(17) The alcoholic beverages are acquired, possessed, used, or consumed pursuant to a license or permit obtained under this division for special events held at facilities owned and operated by an educational agency, a county office of education, superintendent of schools, school district, or community college district at a time when pupils are not on the grounds. As used in this paragraph, “facilities” include, but are not limited to, office complexes, conference centers, or retreat facilities.

(b) Any person convicted of a violation of this section shall, in addition to the penalty imposed for the misdemeanor, be barred from having or receiving any privilege of the use of public school property that is accorded by Article 2 (commencing with Section 82537) of Chapter 8 of Part 49 of Division 7 of Title 3 the Education Code.

(Amended by Stats. 2017, Ch. 119, Sec. 1. (SB 228) Effective January 1, 2018.)

Hazing

Hazing means any intentional, knowing, or reckless act committed against a person, regardless of that person's willingness to participate, that occurs during initiation, affiliation, or maintenance of membership in a student organization and causes or creates a risk of physical or psychological injury above the reasonable risk encountered at the institution of higher education or the organization.

Hazing incidents are reported separately in the District's Clery Act crime statistics in accordance with federal requirements.

Additional Definitions

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program and incorporated into the Clery Act regulations.

Referred for Campus Disciplinary Action

The referral of any person to a campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Unfounded Crime Report

A reported crime may be classified as unfounded for Clery Act statistical purposes only when sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of that investigation and the evidence, have made a formal determination that the report is false or baseless. The recovery of stolen property, the low value of stolen property, the victim's refusal to cooperate with prosecution, or the failure to make an arrest does not, by itself, unfound a crime report.

Emergency Procedures

Power Failure/Outage

Procedures for Students, Staff, and Faculty:

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

Fire

Individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.

If you see smoke or fire:

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

9. If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present
10. If there is smoke in your only exit path, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes
11. Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel

Earthquake

1. If indoors, stay there. Duck, cover, and hold. Get under a desk or table and hold on, or stand in a corner or doorway that provides structural support above and does not have doors on it (do not go in a doorway with doors; they can swing back and forth violently). Protect your head, neck, and face. If in a high-rise building, stay away from windows and outside walls. Do not attempt to use elevators
2. After the initial shock, evaluate the situation. If emergency help is necessary, call the Police at 9-1-1. Protect yourself at all times and be prepared for aftershocks
3. After the shaking subsides, go outdoors; and stay clear of buildings, walls, power lines, and trees
4. Follow the procedures for Fire, Hazardous Materials, and Serious Injuries as necessary
5. Identify and assist the injured
6. Keep phone lines clear except when necessary to report serious hazards or injuries
7. Do not return to an evacuated building unless directed to do so by a Public Safety Official, Fire or Police personnel. Assemble and reunify at designated reassembly points on campus
8. If outdoors, move quickly away from buildings, utility poles, and other structures

Medical Emergencies

If a serious injury or illness occurs on campus, the role of staff members is to call 9-1-1. Give your name, location, telephone number and describe the nature of the medical problem.

Staff members should quickly perform these steps:

1. Call 9-1-1 or have someone close by do this for you.
2. Call the Public Safety Department and/or the College Health Center/Nurse.
3. Ask the victim "Are you okay?" and "What's wrong?"
4. Check breathing and pulse
5. If you are trained, administer artificial respiration or CPR if necessary
6. Control serious bleeding by applying direct pressure on the wound
7. Keep the victim still and comfortable. Have the victim lie down if necessary. Staff members should continue to assist the victim until help arrives:

- a. Try to determine the extent of the injury or probable cause of illness
- b. Protect the victim from disturbances, reassure the victim and Do Not move him or her unless absolutely necessary.
- c. Look for emergency ID, gather information from witnesses and give all information to the emergency personnel arriving on the scene.

Psychological Crisis

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

Staff members should

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

In accordance with appropriate laws and school regulations, college staff members involved in treatment will promptly share and report information about outbreaks or epidemics or other unusual medical situations to the local health department.

Violent Intruder Hazard Employees and Students

1. Follow directions per emergency notification
 - a. Lockdown/Barricade
 - b. Run, Hide, Fight

RUN: Have an escape route/plan in mind; leave belongings and vehicles behind; and keep your hands visible.

HIDE: If you cannot run, hide in an area out of the shooter's view. Block entry to your hiding place, lock doors, and silence your electronic devices. Do not go near windows and close blinds if possible. Stay hidden until help arrives. (To lock certain doors on campus, depress red button on yellow box next to the door.)

FIGHT: Attempt to incapacitate the intruder, act with physical aggression and throw items at the intruder. This is a last resort.

2. Call 9-1-1
3. Notify the Public Safety Department immediately. Provide the dispatcher with all available information regarding the threat
4. Silence phones
5. Assist those with disabilities in your vicinity (see Access and Functional Needs Annex)
6. Until the situation has been assessed, remain in classroom or office area unless authorization is received from appropriate authority
7. Follow all instructions from Law Enforcement

Emergency and Crisis Communications Overview

The San Mateo County Community College District Crisis Communications Plan provides procedures for the coordination of communications both internally and externally in the event of a crisis situation. The plan outlines the roles, responsibilities and protocols necessary to guide the administration in sharing information with all of the district's audiences during an emergency or crisis. This plan is designed to handle all situations including those which would not necessarily evoke the activation of the Emergency Operations Plan, but do require an organized message be put forth to the stakeholders of the district. This plan can be utilized as an Annex in the EOP, or can function as a standalone document.

Guiding Principals

In all communications during a crisis, SMCCCD will strive to be accessible, prompt, compassionate, honest, and informative. Sharing information with the local and extended campus community is, and shall remain, a district communication priority. Students, staff, parents, as well as the media will want to know what is happening.

Sharing information does not include sharing every detail, but rather controlling the flow of information that is released. This allows people to make decisions, and is part of providing post-incident care. The district shall strive to share accurate updated information, on a regular schedule, in a transparent manner. The District's communication practices align with the tenants of crisis communication, and include the following (Bernstein, 2015):

1. Anticipate Crises
2. Identify a Crisis Communication Team
3. Identify and Train Spokespersons
4. Establish Notification and Monitoring Systems
5. Identify and Know Your Stakeholders
6. Develop Holding Statements
7. Assess the Crisis Situation
8. Prepare and Deliver Timely, Accurate, and Clear Communications to All Relevant Stakeholders

9. Post-Crisis Analysis

When an emergency occurs in the Community, it is vital to communicate information in an efficient manner. This may require immediate access to communication channels and stakeholders. Communication may be internal to the organization (to students/employees), or external to the District (surrounding community). Communication may require public information or notifications to community members, employees, students, and stakeholders. The communication between the surrounding community and the District is bi-directional. Community members include residential neighboring tenants, members, city officials, and non-student/employee campus pedestrians.

