

2022 ANNUAL SECURITY AND FIRE SAFETY REPORT



13406 E, Philadelphia St, Whittier, CA 90602
DEPARTMENT OF CAMPUS SAFETY

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Message from the Captain

Department of Campus Safety

We are pleased to present the 2022 Annual Security Report which is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990. It is one aspect of our overall mission to create a safe and vibrant learning and work environment for our campus community. In addition to providing the mandated crime statistics, this report also endeavors to educate our community members in the multitude of ways they can collaborate in keeping themselves and our community safe. While our department places great value in the on-going efforts to promote a safe environment, we are asking that you take a few minutes to review this essential report.

The Whittier College Department of Campus Safety will continually:

- Strive to identify and pursue avenues that improve the operation of our department and the way we serve the Whittier College Community.
- Enhance our professional skills and knowledge through annual training provided by subject matter experts.
- Maintain open lines of communication between the Department of Campus Safety, the public, and local law enforcement to identify and resolve issues in a collaborative manner.
- Demonstrate professional, caring, and ethical behavior at all times.

The most important thing we can do together is to care for one another. We can do this by reporting concerns and by taking advantage of the many available college resources. Working together as a community, we can help each other be safe and successful.

Sincerely,
Rolando Fuentes, Captain of Operations

Overview

The “Annual Security and Fire Safety Report” is published every year, in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” by the Department of Campus Safety at Whittier College. The purpose of this report is to provide current and prospective students, faculty, and staff with safety and security information about Whittier College. This report is also available online at: www.whittier.edu/campussafety/securityact. It is presented in a Portable Document Format (PDF) and can be viewed by using Adobe Acrobat Reader.

Contact Us

Campus Safety Information	
Address: 7022 Haverhill Park Road Whittier, CA 90602 Tel: 562-907-4211 Emergencies: 562-907-4911 or 911	Dispatch Email: dispatch@whittier.edu CS Email: campussafety@whittier.edu Clery Email: Clery@whittier.edu Website: www.whittier.edu/campussafety

Policy Statements

These policy statements provide information regarding Whittier College’s security and fire safety policies, safety regulations, Campus Safety services, and other information on Campus Safety can be found on the [Campus Safety Website](#).

Nondiscrimination Statement

The College encourages intellectual exploration in the context of a supportive and respectful community in which students, faculty, staff, and administrators can pursue their education and work free from discrimination, harassment, coercion, intimidation, and exploitation. To accomplish this goal, the College seeks to create and maintain an environment free of this conduct. Whittier College prohibits discrimination and harassment on the basis of race, color, creed or religion, national/ethnic origin, marital, pregnancy or parenting status, age, sex, sexual orientation, gender identity/gender expression, military status, disability in the school environment, or on the basis of any other characteristic protected under local, state or federal law, including all academic, educational and extra-curricular activities and programs administered, operated or sponsored by, or related to the College.

About Whittier College

Whittier College is a residential four-year liberal arts institution that prepares students from diverse backgrounds to excel in a complex global society. Through challenging, interactive courses, taught by accomplished professors, students learn to make connections across disciplines, understand cultural perspectives, and integrate learning with practical application. Inspired by a Quaker heritage, the Whittier education equips students to be active citizens and effective communicators who embrace diversity and act with integrity.



Whittier is a place where students become actively involved in the local community as they explore their role in the global community, too. Our residential nature is a key component in defining who we are, as students and professors live and learn in close proximity to one another, fostering an atmosphere where knowledge can be pursued 24/7. This is a community where individuality is valued, tolerance is cherished, and the things that make each of us unique are seen as invaluable tools in seeking greater knowledge and understanding.

Preparation of the Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act [20 USC, Section 1092(f)], Whittier College publishes this Annual Security and Fire Safety Report to inform the College community about campus security policies, initiatives and programs aimed at preventing and responding to crimes and emergencies, and to disclose crime and fire statistics.

The Clery Act requires colleges and universities to have emergency notification and evacuation procedures, issue timely warnings, maintain a crime and fire log, collect crime reports from Campus Security Authorities, request crime statistics from local law enforcement, submit crime and fire statistics to the Department of Education, have a missing student notification procedure, and publish an annual security and fire safety report.



This report contains three years' worth of crime statistics, as well as certain policy statements including sexual assault and misconduct policies. More information about the Clery Act and its

regulations can be found on the Center for Security on Campus, Inc. website at www.clerycenter.org. Like the Clery Act, the Higher Education Opportunity Act (HEOA) of 2008 requires colleges and universities that have on-campus housing to report and submit fires safety information and statistics, annually.

This information includes the disclosure of fire safety policy and procedures, as well as fire statistics for on-campus housing facilities, from the previous three years.

The information in this report is compiled by the Safety and Compliance Coordinator, with assistance from the Department of Campus Safety, the Office of Residential Life, Human Resources, and the Dean of Students' Office. Statistical information is gathered from the Whittier Police Department, the Department of Campus Safety, the Dean of Students' Office, and those individuals identified as Campus Security Authorities (CSAs). The policies and statements provided in this report are updated annually and include the most current information. The Annual Security and Fire Safety Report is published by October 1st of each year and can be found at: www.whittier.edu/campussafety/securityact.

The report can also be found on the [Admissions Website](#) and the [Human Resource Department Website](#). Each member of the Whittier College community receives an email that describes the report and provides its web address. For a paper copy, contact the Department of Campus Safety at 7022 Haverhill Park Rd., Whittier, CA 90602 or 562.907.4211.

Daily Crime Log

The Whittier College Department of Campus Safety updates the Daily Crime Log within two business days and includes all crimes reported to Campus Safety. It is available 24 hours a day, 7 days a week at 7022 Haverhill Park Rd., Whittier, CA 90602.

Department of Campus Safety

The Department of Campus Safety is authorized by the College to protect the campus community and campus property and strives to make the campus safe for Whittier students and employees. Campus Safety patrols the campus 24 hours a day, seven days a week. Officers perform many safety and security functions on property owned and operated by the College, such as:

- Answering calls for service and emergencies
- Enforcing traffic and parking regulations
- Securing buildings
- Providing educational programs
- Registering bicycles and vehicles
- Issuing Whittier College Identification Cards
- Performing campus safety inspections
- Coordination of Electronic Door Access (Card access)
- Providing an escort service
- Coordination of key access (key control)
- Instituting campus watch programs and operation identification
- Monitoring station for fire and intrusion alarms
- Controlling crowds at major events
- Monitoring station for CCTV

Authority and Jurisdiction (Section 101.05)

Each employee assigned an area of responsibility shall have authority commensurate with their responsibility. The authority of the Department of Campus Public Safety to enforce Whittier College policy is established by the Board of Trustees. When and if the need arises, Campus Public Safety officers are authorized to make a citizen's arrest, in accordance of California Penal Code Section 837, of any and all persons committing or attempting a crime such as disturbances against the general peace, interfering with the security of campus facilities or grounds, or interfering with, or disturbing, the safety and general welfare of the college community. When such a citizen's arrest as necessary, the Department of Campus Public Safety shall, as promptly as possible, notify the Whittier Police Department to come and render assistance as needed and necessary.

The patrol division of the Department of Campus Public Safety is primarily responsible for handling all emergency calls and crimes in progress except for crimes involving firearms. Ultimately, the main jurisdiction for investigating crimes on campus lies with the Whittier police Department. However, the Department of Campus Public Safety assists in investigating non-violent property crimes that occur at the college. All crime victims and witnesses should immediately report crimes to the Department of Campus Public Safety and or the Whittier Police Department. Prompt reporting will aid in the apprehension of the offender and ensure timely warning notices and disclosure of crime statistics.

The officers at Whittier College Campus Safety are required to be certified in the following:

- California Penal Code Section 832, Peace Officer Standards and Training (P.O.S.T.).
- California Department of Consumer Affairs' Bureau of Security and Investigative Services
- (B.S.I.S.) Training and License
- First Aid, CPR, & AED Training
- While our officers are unarmed, they are baton/oleoresin capsicum (OC spray) certified.

Campus Safety office staff are trained to assist officers in the field during non-emergency calls. In addition to personnel, the department employs a broad array of electronic devices including video recording, fire alarms, intrusion alarms, card access systems, and blue-light emergency phones, which are located throughout the campus, to provide services. Additionally, Campus Safety monitors a private 9-1-1 CISCO system to handle emergency calls on campus.

Campus Safety Department's Interagency Relationships

As of July 2011, the Whittier Police Department (WPD) and Whittier College Department of Campus Safety agreed to a Memorandum of Understanding (MOU). The Department of Campus Safety communicates regularly with WPD patrol, investigation, and crime prevention officers. While Whittier College is a private college, WPD will often conduct parking enforcement and patrols on college property.

Campus Safety Officers are authorized by California Penal Code Section 830.7(b), the MOU, and Whittier College to make private citizen arrests.

Memorandum of Understanding (M.O.U.) with Whittier Police Department

The Department of Campus Safety maintains an established working relationship with the Whittier Police Department. As of July 2011, both parties entered a memorandum of understanding, which authorizes Whittier College Campus Safety Officers to exercise the powers of arrest of those of a peace officer while they are on duty; working authorized assignment(s); wearing the authorized uniform of the Whittier College Department of Campus Safety office; and operating within, and upon, the property of Whittier College. If minor offenses involving College rules and regulations are committed by a Whittier College student, the Department of Campus Safety may also refer the individual to the disciplinary division of Student Affairs. The Whittier Police Department will immediately be notified and will handle the initial reports and follow up investigations for the following crimes (as defined in the Uniform Crime reporting Handbook of the Federal Bureau of Investigation and Section 67381 of the Education Code):

- Homicide
- Forcible Rape
- Robbery
- Aggravated Assault
- Other cases, as requested by the Whittier Police Department

Per agreement with the Whittier Police Department, the Department of Campus Safety's jurisdiction includes the following:

Geographic boundaries are bordered by:

- Philadelphia Street between Painter Ave. and Bryn Mawr Ave
- Painter Ave between Philadelphia Street and Earlham Drive
- Earlham Dr. between Painter Ave and Canyon Drive

This also includes the areas below, between:

- Canyon Drive and Worsham Drive
- Soccer Field
- Football/track and field stadium
- Athletic Center
- Tennis Courts

Any College owned or leased property in outlying areas is patrolled jointly by both Campus Safety and the Whittier Police Department.

Through coordination with local law enforcement agencies, any criminal activity engaged in by members of recognized student organizations at off-campus locations is shared with Whittier College. This information is provided to the Dean of Students for any action or follow-up that may be required.

Monitoring and Recording of Criminal Activity

Whittier College does not have any recognized off-campus student organizations; therefore, Campus Safety does not monitor and/or record criminal activity at non-campus locations.

Reporting Crimes

Confidentiality, Privacy, and Reporting

College officials, depending on their roles at Whittier College, have varying reporting responsibilities and abilities to maintain confidentiality. To make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform outside agencies or individual unless you have requested that information be shared. Other resources exist for you to report crimes and Policy violations and these resources will act when victimization is reported to them.

Making a report means telling someone in authority what happened. At the time a report is made, the alleged victim does not have to decide whether to pursue a particular course of action.

Choosing to make a report and deciding how to proceed can be a process that unfolds over time. The College provides support that can assist everyone in making these important decisions and to the extent legally possible will respect the individual's autonomy in deciding how to proceed. If you are unsure of someone's duty and ability to maintain privacy, ask them before talking to them. They will be able to explain and help a reporting party make decisions about who is in the best position to help.

The following describes confidential, private, and mandated reporting at Whittier College:

- 1. Confidential Reporting:** If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with on-campus counselors, off-campus counselors including local rape crisis counselors, domestic violence resources, local or state assistance agencies, or clergy who will maintain confidentiality except in extreme cases of immediacy of threat of danger or abuse of a minor. Campus counselors may be seen free of charge. The on-campus confidential resources include:
 - Whittier College Counseling Center, open Monday-Friday from 8:00 a.m. to 5:00 p.m., or by calling 562.907.4239
 - 24-hour Counselor-on-Call provides crisis counseling and can advise students about reporting and resources for sexual misconduct, including 24-hour advocacy services: 562.907.4911
 - Whittier College Student Health & Wellness Center: 562.464.4548
- 2. Private Reporters:** Whittier College faculty, administrators, staff, and student employees that do not serve in leadership positions or supervise the reporting person are Private Reporters. Private reporters can honor requests to keep identifying information

confidential, but they are required to call or email a Title IX Coordinator and provide the following information:

- The approximate date of the incident
- The approximate location of the incident
- The type of crime committed, but do not have to report any identifying information.

