

# WHITTIER

## COLLEGE



**2023 ANNUAL  
SECURITY AND FIRE  
SAFETY REPORT**

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## **Security Report 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: [Campus Safety Website](#).

## **Contact Campus Safety**

Address: 7022 Haverhill Park Rd. Whittier, CA 90602

Dispatch Center: 562-907-4211

Emergencies: 562-907-4911 or **911**

Dispatch Email: [dispatch@whittier.edu](mailto:dispatch@whittier.edu)

Campus Safety Email: [campussafety@whittier.edu](mailto:campussafety@whittier.edu)

Clery Email: [Clery@whittier.edu](mailto:Clery@whittier.edu)

Website: [www.whittier.edu/campussafety](http://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](#).

## **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.

## **Non-Discrimination Statement**

Whittier 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 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.

You may locate the full policy of Non-Discrimination on [Whittier College's Website](#).

## 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.

## Important Phone Numbers on Campus

### **President's Office**

562.907.4201

### **Campus Safety**

562.907.4211

[campussafety@whittier.edu](mailto:campussafety@whittier.edu)

[dispatch@whittier.edu](mailto:dispatch@whittier.edu)

### **Counseling Center**

562.907.4239

[counselingcenter@whittier.edu](mailto:counselingcenter@whittier.edu)

### **Dean of Students**

562.907.4233

[deanofstudents@whittier.edu](mailto:deanofstudents@whittier.edu)

### **Residential Life**

562.907.4223

[residentiallife@whittier.edu](mailto:residentiallife@whittier.edu)

### **Human Resources**

562.907.4208

[whittierhr@whittier.edu](mailto:whittierhr@whittier.edu)

## **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. 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 fire 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 Department of Campus Safety, with assistance from 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: [The Campus Safety Website](#). 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.

## **Department of Campus Safety**

The College authorizes the Department of Campus Safety 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 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, Jurisdiction and Responsibility (Section 101.05)**

(a) 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.

### **Campus Safety Officer Certificates:**

Campus Public Safety employees from the rank of Director to Officer will at all times maintain and keep current certifications. These certifications at minimum include:

1. Many officers have the full-time Police Academy training and at a minimum, PC832 (40-hour Power to Arrest Course).
2. Baton Certificate (BSIS or POST)
3. First Aid Card
4. C.P.R. Card
5. Chemical Agents Card (BSIS or POST)
6. Valid State of California BSIS Guard registration card
7. Byrna Non-Lethal Certificate

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 oversee 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, 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 Drive between Painter Ave and Canyon Drive
- South Curbline of Olive Drive between Painter Ave and Stanford Way

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 individuals 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 about 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 562.907.5028. 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.



## Timely Warning

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: o 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.

#### 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 call boxes can be used to report criminal activity and any other types of emergencies requiring immediate Campus Safety assistance simply by pressing the button on the box.

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

### **Emergency Response and Evacuation Procedures**

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 the [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 called 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.