Risks and Vulnerabilities

Three categories of incidents represent the risks and vulnerabilities that this plan is designed to address, although not all of the below will necessarily result in the activation of this plan:

- ❖ **Emergencies:** Incidents that threaten human life, safety, health, property or the environment. Examples might include:
 - Student or staff death (suicide or homicide) related to the District
 - Student or staff violence
 - Natural disasters
 - Terrorism
- ❖ **Business Interruptions:** Incidents that interrupt the process of education, research or other transactions essential to the District's mission. Examples might include:
 - Critical utility outages
 - Demonstrations or unlawful building occupations
 - ITS system failures or disruptions
 - Data breaches

Authority

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act)

Timely Warnings

The Clery Act requires institutions of higher education to alert the campus community to certain crimes that are reported to campus security authorities or local police agencies, and are considered to represent a threat to students and employees. These alerts must be done in a manner that is timely and that will aid in the prevention of such crimes. The Clery Act does not include a specific definition of "timely." However, the intent of a timely warning is to enable people to protect themselves; therefore, warnings should be issued as soon as pertinent information is available. The decision to issue a timely warning will be made on a case-by-case basis, considering the nature of the crime, the danger to the campus community, and the possible risk of compromising law enforcement efforts.

Colleges must include in the annual security report a policy statement that accurately reflects the

institution's timely warning policy and practice. The policy specifies the circumstances under which the college will issue a timely warning, how those timely warnings will be distributed, and the individual or office responsible for issuing a timely warning. Colleges must take appropriate steps to ensure that timely warnings are communicated to individuals with disabilities, including those who have hearing or vision disabilities, as effectively as they are to others. Information on the annual report on campus crime is available at: <http://www.smccd.edu/publicsafety/annualreport.shtml>

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. The law applies to all educational agencies and institutions that receive funds under any U.S. Department of Education program. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to students when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students." The Family Policy Compliance Office at the U. S. Department of Education administers FERPA.

Records created and maintained by the institution's public safety unit are not likely to fall into the protected definition of "education records." Treatment records are also not considered education records. In a college setting, treatment records typically include those created and maintained at the campus health clinic.

Postsecondary institution officials must balance safety interests and student privacy interests. FERPA contains exceptions, including the "health or safety emergency exception," and exceptions to the definition of education records, including "law enforcement unit records," which provide school officials with tools to support this goal. FERPA regulations permit college officials to disclose personally identifiable information from education records without consent to appropriate parties only when there is an actual, impending, or imminent emergency, such as an articulate-able and significant threat. Information may be disclosed only to protect the health or safety of students or other individuals. The U.S. Department of Education would not find an institution in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the institution had a rational basis, based on the information available at the time, for making its determination that there was an articulate-able and significant threat to the health or safety of the student or other individuals.

Health Insurance Portability and Accountability Act (HIPPA) Compliance

HIPPA is the United States legislation that provides data privacy and security provisions for safeguarding medical information. The purpose of HIPPA is to provide continuous health insurance coverage, reduce the administrative burdens and costs of healthcare, and protect Patients' Personal or Protected Health information (PHI).

The Standards for Privacy of Individually Identifiable Health Information, commonly known as the HIPAA Privacy Rule, establishes the first national standards in the United States to protect PHI. Information that is covered under PHI includes:

1. Patient's name, address, birth date and Social Security number;
2. Individual's physical or mental health condition;

3. Any care provided to an individual;
4. Information concerning the payment for the care provided to the individual that identifies the patient; or
5. Information for which there is a reasonable basis to believe could be used to identify the patient.

California Emergency Services Act

The California Emergency Service Act (Chapter 7 of Division 1 of Title 2 of the Government Code) in Article 3, Section 8568, states: "The state emergency plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the State, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan. The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services.

California Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational (OA) Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Incident Command System (ICS)

The Incident Command System (ICS) is a key component of NIMS and consists of five functional areas: Command, Operations, Planning, Logistics, and Finance/Administration. The latter four areas also known as General Staff positions or Sections each headed by a Section Chief. ICS is not the same as California's SEMS, nor NIMS, yet all three system are complementary and do not conflict.

Defining Terms

Emergency

As defined in The San Mateo County Community College Emergency Operations plan, an emergency is any unusual situation that threatens the members of the campus community, the facilities of the district, or the personal property of the members of the community. Emergencies can include natural disasters, or human made disasters such as accidents, criminal acts, or civil unrest. They can originate on campus, in the surrounding community or strike simultaneously in both locations.

Crisis

A Crisis will include all emergency situations as listed in the paragraph above. In addition, a crisis can be less threatening in nature and still necessitate the activation of this plan. These situations can include the death of a student or faculty member, a disruption in business such as a power outage, or things of a similar nature.

Any one of these situations or a combination of them can bring about the need for crisis communications. It can be determined at the time of the incident how much of a response is necessary to effectively address the situation.

Joint Information System (JIS)

- Provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector.
- Includes the plans, protocols, procedures, and structures used to provide public information.

Public Information Officers and established Joint Information Centers (JICs) are critical supporting elements of the JIS. In an emergency, the JIS provides the mechanism for integrating public information activities to ensure coordinated and consistent message development, verification, and dissemination. The JIS also supports the third principle under the NIMS public information element. Organizations participating in incident management retain their autonomy.

The departments, agencies, organizations, or jurisdictions that contribute to the JIS do not lose their individual identities or responsibility for their own programs or policies.

The JIS can be:

1. As simple as two PIOs talking on the phone about an incident that involves both of their agencies.
2. A PIO at the Emergency Operations Center (EOC) talking to a PIO at the site of the incident.
3. PIOs from several departments working together at a single location.
4. Many PIOs from many agencies working from several locations—all working together to ensure clear and accurate information is being delivered to the public.

Through the JIS, PIOs are able to create coordinated and consistent messages by collaborating to:

- Identify key information that needs to be communicated to the public.
- Craft messages that convey key information, and are clear and easily understood.
- Prioritize messages to ensure timely delivery of information without overwhelming the audience.
- Verify accuracy of information through appropriate channels, including Incident

Command and relevant agencies and program areas.

- Disseminate messages using the most effective means available.

The San Mateo County Community College District maintains one PIO for each campus, and one District PIO. College PIOs maintain accountability to communicate to their Campus communities, until relived by the District PIO. The District maintains strong collaboration between all PIO personnel and Emergency Response Leadership. However, in active events, the Incident Commander must approve all District emergency communications.

