



**SANTA MONICA COMMUNITY COLLEGE DISTRICT**

**2016 ANNUAL SECURITY REPORT  
& CRIME STATISTICS  
2013 | 2014 | 2015**

**SANTA MONICA COLLEGE POLICE DEPARTMENT**



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Dear Students, Faculty, Staff, and Guests of Santa Monica College,

Welcome to a new year at SMC. The Santa Monica College Police Department is committed to your safety and well-being. We pride ourselves in serving this diverse community through professionalism, respect, integrity, dedication, and excellence. "Safety for the College Community" is our motto; we want you to know that your police department is here to assist you with pursuing your academic endeavors.

The SMCPD is a California P.O.S.T. Certified Agency with highly trained officers and support personnel committed to the highest standards of professionalism and service. We invite you to stop by and take advantage of our services and to explore our website at [www.smc.edu/StudentService/Police](http://www.smc.edu/StudentService/Police). We understand the importance of community engagement, and believe it truly takes a village to keep us safe.

It is my hope that we work together -- so remember, if you see something, say something. We look forward to serving you in the future.

Sincerely

Johnnie Adams, Chief of Police

## **ANNUAL DISCLOSURE OF CRIME STATISTICS**

The "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" is a federal law that requires institutions of higher education (colleges and universities) in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. All institutions of post-secondary education (both public and private) that participate in federal student aid programs must publish and disseminate an annual campus security report in addition to providing timely warnings of any criminal activities.

To comply with the Clery Act, the Santa Monica College Police Department is responsible for gathering crime statistics and providing safety information to all students, staff, faculty, visitors, and prospective students of the District. The Chief of Police designates public safety personnel to oversee this process, which includes collection of in-house data as well as requesting statistics annually (via written correspondence) from neighboring law enforcement agencies and Campus Security Authorities.

## **UNIFORM CAMPUS CRIME REPORT**

The Santa Monica College Police Department is required to provide the Department of Education with an annual report containing the number and types of criminal offenses committed within the jurisdiction of the SMCPD, including citations issued and arrests made. This information is forwarded to the Federal Bureau of Investigations for inclusion in their annual publication *Crime in the United States*.

The federal Clery Act requires the college to provide additional information to the community, including instances of murder, manslaughter, sex offenses (forcible and non-forcible), domestic violence, dating violence, robbery, aggravated assault, stalking, burglary, motor vehicle theft, and arson. In addition, the college must report arrests or disciplinary referrals for liquor, drugs, and weapons offenses, as well as hate crimes by classification.

The Clery Act requires any college official that has knowledge of criminal acts to report that information to SMCPD for inclusion in the report.

## **STUDENTS RIGHT TO KNOW**

The Santa Monica College Police Department "Annual Safety Report" is the department's *student right to know report*. The report is posted on the SMCPD web site, and an updated hard copy is printed and available to the public at the SMCPD Headquarters (1718 Pearl St., Santa Monica, CA 90405) and at all campus sites. Call 310-434-4608 for more information on how to obtain a copy.

An electronic daily crime log is maintained in the SMCPD Headquarters and is available for review by the general public during normal business hours.

## **TIMELY WARNING STATEMENT**

The Santa Monica College Police Department believes that a well-informed community is an integral component in maintaining the safest campuses and facilities possible. We offer information about crime statistics to the community by providing the Annual Security Report and posting it on our website. In addition, the police department may make crime alerts to the college community when there are reports of violent crimes or any other crime that is deemed to represent a continuing threat to SMC. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including elements such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Victim(s) information will be held confidential.

Crime Alerts can be distributed by one or more of the following means, but are not limited to:

- Bulletins or flyers
- Electronic notices (posted on the SMCPD website)  
<http://www.smc.edu/StudentServices/Police/Pages/default.aspx>
- Mass e-mails
- Alerts on the Singlewire notification system (including text messages)

Bulletins will include information about the incident, crime prevention recommendations, and any other special instructions. These timely warnings will typically be posted within 24 hours, or once all the relative information has been received.

## **CRIME REPORTING PROCEDURES**

Santa Monica College endorses a reporting policy that strongly encourages community members, students, staff, faculty, and guests to report all criminal activity and emergencies to the Santa Monica College Police Department. The SMCPD officers will be dispatched to all calls that are reported and will investigate them in a proper and timely manner. The officers will assess the situation and will call for the appropriate emergency personnel (fire and medical), if necessary.

Crimes or emergencies in progress or those that have just occurred should be reported to the SMCPD Dispatch by dialing (310) 434-4300 or 9-1-1 from any campus phone. You can also use any of the emergency call boxes on campus.