Private reporters include, but are not limited to:

- Professors
- Administrators
- Staff that are not Deans
- Directors
- Head Coaches
- Faculty & Staff serving as support people.
- Graduate Fellows

3. Mandated Reporters: Whittier College person or, staff, and student employees that serve in leadership positions, supervise the reporting person, or hold roles that require them to report other Code of Conduct Violations are Mandated Reporters (also called “responsible employees” under Title IX). These individuals are required to report “the who, what, when, and where” for sexual assault, domestic and dating violence, and stalking to a Title IX Coordinator. Mandated reporters cannot honor requests to maintain confidentiality and must report information to a Title IX Coordinator; however, when personally identifiable information is shared, it will be shared only with those that have a need to know and with as few people as possible. All efforts will be made to protect privacy to the greatest extent possible, including the storage of the case file and notes in a locked filing cabinet and protected database, separate from that student’s educational record. Mandated Reporters include, but are not limited to:

- Deans, Directors, & Head Coaches
- Assistant Directors of Residential Life
- Campus Safety Officers & Dispatchers
- Resident Assistants (RA’s)
- Peer Mentors

4. Campus Security Authority (CSA): The Clery Act requires colleges and universities to report any crimes and emergencies promptly and accurately to the College. Like mandated reporters and Title IX, the U.S. Department of Education defines a campus security authority as a campus police/security official or other official with significant responsibility for campus and student activities. The College requires that any CSA who becomes aware of a crime involving Whittier College, or a member of the Whittier College community, must immediately report the incident to the Department of Campus Safety. It shall be the responsibility of the Department of Campus Safety to investigate reports of criminal activity on campus. A list of current CSA’s is kept in the Human Resources and Campus Safety offices. Pastoral and professional counselors who are appropriately credentialed and hired by Whittier College to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the College encourages professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

Reporting of Criminal Offenses to Campus Safety

Whittier College encourages accurate and prompt reporting of crimes to the Department of Campus Safety. Campus Safety officers can be reached 24 hours a day/seven days a week by calling 562.907.4211, or by visiting the office located on Haverhill Park Road (next to the Counseling Center).

Criminal offenses should be reported promptly to the Department of Campus Safety, or the Whittier Police Department at (562) 567-9200.

Residential Life staff, including Community Advisors, have also been trained to report all crimes and other emergencies in and adjacent to the residence halls daily.

For Title IX related sexual misconduct incidents, contact the Title IX Investigator (562.907.5028), or Campus Safety (562.907.4211).

General Complaint Policies and Procedures

All complaints received, including anonymous complaints, will be internally investigated by the Department of Campus Safety. Anyone filing a complaint can request that their identity remain confidential to the official named in the complaint. If you request that your identity remain confidential, Campus Safety administration will contact you to determine what level of involvement you would like in the investigation.

Filing a complaint does not initiate a criminal investigation. If during the investigation it is discovered that criminal action took place, the Department of Campus Safety may, at its discretion, disclose this information to the Whittier Police Department. If you wish to file a criminal complaint, you must contact the Whittier Police Department separately.

Any complaint that is governed by Whittier College's Grievance Policy related to discrimination, Title IX, equal opportunity, or retaliation maintains the procedures for resolution of conflicts and grievances pertaining to each overseeing department and College official.

If the complaint is in regard to a Sexual Misconduct Policy matter, the Title IX Coordinator will oversee the investigation. These cases are not considered internal affair matters. If you are unsure whether your complaint falls into this category, please contact the Title IX Coordinator at 562.907.4233. The Dean of Students will assist and advise any student who feels that he or she has been treated inappropriately by any member of the community.

Filing a Campus Safety Complaint

Informal complaints can be filed by notifying the Director of Campus Safety at 562.907.4211. Informal complaints are generally minor in nature. The Director of Campus Safety may determine, based on the information provided, that the submitted complaint is of a nature that requires a formal complaint. In that situation, the Director will initiate an investigation on the complainant's behalf.

Formal/Informal complaints can be filed by scheduling an in-person meeting with the Director of Campus Safety.

Formal complaints can also be filed by filling out the online complaint form. Formal complaints are generally used for serious misconduct on the part of a Campus Safety employee.

When a Complaint is Filed

- Complainants will receive an email confirmation stating that the complaint has been received. Once a complaint is received, Campus Safety will make every possible effort to present an outcome to the complaint within thirty (30) calendar days. In some extenuating circumstances, the investigation may take more than thirty (30) days to complete. Complainants will be notified if this occurs.
- A member of Campus Safety administration will contact the complainant to determine how much involvement they would like to have in the investigative process. The administrator may also ask questions to help clarify the exact nature of the complaint.
- An investigation will begin. The Director of Campus Safety will assign an investigator who has no involvement in the situation which is the subject of your complaint. Depending on the complainant's wishes for involvement, they may be contacted by the investigator if any clarification is needed. Witnesses will be contacted by the investigator. If necessary, practical and available, video surveillance footage, photographs, e-mails, telephone records/recordings, and any other physical evidence may be reviewed.
- The investigation will be completed and a determination regarding culpability will be made. Disciplinary action will be taken as appropriate if the Campus Safety official is found to be responsible.
- The results of the investigation will be shared with the appropriate College officials, depending on the nature of the incident.
- When appropriate, Complainants are only made aware of the results of the investigation and not the specific disciplinary action that was taken as a result of the complaint.

Residence Hall Safety & Security

Whittier College residence halls are considered private property. Detailed information regarding residence hall security and safety procedures is discussed at floor and hall-wide meetings held at the beginning of each academic semester and periodically throughout the year. Specifically, staff members are not permitted to unlock a door for anyone other than the resident of the room. Unauthorized entry into a student's room may result in loss of housing privileges. Propping open exterior residence hall doors is forbidden.

Students are encouraged to lock their doors and invest in personal property insurance. The College will make reasonable efforts to protect students' property. However, the College is not liable for loss, theft or damage of any property belonging to residents.

Access to Campus Facilities

Whittier College, while a private college, is in many respects a public resource. Our facilities are used not only by full-time community members, but also by many people drawn to the campus for a variety of reasons. There is mutual benefit from such use; however, there are also those who come to Whittier College for unacceptable reasons. On the main campus those people with legitimate business are welcome. Specific buildings, however, are not open to the public. Entrance may be denied, and the trespass laws invoked for persons found in or around our buildings without legitimate reasons.

After 11 p.m. the campus is closed to all but faculty, staff, students, and their invitees. Residential buildings are governed by specific access and occupancy rules. These rules are specifically described in the "Whittier College Student Handbook" and the "Whittier College: Guide to Residential Living". The exterior doors to all facilities are kept locked. Each residence unit is individually keyed. Trespassing laws are strictly enforced within the residence life areas of campus.

Vendors requiring access to buildings throughout campus must check in with Campus Safety and receive a visitor's badge with access to the specific buildings. All vendors will be verified by their company before they are authorized to conduct their services.

Contractor, Vendor, & Visitor Policy

The purpose of this Contractor, Vendor, & Visitor Policy is to establish guidelines for monitoring guest, vendor, and contractor activity on campus. This policy allows the Department of Campus Safety to retain a record of guests visiting the campus and includes who is on campus, what type of business is being conducted, and what areas of the Campus are visited. This policy establishes the methods by which the Whittier College Visitor Policy will be implemented and maintained. It is the intent of these guidelines to protect the College community by providing a safe environment, reducing suspicious activity on campus, and protecting the privacy of the students, faculty, and staff.

Scope of Policy

This policy applies to all contractors, vendors, or visitors who are performing work at Whittier College. College employees who contract services, and/or subcontract services, are expected to ensure compliance with this policy for any work performed on behalf of the College under their supervision/direction.

Review

This policy will be reviewed in August of even-numbered years by the Office of the Vice President for Finance and Administration and the Safety Committee (EHSC), or assigned designees, of Whittier College.

Definitions

Contractor: A person or entity who, as part of an independent business, provides services to Whittier College.

Job Supervisor: The Whittier College employee, or designee, responsible for supervising the project.

Vendor: A person or entity who provides recurring contract services to Whittier College.

General Visitor: A person or entity visiting Whittier College for miscellaneous business, not including vending or contracted work.

Procedures

All outside contractors, vendors, and visitors conducting business on the Whittier College campus must physically report to the Department of Campus Safety office when they arrive on campus to begin a job. Guests must indicate the purpose of their visit, identify a Job Supervisor (or the person authorizing the visit), and the duration of their visit. Other requirements include a photo identification card, vehicle information (if parking on campus), and contact information. Upon completion of the day's work, Guests must physically check out with the Department of Campus Safety. All Job Supervisors are responsible for ensuring that their guests comply with the Contractor, Vendor, & Visitor Policy.

Identification & Access Cards

All Contractors, Vendors, and Visitors shall always wear their Work Badge and/or Access Card in a conspicuous location while on campus. Guests who do not comply with this policy will be removed from the campus and not be allowed to continue work at Whittier College.

Access Cards are property of Whittier College and must be returned at the conclusion of a job. Guests will be responsible for the cost of replacement should an Access Card be lost or damaged.

Timely Warning Policy

The purpose of this policy is to establish a process by which Whittier College (hereinafter the “College”) will issue timely warnings in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 U.S.C. § 1092(f)) (the “Clery Act”).

Policy

The College will issue a Timely Warning Notice, sometimes referred to as “Crime Alerts”, in all instances in which (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: (1) Clery Crimes that are reported to any Campus Security Authority, Campus Safety, or the local police; or (2) the College determines that the incident represents an ongoing threat to the campus community. The College may, in some circumstances, issue a Timely Warning Notice when there is a pattern of crimes against persons or property. The College may issue a Timely Warning Notice for an off-campus crime if the crime occurred in a non-College-owned property used and frequented by the College community members.

Definitions

- **Campus Security Authority (CSA)** is an individual at the College who, because of their function for the College, has an obligation under the Clery Act to notify the College of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may personally witness.
- **Clery Criminal Offenses** are defined by the Clery Act as any of the following:
 - Criminal Homicide; Aggravated Assault; Sex Offense, Forcible; Sex Offense, Non-forcible;
 - Burglary; Robbery; Motor Vehicle Theft; Arson; Hate Crimes, including Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that are motivated by bias; Dating Violence; Domestic Violence; and Stalking.
- **Clery Arrests/Referrals** include arrests and referrals for disciplinary action for:
 - Weapons violations; Drug law violations; and Liquor law violations.
- **Clery Crimes** include both Clery Criminal Offenses and Clery Arrests/Referrals.
- **Timely Warning Designee** is defined as the person or group of persons at each campus responsible for the determination and issuance of Timely Warning Notices for that campus.
- Timely Warning Notices may also be referred to as “Crime Alerts.”

Timeliness of Notice

A Notice is considered “timely” if it issued as soon as pertinent information is available and as soon as reasonably practicable after an incident has been reported to any CSA, Campus Safety and/or local law enforcement, or to the Timely Warning Designee. The timeliness of a notice shall be determined and evaluated on a case-by-case basis.

Responsibility for Determination to Issue Timely Warning Notice

The Timely Warning Designee is designated on a case-by-case basis; however, the designee is typically a representative from the Department of Campus Safety or the Office of Communications. During incidents of sexual misconduct, a representative from the Dean of Student’s office might be assigned as the Timely Warning Designee.

The Timely Warning Designee shall be responsible for determining whether a Timely Warning Notice should be issued.

Timely Warning Decision Matrix

The Timely Warning Designee shall use and complete a *Timely Warning Decision Matrix* when determining whether to issue a Timely Warning Notice as a result of an alleged Clery Crime. The decision to issue or not issue a Timely Warning Notice shall be determined on a case-by-case basis for each alleged Clery Crime reported.

When determining whether to issue a Timely Warning Notice, the Timely Warning Designee shall consider whether the alleged Clery Crime represents a serious or continuing threat to the campus community, and in doing so, shall consider: (1) the nature of the incident and/or crime; (2) the time and location of the alleged incident; (3) whether the alleged perpetrator was apprehended or in custody; (4) the likelihood of reoccurrence; (5) the continuing danger to the campus community; (6) the possible risk of compromising law enforcement efforts; and (7) all other facts and circumstances of which the College Police are aware concerning the incident.

The Timely Warning Designee must review and approve the completed Timely Warning Decision Matrix for each alleged Clery Crime reported. If the Timely Warning Designee is an entity, then a supervisor, director, or appropriate manager of the entity must review and approve the completed Timely Warning Decision Matrix for each alleged crime reported.

Timely Warning Notice

Once the decision has been made to issue a Timely Warning Notice, the Timely Warning Designee shall prepare a draft Timely Warning Notice. Preparation of a notice may be in consultation with the Office of Communications.

The Timely Warning Notice shall contain all information that would promote safety and that would aid in the prevention of similar crimes including, but not limited to:

1. A statement of the incident or crime alleged, and when and where it occurred;
2. Any possible connection to previous incidents, if applicable;
3. A physical description of the suspect, if possible;
4. The date and time of the Timely Warning Notice;
5. Contact information for the appropriate campus security and local law enforcement; and
6. Other relevant and important information including recommendations and tips for prevention of similar crimes.

Dissemination Of the Timely Warning & the Timely Warning Dissemination Checklist

The Timely Warning Designee shall disseminate the final Timely Warning Notice on behalf of the College. When disseminating the final Timely Warning Notice, the College will use one or more of the following means of dissemination, depending upon the technology and resources available:

Electronic Mail (E-mail)

The final Timely Warning Notice may be distributed to students and employees by e-mail to all whittier.edu email addresses. The Timely Warning Designee may issue a mass e-mail that contains a copy of the final Timely Warning Notice to all whittier.edu email addresses.

Text Message

The final Timely Warning Notice may be distributed by text message to all individuals who are enrolled in the College's emergency notification alert service. The Timely Warning Designee may also e-mail the final Timely Warning Notice to the Office of Communications, which may issue a

mass text message that contains the Timely Warning Notice to all students and employees enrolled in the College's alert system.

Web Publication

Upon receipt of the final Timely Warning Notice from the Timely Warning Designee, the Office of Communications may post the contents of the Timely Warning Notice on the Department of Campus Safety's Emergency Alert webpage and the College's news website.

Twitter

In some instances, the Department of Campus Safety and/or the Office of Communications may post the contents of the Timely Warning Notice on the Campus Safety Twitter page, @WCcampussafety, and/or the College's Twitter page, @WhittierCollege.