Joint Information Center (JIC)

- A central location that facilitates operation of the Joint Information System.
- A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

JICs may be established at various levels of government or at incident sites, or can be components of Multiagency Coordination (MAC) Systems (e.g., MAC Groups or EOCs). A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required.

College of San Mateo, Cañada College, and Skyline College shall determine the location of the JIC in coordination with the Emergency Manager and Campus Leadership. Preplanned locations have been established based on proximity to Campus/District Response Teams (CAT/EOC)

Skyline College	College of San Mateo/District Office	Cañada College
Lot L	Lot 1	Lot 1

Emergency Response and Evacuation Policy and Procedures (3505)

San Mateo County Community College District (SMCCCD) maintains an Emergency Response Plan and related emergency procedures designed to protect students, employees, and visitors during emergencies and dangerous situations. The District's emergency planning framework incorporates the Emergency Operations Plan, Emergency Action Plans, and Campus Safety Plans and is designed to provide coordinated procedures for emergency response, evacuation, shelter-in-place, lockdown, and other protective actions.

The District's emergency response program incorporates the National Incident Management System (NIMS), California's Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). The District coordinates emergency response activities with appropriate local law enforcement, fire, emergency medical, and other emergency management agencies.

Emergency Response and Evacuation

Emergency procedures address a variety of situations, including criminal or active-threat incidents, bomb threats, civil disturbances, earthquakes, fires, explosions, hazardous materials incidents, medical emergencies, power outages, and other emergencies.

When evacuation is ordered or an emergency alarm is activated, individuals should follow instructions from Public Safety and emergency responders, use the nearest safe exit, assist others when safe to do so, and proceed to a safe location designated based on the circumstances of the emergency. Individuals should not re-enter an evacuated building until authorized by Public Safety, fire, law enforcement, or other appropriate emergency personnel.

Emergency procedures also include provisions for assisting individuals with disabilities during evacuations and other emergencies. Depending on the nature and location of an emergency, protective actions may include evacuation, shelter-in-place, lockdown, or other instructions communicated by Public Safety or emergency responders.

Testing Emergency Response and Evacuation Procedures

The District conducts announced and unannounced emergency drills and exercises to test and evaluate its emergency response and evacuation procedures. Evacuation drills are coordinated by Public Safety and District personnel, and drills and exercises are documented, including the date, time, type of exercise, and whether the exercise was announced or unannounced.

The District evaluates drills and exercises to identify deficiencies, assess emergency response capabilities, and make improvements to emergency plans and procedures. A summary of the District's emergency response and evacuation procedures is publicized annually as part of the Annual Security Report and in connection with emergency preparedness activities.

Emergency planning documents and additional emergency response information are available through the District's Emergency Planning resources.

Safe and Well American Red Cross Service

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

Concerned family and friends can search the list of those who have registered themselves as

“safe and well.” The results of a successful search will display a loved one’s First Name, Last Name, an “As of Date”, and the “safe and well” messages selected.

San Mateo County Community College District’s Response to Sexual and Gender Violence Sexual Assault Education, Prevention & Reporting Policy (3540)

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

1. Any sexual assault or physical abuse or domestic violence, including but not limited to rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, including off-campus grounds or facilities maintained by the District is a violation of District policies and procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures consistent with state and federal law. Students, faculty, and staff who may be victims of sexual and other assaults and domestic violence shall be treated with dignity and provided comprehensive assistance.
2. The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law (see AP 3435 and AP 3516).

The procedures shall meet the criteria contained in Education Code Sections 67385, 67385.7, and 67386 and 34 Code of Federal Regulations Section 668.46.

Sexual Harassment Involving Students Policy (7.67)

The San Mateo County Community College District prohibits sexual harassment in all forms and is committed to providing students and employees with a learning and working environment free from sexual harassment, intimidation, and other unwelcome conduct of a sexual nature.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal, physical, written, electronic, graphic, or visual conduct of a sexual nature. Prohibited conduct may include, but is not limited to, unwelcome sexual comments, jokes, gestures, communications, touching, displays, or other conduct that creates an intimidating, hostile, or offensive educational or work environment. Sexual harassment also includes conduct in which submission to or rejection of sexual conduct is used to influence educational decisions, grades, enrollment, academic opportunities, employment-related benefits, or other District decisions, as well as retaliation or threats of retaliation for rejecting unwelcome conduct.

The District encourages students and employees who experience or witness sexual harassment to report the conduct through the District's established reporting and complaint procedures. Complaints are reviewed and investigated in accordance with applicable District policies and procedures. Complaints involving faculty or staff are coordinated with the appropriate District Human Resources officials.

Individuals found responsible for violating District policies prohibiting sexual harassment may be subject to disciplinary action, up to and including dismissal or expulsion, as appropriate and consistent with applicable District procedures and collective bargaining agreements.

The District provides information and training regarding sexual harassment and maintains procedures for addressing complaints and preventing sexual harassment within the District community.

Alcohol and Other Drug Policies

SMCCCD Drug Free Environment and Drug Prevention Program (3550)

The San Mateo County Community College District maintains a drug-free educational environment and workplace and prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on District property or at any District-sponsored activity or event. The District also prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Students and employees who are under the influence of an intoxicant while on District property or participating in a District-sponsored activity or event may be subject to disciplinary action under applicable student and employee conduct policies. Violations of District policy or applicable federal, state, or local law may result in disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal, as applicable. The District Public Safety Department, in conjunction with local law enforcement agencies, enforces applicable laws concerning controlled substances.

The District maintains its drug-free workplace and educational environment in accordance with the **Federal Drug-Free Workplace Act of 1988** and the **Drug-Free Schools and Communities Act Amendments of 1989**. The District provides students and employees with required annual information regarding drug and alcohol policies, applicable legal and disciplinary consequences, and available prevention and educational resources.

The District also provides educational and preventive information concerning opioid overdose, including information regarding opioid overdose reversal medication. Campus health centers participate in applicable state programs for the distribution of opioid overdose reversal medication and provide fentanyl test strips, along with instructions for their proper use, consistent with District administrative procedures.

Alcohol Policy (AP 2.26.2)

The San Mateo County Community College District is committed to maintaining a drug-free educational and workplace environment. The possession, use, sale, manufacture, or distribution of controlled substances is prohibited on District property and is subject to applicable federal and California laws. Violations may result in District disciplinary action, criminal prosecution, fines, and/or imprisonment. The District Public Safety Department is responsible for enforcing applicable alcohol and drug laws on District property.