SMCPD has the primary jurisdiction and responsibility to provide police services to the college community.

The SMCPD hours of operation are 24 hours per day, 7 days a week (holidays and special events schedules vary). It is our goal to provide assistance wherever needed and to make sure we include any crime in our annual security report.

Non-Emergency assistance can be obtained by calling the SMCPD front office at (310) 434-4608 or going to the SMCPD police station located on the main campus at 1718 Pearl Street.

Under Clery Act guidelines, a crime is "reported" when it is brought to the attention of a Campus Security Authority (CSA) or local law enforcement personnel by a victim, witness, other third party, or even the offender. It doesn't matter whether or not the individual(s) involved in the crime, or reporting the crime, are associated with the institution. If a campus security authority receives the crime information and believes it was provided in good faith, he or she should document it as a crime report. (In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. )

The definition of "Campus Security Authority" (CSA) according to the federal law is as follows: "An official of an institution who has significant responsibility for students and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings."

Example of Campus Security Authorities are faculty and staff members such as the Dean of Student Affairs, the Director of Athletics Department, Team Coaches, and Faculty Advisors.

**Confidential** reports of criminal activity, particularly crimes of sexual violence, may be made allowing the victim to remain anonymous. Individuals may also report incidents or information anonymously to [smcpd@smc.edu](mailto:smcpd@smc.edu). The purpose of confidential or anonymous reports are to comply with a victim's wish to keep their identity anonymous, while taking steps to ensure the future safety others in the college community.

The campus community is also encouraged to report unsafe physical conditions along with environmental health and safety issues to the SMCPD at (310) 434-4300.

## **CALL PROCEDURES FOR EMERGENCIES**

- 1) Press the “Campus Police” button on any campus office phone; this feature automatically calls the Campus Police Dispatch Center. If not clearly identified, please dial (310) 434-4300 or 9-1-1 from any campus phone.
- 2) Press the call button in all District elevators. This feature automatically calls the Campus Police Department.
- 3) Use any of the emergency call boxes that are available throughout Santa Monica College and the satellite campuses. These telephones are designed to automatically dial into the Campus Police Dispatch Center.

### **EMERGENCY PROCEDURE AT ALL CAMPUSES**

For police, fire, and medical help, call (310) 434-4300. The Santa Monica College Police will determine who else to notify (whether it be an Ambulance, Student Health Services, Animal Control, etc.)

For maintenance/facilities emergencies, call (310) 434-4378.

FOR EMERGENCIES OR ESCORT SERVICE - FACULTY, STAFF, AND STUDENTS SHOULD CALL CAMPUS POLICE AT (310) 434-4300, 24 HOURS A DAY, 7 DAYS A WEEK, INCLUDING ON HOLIDAYS AND DURING SPECIAL EVENTS.

## **SECURITY AND ACCESS TO CAMPUS FACILITIES**

Administrative buildings are accessible Monday through Friday from 8:00 a.m. to 5:00 p.m. Academic buildings of the Santa Monica College District are accessible Monday through Friday from 7:00 a.m. to 10:30 p.m. and on Saturday from 7:00 a.m. to 5:00 p.m. (These times are subject to change.)

Request for access to facilities outside of normal operational hours may be subject to verification of identification in order to determine or confirm proper authorization. The Santa Monica College Police Department has the authority to deny access to any campus or building after non-operational hours. All campuses and buildings throughout the college district are protected by intrusion alarms; the buildings should only be entered during scheduled work hours. Any person making a request for access to employee areas outside of normal operation hours are required to contact SMCPD prior to entering. Custodial staff has the responsibility of securing buildings and activating the alarm systems. Alarm intrusion and activations are handled by SMCPD. All campuses are closed between 11:00 p.m. and 7:00 a.m. unless there are specifically permitted events scheduled during that time.

It is the responsibility of those who use classrooms, offices, and computer labs to close windows, turn off lights, turn on alarms, and secure access doors. The primary responsibility for security is the user.

Unauthorized persons are not allowed into buildings. If an individual or group wants use of a facility, they must complete a facilities request application. Once the application is approved, a permit is issued with the authorization for facilities usage for the requested date, time, and location. Keys are issued to authorized personnel on a need-to-enter basis and should never be loaned to other staff members or students. Alarm codes should never be given out. Duplication or unauthorized possession of college keys is a violation of **California Penal Code Section 469, and is punishable as a misdemeanor**. Lost keys must be reported immediately to SMCPD.