## **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.

## **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.



## **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:

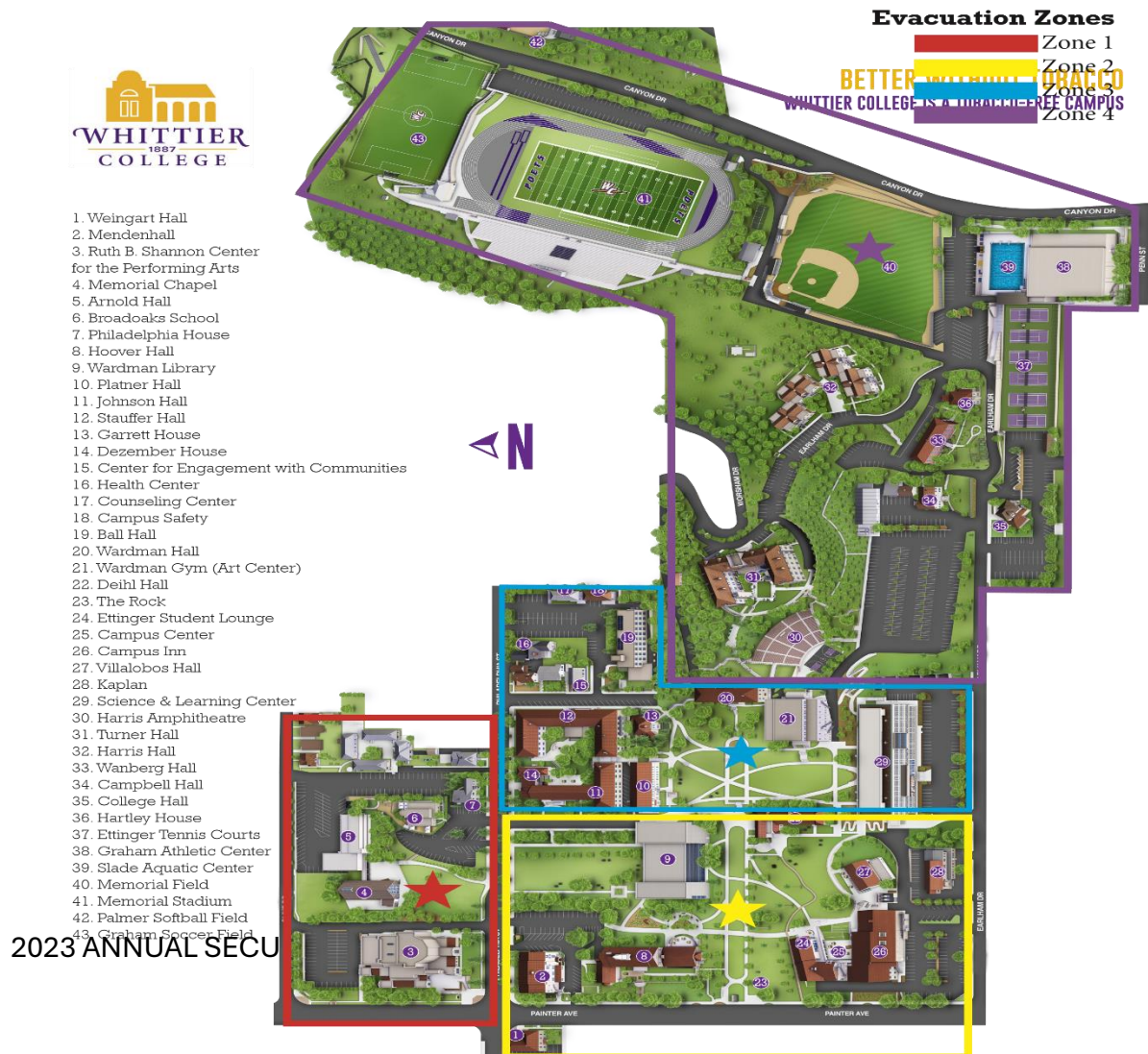
- Introduction of Community Advisor (CA) and/or Campus Safety Officers
- Explain it is a fire drill – required (occurs only once each semester)
- Explain policy for failing to evacuate during fire alarm
- Highlight evacuation zone for that building
- Remind Campus Safety’s number
- Remind they do not 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.





## **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.

### **Women's Self Defense Program**

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 to Whittier College students or as an educational program for the College community. To schedule a RAD training seminar for your group please contact Campus Safety at 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 for 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:

- The name and relationship of the person making the report.
- The date, time, and location of the missing student was last seen.

- 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.
- 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:

- Go to the student's residence hall room
- Talk to the student's RA, 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.
- Secure a current student ID or other photo of the student.
- Call and text the student's cell phone and call any other numbers on record
- Send the student an email.
- 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.
- 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 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 while 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

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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 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 [\\*Megan's Law](#).

*\*Requirements for viewing: Upon entering the website, you must read the disclaimer and agree to the terms and conditions.*

## 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.



## **Smoking Cessation Resources**

### **Campus Resources for Students:**

#### **Student Health & Wellness Center**

13612 E. Philadelphia St., Whittier, CA  
562.907.4400

- 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)  
7020 Haverhill Park Rd., Whittier, CA  
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 of non-drinking and sober members to monitor and regulate the event.
- k) Insuring 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 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**

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.