Media

Upon receipt of the final Timely Warning Notice from the Timely Warning Designee, the Office of Communications may prepare a press release that contains the contents of the Timely Warning Notice and may transmit the press release to all appropriate media outlets, crime prevention organizations, governmental and state agencies, and news stations for further dissemination.

Additional Means of Dissemination

The College may adopt additional measures and may take additional steps as may be appropriate and necessary under the circumstances in order to further disseminate the Timely Warning Notice.

Emergency Call Box System

Whittier College currently has 10 emergency call box systems, also known as "blue-light emergency phones", deployed across various locations on campus. These locations include:

- Stadium lot
- Athletic Center lot
- Mendenhall Lot
- College Lot
- Amphitheater Lot
- Upper Quad
- Lower Quad
- Haverhill Lot
- Harris/Turner Lot
- South Music Lot

These emergency boxes provide direct communication to a Campus Safety dispatcher, simply by pressing the button on the box. In addition to these blue-light emergency systems, there are "yellow call boxes" located in the following areas:

- Shannon Center Lot
- Hoover Hall (north side)
- Library (main entrance)
- Stauffer Hall (main entrance)

These call boxes can be used to report criminal activity and any other types of emergencies requiring Campus Safety assistance.

CALL BOX LOCATIONS MAP



BETTER WITHOUT TOBACCO
 WHITTIER COLLEGE IS A TOBACCO-FREE CAMPUS | WHITTIER.EDU/TOBACCO-FREE

- | | | | |
|---|--|-------------------------------|----------------------------|
| 1. Weingart Hall | 12. Stauffer Hall | 23. The Rock | 35. College Hall |
| 2. Mendenhall | 13. Garrett House | 24. Ettinger Student Lounge | 36. Hartley House |
| 3. Ruth B. Shannon Center for the Performing Arts | 14. Dezember House | 25. Campus Center | 37. Ettinger Tennis Courts |
| 4. Memorial Chapel | 15. Center for Engagement with Communities | 26. Campus Inn | 38. Graham Athletic Center |
| 5. Arnold Hall | 16. Health Center | 27. Villalobos Hall | 39. Slade Aquatic Center |
| 6. Broadoaks School | 17. Counseling Center | 28. Kaplan | 40. Memorial Field |
| 7. Philadelphia House | 18. Campus Safety | 29. Science & Learning Center | 41. Memorial Stadium |
| 8. Hoover Hall | 19. Ball Hall | 30. Harris Amphitheatre | 42. Palmer Softball Field |
| 9. Wardman Library | 20. Wardman Hall | 31. Turner Hall | 43. Graham Soccer Field |
| 10. Plainer Hall | 21. Wardman Gym (Art Center) | 32. Harris Hall | |
| 11. Johnson Hall | 22. Deihl Hall | 33. Wanberg Hall | |
| | | 34. Campbell Hall | |



Emergency Call Box (Blue Light)



Emergency Call Box (Yellow Box)



Emergency Response and Evacuation Procedures

Emergency Response

Emergencies such as power outages, earthquakes, and random crimes happen everywhere. The Department of Campus Safety is committed to ensuring that all Whittier students, faculty, and staff live, learn, and work in a secure environment. For general information about emergency preparation and response, visit [Campus Safety website](#).

Emergency incident response demands a specific protocol for the initial emergency call, first responders, and College management. The College's Critical Incident Management Plan describes the preferred initial response for several different types of incidents, including active shooter, fire, bomb threat, infectious disease, violence, or injury. Most importantly, Campus Safety must be notified immediately when a critical event occurs. The Whittier Police Department requires a representative from the College, usually the Director of Campus Safety, to be the primary contact at the scene for city authorities. Management at the scene is termed Unified Command.

Oftentimes, a Critical Incident Response Team (CIRT) will be mobilized to manage the incident on behalf of the college. Appropriate leadership from affected departments will be included in the response team, as necessary. If the incident is anticipated to cause a major disruption of college activities, an Emergency Operations Center (EOC) will be activated. Public comments about the incident will be coordinated through the college's Communications department.

Everbridge Emergency Alert Notification System

Upon confirmation of a significant emergency or dangerous threat involving an immediate threat to the health or safety of students or employees occurring on or near the campus, Campus Safety will consider the safety of the campus community, determine what information to release about the situation, and begin the notification process using the "Everbridge Emergency Alert Notification System."

The only reason we would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would compromise efforts to: assist a victim, contain the emergency, or otherwise mitigate the emergency. This could include a request from the local police or fire department to delay the message for these purposes. Confirmation of threats is made by a dispatched Campus Safety Officer or by information received from local police/fire authorities. If it is determined that notifications are to be made, the Director or their designee shall notify the dispatcher and initiate the notification.

The "Emergency Notification System and Everbridge Emergency Alert Notification System" is tested at least once per academic year. All community members are automatically in the system to be contacted via Whittier email. It is the responsibility of students, staff, and faculty to register their mobile devices and phone numbers in the "Everbridge Emergency Alert Notification System" in order to receive text messaging, phone calls or voicemail messages.

Everbridge sends emergency messages to your mobile or fixed device of choice, allowing you to receive emergency messages quickly wherever you are. The "Everbridge Emergency Alert Notification System" allows campus leaders and security professionals the ability to reach all students, faculty, and staff with time-sensitive information during unforeseen events or emergencies using voice, email and text messaging. To find out more and register to receive emergency notifications visit the [Campus Safety Website](#).

Critical Incident Management Plan

The Critical Incident Management Plan (CIMP) details the processes and functions for Whittier College to prevent, plan for, and respond to events that become critical incidents. *Critical incidents* are defined as events that may impact the life-safety, financial condition, property, and reputation of the college. The plan was developed by leadership from the Department of Campus Safety and the Safety Committee.

The plan contains two related, but distinct processes: (1) incident prevention and planning, and (2) incident response. In the planning process, the Safety Committee members work closely with College departments to identify potential hazards and maintain safety standards. The creation of appropriate systems, such as the emergency notification systems, is coordinated by the responsible departments. Finance and Administration Offices will work closely with the departments to see that work-around procedures are prepared in the event of a disruption. These documented procedures would be known as Business Continuity Plans (BCPs).

It is important to note that incidents occur in varying degrees, and seldom is there a standardized response to an incident. With a unified response from city authorities and the college, the strategies outlined in the plan will be adapted to facilitate the appropriate and timely response to any type of event. The college community will be best served by a well-managed program that emphasizes prevention, risk assessment, and pre-incident planning. A well maintained program designates the appropriate authority to make prompt and informed decisions in times of crisis that will minimize not only the potential for loss of life, property and financial assets, but of reputation and integrity. Whittier College's CIMP is defined as "a documented institutional plan designed to maintain life, safety, and essential business services during times of disruptions due to incidents or events including, but not limited to: workplace violence, severe weather, utility interruptions, telecommunications failure, or other unforeseen events." It is the responsibility of designated faculty and staff to ensure that their departments respond to the policy and plan under the guidance of the senior staff. Responsibilities include preparing a departmental plan, maintaining and updating the plan on an annual basis, and responding to plan in the event of an incident.

There are five stages to a CIMP:

1) pre-incident planning, 2) incident response, 3) resumption/recovery, 4) restoration, and 5) evaluation and review of the incident in order to provide improved processes for future recoveries. Pre-incident planning includes preparation of a Business Continuity Plan (BCP) by individual departments.

Resumption and recovery activities consist of implementing BCPs and workaround procedures to resume basic operations. Restoration activities are those activities that enable the institution to return to its original state prior to the incident(s), including rebuilding damaged property. Activities may include prolonged workaround procedures until the restoration is complete. Evaluation of incidents is important in identifying procedures that may need to be changed or altered based on prior events.

The strategies outlined in this policy are for reference only; they are not intended to dictate response protocol due to the many unknowns associated with incidents.

Emergency Preparedness Training and Exercises

The Department of Campus Safety conducts annual emergency preparedness training and exercises covering a variety of scenarios, including earthquakes, fires, and active shooters. These exercises change from year to year, and involve several departments across campus including Residential Life, Summer Conferences, and the library.

Great California Shakeout Drill

Whittier College participates in the “Great California Shake-Out” earthquake annually. As part of this drill, the entire campus participates by practicing their “drop, cover, and hold” exercise. Throughout this exercise, Campus Safety and Communications conduct a test of the Emergency Notification System. This test includes notifications sent via email, phone call, and text message, as well as a broadcast delivered through the inter-office CISCO phone system. At the conclusion of this exercise, the entire campus is evacuated to their designated evacuation zone (evacuation procedures are described below). Campus Safety officers then conduct a campus-wide patrol of the area, before giving the “all-clear” signal to return to business as usual.

Residence Hall Fire Drills

Due to the changing nature of residence halls, fire drills are conducted at least twice a year (once a semester) for all students residing on campus. The Department of Campus Safety works closely with the Office of Residential Life to execute these drills. Students are evacuated to their designated evacuation zones in order to help them become familiar with the emergency preparedness plan. Documentation of the fire drills is maintained by the Department of Campus Safety, as well as the Office of Residential Life.

Agendas for these drills include:

- Introduction of Community Advisor (CA) and/or Campus Safety Officers
- Explain it is a fire drill – required (occurs only once each semester)
- Explain policy for failing to evacuate during fire alarm
- Highlight evacuation zone for that building
- Remind Campus Safety’s number
- Remind they do not re-enter building after alarm without staff approval

Evacuation Procedures

In the event of an emergency you will receive direction from your CA, Area Director, Residential Life staff, or academic zone captain. If you are asked to leave the building, you should go to the designated meeting place as shown on the map below. In the case of an emergency, the campus is divided into four zones that will serve as meeting places. In the event you are in a different part of the campus, you should return to your zone meeting place.

Once you arrive at the designated meeting area, please check in with your zone captain. Some students will want to leave the campus and return to their homes and families. Please do not leave the campus until you have checked in with your Building Captain. Remember to leave contact information with the Building Captain.

Each student is encouraged to have a “Go Kit” that contains a flashlight, emergency phone numbers, a copy of your driver’s license or identification, a 5-day supply of any prescription medications you take, a change of clothes, and personal care items.

Evacuation Zone locations are outlined in the map below.

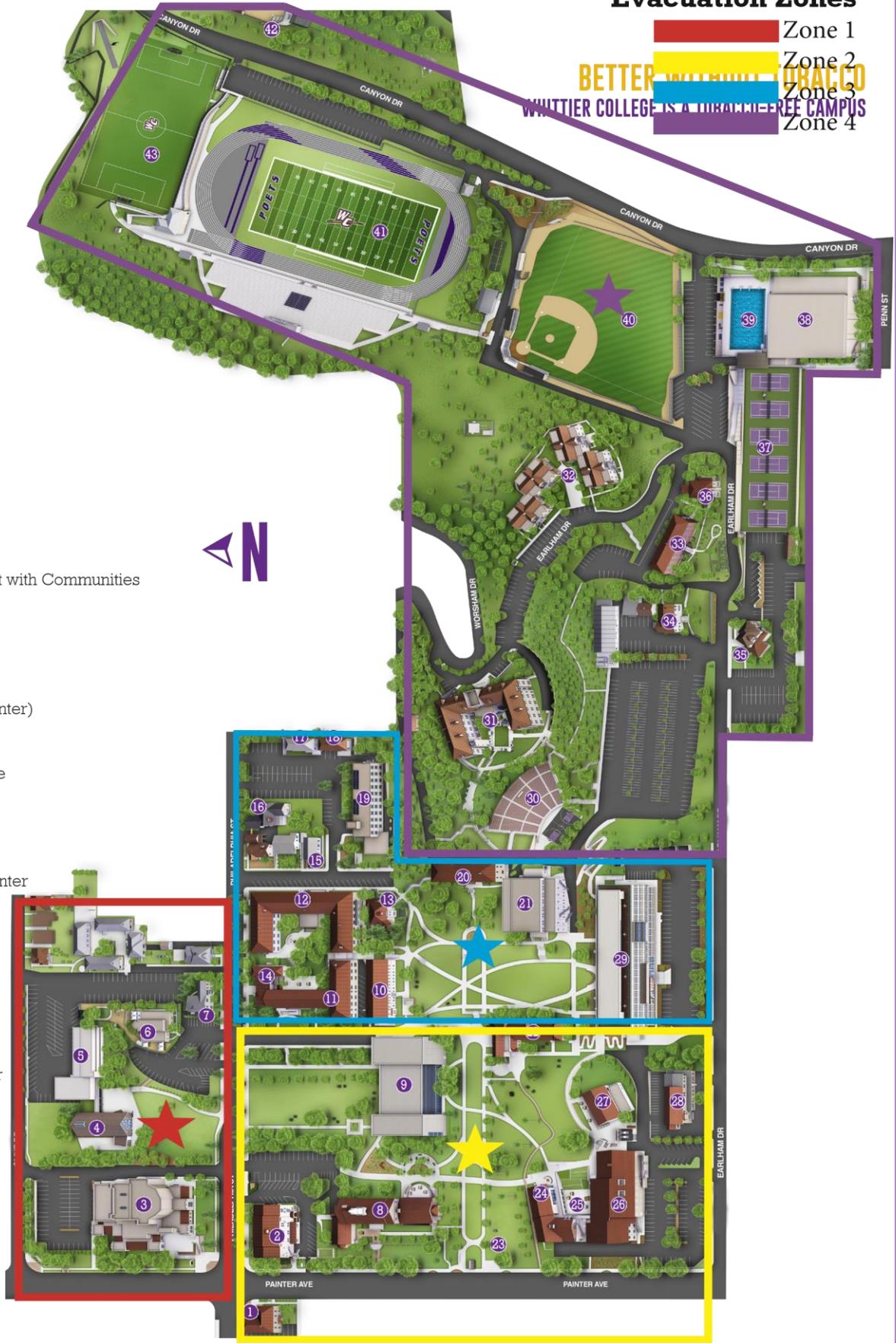


Evacuation Zones

Zone 1
 Zone 2
 Zone 3
 Zone 4

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1. Weingart Hall
2. Mendenhall
3. Ruth B. Shannon Center for the Performing Arts
4. Memorial Chapel
5. Arnold Hall
6. Broadoaks School
7. Philadelphia House
8. Hoover Hall
9. Wardman Library
10. Platner Hall
11. Johnson Hall
12. Stauffer Hall
13. Garrett House
14. Dezember House
15. Center for Engagement with Communities
16. Health Center
17. Counseling Center
18. Campus Safety
19. Ball Hall
20. Wardman Hall
21. Wardman Gym (Art Center)
22. Deihl Hall
23. The Rock
24. Ettinger Student Lounge
25. Campus Center
26. Campus Inn
27. Villalobos Hall
28. Kaplan
29. Science & Learning Center
30. Harris Amphitheatre
31. Turner Hall
32. Harris Hall
33. Wanberg Hall
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38. Graham Athletic Center
39. Slade Aquatic Center
40. Memorial Field
41. Memorial Stadium
42. Palmer Softball Field
43. Graham Soccer Field



Crime Awareness and Security

Whittier College students, staff, and faculty each play a significant role in combating campus crime. Sharing campus policies, trends, and crime statistics is one important way to increase awareness and fight crime within our community.