## **CAMPUS LAW ENFORCEMENT**

The Santa Monica College Police Department is a California Commission on Peace Officer Standards and Training (P.O.S.T.) agency and has duly sworn peace officers, whose authority is granted by section 830.32(a) of the California Penal Code and section 72330 of the California Education Code. SMCPD officers have police authority throughout the state, but the primary law enforcement jurisdiction is for crimes occurring on college properties. SMCPD officers have full powers of arrest, and enforce all applicable local, state, and federal laws. As Peace Officers, their police authority includes concurrent law enforcement jurisdiction on adjacent streets surrounding college properties. SMCPD officers meet all training requirements as mandated by P.O.S.T.; officers are updated in training throughout the year on issues like defensive tactics, first aid/CPR, and legal revisions. Officers also receive training in emergency preparedness, crime prevention, and other specific issue that are designed to meet the diverse needs of the college community. Officers patrol both the main campus and satellite campuses 24 hours per day, 7 days a week. The Santa Monica College Police Department does not officially recognize or monitor any non-campus student organizations.

The SMCPD has a Memorandum of Understanding (M.O.U) with local law enforcement agencies which details specific crimes that SMCPD will handle. The SMCPD officers write incident reports, handle preliminary investigations involving incidents that have occurred on any of the college campuses, and make arrests when necessary. The Santa Monica Police Department (SMPD) investigation bureau handles all major criminal investigations stemming from incident reports written by SMCPD.

SMCPD also employs non-sworn personnel whose primary function is to patrol on foot, as well as observe and report any unusual conditions or circumstances to SMCPD dispatch. They can also issue citations for parking violation.

Additionally, SMC students may be employed as cadets. They receive specialized training in assisting police officers with fingerprinting, lost and found reports, general security patrols, and serving as safety escorts.



## **SECURITY AWARENESS AND CRIME PREVENTION**

The SMC Police Department is dedicated to promoting safety awareness. In addition to patrol services, the police department develops and coordinates activities to help meet the safety needs of the college community. The department does presentations on a regular basis at employee and student orientations. The SMC Police Department develops and releases informational news articles, crime alert flyers, and other various brochures describing incidents that impact the security and safety on campus.

SMCPD encourages everyone in the college community to take responsibility for their safety by taking a proactive approach to reduce crime. Crime prevention tips are available at the campus police station or online at the SMCPD website.

### **ROBBERY AND ASSAULT PREVENTION**

- WALK in groups whenever you can; there is safety in numbers. If possible, don't walk alone during late night hours.
- STAY in well-lit and heavily traveled areas as much as possible
- WALK confidently, directly, and at a steady pace. If you feel you are being followed, walk quickly to areas where there are other people.
- WEAR clothing and shoes that give you freedom of movement
- CONCEAL your valuables at all times
- BE AWARE of your surroundings and the people around you. Know the neighborhoods where you live, work, and attend school.
- LISTEN by removing headphones or turning down the volume on MP3 players, telephones, or other audio devices
- TRUST your instincts. If something or someone makes you uneasy, avoid the person or leave.
- DON'T RESIST if someone tries to rob you. Give up your property; don't fight and REPORT the crime to the police. Try to describe the attacker accurately. Your actions can help prevent others from becoming victims.

### **THEFT PREVENTION**

Every semester campus police receives dozens of reports regarding the theft of unattended property. Please do not leave backpacks, books, or other personal property unattended -- not even for a minute!

Auto break-ins may occur. Never leave valuables in your vehicle. If you absolutely need to leave valuables in your car, lock them in your glove box or trunk.

## **ALCOHOL, DRUGS AND WEAPONS POLICIES**

Santa Monica College complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a. The College is committed to achieving an alcohol and drug free environment for students and employees.

The Board of Trustees of Santa Monica College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property.

Any student or employee in violation of this policy is subject to criminal prosecution and/or disciplinary action, including reprimand, probation, suspension, expulsion, and/or termination from employment. The possession, transportation, and/or consumption of alcohol by individuals under the age of 21 is strictly prohibited.

SMCPD strictly enforces the College's zero-tolerance policy, as well as federal, state and local laws, concerning the use and sale of illegal drugs.

All students who feel that they have a drug or alcohol problem are urged to voluntarily seek assistance through Student Health Services at (310) 434-4262. Employees are referred to the Employee Assistance Service for Education Program (EASE) at 1-800-882-1341.

Firearms and other dangerous weapons are not permitted on campus. Intentional use, possession, or sale of firearms or any other weapon is strictly prohibited on campus by state law and the student code of conduct.