## **Whittier College Sexual Harassment/Nondiscrimination Policy 2022-2023**

### **Introduction**

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 and respectful 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 will not tolerate Sexual Harassment (as defined below).

### **Scope of Policy**

The College’s Sexual Harassment 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. For procedures addressing allegations of Sexual Harassment:

- Involving student respondents, refer to this Policy
- Involving employee respondents, refer to the Employee Handbook
- Involving faculty respondents, 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, 2023 ANNUAL SECURITY AND FIRE SAFETY REPORT 51

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

## Definitions

- **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the Resolution Process, to advise the party on that process, and to conduct questioning for the party at the hearing, if any.
- **Appeal Decision-maker** means the person or panel who accepts or rejects a submitted appeal request, determines whether an error occurred that substantially affected the investigation or original determination, and directs corrective action, accordingly.
- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected characteristic, or retaliation for engaging in a protected activity.
- **Confidential Resource** means an employee who is not a [Mandated Reporter](#) of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- **Day** means a business day when the College is in normal operation.
- **Decision-maker** means the person or panel who hears evidence, determines relevance, and makes the Final Determination of whether this Policy has been violated and/or assigns sanctions.
- **Directly Related Evidence** is evidence connected to the complaint, but which is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and cannot be relied upon by the Decision-maker(s). Compare to [Relevant Evidence](#), below.
- **Education Program or Activity** means locations, events, or circumstances where College exercises substantial control over both the Respondent and the context in which the harassment, discrimination, and/or retaliation occurs and also includes any building owned or controlled by a student organization that is officially recognized by the College .
- **Final Determination** is a conclusion by the standard of proof that the alleged conduct did or did not violate policy.
- **Finding** is a conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).
- **Formal Complaint** means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging a Respondent engaged in harassment or discrimination

based on a protected characteristic or retaliation for engaging in a protected activity and requesting that the College investigate the allegation(s).

- **Formal Grievance Process** means a method of formal resolution designated by the College to address conduct that falls within the policies included below, and which complies with the requirements of the Title IX regulations (34 C.F.R. § 106.45) and the Violence Against Women Act § 304.
- **Grievance Process Pool** includes any Investigators, Hearing Decision-makers, Appeal Decision-makers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same complaint).
- **Informal Resolution** a complaint resolution agreed to by the Parties and approved by the Title IX Coordinator that occurs prior to a formal Final Determination being reached.
- **Investigator** means the person(s) authorized by the College to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an investigation report of Relevant Evidence and a file of Directly Related Evidence.
- **Mandated Reporter** means a College employee who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator [and/or their supervisor].
- **Notice** means that an employee, student, or third party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- **Official with Authority (OWA)** means a College employee who has responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of the College.
- **Parties** means the Complainant(s) and Respondent(s), collectively.
- **College** means Whittier College.
- **Relevant Evidence** is evidence that tends to prove (inculpatory) or disprove (exculpatory) an issue in the complaint.
- **Remedies** are post-Final Determination actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the College's education program.

- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected characteristic, or retaliation for engaging in a protected activity under this Policy.
- **Responsible Employee** means an employee who has the authority to take action to redress sexual harassment or provide supportive measures to students, or who has the duty to report sexual harassment to an appropriate school official who has that authority.
- **Resolution** means the result of an Informal Resolution or Formal Grievance Process.
- **Sanction** means a consequence imposed on a Respondent who is found to have violated this Policy.
- **Sexual Harassment** is an umbrella category including the offenses of sexual harassment, sexual assault, stalking, dating violence, and domestic violence. See [Section 17.B.](#) for greater detail.
- **Student** means any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing educational relationship with the College.
- **Title IX Coordinator** is at least one official designated by the College to ensure compliance with Title IX and the College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- **Title IX Team** refers to the Title IX Coordinator, any deputy coordinators, and any member of the [Grievance Process Pool](#).