Security Awareness & Crime Prevention Programs

Security awareness and crime prevention programs offered each academic year include date rape and sexual assault programs, Operation Identification (engraving valuables), and personal safety discussions in residence halls led by Campus Safety personnel. In addition, alcohol and drug education programs are offered throughout the year, including a Resident Advisor in-service presented by the Campus Safety Department.

Safety Committee

Campus Safety continually reviews its emergency management procedures, which involves refining processes designed to deal with various types of emergencies and monitoring developing events and issues in a rapidly changing environment. To assist with this task, the Director of Campus Safety and Safety & Compliance Coordinator co-chair an environmental health and safety committee. This committee consists of representatives from the following departments/areas:

- Athletics
- Bon Appetite (dining)
- Broadoaks School
- Campus Safety
- Chemical Hygiene Officer
- Communications
- Counseling
- Disability Services
- Facilities
- Faculty Representative
- Finance and Administration
- Health
- Human Resources
- IT Services
- Library
- Performing Arts Center
- Student Life
- Student Representative

The Safety Committee meets monthly to review policy, discuss safety programs, and review emergency preparedness plans.

Active Shooter Training (H.E.R.O.)

The Department of Campus Safety has partnered with Safe Kids Inc. to provide the College community with active shooter/violent intruder training. The H.E.R.O. (Hide. Escape. Run. Overcome.) program is simple, research-based, and comprehensive. This program provides the community with the tools needed to be as safe as possible, even in the event of an active shooting.

Safe Kids Inc. was founded in 2016 by a team of experienced law enforcement officers and educators. It is the desire of this team that the H.E.R.O. program will save lives through safe thinking and safe action. For more information about the H.E.R.O. program, please call (562) 907-4211.

Student Transportation Policy

Students who need to go off campus appointments such as doctor's visits or need non-life-threatening transport to Presbyterian Intercommunity Hospital are encouraged to ask friends or family to assistance in arranging transportation. Whittier College currently does not directly provide transportation services.

Safety Tours

The Department of Campus Safety conducts these tours in conjunction with Facilities Services, the Chemical Hygiene Officers, and Residence Life staff. The tours take place during a range of shifts/hours to better gauge the day-to-day operations, and to identify potential hazards to the safety of students, faculty, staff, and visitors on the college campus as well as student residential areas.

Immediate follow-up and recommendations are made using Angus AnyWhere, maintained by Facilities Services. Angus AnyWhere is a preventative maintenance management system and is utilized to fill work orders, also known as a “maintenance request.” This management system helps prioritize the college’s needs and to better service the operations.

First Aid, C.P.R. & AED Training

First Aid, C.P.R. /A.E.D. certification courses are held annually for our Department of Campus Safety personnel. These classes are also available to the College community.

The certification course is normally completed in an eight-hour time frame, depending on the class size. The classes begin with an introduction and course overview. All students are encouraged to take notes during the video segments, as well as participate in the hands-on exercises. Each student is also required to perform proper rescue breathing, C.P.R. chest compressions and the “Heimlich” maneuver. Each segment has a step-by-step training video that helps students utilize and learn fundamental steps for learning each lifesaving technique.

The First Aid segment allows the student to gain familiarity with first aid techniques and learn how to apply basic care. It also teaches students how to recognize common injuries and illnesses, such as heart attacks, strokes, and seizures. Each student is then given verbal instructions, as well as video guidance, for basic first aid. Students will learn how to care for a simple wound by utilizing basic first aid supplies such as square bandages and gauze wraps, as well as how to make an arm sling out of a triangular bandage.

The A.E.D. (Automated External Defibrillator) segment allows the student to learn when and how to operate an A.E.D. component. Each student is introduced to the device and verbally instructed on the proper use of the machine. A brief video segment demonstrates step-by-step instructions. Each student is then given a scenario and allowed to use a training A.E.D. on a C.P.R. mannequin.

Each training segment ends with a multiple-choice test, as well as a personalized training scenario with a step-by-step breakdown of the C.P.R. fundamentals in front of your instructor. Upon completion of the course, students will receive their certification.

For more information on the First Aid and CPR program, please contact Campus Safety at (562) 907-4211.

Rape Awareness Defense Course (R.A.D)

Certified Campus Safety personnel instruct a one-unit course, available to registered students, in Women's Self Defense every semester. The self-defense course follows the guidelines of the R.A.D. (Rape Aggression Defense) Systems of Self Defense, which is an official self-defense training program of the National Academy of Defense Education.

The course instructors attempt to provide students with information, tactics, and considerations

that may be useful for various types of abductive encounters perpetrated against women. During the course, students will participate in classroom discussions that are designed to increase awareness and education. Students will also participate in the learning of defensive tactics and techniques designed to provide options for women during an abductive encounter. A course final is conducted at the end of the semester, and each student is expected to demonstrate the many different options they were introduced to throughout the course. By the end of final, students will display an increase in confidence and awareness.

R.A.D. is offered for Whittier College students or as an educational program for the College community. To schedule a RAD training seminar for your group please call (562) 907-4211.

Lost and Found

The Department of Campus Safety operates the college's centralized lost and found service. Found items are kept for the academic year from the date it was found. Those wishing to report a lost item may call (562) 907-4211. Contact Lost and Found if you are unsure about whether an item is lost or stolen.

Student Support and Early Intervention

The Whittier Community, Affirmation, Resilience, Empowerment (CARE) Program, formerly known as the Poet Early Alert Program (PEAP), is a collaborative team approach with faculty and staff that enhances Community Safety and Student Well-being. The Whittier CARES program provides prevention, assessment, and intervention for and with students as they navigate the challenges that stand in their way of academic and personal success. Whittier's CARE team meets weekly to review reports and develop individualized outreach plans to help students. Team members adhere to legal, ethical, and professional standards and guidelines.

Identifying & Reporting Concerning Behaviors

Faculty, staff, students, and other members of the Whittier College community are encouraged to alert the CARE Team about concerning behaviors or incidents by submitting an online **CARE form**. Submissions to this form may not be reviewed outside of normal business hours, but all submissions will be reviewed and responded to by a member of the Team.

When an alert is received, it is reviewed by the CARE team. Multiple attempts are made to reach the student using email, voicemail, text message, and personal contact. Most students respond to the overture. Some students do not and after multiple attempts, the case is closed. In either scenario, a summary email is sent to the reporting person.

More information on the CARE program can be found at the [CARE Program Website](#).

Missing Student Notification Policy

In compliance with Section 488 of the Higher Education Act of 2008, the following policy and procedures have been developed to assist in locating student(s) living within on-campus housing, who, based on the facts and circumstances known to the College, are determined to be missing.

Most missing person reports in the college environment result from a student changing his or her routine without informing roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Safety or the Dean of Students Office. Every report made to the College will be followed up with an immediate investigation and once the student is determined to be missing, the steps outline below will be followed, typically within 24

hours. Depending on the circumstances presented to College officials, parents of missing students will be notified.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, the name and emergency contact information for the individual(s) they would like contacted in the event they are reported missing while enrolled at Whittier College.

General Procedure

A College official receives a report and collects the following information at the time of the report:

1. The name and relationship of the person making the report.
2. The date, time, and location of the missing student was last seen.
3. The general routine or habits of the suspected missing student (e.g.-visiting friends who live off campus, working a job away from campus) including any recent changes in behavior or demeanor.
4. The missing student's cell phone number (if known by the reporter).

The College official receiving the report will contact Campus Safety and the Dean of Students Office. The Dean of Students and Director of Campus Safety will ascertain if/when information must be communicated to the other College officials.

Upon notification from any entity that a student may be missing, Whittier College may use any or all the following resources to assist in locating the student:

1. Go to the student's residence hall room
2. Talk to the student's CA, roommate, and floor mates and friends (if possible) to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen.
3. Secure a current student ID or other photo of the student.
4. Call and text the student's cell phone and call any other numbers on record
5. Send the student an email.
6. Check all possible locations mentioned by the parties above including but not limited to, library, residence hall lounges, student common lounges, fitness center, etc. Campus Safety will also check the College's parking lots for the presence of the student's vehicle, if one is so registered.
7. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking site such as Facebook and Twitter.

The College's Information Technology (IT) staff may be asked to obtain email logs in order to determine the last log in and/or access of the College's network.

Once all information is collected and documented and the Dean of Students (or a designee) is consulted, the College will contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.) If it is necessary to contact the local or state authorities, police procedures and protocol will be followed by the College.

"Megan's Law" and Sex Offender Registrant Information

The Campus Sex Crimes Prevention Act (CSCPA) of 2000, a federal law, requires institutions of higher education to provide the campus community with information on where they may obtain information on registered sex offenders in the state of California. It also requires sex offender registrants who are already required to register in the state to provide notice, as required under state law, to each institution of higher education for which the person is currently enrolled as a student, full- or part-time employee (with or without compensation), or those participating in a vocation (California Penal Code Section 290.009). As the Department of Campus Safety is not a law enforcement agency, the registration process must be conducted at the City of Whittier Police Department.

In the state of California, convicted sex offenders must register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community. Public information regarding sex offenders in California may be obtained by viewing* the Megan's Law website at www.meganslaw.ca.gov

Campus Policies and Statements

Tobacco-Free Policy

Because Whittier College is committed to providing a safe and healthy community in which to live, learn, work, and play for the students, faculty, staff, and guests on campus, it hereby adopts a tobacco-free policy, effective September 2, 2018. You may locate the [Tobacco Free Policy here](#).

Use the [Tobacco Reporting Form](#) to submit incidents that may violate the Whittier College Tobacco Free Policy. Violations of this policy include (but are not limited to) the use of:

- Cigarettes
- Electronic Smoking Devices (ex: vape pens, Juuls)
- Snuff, chewing tobacco.
- Hookahs
- Cigars

Students

Regarding student conduct, violations will be addressed with a hierarchy of sanctions congruent with the Student Code of Conduct, as deemed appropriate by the Dean of Students Office, a Student Conduct Administrator or designee. Sanctions may include reflective or restorative sanctions, educational programming, fines, or others as noted in the [Student Code of Conduct and Guide to Rights and Responsibilities](#).

Faculty/Staff

[Human Resources](#) will address violations through the progressive discipline model, which will include a formal verbal warning, educational programming, written reprimand, suspension without pay and any fines, restitution or other disciplinary action deemed appropriate for repeated violations, up to and including possible termination of employment.

Visitors and Vendors: Upon violation, a verbal request to cease the use of tobacco may be made by any member of the campus community, especially direct supervisors who oversee contracts. In cases where visitors or vendors fail to comply, Campus Safety will be called to make and document a request to cease use of tobacco products. Visitors that do not comply with Campus Safety will be issued a trespass admonishment and escorted off of Whittier College Property.

This Policy shall be effective on September 2, 2018.

Amendment A
Findings and Intent

Smoking Cessation Resources
Campus Resources for Students:

Student Health & Wellness Center

13612 E. Philadelphia St., Whittier, CA
562.464.4548

- Contact the Health & Wellness Center to devise a plan to help you quit smoking.
- Free smoking cessation products are available including nicotine patches, gum, lozenges, and Bupropion (Zyban)

Counseling Center

Haverhill A (next to Campus Safety)
562-907-4239

Counselors in the Counseling Center are trained in the FreshStart Program, a support group for individuals looking to quit smoking. Call the Counseling Center to schedule an appointment.

Off-Campus Resources for Everyone

California Smokers Helpline

1-800-NO-BUTTS

The helpline offers free counseling services and referrals and provides helpful information about local resources.

Local Cessation Classes

Cessation classes and programs are available across Los Angeles County. Visit the [California Smokers' Helpline](#) for a full listing.

Support Groups

Groups increase smoking success rates by providing encouragement and recovery assistance.