Alcohol may be possessed, consumed, or served on District property only when specifically authorized by the Chancellor or designee and in compliance with applicable federal, state, and local laws, including requirements of the California Department of Alcoholic Beverage Control (ABC). Alcohol is generally prohibited at student-related functions unless it is part of an approved academic curricular program or class. Where alcohol is authorized at a District or College-sponsored event or facility rental, applicable permits or licenses, insurance, trained servers, food service, security, and other District requirements must be satisfied.

The District prohibits the possession, consumption, sale, furnishing, or distribution of alcohol in campus areas without prior authorization. Providing alcohol to persons under 21 and the possession of alcohol by persons under 21 in prohibited circumstances are subject to applicable California law.

Individuals and organizations that violate District alcohol or drug policies, or applicable laws, may be subject to removal from District property, disciplinary action, sanctions, and/or criminal enforcement.

All alcohol and drug laws and District policies apply to District property and facilities owned, leased, or controlled by the District. The District reserves the right to impose additional requirements or restrictions concerning the possession, service, or consumption of alcoholic beverages at District events.

Sexual Assault, Dating Violence, Domestic Violence and Stalking

Policies and Procedures

The SMCCCD Board of Trustees has established policies concerning sexual assault and harassment.

Education Code: 67385(c) - Procedure or Protocols annual review and as necessary update The written procedure or protocols adopted pursuant to subdivision (a) shall be reviewed annually, and updated as necessary in collaboration with sexual assault counselors and student, faculty, and staff representatives. These policies are indicated below:

- Board Policy 2.29: Sexual Assault Education, Prevention and Reporting
- Administrative Procedure 2.29.1: Sexual Assaults on Campus
- Board Policy 2.25: Prohibition of Harassment
- Administrative Procedure 2.25.1 Prohibition of Harassment

References

Department of Education Information listed below can be found at: <https://www.ed.gov/laws-and-policy/civil-rights-laws/title-ix-and-sex-discrimination>

- [Office of Civil Rights \(OCR\) Reading Room on Title IX](#)
- Dear Colleague Letter: Title IX Coordinators (April 24, 2015)
- Letter to Title IX Coordinators (April 24, 2015)
- Questions and Answers on Title IX and Sexual Violence (April 29, 2014)
- Dear Colleague Letter: Sexual Violence (April 4, 2011)
- Dear Colleague Letter: Harassment and Bullying (October 26, 2010)
- Sexual Harassment It's Not Academic (September 2008)
- Dear Colleague Letter: Sexual Harassment Issues

- [Dear Colleague Letter: First Amendment \(July 28, 2003\)](#)
- [Center for Changing our Campus Culture Website Local & National Resources](#)

Local Resources:

[San Mateo County Domestic Violence Services and Resources](#)

[Rape Trauma Services Hotline](#)

[Woman Inc. Hotline](#)

[National Support](#)

[RAINN \(Rape, Abuse & Incest National Network\)](#)

[CORA \(Community Overcoming Relationship Abuse\)](#)

[National Domestic Violence Hotline](#)

SMCCCD does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. The following has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Officers

Location	District Office	College of San Mateo	Cañada College	Skyline College
Name	Mwanaisha Sims	Krystal Duncan	Wissen Bennani	Meng So
Title	Title IX Coordinator	Title IX Coordinator	Title IX Coordinator	Title IX Coordinator
Phone	(650) 358-6808	(650) 574-6640	(650) 306-3232	(650) 738-7951
Email	simsm@smccd.edu	duncan@smccd.edu	bennaniw@smccd.edu	someng@smccd.edu
Address	3401 CSM Drive	1700 West Hillsdale Blvd.	4200 Farm Hill Blvd.	3300 College Drive
	San Mateo, CA 94402	San Mateo, CA 94402	Redwood City, CA 94061	San Bruno, CA 94066

Reporting Options

You have the right to decide whom and when to tell about what happened. Should you decide to report the incident to law enforcement, the Title IX Coordinator can assist you. It is also your right to have a support person (such as a sexual assault victim advocate, friend, or family member) with you while you report the incident to law enforcement and/or the Title IX Coordinator or designee.

The District's primary concern is your safety and the safety of our campus community. If you have been affected by or witnessed sexual misconduct, you should not be discouraged from reporting the incident because you are concerned that you might be subject to disciplinary action for related student conduct violations, of drug or alcohol use. Unless the District finds the violations egregious, including, but not limited to, an action that places the health of safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty, affected parties will not be subject to

disciplinary action.

Criminal Reporting

SMCCCD Public Safety: 650- 738-7000/ 24-hour dispatch to report on campus/near campus, sexual harassment, sexual assault, domestic violence, dating violence, or stalking, or threats of any of these.

**** For an emergency requiring the police or fire department, dial 9-1-1****

Local Law Enforcement (police, sheriff)

To report off campus sexual assault, domestic or dating violence, or stalking, or threats of any of these, contact the law enforcement for the location of the incident.

Both Local Law Enforcement and SMCCCD Public Safety will:

- Help you to obtain medical assistance
- Help you obtain Emergency Protective Orders if appropriate
- Conduct a criminal investigation if appropriate and requested
- In the event of an arrest, help you obtain court order to protect you
- Connect you with community support services

Responding to Harassment Based on Sex under Title IX (AP NO. 3434) summary

I. Policy Scope & Jurisdiction

This procedure applies specifically to conduct meeting the federal Title IX definition of sexual harassment. It only governs conduct that satisfies three jurisdictional requirements: (1) it occurred in the United States; (2) it occurred within a District education program or activity, including District-owned/controlled property and officially recognized student organizations; and (3) it meets the Title IX definition of sexual harassment. Conduct falling outside this jurisdiction is still addressed by the District under California law and other applicable policies, with supportive measures, training, and resources provided as required by state law.

II. Title IX Coordinators

The District maintains designated Title IX Coordinators at the District Office and each of its three colleges (College of San Mateo, Cañada College, Skyline College), each with published contact information. Coordinators handle reports with discretion, sharing information only on a need-to-know basis (e.g., for safety concerns or legal compliance). A report does not automatically trigger a full investigation, but the Coordinator assesses ongoing safety risk to the campus community and may file a formal complaint independent of the complainant's consent if a continuing threat is identified.

III. Key Definitions

- **Sexual Harassment under Title IX** covers three categories: (1) *Quid pro quo* harassment, where an employee conditions an aid/benefit/service on participation in unwelcome sexual conduct; (2) *Hostile environment* harassment — unwelcome conduct so severe, pervasive, and objectively offensive it denies equal access to education programs; and (3) *Sexual assault, dating violence,*

domestic violence, or stalking, each separately defined (rape, sodomy, sexual assault with an object, fondling, incest, statutory rape are all enumerated as sexual assault subtypes).