## **Dissemination**

The College provides this policy and procedures on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining agreements with the College. The College also provides this policy and procedures to each volunteer who regularly interacts with students and each individual or entity under contract with the College to perform any service involving regular interaction with students at the institution.

The College provides training to all employees on the identification of sexual harassment, including the person to whom it should be reported.



## **Title IX Coordinator**

The Title IX Coordinator has the primary responsibility for coordinating College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remedy, and prevent discrimination, harassment, and retaliation prohibited under this Policy. The Title IX Coordinator understands how the institution's grievance procedures operate and has received training on what constitutes sexual harassment and trauma-informed investigatory and hearing practices.

## **Independence and Conflict of Interest**

The Title IX Coordinator manages the Title IX Team 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 complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Title IX Coordinator, contact the College President. Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

## **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:

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,  
Mendenhall, Lower Level  
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](mailto: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.

### **Emergency Removal**

The College can act to remove a student Respondent from its education program or activities—partially or entirely—on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with Campus Safety.

When an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon as reasonably possible thereafter, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. A

Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX

Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this Policy to implement or modify an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline within the student or employee conduct processes, which may include expulsion or termination.

The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's access to or use of facilities or equipment, allowing a student to withdraw or take incomplete grades without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural/club athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact on the parties as possible.

### 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.

### **Time Limits on Reporting**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

### **Online Harassment and Misconduct**

The College policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the College's education program and activities or when they involve the use of College networks, technology, or equipment.



Although College may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to the College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites; sharing inappropriate content via social media; unwelcome sexual or sex-based messaging; distributing, or threatening to distribute, nude or semi-nude photos or recordings; breaches of privacy; or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the College community.

Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the College's control (e.g., not on College networks, websites, or between College email accounts) will only be subject to this Policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but legally protected speech cannot be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the College only when such speech is made in an employee's official or work-related capacity.

## **Policy on Nondiscrimination**

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

### **A. A. Protected Characteristics**

The College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Race
- Religion
- Hearing status
- Personal appearance
- Color
- Sex
- Pregnancy
- Political affiliation
- Source of income

- Place of business
- Residence
- Religion
- Creed
- Ethnicity
- National origin (including ancestry)
- Citizenship status
- Physical or mental disability (including perceived disability)
- Age
- Marital status
- Family responsibilities
- Sexual orientation
- Gender identity
- Gender expression
- Veteran or military status (including disabled veteran; recently separated veteran; active-duty, wartime, or campaign badge veteran; and Armed Forces Service Medal veteran)
- Predisposing genetic characteristics
- Domestic violence victim status
- Height
- Weight
- or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agencies

This Policy covers nondiscrimination regarding access to educational opportunities. Therefore, any member of the College community whose acts deny, deprive, or limit the educational access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived protected characteristics listed above, is in violation of the College's Nondiscrimination Policy.

When brought to the attention of the College, any such discrimination will be promptly and fairly addressed and remedied by the College according to the grievance process described below.

## **A. 1.) Inclusion Related to Gender Identity/Expression**

The College strives to ensure that all individuals are safe, included, and respected in their working and learning environments, regardless of their gender identity or expression, including intersex, transgender, agender, and gender diverse students and employees.

Discrimination on the basis of gender identity or expression is not tolerated by the College. If a member of the College community feels they have been subjected to discrimination under this Policy, they should follow the appropriate reporting/Formal Complaint process described above.

In upholding the principles of equity and inclusion, the College supports the full integration and healthy development of those who are transgender, transitioning, or gender diverse, and seeks to eliminate any stigma related to gender identity and expression.

The College is committed to fostering a climate where all identities are valued and create a more vibrant and diverse community. The purpose of this Policy is to have the College administratively address issues some students and employees, including those identifying as intersex, transgender, agender, and gender diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do the College's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to College's goal of being as welcoming and inclusive a community as possible.