- Recovery Assistance 877.879.6422
- [American Cancer Society](#) Toll-free hotline: 1.800.227.2345
- [American Lung Association](#) Toll-free hotline: 1.800.LUNGUSA (1.800.586.4872)
- MedLine Plus [Stop smoking support programs](#) (from the National Library of Medicine and the National Institutes of Health)
- [National Cancer Institute](#) Toll-free hotline: 1.877.44U.QUIT (1.877.448.7848)
- National Institutes of Health [Clinical Trials on Smoking Cessation](#)
- [National Network of Tobacco Cessation Quitlines](#) Toll free hotline: 1.800.QUITNOW (1.800.784.8669), TTY: 1-800-332-8615

Mobile Service Cessation Support

Mobile services offer 24/7 support, encouragement, advice, and tips to help smokers stop smoking for good. Signing up is quick, easy, and free.

- [Smokefree TXT](#)

- [Smokefree Smartphone Applications](#): These apps were written by tobacco experts and ex-smokers to help you prepare to quit and stay smoke-free from the convenience of your smartphone.

Online Programs

Online programs are a convenient way to help smokers quit by providing resources and support anytime, anywhere.

- [Freedom from Smoking ® Online](#)
- [Smoke Free](#)
- [Quit & Stay Quit Monday](#)

Chew Tobacco Resources

These free self-help sites were designed to help chewing tobacco users for good.

- [Chew Free](#)
- [My Last Dip](#)

Additional Smoking/Tobacco Cessation Resources

- [American Cancer Society](#)
- [American Lung Association](#)
- [American Heart Association](#)
- [Become an Ex](#)
- [Local Cessation Program Listings](#)
- [Nicotine Anonymous](#)
- [Smokefree.gov](#)

Resources by Insurance Providers

Anthem Blue Cross

Log into Anthem's [website](#) for tools, resources and health programs on smoking cessation.

Kaiser Permanente

- Coaching, classes, and programs are available to members in Southern California. Wellness Coaching is available at no charge by phone at 1.866.862.4295. Coaching is available in English and Spanish.
- Health Classes: Visit a health education center for information on classes and individual counseling to help you quit. Search for a [Kaiser Permanente health education center](#) near you.
- [HealthMedia® Breathe®](#): A free, online healthy lifestyle program that can help you stay motivated to quit smoking by creating a personalized action plan, customized just for you.

Medications for Quitting

Your odds of quitting are greater when you combine medication and other quit strategies.

The first-choice medications are:

- Nicotine replacement therapy, including over-the-counter products such as nicotine patches, gum, and lozenges and prescription options such as the nicotrol inhalers and nasal spray. Combining patch with another method increases the success rate.
- Bupropion (Zyban), a prescription medication that you can use by itself or with nicotine replacement therapy.
- Varenicline (Chantix) is another option that is available, usually for those who have tried nicotine replacement therapy and bupropion without success, or those who have an adverse reaction (such as a side effect or allergy) to those medications.

Learn more about taking medication to quit smoking, or use our online tool to see if medication is a good option for you. Find out about coaching, classes, and programs in your area, including a pharmacy benefit for tobacco cessation medicines.

Alcohol & Other Drug Policy

Free, confidential counseling for alcohol and other drug abuse issues is available to students through the Counseling Center and Student Health Services (Health Center). Other referral resources may include assessment, individual counseling, educational programs, materials, referral, and case management through community agencies, all of which might include a fee. Students exhibiting signs of excessive alcohol consumption will, at the College official's discretion, be transported via Emergency Medical Services (EMS) for medical attention or be observed by a Poet Monitor (see the Poet Monitor Program) at the student's expense in order to ensure the student's health and safety. Failure to comply with the request of EMS or the Poet Monitor may result in disciplinary action.

A. Violation of the Student Code of Conduct

- a. Failure to act appropriately, responsibly, and aligned with college policies regarding alcohol.
 - i. Possession, purchase, or consumption of any alcoholic beverage (including beer and wine) by any person under the age of 21.
 - ii. Selling, either directly or indirectly, any alcoholic beverage (including beer and wine), except under the authority of a California Alcoholic Beverage Control Board license. This includes the sale of glasses, mixes, ice, or tickets for admission.
 - iii. Providing alcohol for anyone under the age of 21.
 - iv. Serving alcohol to an intoxicated person and/or serving alcohol to someone to the point of intoxication or incapacitation.
 - iv. Being drunk/intoxicated and disorderly in public view.
 - v. Consumption of alcoholic beverages in a public place (unless licensed for consumption of alcohol on premises) such as academic facilities, recreation fields, and College housing common areas including lounges and hallways.
 - vii. Driving a motor vehicle or a bicycle while under the influence of alcohol.
 - vi. Possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle, regardless of who is driving or whether one is intoxicated.
 - vii. Failure to take a portable breathalyzer test (PBT) at the request of Campus Safety or any other law enforcement entity.
 - viii. Possession or use of kegs, punch bowls, or other bulk dispensing devices.
 - ix. Participating in or organizing drinking games or other activities designed for rapid consumption of alcohol.
 - xii. Possession or use of devices designed for rapid consumption of alcohol (beer bongs, funnels, vaporizers, etc).
 - x. xiii. Violation of the College policy on student-sponsored social events.
- b. Failure to act appropriately, responsibly, and aligned with College policies regarding other drugs except as expressly permitted by law (note that the possession or use of marijuana for medical purposes is not permitted on College premises or at College sponsored events).
 - i. Possession or use of marijuana, heroin, narcotics, or other controlled substances, paraphernalia, or instruments (bongs, pipes, etc.).
 - ii. Furnishing, manufacturing, or otherwise distributing marijuana, heroin, narcotics, or other controlled substances, paraphernalia, or instruments.
 - iii. Use of prescription or over the counter medication other than as directed by a medical professional.

B. Violation of the following residence hall policies regarding alcohol:

1. Students and their guests who are 21 years of age or older are permitted to drink alcoholic beverages in the privacy of their residence hall rooms with the door closed. Guests under the age of 21 are not permitted to consume alcohol at such gatherings. Alcoholic beverages are not permitted in community areas of residence halls, including hallways, lounges, lobbies, kitchens, and recreation areas.
2. Social gatherings are permitted. However, only the assigned number of students, plus two guests, may occupy a residence hall room at one time. Progressive drinking parties are prohibited.
3. Possession of empty alcohol containers (cans, bottles, etc) is indicative of possession of alcohol, and as such, the owners of the empty containers and/or the residents of the room may be subject to being charged with possession/consumption of alcohol under the Student Code of Conduct.

C. Violation of the following guidelines regarding alcohol at student-sponsored social events

1. Whittier College wishes to encourage the thoughtful planning of thematic events, parties, and dances where alcohol is used in a responsible manner, and where students who choose not to drink can feel welcome and participate fully.

The availability of alcohol must not be the prime focus of any event. Organizations and individuals are expected to take affirmative steps to address issues of liability and safety. Substance-free events and those with a caterer or third party vendor help limit an organization's and individual's exposure to risk. More detailed guidelines for party planning are available in the Leadership Experience and Programs Office.

- a) The College and/or host organizations reserve the right to deny entry to any event by individuals deemed intoxicated or under the influence.
 - b) Individuals may be asked to leave an event if they are overly intoxicated or
 - a. disorderly.
 - c) If under 21 and if determined an individual has consumed alcohol, the individual.
 - a. may not be allowed to attend a college sponsored event.
2. Students deemed intoxicated will be transported to Campus Safety for a recovery period.
 3. Whittier College personnel can ask a disruptive guest to leave an event and/or campus.
 4. The Club and The Spot will serve as the only venue for the service of beer or wine for student-sponsored functions. No alcohol may be served or made available at student sponsored events in any other facility on campus. Alcohol service at student sponsored events off-campus will be approved on an individual basis by the Director of Student Activities.
 5. Responsibilities of organizations and individuals who sponsor events on or off campus include:
 - a) Arranging for security personnel or professional staff to check identification of those who wish to consume alcohol at the event.
 - b) Not directly or indirectly selling alcoholic beverages (this includes charges or donations for such things as glasses, mixes, ice, and admission).
 - c) Not serving minors.
 - d) Not serving individuals who appear to be intoxicated.
 - e) Maintaining absolute control of all alcohol present.

- f) Prohibiting shots, drinking games, or other activities that encourage inappropriate drinking behaviors at the event.
- g) Providing inviting non-alcoholic beverages throughout the duration of the event.
- h) Providing substantial food items for the duration of the event.
- i) Ending alcohol service, a minimum of one hour before the scheduled end of the event.
- j) Assigning non-drinking and sober members to monitor and regulate the event.
- k) Ensuring that advertisements, announcements, and other publicity do not directly or indirectly advertise the availability of alcohol.
- l) Arranging for security personnel to provide crowd control at the event. The LEAP Office must approve the number of security personnel hired to work on the event.
- m) Providing wristbands for use by those over the age of 21 who wish to consume alcohol at the event.
- n) Utilizing cups for beer or wine service that are up to ten ounces each and can be easily distinguished from cups used for alcohol-free beverages.

Drug-Free Schools and Communities Act

It is the policy of Whittier College to promote a safe, healthy, and productive environment for all students and employees, including faculty and staff.

The Drug Free Schools and Communities Act Amendments of 1989 require that as a condition of receiving funds or any other form of financial assistance under any federal program, Whittier College must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Whittier College presents the following information for students' knowledge and in promotion of healthy lifestyles:

A. Student and Employee Policies and Conduct

- Students: Policies prohibiting the unlawful possession, use, and distribution of drugs and alcohol and penalties for violation of these policies by undergraduate students are outlined in the Code of Students' Rights and Responsibilities.
- Employees: Policies preventing the unlawful possession, use, and distribution of drugs and alcohol by employees are outlined in the College Employee Handbook and administered by the Director of Human Resources.

B. Drug or Alcohol Counseling and Treatment

The College offers numerous health education seminars, workshops, and events annually in which students are encouraged to participate. Additionally, personal counseling is available through Counseling Services, located in Haverhill A. Medical services are available through Student Health and Wellness Center. Students are strongly encouraged to seek resource help for drug and alcohol problems, through Counseling Services, Student Health and Wellness Center, the Alhambra Behavioral Health Services, or by calling the Los Angeles County Alcohol and Drug Program Administrators numbers listed here.

- Counseling Service, Ext. 4239
- Student Health and Wellness Center Ext. 4400
- Alhambra Behavioral Health Center, (626) 286-1191 Ext. 268
- L.A. County Drug & Alcohol Program, (213) 626-6411

C. Controlled Substances - Uses & Effects

Narcotics: Such as opium, morphine, codeine, heroin, and methadone;

Possible effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea
Effects of overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death
Withdrawal syndrome: Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating

Depressants: Such as barbiturates, benzodiazepines, chloral hydrate, and Rohypnol.
Possible effects: Slurred speech, disorientation, drunken behavior without odor of alcohol
Effects of overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
Withdrawal syndrome: Anxiety, insomnia, tremors, delirium, convulsions, possible death

Stimulants: Such as amphetamines, cocaine, gamma hydroxybutyrate (GHB);
Possible effects: Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite
Effects of overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death
Withdrawal syndrome: Apathy, long periods of sleep, irritability, depression, disorientation

Hallucinogens: Such as amphetamine variants, LSD, mescaline and peyote, MDMA (Ecstasy), Ketamine);
Possible effects: Illusions and hallucinations, poor perception of time and distance
Effects of overdose: Longer, more intense “trip” episodes, psychosis, possible death
Withdrawal syndrome: Not reported.

Cannabis: Such as hashish and marijuana;
Possible effects: Euphoria, relaxed inhibitions, increased appetite, disoriented behavior
Effects of overdose: Fatigue, paranoia, possible psychosis
Withdrawal syndrome: Insomnia, hyperactivity, and decreased appetite occasionally reported

D. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- 1st conviction: Up to 1-year imprisonment and fine of at least \$1000 but not more than \$100,000 or both.
- After first drug conviction: At least 15 days in prison, not to exceed 3 conviction years and fine of at least \$2500 but not more than \$250,000 or both.
- After second drug conviction: At least 90 days in prison, not to exceed 3 years and fine of at least \$5000 but not more than \$250,000 or both.
- Special sentencing: At least 5 years in prison, not to exceed 20 years and fine of provisions up to \$250,000 or both for possession of crack cocaine.

Other penalties:

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment.
- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
- Civil fine of up to \$10,000.
- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, for up to 1 year for the first offense, and up to 5 years for second and subsequent offenses.

- Ineligibility to receive or purchase a firearm.
- Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc. are vested within the authorities of individual federal agencies.

E. State Laws, Regulations, and Sanctions

California state laws and regulations regarding alcoholic beverages are found in the California State Constitution, the California State Business and Professional Code, and the California State Penal Code. Violations of these laws and regulations are punishable by fines and imprisonment. Where vehicles are involved, violations may be additionally punishable by loss of driving privileges.

California state laws on drug abuse provide for stringent penalties for illegal possession, sale, transportation, or administration of any narcotic drug, more stringent penalties for those convicted of previous narcotics offenses than for first-time offenders, and extremely stringent penalties for those who in any way involve minors in the use of narcotics. A person is subject to prosecution also if he or she illegally uses or is under the influence of narcotics, or if he or she knowingly visits a place where illegal narcotic use is occurring. Marijuana is covered by similar laws and there is an additional prohibition against the cultivation or processing of this drug in the state.

Barbiturates and amphetamines, called “restricted dangerous drugs” in the California Narcotic Act, are similarly covered; penalties for those convicted of illegal possession, sale, transportation, or administration of these drugs are severe. LSD and related hallucinogenic drugs are also on the list of dangerous restricted drugs and their use for other than authorized research is prohibited by California law.