- **Consent** must be affirmative, conscious, voluntary, and ongoing (revocable at any time); silence or lack of resistance does not indicate consent; a prior/dating relationship is not itself evidence of consent; minors cannot legally consent. A respondent's claimed belief in consent is not a valid defense if it stemmed from the respondent's own intoxication, if reasonable steps weren't taken to confirm consent, or if the respondent knew/should have known the complainant was incapacitated (asleep, unconscious, or otherwise unable to understand or communicate).
- **Formal Complaint:** a signed, written document (by complainant or Coordinator) alleging sexual harassment and requesting investigation; the complainant must be participating or attempting to participate in a District program at time of filing.
- **Preponderance of the Evidence** is the applicable standard throughout — whether it's more likely than not that the alleged conduct occurred.

IV. Reporting Options and Employee Obligations

Any individual may report to the Title IX Coordinator, and prompt reporting is strongly encouraged to preserve evidence. To encourage reporting, the District extends amnesty from discipline for related conduct-code violations (e.g., alcohol/drug use at the time of an incident) to complainants and witnesses participating in an investigation of sexual assault, domestic violence, dating violence, or stalking — unless the violation is egregious (e.g., endangering others, academic dishonesty).

"Officials with Authority" — the chancellor, college presidents, vice chancellors/presidents, and deans/supervisors with hiring/discipline authority — are required to report all relevant details of known sexual harassment (names, witnesses, date/time/location) to the Coordinator. Other employees are encouraged, not required, to report.

Complainants retain the separate right to file nonemployment complaints with the Office for Civil Rights (OCR) or employment-based complaints with the EEOC/DFEH. Reports are logged in compliance with the Clery Act's crime-data requirements without collection of personally identifying information — only conduct type, time, date, and location.

V. Intake, Supportive Measures, and Emergency Action

Upon receiving a report, the Coordinator contacts the complainant to discuss supportive measures and explain the formal complaint process, and separately notifies the respondent with an offer to discuss the complaint. Supportive measures — free, non-disciplinary, and confidential — are available to either party regardless of whether a formal complaint is filed, and can include counseling, academic adjustments, schedule/work changes, no-contact directives, campus escorts, housing changes, leave, and increased security monitoring.

The Coordinator conducts an individualized safety/risk analysis to determine whether emergency removal of a non-employee respondent is warranted (only for immediate physical health/safety threats — not to prevent evidence destruction or obstruction). A removed individual is given notice and an opportunity to challenge the removal before the Vice President of Student Services. Employee respondents may instead be placed on administrative leave, subject to applicable collective bargaining agreements and state law.

VI. Formal Grievance Process

Upon receiving a formal complaint, the Coordinator issues written notice to both parties covering: the

grievance process itself, detailed allegations, implicated policies, a presumption of non-responsibility, potential sanctions, the right to an advisor (District-provided if needed), disability accommodation procedures, the right to review evidence (including evidence not relied upon and both inculpatory/exculpatory material), investigator names and a conflict-of-interest disclosure process, and an instruction to preserve evidence.

Mandatory dismissal applies if the alleged conduct wouldn't constitute Title IX sexual harassment even if true, didn't occur within a District program/activity, or didn't occur in the U.S. Discretionary dismissal is available if the complainant withdraws in writing, the respondent is no longer enrolled/employed, or evidence-gathering circumstances prevent a fair determination. Dismissals are appealable.

The District bears the burden of gathering evidence (not the parties). Trained investigators conduct interviews with written notice to participants, and produce an investigative report summarizing evidence (inculpatory and exculpatory) without making responsibility determinations. Parties get at least 10 calendar days to review a draft evidence packet and submit written responses before the report is finalized, and receive the final report at least 10 days before any hearing. The full process — investigation through determination — must generally complete within **180 calendar days** of the Notice of Investigation, extendable for good cause (law enforcement coordination, witness unavailability, complexity, etc.), with written notice of any extension.

VII. Hearing Process

A live hearing (in-person or, at the District's discretion or a party's request, virtual) is held before a trained, conflict-free Decision-Maker (who cannot be the Coordinator or investigator). Hearings are closed to the public, recorded, and available to parties for review. Each party has an advisor who must conduct any cross-examination directly, orally, and in real time — parties themselves cannot cross-examine. The Decision-Maker rules on the relevance of each question before it's answered, explains exclusions, and cannot draw adverse inferences purely from a party's absence or refusal to answer.

VIII. Determination, Sanctions, and Remedies

Using the preponderance-of-the-evidence standard, the Decision-Maker issues a written determination within **30 calendar days** of the hearing's conclusion, covering procedural history, factual findings, conclusions, rationale for the outcome and any sanctions, and available appeal grounds. The Coordinator distributes the determination to both parties simultaneously within 3 business days. Student sanctions range from reprimand through suspension/expulsion; employee sanctions range from reprimand through demotion/discharge, subject to applicable due process and bargaining agreements. Complainant remedies may include escorts, class/work separation, counseling/medical referrals, academic support, or course withdrawal without penalty.

IX. Appeal

Either party may appeal a responsibility determination or complaint dismissal within **10 calendar days**, on grounds of: procedural irregularity affecting the outcome, newly available evidence, or bias/conflict of interest by the Coordinator, investigator, or Decision-Maker. A trained, uninvolved Appeal Officer reviews written submissions from both sides and issues a decision within 30 business days of receiving the non-appealing party's response.

X. Informal Resolution

Where appropriate, the Coordinator may offer an informal resolution process (e.g., mediation) prior

to a final determination, with full written disclosure of the process and voluntary written consent required from both parties. This option is unavailable for allegations of employee-on-student harassment, and any party may withdraw from informal resolution at any time before an agreement is reached.

XI. Retaliation, Dissemination, Training, and Records

Retaliation against those who report, participate in, or refuse to participate in Title IX proceedings is prohibited (First Amendment-protected activity is excluded from this definition). The policy is published on the District website and in institutional handbooks/catalogs, with signed employee acknowledgment on file. Coordinators, investigators, advisors, and Decision-Makers receive trauma-informed training (avoiding sex stereotypes), which is posted publicly. Records — reports, investigative files, determinations, sanctions, appeals, and training materials — are retained for **at least seven years** and made available to OCR upon request. The Chancellor provides the Board of Trustees complaint statistics disaggregated by complainant/respondent type and demographic characteristics upon request.