Misgendering is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with a simple apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be. We all get to determine our own gender identity and expression, but we don't get to choose or negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, or gender diverse, their cisgender identity may be something that is in their past, dead, buried, and behind them. To then revive their deadname could trigger issues, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Again, unintentional deadnaming can be addressed by a simple apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, and gender diverse students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- Ensuring all employees equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the College community

The College has set forth its specific processes for implementing this Policy through the accompanying Title IX-related procedures.

## **A. 2.) Discriminatory Harassment Policy**

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial, or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under the College policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of the College policy, though supportive measures will be offered to those impacted. All offense definitions encompass actual and/or attempted offenses.

### **A. a. Discriminatory Harassment**

Discriminatory harassment—defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived characteristic protected by policy or law—is a form of prohibited discrimination under the College policy.

The College does not tolerate discriminatory harassment of any employee, student, visitor, or third party. The College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a “hostile environment.” A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual’s educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, and/or physical conduct that is severe or pervasive and objectively offensive. This definition is also applicable to any sexual harassment/assault that occurs in a residence hall and the complainant is a residential student, in addition to the other definitions provided below.

When discriminatory harassment rises to the level of creating a hostile environment, the College may also impose sanctions on the Respondent through application of the grievance process below.

### **A. b. Sexual Harassment**

The Department of Education’s Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of California regard sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

The College has adopted the following definitions of sexual harassment in order to address the unique environment of an academic community. One definition is required by federal law, and the other by state law. Both apply, and while they overlap, they are not identical.

#### **California Sexual Harassment Definition:**

- a.** a. unwelcome sexual advances, or
- b.** requests for sexual favors, or
- c.** other verbal, visual, or physical conduct of a sexual nature,
- d.** made by someone from in the work or educational setting,
- e.** under any of the following conditions:
  - submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment, academic status, or progress, or
  - submission to, or reject of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual, or
  - the conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating

an intimidating, hostile, or offensive work or educational environment, or

- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

**Title IX Sexual Harassment**, as an umbrella category, includes these specific definitions of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex, or that is sexual in nature, that satisfies one or more of the following:

- 1) **Quid Pro Quo:**
  - a. an employee of the College,
  - b. explicitly or impliedly conditions the provision of an aid, benefit, or service of the College,
  - c. on an individual's participation in unwelcome sexual conduct.
- 2) **Sexual Harassment:**
  - a. unwelcome conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, and
  - d. pervasive, and,
  - e. objectively offensive,
  - f. that it effectively denies a Complainant equal access to the College's education program or activity.
- 3) **Sexual Assault/Violence**, defined as:
  - a. Any sexual act directed against a Complainant, o without their affirmative consent, or o instances in which the Complainant is incapable of giving consent. **b. Rape**  
Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without their consent, including instances where they are incapable of giving

consent because of age or because of temporary or permanent mental or physical incapacity.

**c. Fondling:** The touching of the private body parts of the Complainant (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against their will (non-consensually), or not forcibly or against their will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

**d. Incest:**

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

**e. Statutory Rape:**

- Non-forcible sexual intercourse,
- with a person who is under the statutory age of consent (18 years of age in California).

4) **Dating Violence**, defined as:

- violence,
- on the basis of sex,
- committed by a person,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  - The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:
    - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - Dating violence does not include acts covered under the definition of domestic violence.

5) **Domestic Violence**, defined as:

- violence,
- on the basis of sex,

- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of California, or
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of California.

6) **Stalking**, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at the Complainant, that
  - i. would cause a reasonable person to fear for the person's safety, or
  - ii. the safety of others; or
  - iii. Suffer substantial emotional distress.

For the purposes of this definition—

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

The College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this Policy. The most serious offenses are likely to result in suspension/expulsion/ termination.



## **A. c. Force, Coercion, Consent, and Incapacitation**

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Affirmative Consent** is:

- knowing (conscious), and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonably immediate time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected.

Proof of consent or non-consent is not a burden placed on either party involved in a complaint.

Instead, the burden remains on the College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, thus the College’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drug consumption.