## **CONVICTED SEXUAL OFFENDER REGISTRATION LAWS**

Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with Santa Monica College Police Department. Convicted sexual offenders are required to register under Section 290 if they are:

- Enrolled as a student of the college
- Employed by the college, either full-time or part-time (includes paid employees or volunteers)
- Working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate period exceeding 30 days in a calendar year (including paid workers as well as volunteers)

Persons listed above must register with SMCPD within five working days of commencing enrollment or employment with the college. Registrants are also required to notify the SMCPD within five working days of ceasing to be enrolled or employed or carrying on a vocation at the college.

AB 1313 amended 290.01(d) (1), which allows sex offender registration to be released to members of the college community by the College Police.

Public information regarding sex offenders in California may be obtained by viewing the Department of Justice web site at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). You can also obtain information by contacting the Sexual Offender Unit of the Santa Monica Police Department, which is located at 333 Olympic Drive, Santa Monica, CA 90401, or by calling (310) 458-8451.

## **WORK PLACE VIOLENCE**

District Board Policy 3124-Prohibiting Workplace Violence was adopted by the Santa Monica Community College District Board of Trustees on July 7, 2009.

The Santa Monica Community College District is committed to providing a safe educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior.

Any person who observes or is the victim of workplace violence should call the Santa Monica College Police Department at (310) 434-4300.

Each threat or act of violence will be investigated immediately by the appropriate law enforcement agency and by the appropriate administrator in consultation with the Human Resources designee and the appropriate area Vice President.

Employees who act in violation of this policy and or the law will be subject to discipline, up to and including dismissal. Such disciplinary action shall be in accordance with the appropriate District policies, laws, and or collective bargaining agreements.

## HATE CRIMES

Hate crimes, as defined by the California Penal Code, are any act of physical intimidation, physical harassment, physical force, physical violence, or the threat of physical force and/or physical violence that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political or religious beliefs of that person or group. Additionally, hate crimes may include the following: larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property.

SMC does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people, regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political or religious beliefs.

Incidents of hate violence can be reported to:

- Santa Monica College Police Department at (310) 434-4300
- Student Health Center at (310) 434-4262
- Dean of Student Affairs at (310) 434-4435
- Title IX compliance Officer at (310) 434-4225

## SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING STATEMENT AND RESOURCES

The Santa Monica Community College District considers sexual assault, domestic violence, dating violence, and stalking as serious crimes. The District will not tolerate acts of sexual assaults or other assaults on any of its campuses. The District will take appropriate action to prevent, correct, and discipline behavior that violates law, policy, or regulations regarding rape and other sexual assaults.

**Board Policy 3122** prohibits sexual assault and other sexual misconduct; Santa Monica College has developed a number of procedures and protocols that require the interaction of a number of college offices and departments in order to address sexual assault and other sexual misconduct. These departments include, but are not limited to: the Campus Police Department, Student Health Services, Student Affairs, the Title IX Coordinator, and the Counseling Department.

Santa Monica College plans to initiate comprehensive training for all new incoming students and new employees that is designed to prevent incidents of sexual violence including sexual assault, domestic violence, dating violence, and stalking.

The training may include a number of specific modules meeting the requirements of the statute, including: consent/sexual assault, bystander intervention, verbal defense, effects of the use/abuse of alcohol, dating/domestic violence, sexual harassment, stalking, and how the victim can/should address any of these issues as they arise. For more information on both the college policies and awareness education, contact the Title XI coordinator at (310) 434-4225.

If you are a victim of any of these crimes, you are strongly encouraged to notify the Santa Monica College Police Department as soon as possible and to make every effort to preserve any physical evidence. The SMCPD will contact other appropriate police agencies as needed and utilize any available resource, including assisting the victim in obtaining medical services and making crisis counseling available. A Campus Security Authority (CSA) can assist a victim in notifying the SMCPD if the victim decides to notify the authorities.

If the victim chooses to report the crime, the SMCPD will initiate a criminal investigation and every effort will be made to criminally prosecute the perpetrator(s).

**Sexual Assault** is a general term that covers a range of crimes, including rape. As defined under California law, rape is non-consensual sexual intercourse that involves the use of threats of force, violence, or immediate and unlawful bodily injury, or threats of future retaliation and duress.

Sexual intercourse is considered non-consensual and therefore rape when the person is incapable of giving consent. This could range from situations where the victim is incapacitated due to alcohol and/or drugs, or if a mental disorder or physical disability renders the victim incapable of giving consent. Whether the accused is a stranger, acquaintance, spouse, or friend is irrelevant to the legal definition of rape

**Consent**, with regard to sexual activity, is defined as:

Positive, unambiguous, and voluntary agreement through out a sexual encounter to engage in sexual activity.