A criminal record as a drug user, or even an arrest record for narcotics law violation, may cause serious, long-range harm to the user of drugs by barring employment or educational opportunities where both the criminal record and the label of “drug user” may preclude his or her consideration.

The same act or series of acts, under appropriate circumstances, can subject the offender to separate prosecution under federal, state, and local laws.

In addition to the penalties mentioned above, upon conviction the court may require payment of restitution, performance of community service work, participation in counseling or other treatment programs, and/or the imposition of appropriate restrictive conditions.

Conviction of a second or subsequent DUI, or for trafficking in controlled substances, may result in forfeiture of motor vehicle, aircraft, or watercraft used in the commission of the offense.

Criminal conviction does not relieve the offender of any civil liability for damages which resulted from the same act, or series of acts.

Amnesty Policy

Through its Amnesty Policy, Whittier College encourages its students to seek and/or call for assistance for themselves or others when someone is in need of help.

Medical Amnesty

Students are encouraged to call for assistance for individuals who are overly intoxicated and are in need of medical assistance. Amnesty is available to the student calling as well as the student

needing assistance. A call for assistance should be made promptly because the health, safety and well-being of the student that is potentially in danger is paramount. A call for assistance may be directed to Whittier Campus Safety, a local police officer or agency (such as Whittier Police Department or by calling 911), the Area Director On-Call (ADOC) or in the residence halls, the CA. Whittier's goal through this amnesty policy is to reduce barriers and alleviate potential consequences to ensure that our students seek the appropriate and necessary assistance. A student for whom a call for assistance is made will not be subject to official sanctions and conduct record under the student conduct process, nor will the individual who made the call. Likewise, when leadership of a recognized student organization makes a call for assistance for a student or a guest attending the organization's function, the organization will not be subject to university code of conduct sanctions, nor will the student who made the call.

While not resulting in official sanctions, a call for assistance under this policy may result in educational outcomes including, but are not limited to:

- Referral for alcohol assessment to be completed within 35 days.
- Parental, guardian or emergency contact notification.
- Educational opportunities to assist in avoiding future high risk situations.
- A summary report of the incident to be included in the student's or student organization's file.

Important Information Regarding Amnesty

If a student is repeatedly the subject of calls for assistance, there may be additional consequences as a result of the College's increased concern for that student, including additional counseling sessions, educational follow up with university administrators and/or a full behavioral assessment which may lead to a university mandated leave of absence. Failure to complete appointments or follow-up as prescribed by a College official could result in the revocation of amnesty for the student or organization in question and standard College sanctions could apply. Amnesty does not prevent the filing of criminal charges. Amnesty may not apply to students who persistently refuse to cooperate with medical, law enforcement or College personnel at the time of initial contact. A student organization that fails to seek assistance for a member or guest in need at its function or on its controlled property may be charged with violations of the Student Code of Conduct. It is paramount that organizations seek assistance in any emergency situation. This policy applies only to those students or organizations seeking emergency medical assistance in connection with an alcohol-related medical emergency and does not apply to individuals experiencing an alcohol-related medical emergency who are found by College employees (i.e. Campus Safety Officers, faculty, administrative staff, and residence hall staff including CA's).

Sexual Misconduct Amnesty

The College encourages the reporting of all Student Code of Conduct violations, especially sexual misconduct. Sometimes, victims/survivors are hesitant to report to college officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to College officials.

1. For Victims/Survivors: To encourage reporting, the college pursues a policy of offering victims, especially victims of sexual misconduct, limited immunity from being charged for policy violations related to the incident.

2. For Those Who Offer Assistance (Good Samaritans): At the discretion of the conduct officer, amnesty may also be extended on a case-by-case basis to the person providing assistance.
3. For Those Who Report Serious Violations: Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College may also be extended on a case-by-case basis amnesty for providing assistance.
4. Safe Harbor: The College has a Safe Harbor rule for students. Fundamentally, the College believes that students who have a drug and/or addiction problem deserve help. If any student brings their own use, addiction or dependency to the attention of a College official outside the threat of disciplinary action and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

Sexual Misconduct Policy

Whittier College (the “College”) is a community of students, faculty, staff, and administrators dedicated to teaching, learning, service, and scholarship. The College encourages intellectual exploration in the context of a supportive community in which students, faculty, staff, and administrators can pursue their education and work free from harassment, coercion, intimidation, and exploitation. To accomplish this goal, the College is committed to providing an educational and employment setting that is respectful and will not tolerate sexual misconduct (as defined below).

You may view/download a full copy of the Sexual Misconduct Policy at <https://www.whittier.edu/policies/sexualmisconduct>

Scope of Policy

The College’s policy against Sexual Misconduct Policy (the “Policy”) applies to all faculty, staff, administrators, students, volunteers, vendors, independent contractors, visitors, and individuals employed, studying, living, or working at Whittier College. Regarding procedures for handling complaints of Sexual Misconduct:

For incidents involving a student as the accused person or responding party, please refer to the Procedures for Handling Reports of Sexual Misconduct.

- For incidents involving staff or administrators who are the accused person or responding party, refer to the Employee Handbook.
- For incidents involving faculty who are the accused person or responding party, refer to the Faculty Handbook.

For rights/protections for incidents involving staff or administrators as Complainants, refer to the Employee Handbook. For rights/protections for incidents involving faculty Complainants, refer to the Faculty Handbook. For rights/protections for incidents involving student Complainants, refer to this Policy or the Student Handbook.

The College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To

ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The College uses a preponderance of the evidence (i.e., more likely than not) standard in any Title IX proceedings, including any fact-finding and hearings.

Applicable Scope

The College's primary concern in student and employee safety, and the core purpose of this policy, is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission, athletics, or employment. At other times, discrimination takes the form of harassment, or, in the case of sex-based discrimination, it can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged policy violation is reported, the allegations are subject to resolution using the College's Formal Grievance Process as detailed below. When the Respondent is a member of the College community, a Formal Complaint may be filed and a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the College community. This community includes, but is not limited to: students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, vendors, contractors, and invitees. The procedures below may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed and investigated in accordance with this Policy. The College recognizes that reports and/or Formal Complaints under this Policy may include multiple forms of discrimination and harassment as well as violations of other College policies; may involve various combinations of students, employees, and other members of the College community; and may require the simultaneous attention of multiple College departments. Accordingly, all College departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable College policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination and harassment or retaliation.

Administrative Contact Information

The College has determined that the following administrators are Officials with Authority to address and correct harassment, discrimination, and/or retaliation. Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Linda Oubré, Ed.D., MBA
Whittier College President
president@whittier.edu
562.907.4201

Title IX Coordinator (Allegations involving students)
titleix@whittier.edu

562-907-5028

Deputy Title IX Coordinator (Allegations involving staff and those relating to Whittier Law School) Cynthia Joseph, Associate Vice President of Human Resources and Organizational Development,
Campus Center, Second Floor
cjoseph@whittier.edu
562-907-4830

Deputy Title IX Coordinator (Allegations involving faculty) sal Johnston, Ph.D., Vice President and Dean of Faculty, Mendenhall, First Floor
sjohnston@whittier.edu
562.907.4204

Rock Carter
Director of Athletics
rcarter@whittier.edu
562.907.4268

Jose Padilla
Director of Campus Safety
jpadilla@whittier.edu
562.907.4211

In addition, all other Senior Administrators at Whittier College are Officials with Authority. The College has also classified faculty, staff, and student employees when working as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. The section below on Mandated Reporting details which students and employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

1. File a report or Formal Complaint with, or give verbal notice to the Title IX Coordinator, deputy/deputies Coordinators, Officials with Authority/Responsible Employees (contact information above). Such a report or Formal Complaint may be made at any time

(including during non-business hours) by using the telephone number or email address, or by mail, to the office listed for the Title IX Coordinator or any other official listed.

2. Report online, using the reporting form posted at [Sexual Misconduct Reporting Form](#). Anonymous reports are accepted but can give rise to a need to investigate to determine if the parties can be identified. If not, no further formal action is taken, though measures intended to protect the community may be enacted. The College tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report that does not identify the Complainant. Because reporting carries no obligation to initiate a formal response, and because the College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of confidentiality by making a report that allows the College to discuss and/or provide supportive measures

As used in this Policy, the term “Formal Complaint” means a document or electronic submission (such as by electronic mail or through an online portal provided by College for this purpose) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that the College investigate the allegations. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

Obtaining Help and Support

When feasible, the College will enter into memoranda of understanding, agreements, or collaborative partnerships with institutional and community-based organizations to assist and/or provide services to Complainants and Respondents. This includes referrals and services related to counseling, health, mental health, advocacy, and legal resources. For information on any memoranda that are in place, please contact the Title IX Coordinator.

Prevention and Outreach Programs

The College has implemented comprehensive prevention and outreach programs to address issues of sexual harassment, sexual violence, domestic violence, dating violence, and stalking. These programs include, but are not limited to, information about College’s policies and procedures, rights and responsibilities, the practical implications of an affirmative consent standard, empowerment programming, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction programs. Prevention and outreach programs are included as part of incoming student and new employee orientation. In addition, all employees must complete ongoing prevention and intervention training and education.

Supportive Measures

The College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered, without fee or charge to the parties, to restore or preserve access to the College’s education program or activity, including measures designed to protect the safety of all parties and/or the College’s educational environment and/or to deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the College will

inform the Complainant, in writing, that they may file a Formal Complaint with the College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the College's ability to provide those supportive measures. The College will act to ensure as minimal an academic/occupational impact on the parties as possible. The College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

When requested by a Complainant or otherwise determined to be appropriate, the College will issue a no-contact directive prohibiting the Respondent from contacting the Complainant during the pendency of the investigation. The institution will not issue a mutual no-contact directive automatically, but instead will consider the specific circumstances of each situation to determine whether a mutual no-contact directive is necessary or justifiable to protect the non-complaining party's safety or well-being, or to respond to interference with an investigation. A no-contact directive issued after a decision of responsibility has been made as a remedy will be unilateral and only apply against the party found responsible.

Upon the issuance of a mutual no-contact directive, the institution will provide the parties with a written justification for the directive and an explanation of the terms of the directive.

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing complaint under this Policy.

Promptness

Once the College has received notice or a Formal Complaint, all allegations are promptly acted upon. Complaints typically take 60-90 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the College will avoid all

undue delays within its control. Any time the general timeframes for resolution outlined in the College procedures will be delayed, the College will provide written notice to the parties of the delay, the cause for the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

Confidentiality/Privacy

Every effort is made by the College to preserve the confidentiality of reports. The College will not share the identity of any individual who has made a report or Formal Complaint of harassment, discrimination, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of harassment, discrimination, or retaliation; any Respondent; or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA) or its implementing regulations, or as required by law; or to carry out the purposes of 34 C.F.R. Part 106, including any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The College reserves the right to determine which College officials have a legitimate educational interest in being informed about incidents that fall under this Policy, pursuant to the Family Educational Rights and Privacy Act (FERPA). Only a small group of officials who need to know will typically be told about the complaint. Information will be shared as necessary with Investigators, Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy. The College may contact parents/guardians of students to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so. Confidentiality and mandated reporting are addressed more specifically below.

Jurisdiction

This Policy applies to the College's education program and activities, to conduct that takes place on property owned or controlled by the College, at College -sponsored events, and in buildings owned or controlled by the College's recognized student organizations. The Respondent must be a member of the College's community in order for this Policy to apply.

This Policy is also applicable to the effects of off-campus misconduct that effectively deprives a person of access to College's education program or activities. The College will extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial College interest.

Regardless of where the conduct occurred, the College will address notice/complaints to determine whether the conduct occurred in the context of its employment or education program or activity and/or has continuing effects on campus (including virtual learning and employment environments) or in an off campus sponsored program or activity. A substantial College interest includes:

- 1.) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- 2.) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual.
- 3.) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- 4.) Any situation that substantially interferes with the educational interests or mission of the College.

If the Respondent is unknown or is not a member of the College community, the Title IX Coordinator will assist the Complainant in identifying appropriate institutional and local resources and support options. If criminal conduct is alleged, the College can assist in contacting local or institutional law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the College's community, supportive measures, remedies, and resources may be provided to the Complainant by contacting the Title IX Coordinator. In addition, the College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from College property and/or events. All vendors serving the College through third-party contracts are subject to the policies and procedures of their employers, and/or to these Policies and procedures to which their employer has agreed to be bound by their contracts. When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies. Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse.

Policy on Nondiscrimination

The College adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in higher education institutions.

You may view/download a full copy of the Sexual Misconduct Policy at <https://www.whittier.edu/policies/sexualmisconduct>

External Formal Reporting

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement personnel immediately after an incident of Sexual Assault to ensure preservation of evidence and a timely investigation and response. The College encourages all individuals to make a report to the College simultaneously with law enforcement or as soon as possible. Reporting options are not mutually exclusive.

The College's Policy, definitions and burden of proof differ from California law. An Alleged Victim has a choice to seek recourse under this Policy and/or pursue criminal action. Neither law enforcement's determination whether or not to prosecute an Accused, Respondent nor the outcome of criminal prosecution determine whether a violation of the Policy occurred. Campus proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Alleged Victims are not required to report an incident to law enforcement authorities, but the College encourages reporting of incidents of Sexual Assault or Dating or Domestic Violence that may also be crimes under California law.