Common Myths and Facts about the Causes of Sexual Violence

1. **Myth:** Victims provoke sexual assaults when they dress provocatively or act in a promiscuous manner. **Fact:** Rape and sexual assault are crimes of violence and control that stem from a person's determination to exercise power over another. Neither provocative dress nor promiscuous behaviors are invitations for unwanted sexual activity. Forcing someone to engage in non-consensual sexual activity is sexual assault, regardless of the way that person dresses or acts.

2. **Myth:** If a person goes to someone's room or house or goes to a bar, s/he assumes the risk of sexual assault. If something happens later, s/he can't claim that s/he was raped or sexually assaulted because s/he should have known not to go to those places.

Fact: This "assumption of risk" wrongfully places the responsibility of the offender's action with the victim. Even if a person went voluntarily to someone's home or room and consented to engage in some sexual activity, it does not serve as blanket consent for **all** sexual activity. When in doubt if the person is comfortable with an elevated level of sexual activity, stop and ask. When someone says "no" or "stop," that means "STOP!" Sexual activity forced upon another without valid consent is sexual assault.

3. **Myth:** It is not sexual assault if it happens after drinking or taking drugs.

Fact: Being under the influence of alcohol or drugs is not an invitation for sexual activity. A person under the influence does not cause others to assault her/him; others choose to take advantage of the situation and sexually assault her/him because s/he is in a vulnerable position. **A person who is incapacitated due to the influence of alcohol or drugs is not able to consent to sexual activity.**

4. **Myth:** Most sexual assaults are committed by strangers. It's not rape if the people involved know each other. **Fact:** Most sexual assaults and rape are

committed by someone the victim knows. A study of sexual victimization of college women showed that about 90% of victims knew the person who sexually victimized them. Most often, a boyfriend, ex-boyfriend, classmate, friend, acquaintance or co-worker sexually victimized the person. It is important to remember that sexual assault can occur in both heterosexual and same-gender relationships.

5. **Myth:** Rape can be avoided if women avoid dark alleys or other “dangerous” places where strangers might be hiding or lurking.

Fact: Rape and sexual assault can occur at any time, in many places, to anyone.

6. **Myth:** A person who has really been sexually assaulted will be hysterical.

Fact: Victims of sexual violence exhibit a spectrum of responses to the assault which can include: calm, hysteria, withdrawal, anxiety, anger, apathy, denial and shock. Being sexually assaulted is a very traumatic experience. Reaction to the assault and the length of time needed to process through the experience vary with each person. There is no “right way” to react to being sexually assaulted.

Assumptions about the way a victim “should act” may be detrimental to the victim because each victim copes in different ways.

7. **Myth:** All sexual assault victims will report the crime immediately to the police. If they do not report it or delay in reporting it, then they must have changed their minds after it happened, wanted revenge or didn’t want to look like they were sexually active.

Fact: There are many reasons why a sexual assault victim may not report the assault to the police or campus officials. It is not easy to talk about being sexually assaulted and can feel very shameful. The experience of retelling what happened may cause the person to relive the trauma. Another reason for delaying a report or not making a report is the fear of retaliation by the offender. There is also the fear of being blamed, not being believed and being required to go through judicial proceedings. Just because a person does not report the sexual assault does not mean it did not happen.

8. **Myth:** Only young, pretty women are assaulted.

Fact: The belief that only young, pretty women are sexually assaulted stems from the myth that sexual assault is based on sex and physical attraction. Sexual assault is a crime of power and control. Offenders often choose people whom they perceive as most vulnerable to attack or over whom they believe they can assert power. Men and boys are also sexually assaulted, as well as persons with disabilities.

Assumptions about the “typical” victim might lead others not to report the

assault because they do not fit the stereotypical victim.

9. **Myth:** It's only rape if the victim puts up a fight and resists.

Fact: Many states do not require the victim to resist in order to charge the offender with rape or sexual assault. Those who do not resist may feel if they do so, they will anger their attacker, resulting in more severe injury. Many assault experts say that victims should trust their instincts and intuition and do what they believe will most likely keep them alive. Not fighting or resisting an attack does not equal consent.

10. **Myth:** Someone can only be sexually assaulted if a weapon was involved.

Fact: In many cases of sexual assault, a weapon is not involved. The offender often uses physical strength, physical violence, intimidation, threats or a combination of these tactics to overpower the victim. Although the presence of a weapon while committing the assault may result in a higher penalty or criminal charge, the absence of a weapon does not mean that the offender cannot be held criminally responsible for a sexual assault.

Administrative Reporting

Filing a Complaint with the SMCCCD Title IX Office:

To report any sexual harassment, sexual assault, domestic violence, dating violence, or stalking, or threats of any of these committed by a student, staff, faculty, or other member of the campus community, with or without filing a police report and whether on or off campus, contact the Title IX Coordinator or Deputy Title IX Coordinators. You can also submit an [ONLINE REPORT](#).

Retaliation is prohibited against any person who assists someone with a report of sexual misconduct, or participates in any manner in an investigation or resolution of the sexual misconduct report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Mandatory Reporters

As a reminder, all SMCCCD faculty members, staff members and administrators, who learn of suspected instances of discrimination, sexual harassment or sexual misconduct, directly or indirectly, have

a DUTY TO REPORT the information immediately to the District Title IX Coordinator or the Deputy Title IX Coordinator at your campus.

As a recipient of federal funds, the District is subject to [Title IX](#) of the Education Amendments of 1972 which prohibits discrimination based on sex in education programs and activities. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students, (as well as other persons) at the District

are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of the District’s educational programs and activities. The essence of Title IX is that an institution may not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex.

Obligations of Mandated Reporters

A list of persons whose profession qualifies them as “mandated reporters” of child abuse or neglect is found in California Penal Code Section 11165.7. The list is extensive and continues to grow. It includes all school/district employees, administrators, and athletic coaches. All persons hired into positions included on the list of mandated reporters are required, upon employment, to be provided with a statement, informing them that they are a mandated reporter and their obligations to report suspected cases of abuse and neglect pursuant to California Penal Code Section 11166.5.

All persons who are mandated reporters are required, by law, to report all known or suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or if a pupil shares information with a mandated reporter leading him/her to believe abuse or neglect has taken place, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the reporting person to any sanction.

To make a report, an employee must contact an appropriate local law enforcement or county child welfare agency, listed below. This legal obligation is not satisfied by making a report of the incident to a supervisor or to the school. An appropriate law enforcement agency may be one of the following:

- A Police or Sheriff’s Department (not including a school district police department or school security department).
- A County Probation Department, if designated by the county to receive child abuse reports.
- A County Welfare Department/County Child Protective Services.