Consent cannot be inferred from the absence of a "no"; a clear "yes", verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. **Consent must be ongoing throughout a sexual encounter and can be revoked at any time.**

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.

**Domestic Violence** is 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 receiving grant monies [under VAWA], or by 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."

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

- the length of the relationship
- the type of relationship
- the frequency of interaction between the persons involved in the relationship

**Stalking** is defined by California Penal Code 646.9 as any person who willfully, maliciously, and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

This type of behavior could include actions like repeated (two or more) instances of physical proximity, nonconsensual verbal or written communication (including virtual communications such as email, texting, social media, etc.), or implied threats. These could cause a person to fear for his or her safety or the safety of others and suffer substantial emotional distress.



Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or gifts that may range from seemingly romantic to bizarre, following or "lying in wait" for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the internet by posting personal information online or spreading rumors about the victim.

Workshops on sexual assault prevention, as well as resource information, and the policies and procedures regarding rape, sexual assaults, and other assaults on campus can be obtained through regularly scheduled in-person or on-line orientations. For more information on the District's policies, procedures, and protocols regarding how to handle unwarranted sexual attention and where to seek help in an event of a Sexual Assault on Campus, go to the following web sites:

- Student Affairs  
<http://www.smc.edu/StudentServices/SVPE/Pages/default.aspx>
- Psychological Services  
<http://www.smc.edu/StudentServices/PsychologicalServices/Pages/default.aspx>
- SMCPD  
<http://www.smc.edu/StudentServices/Police/Pages/default.aspx>
- SMC College District  
<http://www.smc.edu/StudentServices/SVPE/Pages/Title-IX-Coordinator.aspx>

#### SEXUAL ASSAULT PREVENTION

- Always remember that NO means NO
- Take part in Rape Aggression Defense Training (taught by SMCPD)
- Use the Buddy System - no one gets left behind!
- Avoid drugs and or alcohol use

#### WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

- Get to a safe place.-
- Contact the Santa Monica College Police at (310) 434-4300 or call 9-1-1.
- Make every effort to preserve any physical evidence of the assault. (This includes not showering, or disposing of any clothing or other items that are present after or during the assault.)
- Seek medical attention
- Seek emotional support from the Rape Treatment Center (Santa Monica-UCLA Hospital)

### SIGNS OF AN ABUSIVE PERSON

- Past abuse
- Threats of violence or abuse
- Throwing objects
- Any force during an argument
- Jealousy
- Controlling behavior
- Quick involvement (claims love at first sight)
- Unrealistic expectations
- Isolation (victim not able to have friends)
- Blames others for problems
- Blames others for their feelings
- Hypersensitivity
- Cruelty to animals or children
- "Playful" use of force during sex
- Rigid sex roles
- Jekyll-and-Hyde personality (explosiveness and mood swings)

### WHAT DO TO IF YOU ARE ABUSED

- Get to a safe place
- Contact the SMCPD at (310) 434-4300 or call 9-1-1
- Talk to someone you trust; it is important to break the silence
- Obtain a restraining order
- If you decide to leave the relationship, develop a safety plan. This plan can include asking a trusted friend for help, choosing a safe place to stay, and collecting money, emergency phone numbers, and clothing so you can leave quickly.
- Seek support

### WHAT TO DO IF YOU ARE STALKED

- If you have not already done so, assertively communicate that you want the behavior to stop and set/maintain personal boundaries
- Try not to allow yourself to be isolated with the person
- Tell family, friends, roommates, and co-workers about the stalking and seek support
- Don't walk alone, particularly at night. Call Campus Police (310) 434-4300 for escort service to your vehicle or any other type of transportation. Make plans for friends to accompany you.
- If you feel you are unsafe, you probably are and should seek help. Take threats seriously. Danger generally is higher when the stalker talks about suicide or murder, or when the victim tries to leave or end the relationship. Don't confront a stalker. Get to a safe place and call the police.
- It is also a good idea to make a record of the stalking behavior. Keep a log including the date, time, what happened, and the names of anyone who witnessed the incident. Save any packages, letters, messages or gifts from the stalker. Save all voicemail or text messages from the stalker.