The contact information for the Whittier Police Department is:
Whittier Police Department 13200 Penn St.
Whittier, CA 90602
562.567.9200 {Emergencies: 911}

Tips for Risk Reduction

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, the suggestions below may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake; respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of Sexual Misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- **DON'T MAKE ASSUMPTIONS ABOUT:** consent, someone's sexual availability, whether there is an attraction to you, how far you can go, or whether the person is physically and/or mentally able to consent. If there are any questions or ambiguity, **ASSUME YOU DO NOT HAVE CONSENT.**
- Mixed messages from your partner are a clear indication that you should stop and diffuse any sexual tension and communicate better. You may be misreading the situation. The person may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors of the other person.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you or fearful. You may have a power advantage simply because of your gender, size or some other factor. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Recommended Steps to Take After Experiencing Sexual Misconduct

1. Go to a Safe Place

If you do NOT feel safe, call 911 or Campus Safety immediately at 562.907.4211. Secure the room you are in by locking or blocking doors and windows while you call for help.

If you do not feel safe in your room, Whittier College has safe rooms available on campus; call the Dean of Students at 562.907.4233 during business hours or Campus Safety 24 hours a day, 7 days a week.

You can also create a safety plan to plan for future scenarios where you may not feel safe and listing the contact information and locations of safe people and places.

2. Get Medical Attention and Preserve Evidence

Sexual Assault Response Team (SART) nurses are trained to work with victims of sexual misconduct, and are available at multiple hospitals (provided in the Resources section of this policy) provide free medical services and evidence collection to sexual assault survivors 24 hours a day, 7 days a week. If you are thinking about reporting an incident of sexual assault, you can preserve evidence by keeping any clothes worn, sheets, or other evidence at the scene in a paper bag. If possible, do not shower, cleanse, douche, urinate, defecate, eat, drink, or brush teeth. It is important to preserve evidence as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking, or in obtaining a protection order. Evidence can be collected up to 5 days after an incident and medical attention is important at any time.

In instances of stalking, a stalking log can be helpful when going to the College or police for assistance, including filing a report or obtaining a protection order.

3. Get Support and Resources

You do not have to go through this alone. The Counseling Center can provide emotional support 24 hours a day and can provide you with information about resources. Off campus, Project Sister (our local rape crisis center) can provide medical and legal advocacy, as well as support and information on reporting.

Additionally, if you need medical attention, safe rooms on campus, a shelter, or to report to Whittier College or the police, there are resources available to you 24 hours a day, 7 days a week.

4. Report the incident

Whittier College encourages students to report all incidents of Sexual Misconduct to the College and to the Whittier Police Department.

Independence and Conflict of Interest

The Title IX Coordinator manages the Title IX process, and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact Deanna Merino-Contino, Interim Vice President and Dean of Students at dmerinoc@whittier.edu. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to Deanna Merino-Contino, Interim Vice President and Dean of Students at dmerinoc@whittier.edu or designee. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

Support Resources

Whittier College encourages prompt reporting of sexual harassment, sexual violence, stalking, or domestic/dating violence to the College or local law enforcement. The College recognizes that individuals may not be ready to report or may not be sure what has happened. This resource section is designed to provide information and support resources, including confidential resources who will not share information without the person's permission.

On-Campus Confidential Resources

Student Counseling Center

Rebecca Romberger, PsyD, Director

Haverhill A (next to Campus Safety Office); 562.907.4239; rromberger@whittier.edu 24hour On-Call Counselor 562.907.4211 www.whittier.edu/counseling

Employee Assistance Program (EAP)

Please contact Human Resources to obtain information about the confidential Employee Assistance Program at 562.907.4208.

Off-Campus Confidential Resources

Project Sister

Provides a 24-hour hotline, accompaniment program, Information and referral services, professional counseling series, support groups, and a walk-in clinic.

P.O. Box 1369

Pomona, CA 91769-1369

24-Hour Hotline: 909.626.4357 Phone: 909.623.1619 info@projectsister.org

East Los Angeles Women's Center

Provides free, confidential, bilingual (in Spanish) crisis response and advocacy for survivors of sexual assault, dating/domestic violence, stalking, and human trafficking.

1255 South Atlantic Boulevard Los Angeles, CA 90022

800.585.6231

Peace over Violence

Provides comprehensive, free treatment for sexual assault survivors, including 24-hour emergency medical care and forensic service, counseling and psychotherapy, advocacy, and accompaniment services. West San Gabriel Valley Center

892 N. Fair Oaks Ave., Suite D

Pasadena, CA 91103-3046

310.392.8381 213.626.3393

626.793.3385

info@peaceoverviolence.org

Rape Abuse and Incest National
Network (RAINN)

A confidential, anonymous
national sexual assault hotline

1.800.656.4673

Rape Treatment Center at Santa Monica-UCLA Medical Center

Provides comprehensive, free treatment for sexual assault victims, including 24-hour emergency medical care and forensic services, counseling and psychotherapy, advocacy and accompaniment services. 310.319.4000, Ext. 3

Los Angeles LGBT Center

Provides support and advocacy services for LGBT community members. 1625 N. Schrader Blvd.
Los Angeles 90028
323.993.7400

Medical Considerations and Resources

Sexual Assault Response Team (SART) nurses are trained to work with victims of sexual misconduct, and are available at multiple hospitals (provided below) to provide free medical services and evidence collection to sexual assault survivors 24 hours a day, 7 days a week. If a student, staff, administrator, or faculty member is thinking about reporting an incident of sexual assault, you can preserve evidence by keeping any clothes worn, sheets, or other evidence at the scene in a paper bag. If possible, do not shower, cleanse, douche, urinate, defecate, eat, drink, or brush teeth. It is important to preserve evidence as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking, or in obtaining a protection order. Evidence can be collected up to 5 days after an incident and medical attention is important at any time.

Under California law, medical providers (but not psychological counselors) are required to notify law enforcement if a patient communicates a sexual assault has occurred. The patient has the right to request that a survivor advocate be present when speaking to law enforcement and to request that criminal charges not be pursued. Any additional information is covered under HIPPA. Taxi vouchers are available from the Health and Wellness Center and Campus Safety to provide free transportation to local medical resources.

Presbyterian Intercommunity Hospital 12401 Washington Blvd.
Whittier, CA

Call Project Sister 24 hours a day and they will coordinate this service: 909.626.4357. For the hospital emergency room, call 562.698.0811.

San Gabriel Valley Medical Center 435 W. Las Tunas Dr.
San Gabriel, CA 91776

Call the SART Hotline 24 hours a day and they will coordinate this service: 877.209.3049

LA County/USC Medical Center
1200 N. State Street
Los Angeles, CA 90033 323.226.3961

Rape Treatment Center at Santa Monica-UCLA Medical Center 1250 16th St.
Santa Monica, CA 90404
310.319.4000, Ext. 3

Assistance for Alleged Victims

Various on-campus adjustments can be made for those who have experienced sexual misconduct, including room changes, changes of locks, extra security rounds, no contact orders, and academic relief. These can be arranged through the Dean of Students Office 562.907.4233 during

business hours or immediately through the administrator on call (contact through Campus Safety at 562.907.4911).

Staff in the Dean of Students Office can assist Alleged Victims with extensions, absences, and other academic accommodations, providing only generic information to professors for the accommodation (with no information about Title IX or sexual misconduct).

Lastly, students should receive no financial aid penalty as a result of experiencing sexual misconduct. The Dean of Students Office can assist students in working with the Office of Financial Aid to assist with this process:

Office of Financial Aid
Weingart Hall, 2nd Floor
562.907.4285

External Complaints Regarding Title IX Issues

All students, staff, and faculty have the right to submit inquiries or complaints concerning the application of Title IX to the U.S. Department of Education's Office for Civil Rights:

Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
Customer Service Hotline #: 415.486.5555
Facsimile: 415.486.5570 TDD#: 877.521.2172
Email: OCR.SanFrancisco@ed.gov
Web: <http://www.ed.gov/ocr>

Legal Assistance

Students, staff, and faculty have the right to legal assistance and representation. Provision of these resources is not an endorsement of their services and the College is not responsible or liable for poor or negligent legal advice.

Legal Aid Foundation of Los Angeles

For more than 85 years, the Legal Aid Foundation of Los Angeles (LAFLA) has provided civil legal services to poor and low-income people in Los Angeles County. LAFLA has five offices in the Los Angeles area, including three Domestic Violence Clinics located at the Superior Courthouse in downtown Los Angeles, the Santa Monica Courthouse and the Long Beach Courthouse.

800.399.4529

<http://www.lafla.org/SurvJustice>

Legal assistance for survivors in campus, criminal and civil legal systems.

SurvJustice provides direct assistance for campus cases and partners with local, regional and national law firms to assist in civil and criminal cases.

1629 K Street NW, Suite 300

Washington D.C. 20006-1631

<http://survjustice.org/>

Other legal resources may be found online (<http://statelaws.findlaw.com/california-law/free-legal-aidin-losangeles.html>).

Student Code of Conduct and Guide to Rights & Responsibilities

Whittier College is a residential four-year liberal arts institution that prepares students from diverse backgrounds to excel in a complex global society. Inspired by a Quaker heritage, the Whittier education equips students to be active citizens and effective communicators who embrace diversity and act with integrity. Through challenging and interactive courses taught by accomplished professors, students learn to make connections across disciplines, understand cultural perspectives, and integrate learning with practical application.

With this mission in mind, the Whittier community is founded on the principles of respect, inclusion, integrity, concern for the individual, and social responsibility. It is a privilege to live and study as part of this community committed to the founding values of the Quakers and it is a responsibility to abide by the Student Code of Conduct. The effectiveness of the Student Code of Conduct depends on individual acceptance of personal responsibility and cooperation among all members of the campus community. In operation, this results in mutual respect for and commitment to the values and mission of the College.

You may view/download the student code of conduct and guide to rights & responsibilities at

<https://www.whittier.edu/sites/default/files/media/studentlife/StudentCodeOfConduct072120.pdf>

Housing & Residential Life Policies

As a residential college committed to the tenets of our Quaker heritage and to the values of a liberal arts education, Whittier College places a strong emphasis on the development of a deep sense of community within our residential housing areas. The Office of Housing & Residence Life has established the following policies to promote and maintain an atmosphere conducive to community living, based in integrity, and grounded in a sense of shared accountability to oneself and one's peers. All residents are responsible for knowing and adhering to these policies and regulations. Failure to do so may result in disciplinary action.

You may view/download Residential Life Policies at <https://www.whittier.edu/reslife/policies>

Firearms and Weapons Policy

Whittier College enforces a strict policy prohibiting weapons on College property, including legal and authorized weapons. The use of any firearm, explosive, weapon, dangerous chemicals, (excluding classroom chemicals), or biological agent on College property or at any College function is prohibited. Other prohibited items include, but are not limited to, swords, pellet or BB guns, knives, paintball guns, bows and arrows, or toy guns. (Students wishing to use any form of firearm or weapon for class purposes such as filming must first obtain permission from the instructor of the course and the Department of Campus Safety before use).

Students, faculty, and staff are not allowed to carry and/or possess weapons at any time while in college buildings or property, whether or not licensed to do so. Non-employees include, but are not limited to, vendors, visitors, customers, conference attendees, and potential customers of the College, excluding law enforcement officers. This includes parking and/or driving College vehicles or privately owned vehicles on campus or at college sponsored activities away from campus.

The College also prohibits visitors from carrying and/or possessing weapons on college property or attending College or College-related activities. Whittier College students, faculty, and staff are responsible for the behavior of any visitor they have on campus or at off-campus, college-sponsored activities or events.

Reports of any suspected violation of this policy should be made to the Department of Campus Safety (562-907-4211 or the campus emergency telephone number 562-907-4911) immediately. Violation of this policy is unacceptable and shall be grounds for disciplinary action up to and including expulsion from Whittier College or termination of employment. The College will not tolerate retaliation against any student, faculty, or staff member who reports a suspected violation of this policy.

In cases of suspected possession of firearms or weapons of any kind, the College reserves the right to search personal belongings on College property, including but not limited to articles of clothing, purses, brief cases, residence hall rooms, bags, and vehicles. All such searches must be approved in advance by the Vice President for Finance and Administration or Director of Human Resources for staff, the Vice President for Academic Affairs (or designee) for faculty, or the Dean of Students (or designee) for students. Reasonable attempt will be made to notify person with the suspected firearm or weapon prior to the search. Persons may be asked to leave campus or remain in the presence of Campus Safety until a search is conducted or the situation is resolved. The search will normally be conducted in private by Campus Safety, an appropriate supervisor (for faculty and staff) with a third person normally present. In the case of students, the search will be conducted in private by Campus Safety and the Dean of Students or designee.

Sanctions will be imposed in accordance with the procedures in the Code of Student Rights and Responsibilities, the Employee Handbook, or Faculty Handbook, as appropriate. Visitors found in violation of this policy are subject to expulsion from campus by the Department of Campus Safety.

Annual Disclosure of Crime Statistics

Originally known as the Campus Security Act, the *Jeanne Clery Disclosure of Campus Security Policy, and Campus Crime Statistics Act* (20 USC § 1092(f)), also known as the Clery Act, is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. To comply with the disclosure requirement regarding crime statistics, the Department of Campus Safety annually publishes crime statistics for the past three years of crimes mandated by the Act.