The report should be made immediately over the telephone and should be followed up in writing. The law enforcement agency has special forms for this purpose that they will ask you to complete. If a report cannot be made immediately over the telephone, then an initial report may be made via e-mail or fax. A report may also be filed at the same time with your school district or county office of education (COE). School districts and COEs, however, do not investigate child abuse allegations, nor do they attempt to contact the person suspected of child abuse or neglect.

School districts and COEs may have additional policies adopted at the local level relating to the duties of mandated reporters. School staff should consult with their district to determine if there are additional steps that must be taken.

These policies do not take the place of reporting to an appropriate local law enforcement or county child welfare agency.

Required Training for School Employees

Effective January 1, 2015, Assembly Bill 1432 (D-Gatto) requires all local educational agencies (LEAs) to

train all employees each year on what they need to know in order to identify and report suspected cases of child abuse and neglect. “All employees” includes anybody working on the LEA’s behalf, such as teachers, teacher’s aides, classified employees, and any other employees whose duties bring them into direct contact and supervision of students. LEAs must also develop a process to provide proof that employees received training. An online training module has been developed specially for educators and is located at [California Child Abuse Mandated Reporter Training](#)  . Alternative training methods may be used but, if an LEA uses training other than the online training module, the LEA must report that fact to the CDE and inform the CDE of the training that was used. A form for this purpose is available at [Reporting Form for LEAs Who Use Alternative Training For Mandatory Reporting \(PDF\)](#).

Rights to Confidentiality and Immunity

Mandated reporters are required to give their names when making a report. However, the reporter’s identity is kept confidential. Reports of suspected child abuse are also confidential. Mandated reporters have immunity from state criminal or civil liability for reporting as required. This is true even if the mandated reporter acquired the knowledge, or suspicion of the abuse or neglect, outside his/her professional capacity or scope of employment.

Consequences of Failing to Report

A person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (California Penal Code Section 11166[c]).

After the Report is Made

The local law enforcement agency is required to investigate all reports. Cases may also be investigated by Child Welfare Services when allegations involve abuse or neglect within families.

Child Protective Services

The Child Protective Services (CPS) is the major organization to intervene in child abuse and neglect cases in California. Existing law provides for services to abused and neglected children and their families. More information can be found at Child Protective Services.

Hazing

The San Mateo County Community College District is committed to maintaining an academic environment free from hazing. The District prohibits hazing by students, student organizations, and employees and prohibits encouraging, assisting, facilitating, or participating in hazing. Retaliation against a person who reports hazing or participates in an investigation is also prohibited.

Definition of Hazing

Hazing is any intentional, knowing, or reckless act committed against another person, regardless of that person's willingness to participate, in connection with the initiation, affiliation, or continued

membership in a student organization, that creates a risk of or causes physical or psychological injury beyond the reasonable risks of normal participation in the District or organization.

Hazing may include, but is not limited to, physical abuse; electronic shocking; sleep deprivation; exposure to extreme conditions; excessive physical exertion; forced consumption of alcohol, drugs, or other harmful substances; coerced sexual acts; activities that create a fear of bodily harm; or conduct that violates federal, state, tribal, or local law.

For purposes of the District's hazing policy, a student organization includes an organization in which two or more members are District students, whether or not the organization is officially established or recognized by the District. This may include student clubs, societies, associations, athletic teams, club sports, fraternities, sororities, bands, and student government organizations.

Reporting Hazing

Hazing may be reported to the District through designated reporting channels. Individuals who believe they are in immediate danger should call 911. Reports may also be submitted anonymously through the District's Hazing Concern Report process. Individuals may provide their identity when submitting a report through the Hazing Concern Report process or by contacting the College Vice President of Student Services or the District Director of Civil Rights and Compliance.

The District will review and investigate reports of hazing promptly and will protect the confidentiality of information to the extent permitted by law.

Investigation and Disciplinary Procedures

Reports of hazing are investigated by the College Vice President of Student Services or designee in accordance with applicable District policies and procedures. Students and student organizations found responsible for hazing may be subject to disciplinary action, up to and including suspension, expulsion, or other appropriate sanctions. A recognized student organization that permits or engages in hazing may also be subject to suspension, revocation of recognition, or other organizational sanctions.

Employees who engage in prohibited hazing may be subject to appropriate employment-related disciplinary action, up to and including termination, consistent with applicable policies, procedures, and collective bargaining agreements.

Conduct that may constitute a violation of federal, state, tribal, or local law may also be referred to law enforcement for possible criminal prosecution. District disciplinary proceedings are separate from criminal proceedings.

Hazing Crime Statistics

The District collects and reports hazing statistics in its Annual Security Report in accordance with the federal Clery Act and applicable regulations. Hazing statistics are reported separately from other Clery crime categories when required.

Campus Hazing Transparency Report

The District maintains and publishes a Campus Hazing Transparency Report as required by federal law. The report summarizes hazing incidents involving student organizations for which the District has made a finding of responsibility and includes information required by law. The District updates the report at least twice each year and maintains the report for the required period.

Hazing Prevention and Education

The District maintains hazing prevention and outreach programs for students and employees. Prevention efforts address the identification and prevention of hazing and include bystander intervention strategies. The District provides information concerning its prohibition of hazing, reporting options, and potential consequences to students, athletic programs, and affiliated student organizations.

Students participating in District student organizations, clubs, or athletic teams are required to complete hazing prevention training annually. Employees who advise or oversee student organizations or groups are also required to complete hazing prevention training

Student Code of Conduct (AP 7.69.1) summary

Student Conduct – Prohibited Conduct

The District has established standards of student conduct that apply to students while participating in District or College activities, attending classes or programs, or otherwise engaging in conduct subject to District jurisdiction. Students who violate District policies, applicable laws, or standards of conduct may be subject to disciplinary action in accordance with applicable District procedures.