## FRIEND/BYSTANDER INTERVENTION

- If you see someone being physically abused or in potential danger, call 911 immediately
- In many cases, the first step to safety is the knowledge that the victim is not alone. They may feel isolated, but many others experience abuse and there are resources to get help.
- Be supportive and respectful. Make clear statements about your friend's value and rights as a person, such as "No one deserves to be abused or assaulted."
- Listen
- Don't push your friend to leave. Support the choices she/he makes. She/he already has someone in her/his life that is controlling. She/he will feel empowered by not being told what to do.
- Don't criticize the abuser. A victim often has conflicting feelings about the abusive partner. If you're critical of the abuser, the victim may become defensive or may shut down. Instead you can talk about behaviors that are negative by saying something like, "I'm really concerned about how your partner treats you. Nobody has the right to put someone else down."
- Find out about the resources that are available
- Learn as much as you can about dating abuse
- Encourage your friend to make a safety plan if they have decided to leave the relationship. Your part in a safety plan can include walking home together, checking in at certain times of the day, and having a code word your friend can use if they need immediate help.
- Also encourage your friend to make a safety plan if she/he chooses to stay. This includes: safe places to go if violence escalates, numbers to call, safe words that alert a friend that the victim/survivor needs help and to call 911.
- Do not confront the abuser; this can result in an escalation of violence against the victim
- Do not slip a hotline card or any other information about abuse into someone's bag or under a door. This can escalate the violence against the victim.
- Do not send a voicemail message or an email message about the abuse to your friend. You do not know if the abuser is monitoring the phone or the computer.
- Be careful for yourself. Let your friend know what you are comfortable doing and what your boundaries are.

After an alleged sexual assault incident occurs, the District will make every effort to assist the victim in changing their academic situation, if so requested. Additionally, the District will also assist the victim in obtaining a restraining order against the perpetrator, if desired. Disciplinary actions may be imposed on recognized individual students, student organizations, faculty, and/or staff found responsible for sexual assault, domestic violence, dating violence, and stalking.

## DUE PROCESS PROTOCOL

These procedures are designed to provide uniform standards to assure due process when a student is charged with a violation of these crimes or any other issues covered by the Santa Monica Community College District Student Code of Conduct.

Once the incident occurs, the perpetrator will receive a notice of a hearing which shall specify the date, time, and place of the hearing, plus a statement of the charges against the perpetrator, and the date, time and location that the tangible evidence will be made available for inspection (when applicable). The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.

District sanctions following campus disciplinary procedures will depend on due process in order for prompt, fair, and impartial investigations conducted by officials who receive annual training on these types of crimes. The disciplinary sanctions can range from, but are not limited to:

- Warning
- Reprimand
- Disciplinary Probation
- Restitution
- Removal from classes/program/activity
- Interim Suspension or Suspension
- Expulsion

Every effort will be made to criminally prosecute perpetrators of these or any other crimes. Both the accuser and accused shall be informed simultaneously in writing of the outcome of the proceeding. The accused may appeal in writing to the Vice President of Student Affairs for a case review. The appeal of the outcome and sanctions of the student disciplinary hearing must address only:

1. Due process
2. New information.

The Levels of Appeal are:

1. Vice President
2. Superintendent/President

For more information on campus protocols, procedures regarding disciplinary actions and resources for these types of crimes can be found on the following link:

<http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/TheDisciplinaryProcess.aspx>

## RESOURCES

On and Off Campus Resources for Victims of Sexual Offenses

### **On Campus**

- **Santa Monica College Police Department** (310) 434-4300.
- **Santa Monica College Psychological Services** provides short-term therapy to students at no cost. The staff consists of culturally diverse, professionally trained, licensed counselors and psychologists; however, the College does not provide pastoral counseling. Counselors do not disclose information to the police department without the consent of the client unless there is an immediate threat to safety. Any reporting of statistics to comply with this act is done by reporting number and not names, so the information provided by clients is confidential. The Psychological Services' phone number is (310) 434-4503, and it is located in LA110. Alternately, students may go to the Health Services Center located in the northeast corner of the Cayton Center Complex by the Cafeteria. Health Services' phone number is (310) 434-4262.

### **Off Campus**

- **Santa Monica Rape Treatment Center** (310) 319-4000, located at 1250 16<sup>th</sup> Street, Santa Monica, CA 90405
- **The Rape Foundation** (310) 451-0042, located at 1223 Wilshire Blvd., No. 410, Santa Monica, CA 90403.
- **National Domestic Violence Hotline** 1-800-799-SAFE (7233) TTY 1-800-787-3224
- **Sexual Assault & Domestic Violence Hotline** 1-800-656- HOPE (4676)
- **The Gay Men's Domestic Violence Project** 1-800-832-1901

# **SHOOTING ON CAMPUS GUIDELINES FOR FACULTY, STAFF, AND STUDENTS**

## **IMMEDIATE ACTIONS**

If someone on campus starts shooting, take whatever actions are necessary to:

- Save your life
- Seek means of escape
- Seek physical protection

## **ONCE YOU ARE OUT OF DANGER**

Call the Campus Police at (310) 434-4300 or call 9-1-1, and have the following information available:

- Your name
- The location of the incident (address, building name, room number)
- Number of shooters
- Identification of shooters
- Number of people involved
- Your location

## **IF SAFE**

Provide assistance to others

## **FOLLOW DIRECTIONS**

Follow directions given by the police, fire, medical and other emergency personnel on scene

## **IN THE EVENT OF EVACUATION**

- Exit area immediately in a safe manner
- While exiting, tell anyone you see to exit the area also

## **WHEN EVACUATION AND EXIT ARE NOT AN OPTION**

Shelter in place in the nearest room or office. If it is safe do so, secure the area as follows:

- Close the door (but use extreme caution if someone knocks or asks for help; it could be the shooter trying to trick you)
- Barricade the door with furniture; try to keep your body clear of the doorway
- Turn off the lights
- Close the blinds
- Stay silent
- Turn off radios, AV equipment, and computer monitors; place your cellular phone on silent
- Stay calm, quiet and out of sight
- Use whatever you can to take adequate cover (concrete walls, thick desks, filing cabinets, etc.)
- Place signs in the windows advising First Responders you need help and the number of wounded (DO THIS ONLY IF YOU ARE POSITIVE THE SHOOTER WILL NOT SEE THE SIGN)
- Apply first aid but keep your safety in mind
- Stay in place until help arrives or until circumstances allow you to exit



#### IF OUTSIDE WHEN A SHOOTING OCCURS

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place, duck and run to it
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Wait and listen for directions from public safety and/or law enforcement personnel.

#### IF SUSPECT IS IN CLOSE PROXIMITY

- An individual must use his/her own discretion about when he or she must engage a shooter for survival
- Generally, one can lie motionless and pretend to be unconscious or confront the individual
- Make a plan as to how you will survive the situation
- Make a total commitment to action and act as a team with others if possible
- Do whatever is necessary to survive the situation

#### IN THE EVENT THAT THERE ARE HOSTAGES

Call the police and be prepared to give the following information:

- Identify hostage location in building or area
- Number of assailants, if known
- Number of hostages, if known
- Identity of assailant(s), if known
- Any description of assailants and weapons
- Any demands made by the assailant(s)
- If you are at a distance, move away from the location to a safer area
- If you can do so safely, evacuate area to a safer location
- If possible provide the above information to a public safety or law enforcement officer once you are in a secure location

#### AFTER INCIDENT

- Seek medical attention if needed
- Assist police by offering any information you know about the shooter(s) and tell them what you saw and did during the incident
- Seek Counseling if needed

In light of violent incidents at multiple colleges and universities, the Santa Monica College Police Department provides training upon request on how to respond to Active Shooter/Violent Intruder incidents. Training for Active Shooter/Violent Intruder incidents is meant to help people help themselves and develop a survivor attitude by taking action and preplanning. This training is available to faculty, staff, and students by contacting the campus police.

## **EMERGENCY RESPONSE AND EVACUATION STATEMENT**

The SMCPD police officers and supervisors have been trained in incident command and response to critical incidents on campus. In the event of an immediate threat to the health or safety of the college community, first responders to the scene can be the SMCPD, Santa Monica Police Department (SMPD), Santa Monica Fire Department (SMFD,) and/or Santa Monica Student Health Services. These first responders work together to manage the incident; depending on the nature of the incident, they could also call other city, state, or federal agencies in to assist.

SMCPD receives emergency and incident information from various sources such as our dispatch center, Santa Monica Emergency Communications Center, and other law enforcement agencies. Once information constituting an immediate threat is received, the Chief of Police or his designee is authorized to determine whether an emergency exists, and if so, to activate the immediate notification procedures without delay (unless it is determined that such a notification would place the SMC community or a victim at a greater risk or compromise containment efforts, response to, or mitigation of the emergency.) If the police department confirms there is an emergency or incident that poses an immediate threat to the college community's health or safety, the police department can act unilaterally or in collaboration with other agencies to notify the college community. The content of the emergency notification will be determined by the type and size of the incident.

Communication methods include Blackboard/ConnectEd, an electronic alert system for quick delivery of emergency messages to students and staff. Message distribution includes landline phones, cell phones, text messages, and e-mail. SMC uses Singlewire, an IP based system for existing campus Cisco phones and computer networks, reaching unlimited phones with text messages and both live and pre-recorded audio messages. Singlewire also utilizes the campus IP speakers, plus existing analog overhead paging systems, computer desktops with pop up client or IP based digital signage, email, and social media sites.