Clery Geography

The Clery Act requires colleges and universities to disclose the aforementioned crime statistics based on specific geographic parameters. Statistics must be disclosed for the following areas:

- On campus
- On public property, within or immediately adjacent to the College
- In or on non-campus buildings or property owned/controlled by the College

To better understand these parameters, definitions are provided below (Department of Education, 2011):

- **On-campus** 34 CFR 668.46(a) ○ Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
 - Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **On-campus Student Housing** 34 CFR 668.41(a) ○ Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
- **Public Property** 34 CFR 668.46(a) ○ All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- **Non-campus** 34 CFR 668.46(a) ○ Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The table below describes the buildings within the described Clery Geographic Areas:

CLERY DEFINED GEOGRAPHY

ON-CAMPUS	ON-CAMPUS HOUSING	PUBLIC PRPERTY	NON-CAMPUS
All Parking Lots/ Roads	Ball Hall	Bailey St.	Broadoaks School (Friends Campus)
Arnold Hall	Campbell Hall	Bryn Mawr Way	Wardman House
Athletic Center	Harris Hall (A & B)	College Ave.	
Broadoaks School (Main Campus)	Harris Hall (C & D)	Earlham Dr.	
Campus Center	Johnson Hall	Friends Ave.	
Campus Safety	Stauffer Hall	Guilford Way	
Carousel Courts	Turner Hall	Mar Vista St.	
Chapel	Wanberg Hall	Olive Dr.	
Children's House		Painter Ave.	
College Hall		Penn St.	
Counseling Center		Philadelphia St.	
Deihl Hall		Standford Way	
Garrett House		Summit Dr.	
Hamilton House		Washington Ave.	
Hastings House		Worshman Dr.	
Hanover House			
Hartley House			
Hoover Hall			
Dezember House			
Library			
Maintenance/ Facilities			
Mendenhall			
Music Hall			
Observatory			
Olivine House			
Open Areas/ Walkways			
Performing Arts Center			
Perry House			
Philadelphia House			
Platner Hall			
Redwood Building			
Science Building			
Veich House			
Wardman Gym			
Wardman Hall			
Weingart Hall			

Whittier College Campus Map: <https://www.whittier.edu/about/map>

Crime Statistics for Whittier College 2020-2022

Criminal Offenses:

Criminal Offenses- On Campus

Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	1	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	2	4
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Unfounded Crimes	0	0	0

Criminal Offenses- On Campus Residence Halls

Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	1	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	2	3
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Unfounded Crimes	0	0	0

Criminal Offenses- Non-campus

Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	1	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Unfounded Crimes	0	0	0

Criminal Offenses- Public Property

Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	1
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Unfounded Crimes	0	0	0

Arrests/Disciplinary Actions:

Arrests- On Campus

Law Violation	2020	2021	2022
Illegal weapons possession	0	0	0
Drug law violation	0	0	0
Liquor Law Violation	0	0	0

Disciplinary Actions- On Campus

Law Violation	2020	2021	2022
Illegal weapons possession	0	0	0
Drug law violation	0	0	2
Liquor Law Violation	0	0	0

Arrests- Residence Halls

Law Violation	2020	2021	2022
Illegal weapons possession	0	0	0
Drug law violation	0	0	0
Liquor Law Violation	0	0	0

Disciplinary Actions- Residence Halls

Law Violation	2020	2021	2022
Illegal weapons possession	0	0	1
Drug law violation	19	11	1
Liquor Law Violation	7	7	6

Arrests- Non-campus

Law Violation	2020	2021	2022
Illegal weapons possession	0	0	0
Drug law violation	0	0	0
Liquor Law Violation	0	0	0

Disciplinary Actions- Non-campus

Law Violation	2020	2021	2022
Illegal weapons possession	0	0	0
Drug law violation	0	0	0
Liquor Law Violation	0	0	0

Arrests- Public Property

Law Violation	2020	2021	2022
Illegal weapons possession	0	0	0
Drug law violation	0	0	0
Liquor Law Violation	0	0	1

Disciplinary Actions- Public Property

Law Violation	2020	2021	2022
Illegal weapons possession	0	0	0
Drug law violation	0	0	0
Liquor Law Violation	0	0	0

Violence Against Women Act:

VAWA- On Campus

	2020	2021	2022
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

VAWA- Residence Halls

	2020	2021	2022
Dating Violence	0	0	0

Domestic Violence	0	0	0
Stalking	1	0	0

VAWA- Non-Campus

	2020	2021	2022
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

VAWA- Public Property

	2020	2021	2022
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

Whittier College Fire Safety Report

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Whittier College.

Residence Halls:

Ball Hall

7026 Haverhill Park Road, Whittier, CA 90608

Campbell Hall

13729 Earlham Drive, Whittier, CA 90608

Harri Hall (A-D)

(A/B) 13801 Earlham Drive, Whittier, CA 90608

(C/D) 13807 Earlham Drive, Whittier, CA 90608

Johnson Hall

7002 Foundershill Road, Whittier, CA 90608

Stauffer Hall

7019 Haverhill Park Road, Whittier, CA 90608

Turner Hall

13811 Earlham Drive, Whittier, CA 90608

Wanberg Hall

13737 Earlham Drive, Whittier, CA 90608

Fire Drills

Due to the changing nature of residence halls, fire drills are conducted at least twice a year (once a semester) for all students residing on campus. The Department of Campus Safety works closely with the Office of Residential Life to execute these drills. Students are evacuated to their designated evacuation zones in order to help them become familiar with the emergency preparedness plan. Documentation of the fire drills is maintained by the Department of Campus Safety, as well as the Office of Residential Life.

Agendas for these drills include:

- Introduction of Community Advisor (CA) and/or Campus Safety Officers
- Explain it is a fire drill – required (occurs only once each semester)
- Explain policy for failing to evacuate during fire alarm
- Highlight evacuation zone for that building
- Remind Campus Safety's number
- Remind they do not re-enter building after alarm without staff approval

In the event of a fire

Immediately pull the nearest fire alarm as you exit the building. When evacuating the building, remember to feel doors before opening them to be sure that there is no fire danger on the other side. If you notice smoke, use an alternate escape route. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor.

Always proceed to the emergency exit stairs and do not use the elevators. A fire can disrupt the operation of elevators and trap occupants inside. Once you are safely away from danger, call Campus Safety on (562) 907-4911 and communicate the details of the fire. If you are off campus, dial 911. If you become trapped in a fire emergency, close all doors between you and the fire and stuff towels around the door crack to keep out smoke. Wait at a safe window and signal for help by hanging a white sheet from the window.

Building Evacuation Procedures

In the event of a campus-wide emergency, residents will receive direction from the RA, Assistant Director, or residential life staff. If asked to evacuate a building, you should go to your hall's designated meeting place in one of the four campus zones. In the event you are in a different part of the campus at the time an emergency occurs, you should return to your residence hall zone meeting place.

After arriving at the designated meeting area, please check in with your Building Captain. Please do not leave the campus until you have checked in with your Building Captain. Remember to leave contact information with the Building Captain should you choose to leave campus during or immediately following a campus emergency.

ALWAYS treat every alarm as an emergency and exit the building immediately if an alarm sounds. Evacuate the building using the shortest and safest route, proceeding to the pre-designated emergency evacuation site. **NEVER RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A WHITTIER COLLEGE CAMPUS SAFETY OFFICER OR OTHER COLLEGE OFFICIAL.**

Reporting of Fires

All fires on campus, even if already extinguished and regardless of size, should be reported by contacting the Department of Campus Safety at 562.907.4211. Federal law requires the college to report on an annual basis all fires which occur in student housing.

Fire Protection Systems

The table below lists the fire safety systems in place at each residence hall and apartment complex at Whittier College (information provided by Brennan Fire & Security, Inc.):

<u>ON CAMPUS HOUSING</u>	Fire Alarm System Monitored	Fire Sprinkler System	Smoke Detectors Monitored by Alarm System	Pull Stations	Fire Drills Conducted (2/year)	Fire Extinguisher Devices
Ball Hall	Yes	Basement Level Only	Yes	Yes	Yes	Yes
Campbell Hall	Yes	No	Yes	Yes	Yes	Yes
Harris Hall A/B	Yes	Yes	Yes	Yes	Yes	Yes
Harris Hall C/D	Yes	Yes	Yes	Yes	Yes	Yes
Johnson Hall	Yes	No	Yes	Yes	Yes	Yes
Stauffer Hall	Yes	Basement Level Only	Yes	Yes	Yes	Yes
Turner Hall	Yes	1 st Floor Laundry Only	Yes	Yes	Yes	Yes
Wanberg Hall	Yes	No	Yes	Yes	Yes	Yes

Fire Safety Policy

- Arson or the setting of fires, tampering with safety equipment (including door closures, smoke detectors, pulling stations, fire extinguishers, sprinklers heads, etc.), pulling false fire alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of the state fire code. Immediate evacuation when an alarm sounds is mandatory, and re-entry into a building before the alarm is silenced is prohibited. Failure to follow the policy will result in being placed through the disciplinary process. Tampering with safety equipment will result in a \$200 fine and any additional repair costs. Pulling a fire alarm will result in a \$750 fine and any additional emergency service organization costs. Failure to evacuate the residence hall during a fire alarm will result in a \$100 fine. All fines are part of any assigned sanctions through the disciplinary process.
- Leaving items unattended on a residence hall stove at any time is prohibited.
- Toasters, toaster ovens, electric skillets, ovens, tabletop grills, and hot plates are prohibited in residence rooms.
- Candles and incense are prohibited in residence halls.

5. For the protection of the residential community, students may use extension cords with the following restrictions:
 - a. Only UL approved three-pronged extension cords that are 14 gauge or heavier are permitted. Note: The lower the gauge number, the heavier and thicker the cord is. Cords cannot exceed 10 feet in length. Only one appliance may be plugged into the extension cord.
 - b. Only UL approved multi-plug adapters with circuit breakers are permitted. Up to three items may be plugged into a multi plug adapter.
6. Installation of air conditioners or ceiling fans in residence hall rooms is prohibited.
7. Live-cut Christmas trees and wreaths are prohibited in student rooms.
8. Refrigerators are permitted in student rooms provided the following guidelines are met:
 - a. Only one unit per room if the refrigerator is larger than 4.6 cubic ft.
 - b. Unit size must not exceed 6 cubic ft. and must be UL approved.
 - c. Door gaskets must be in good condition.
 - d. Must be equipped with a three-prong grounded outlet.
 - e. Units larger than 4.6 cubic ft. must be frost-free.
 - f. Unit amperage must not exceed 33.5 amps.
 - g. Must be maintained in a safe and sanitary condition.
9. Residents are permitted to use barbecue grills outside at a safe distance (15 feet or more) from all residence hall buildings. The use of grills is not permitted under any landings, on or near balconies. Propane tanks are also prohibited.
10. Halogen lamps are strictly prohibited in residence hall rooms.
11. No smoking is permitted in any residence hall. Please smoke outside, in a designated smoking area, and put your extinguished cigarettes in an ashtray.

Fire Safety Training

Each summer, prior to the return of students, the Fire & Life Safety Division conducts annual training for the Resident Advisors and Residential Life professional staff. Training covers:

- Fire prevention
- Current trends and national statistics of fires and causes on college campuses
- Building evacuations and emergency preparedness
- Life safety systems
- Hands-on fire extinguisher training

Fire Safety training is available to all students, staff, and faculty and can be customized for departments.

Fire Statistics (2020, 2021, & 2022)

2022:

Residential Facilities

- Unintentional Fires: 0
- Intentional fires: 0
- Undetermined fires: 0

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries that Required Treatment at a Medical Facility	# of Deaths Related to a Fire	Value of Property Caused by Fire
Ball Hall	0	0	N/A	N/A	N/A	N/A
Campbell Hall	0	0	N/A	N/A	N/A	N/A
Harris Hall (A-D)	0	0	N/A	N/A	N/A	N/A
Johnson Hall	0	0	N/A	N/A	N/A	N/A
Stauffer Hall	0	0	N/A	N/A	N/A	N/A
Turner Hall	0	0	N/A	N/A	N/A	N/A
Wanberg Hall	0	0	N/A	N/A	N/A	N/A
Wardman Hall	0	0	N/A	N/A	N/A	N/A

2021:

Residential Facilities

- Unintentional Fires: 0
- Intentional fires: 0
- Undetermined fires: 0

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries that Required Treatment at a Medical Facility	# of Deaths Related to a Fire	Value of Property Caused by Fire
Ball Hall	0	0	N/A	N/A	N/A	N/A
Campbell Hall	0	0	N/A	N/A	N/A	N/A
Harris Hall (A-D)	0	0	N/A	N/A	N/A	N/A
Johnson Hall	0	0	N/A	N/A	N/A	N/A
Stauffer Hall	0	0	N/A	N/A	N/A	N/A

Turner Hall	0	0	N/A	N/A	N/A	N/A
Wanberg Hall	0	0	N/A	N/A	N/A	N/A
Wardman Hall	0	0	N/A	N/A	N/A	N/A

2020:

Residential Facilities

- Unintentional Fires: 0
- Intentional fires: 0
- Undetermined fires: 0

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries that Required Treatment at a Medical Facility	# of Deaths Related to a Fire	Value of Property Caused by Fire
Arbor Ridge Apartment Complex	0	0	N/A	N/A	N/A	N/A
Ball Hall	0	0	N/A	N/A	N/A	N/A
Campbell Hall	0	0	N/A	N/A	N/A	N/A
Harris Hall (A-B)	0	0	N/A	N/A	N/A	N/A
Harris Hall (C-D)	0	0	N/A	N/A	N/A	N/A
Johnson Hall	0	0	N/A	N/A	N/A	N/A
Stauffer Hall	0	0	N/A	N/A	N/A	N/A
Turner Hall	0	0	N/A	N/A	N/A	N/A
Wanberg Hall	0	0	N/A	N/A	N/A	N/A