Prohibited conduct includes, but is not limited to:

- Assault, battery, threats of force or violence, or conduct that causes, attempts to cause, or threatens physical injury to another person or damage to property, except as permitted by law, including lawful self-defense;
- Aiding or abetting the infliction or attempted infliction of physical injury;
- Sexual harassment and other sexual misconduct prohibited by applicable law or District policy;
- Stalking;
- Dating violence, domestic violence, and other conduct prohibited under the District's sexual misconduct and Title IX policies;
- Harassment, intimidation, discrimination, or bullying, including cyberbullying;
- Retaliation, intimidation, or threats against a person who reports misconduct, participates in a disciplinary or administrative proceeding, assists with an investigation, or serves as a witness;
- Hate violence and other conduct prohibited by applicable law;
- Hazing;
- Terroristic threats or other threats directed toward students, employees, officials, or District property;
- Disorderly, disruptive, lewd, indecent, or obscene conduct that substantially interferes with District or College operations or activities;
- Theft, damage to, or unauthorized use of District or private property;
- Unauthorized entry into, use of, or misuse of District facilities;
- Forgery, alteration, or misuse of District records, documents, or identification;
- Dishonesty, including knowingly providing false information, cheating, or plagiarism;
- Unlawful possession, use, distribution, sale, or furnishing of controlled substances, alcohol, or intoxicants, and unlawful possession or distribution of drug paraphernalia;
- Unauthorized possession, use, sale, or furnishing of explosives, dangerous chemicals, deadly weapons, or other dangerous objects;
- Smoking or use of electronic smoking devices in areas where prohibited;
- Failure to comply with lawful directions of District officials, faculty, staff, or campus security personnel acting within the scope of their duties;
- Failure to identify oneself when lawfully requested by an authorized District official;
- Gambling in violation of District policy or applicable law;
- Violations of applicable federal, state, or local laws or District policies and regulations in connection with District activities or property;
- Unauthorized use of District computer or information systems; and
- Persistent or serious misconduct, or other conduct that presents a continuing danger to the physical safety of students or others.

Students who engage in prohibited conduct may be subject to disciplinary proceedings and sanctions under applicable District policies and procedures. Depending on the nature and severity of the violation, sanctions may include reprimand, required education or counseling, probation, suspension, expulsion, or other appropriate disciplinary action.

District disciplinary proceedings may proceed independently of criminal proceedings arising from the same conduct. A student may be subject to both criminal and District disciplinary processes when conduct violates applicable law and District policy.

For complete information regarding prohibited student conduct, disciplinary procedures, and applicable sanctions, refer to the District's current Board Policies and Administrative Procedures governing student conduct and discipline.

Student Disciplinary Procedures (AP 7.69.2) Summary

The San Mateo County Community College District maintains student disciplinary procedures to provide a fair, equitable, and consistent process for addressing alleged violations of the Student Code of Conduct while protecting the due process rights of students. The disciplinary process applies only to alleged violations of established District standards and is separate from any criminal or civil proceedings that may also be initiated.

Each College designates a Disciplinary Officer who is responsible for reviewing allegations, conducting appropriate fact-finding, and determining whether a matter will proceed through an Administrative Conference or a formal Student Disciplinary Hearing.

Students are provided notice of the allegations and an opportunity to respond. Formal disciplinary hearings are conducted according to established procedures and are intended to provide an impartial review of the information and evidence relating to the alleged violation. Individuals involved in the process must act in a neutral manner, and procedures are available to address concerns regarding the fairness of the process or the participation of individuals with a conflict of interest.

When circumstances involving an alleged violation present an imminent threat to the health or safety of the college community, the District may impose an immediate interim suspension in accordance with applicable law and District procedures. A student subject to an interim suspension is provided an opportunity for a hearing as required by law.

Disciplinary Sanctions

When a student is found responsible for violating the Student Code of Conduct, one or more disciplinary sanctions may be imposed, depending on the nature and circumstances of the violation. Sanctions may include:

- Warning or reprimand;
- Disciplinary probation;
- Restitution or other measures to address property damage or loss;
- Removal from a class, program, activity, or facility;
- Suspension from District colleges, programs, or activities;

- Expulsion by action of the Board of Trustees; and
- Behavioral contracts, community service, educational requirements, or other directives intended to address the violation and reduce the likelihood of recurrence.

Appeals

A student may appeal a disciplinary decision in accordance with District procedures. Appeals may address specified issues, including alleged deficiencies in due process or newly available information that could affect the outcome. Depending on the type of disciplinary action, appeals may be reviewed successively by the College President, Chancellor, and/or Board of Trustees, as provided by District policy and procedure.

Relationship to Criminal Proceedings

District disciplinary proceedings are administrative proceedings and are separate from criminal or civil proceedings. The District may take administrative or disciplinary action regardless of whether criminal or civil proceedings are initiated, pending, or concluded.

Records

Records of disciplinary proceedings are maintained in accordance with applicable District policies and procedures and applicable law.

The complete Student Disciplinary Procedures are available through the District's current Administrative Procedures and Student Code of Conduct.

Student Disciplinary Sanctions (AP 7.69.3) Summary

Students who are found responsible for violations of the San Mateo County Community College District Student Code of Conduct may be subject to disciplinary sanctions. Disciplinary action may be imposed independently of, or concurrently with, civil or criminal proceedings involving the same conduct.

Depending on the nature and circumstances of the violation, disciplinary sanctions may include:

- **Warning:** An oral notification that the student has violated the Student Code of Conduct and that continued or repeated misconduct may result in additional disciplinary action.
- **Reprimand:** A written notice of a violation, which may advise that future violations may result in more serious sanctions.
- **Disciplinary Probation:** A formal period of probation that may include restrictions on participation in specified activities or access to specified locations.
- **Restitution:** Reimbursement or other appropriate compensation for damage to or misappropriation of property.
- **Removal from Classes or Facilities:** Temporary removal of a student from a class or facility for the day of the incident and/or the next class meeting or day, as authorized by District procedures.

- **Suspension:** Exclusion from specified classes, programs, activities, or District colleges for a defined period. Suspension may be short-term or long-term, depending on the circumstances and applicable District procedures.
- **Interim Suspension:** When necessary to protect persons or property or maintain order, an interim suspension may be imposed pending a hearing, consistent with applicable law and District procedures.
- **Expulsion:** Indefinite termination of a student's status with the District by action of the Board of Trustees. Expulsion may be imposed for good cause when other means of correction have failed or when the student's continued presence presents a continuing danger to the physical safety of students or others.

The District may consider the nature and circumstances of the conduct when determining an appropriate sanction. Additional requirements or restrictions may apply under the District's Student Code of Conduct and other applicable policies and procedures.

Non-Student Campus Restrictions

The Vice President of Student Services or Chief of Public Safety may prohibit a non-student from remaining on District property when there is reasonable cause to believe the person has willfully disrupted the orderly operation of a College, consistent with California Penal Code section 626.4. A non-student may be barred from campus for no more than 14 days under this procedure. The individual may request a hearing, which must be provided within the timeframe specified by District procedure. A person who knowingly reenters campus after being barred, except for an authorized meeting or hearing, may be subject to arrest under applicable law.