In the evaluation of complaints, it is not be a valid defense that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

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

Thus, it is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment. In the evaluation of complaints, it is not be a valid defense to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances:

- 1.) The Respondent’s belief in affirmative consent arose from the intoxication or recklessness of the Respondent.
- 2.) The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

#### **A. d. Other Civil Rights Offenses**

In addition to the forms of sexual harassment described above, which are covered by Title IX, the College additionally prohibits the following offenses as forms of discrimination that may be within or outside of Title IX when the act is based upon the Complainant’s actual or perceived protected characteristic.

- a. 1) **Sexual Exploitation**, defined as:
  - a. a person taking sexual advantage of another person,
  - b. for the benefit of anyone other than that person,
  - c. without that person’s consent,
  - d. including, but not limited to, any of the following acts:
    - the prostituting of another person,

- the trafficking of another person, defined as the inducement of a person to perform a commercial sex act, or labor or services, through force, fraud, or coercion,
- the recording of images, including video or photograph, or audio of another person's sexual activity or intimate parts, without that person's consent, the distribution of images, including video or photograph, or audio of another person's sexual activity or intimate parts, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure,
- The viewing of another person's sexual activity or intimate parts, in a place where the other person would have a reasonable expectation of privacy, without that person's consent, for the purpose of arousing or gratifying sexual desire.
- Invasion of sexual privacy
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Knowingly creating, possessing, or disseminating child pornography

a. 2) **Harm/Endangerment**, defined as:

- a. threatening or causing physical harm;
  - b. extreme verbal, emotional, or psychological abuse; or
  - c. other conduct which threatens or endangers the health or safety of any person or damages their property.
- a. **3) Discrimination**, defined as:
    - a. actions that deprive, limit, or deny
    - b. other members of the community
    - c. of educational or employment access, benefits, or opportunities,
    - d. including disparate treatment.
  - a. **4) Intimidation**, defined as:
    - a. implied threats or
    - b. acts that cause the Complainant reasonable fear of harm.
  - a. **5) Hazing**, defined as:
    - a. acts likely to cause physical or psychological harm or social ostracism
    - b. to any person within the College community,
    - c. when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.
  - a. **6) Bullying**, defined as:
    - a. repeated and/or severe aggressive behavior
    - b. that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant,
    - c. that is not speech or conduct that is otherwise protected by the First Amendment.

Violation of any other College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived protected characteristic(s), and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from warning through expulsion/termination.

### **A. 3. Retaliation**

Protected activity under this Policy includes reporting alleged misconduct that may implicate this Policy, participating in the resolution process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

The College and any member of the College 's community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy and procedure.

The exercise of rights protected under the First Amendment does not constitutes retaliation.

Pursuing a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy and procedure does not constitute retaliation, provided that the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

#### **A. 4. Mandated Reporting**

All College employees, including student staff when working are expected to report actual or suspected discrimination, harassment, and/or retaliation to appropriate officials immediately, although there are some limited exceptions, noted below.

To make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting institutional resources. Within the institution, some resources may maintain confidentiality and are not required to report actual or suspected harassment, discrimination, or retaliation in a way that identifies the parties. They may offer options and resources without any obligation to inform an outside agency or institution official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe the College reporting options for a Complainant or third party (including parents/guardians when appropriate):

#### **A. A. Confidential Resources**

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus licensed professional counselors and staff [Counseling Center | Whittier College](#)
- On-campus health service providers and staff [Student Health & Wellness | Whittier College](#)

## **A. B. Mandated Reporters and Formal Notice/Complaints**

All College employees (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this Policy that they observe or have knowledge of, even if not reported to them by a Complainant or third party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the College.

Supportive measures may be offered as the result of such disclosures without formal College action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment, discrimination, or retaliation of which they become aware is a violation of the College Policy and can be subject to disciplinary action for failure to comply/failure to report.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this Policy, they still have a duty to report their own misconduct, though the College is technically not on notice simply because a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

## **A. 5. Notice to Law Enforcement**

There may be circumstances where the College is obliged to report an incident of violent crime, hate crime, or sexual assault immediately, or as soon as practicably possible, to local law enforcement. The College has a Memorandum of Understanding with the Whittier Police Department to enhance communication, coordination, collaboration.