All emergency communication methods are tested annually at minimum, according to standards. Evacuations drills are also conducted regularly.

Each District building has a designated evacuation plan. The specific plan is posted on each floor and near the entrance of all classrooms. Other than fire alarms, SMC Police is responsible for determining whether or not the situation warrants evacuation of a building.

## FIRE SAFETY

### IF YOU SMELL SMOKE OR SEE FIRE

- When a fire alarm sounds, you must leave the building immediately; failure to do so may result in personal injury or disciplinary action
- When out of danger, activate the nearest alarm and or dial 9-1-1
- If you are instructed to evacuate, leave the area as quickly and safely as possible
- Use the stairs to evacuate; never use the elevator in the event of a fire
- Before opening a door, use the back of your hand to see if it is hot. If the door is hot, do not open it. Stuff clothing beneath the door to prevent smoke from coming in. Open a window, if possible.
- If the door is not hot, open it slowly and look into the hallway for signs of smoke or fire before leaving the safety of the office or room
- Remember to stay low if there is smoke in the air
- Please give assistance to all persons with disabilities

## EARTHQUAKE SAFETY

Earthquakes strike without warning and the major shock is usually followed by numerous aftershocks. An earthquake's impact on structures will vary from building to building. Fire alarm or sprinkler systems may be activated by the shaking. Elevators and stairways may be damaged.

### SAFETY PROCEDURES FOR INSIDE BUILDING

- **DROP AND COVER**
- Get under desk, table, or other sturdy furniture with your back towards the windows
- If no furniture is available, sit in a corner away from windows
- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms
- Stay away from windows, bookcases, or other heavy objects
- Maintain position until shaking stops

### OUTSIDE BUILDING

- Assume **DROP AND COVER** position in an open space
- Maintain position until shaking stops
- Move away from buildings, trees, overhead wires, and poles
- **DO NOT** enter any building until it has been determined that it is safe

## REPORTED CRIMES 2013-2015

College crime statistics and other crime, safety and prevention information are available at many locations throughout the college. Locations are listed in fall, spring and summer schedule of classes and are available to the public upon request.

CRIMES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder	3	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses/Forcible</b>									
Rape	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	0	0	0	0	0	0	0
Sexual Battery	1	3	1	0	0	0	0	0	0
<b>Sex Offenses/Non-Forcible</b>									
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	5	2	0	0	0	0
Aggravated Assault	0	1	0	1	0	0	0	0	0
Burglary	9	0	5	0	0	0	1	0	0
Vehicle Theft	0	0	2	2	3	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>									
Ethnicity	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	1	0	0	0	0
Race	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
<b>VAWA</b>									
Domestic Violence	2	1	0	0	0	0	0	0	0
Dating Violence	1	0	3	0	0	0	0	0	0
Stalking	1	1	0	0	0	0	0	0	0
<b>Total</b>	<b>17</b>	<b>4</b>	<b>11</b>	<b>8</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Special Category</b>									
Liquor Laws Arrests	2	1	1	3	2	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	10	3	1	0	0	0	0	0	0
Drug Law Arrests	8	0	5	19	3	0	0	3	0
Drug Law Violations Referred for Disciplinary Action	6	4	3	0	0	0	0	0	0
Weapons Law Arrests	0	0	0	1	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	1	0	0	0	0	0	0	0	0
Santa Monica College does not maintain any dormitories for other off-campus student housing properties									

## IMPORTANT PHONE NUMBERS

### CAMPUS NUMBERS

EMERGENCY	911
SMC POLICE	310-434-4300
SMC PARKING	310-434-4608
SAFETY ESCORT	310-434-4300
DEAN OF STUDENT LIFE	310-434-8782
OMBUDSPERSON	310-434-3986
HEALTH CENTER	310-434-4262
PSYCHOLOGICAL SERVICES	310-434-4503
TITLE IX COORDINATOR	310-434-4225
MAINTENANCE AND OPERATIONS	310-434-4378

### OFF CAMPUS NON-EMERGENCY NUMBERS

SANTA MONICA POLICE DEPARTMENT	310-458-8491
LOS ANGELES COUNTY SHERIFF'S OFFICE	
MALIBU	310-456-6652
MARINA DEL REY	310-482-6000
SANTA MONICA FIRE DEPARTMENT	310-458-8660
SANTA MONICA -UCLA HOSPITAL	310-319-4870
ST. JOHN'S HOSPITAL AND HEALTH CENTER	310-829-5511



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