### **Requests for Confidentiality with Respect to Reporting to Law Enforcement**

Complainants have the right to decide if they want to make a report to the police and/or speak with the police. The College will honor requests for confidentiality. Institutional and local law enforcement agencies are prohibited from disclosing information about most sexual assaults if the Complainant requests anonymity. When information is shared with law enforcement, such reports will include (when the Complainant has consented to being identified):

- The name and characteristics of the alleged victim
- The name and characteristics of the alleged perpetrator, if known
- Description of the incident, including location and date and time
- Any report number assigned to the police incident report documenting the investigation being conducted by the jurisdictional agency

### **Mandatory Reporting Requirements for Health Practitioners in California**

Any licensed health care provider in the State of California providing services in a health facility, clinic or physician's office is required to make a report if they provide *medical treatment for a physical condition* to a patient whom they know or reasonably suspect is the victim of assaultive or abusive conduct or a firearm injury. The health practitioner is required to make a report by telephone as soon as practically possible and send a written report to a local law enforcement agency within two working days. The report must be made to the enforcement agency that has jurisdiction over the location in which the injury was sustained.

## **A. 6. When a Complainant Does Not Wish to Proceed**

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, and/or does not want a Formal Complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the institution and to comply with state or federal law.



The Title IX Coordinator has ultimate discretion over whether the College proceeds when the Complainant does not wish to do so and may require a violence risk assessment to help determine whether to proceed. The Title IX Coordinator may sign a Formal Complaint to initiate a grievance process after reviewing any violence risk assessment results and weighing the following factors:

- a. Multiple or prior reports of sexual misconduct against the Respondent.
- b. The Respondent reportedly used a weapon, physical restraints, or engaged in battery.
- c. The Respondent is a faculty or staff member with oversight of students.
- d. There is a power imbalance between the Complainant and Respondent.
- e. The Complainant believes that the Complainant will be less safe if the Complainant's name is disclosed, or an investigation conducted.
- f. The institution is able to conduct a thorough investigation and obtain relevant evidence in the absence of the Complainant's cooperation.

In instances where the Complainant's request for confidentiality or no investigation is granted, the College will provide supportive measures to the Complainant and take reasonable steps to respond to the complaint, consistent with the request, to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating formal action against the alleged Respondent or revealing the identity of the Complainant. These steps may include but are not limited to:

- Increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred
- Providing additional training and education materials for students and employees
- Conducting climate surveys regarding sexual violence

The College will also take immediate steps to provide for the safety of the Complainant while keeping the Complainant's identity confidential, as appropriate. These steps may include changing living arrangements or course schedules, assignments, or tests. The Complainant will be notified that the steps College will take to respond to the complaint will be limited by the request for confidentiality.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this Policy.

When the College proceeds, the Complainant (and/or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant

throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

The College will inform the Complainant prior to initiating the Formal Resolution Process and take immediate steps to provide for the safety of the Complainant, where appropriate. In the event the Complainant requests that College inform the Respondent that the Complainant asked the College not to investigate or seek discipline, the College will honor this request.

Note that the College's ability to remedy and respond to notice may be limited if the Complainant does not want the College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing the College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the College to honor that request, the College may offer Informal Resolution options, supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a Formal Complaint at a later date. Upon making a Formal Complaint, a Complainant has the right, and can expect, to have allegations taken seriously by the College and to have the incidents investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

#### A. 7. Federal Timely Warning Obligations

The College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

#### A. 8. False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence; tampering with, or destroying, evidence; or deliberately misleading an official conducting an investigation, hearing, or informal resolution can be subject to discipline under appropriate College policies.

#### A. 9. Amnesty

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the College community that Complainants choose to report misconduct to College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, the College maintains a policy of offering parties and witnesses amnesty from minor policy violations—such as underage consumption of alcohol or the use of illicit drugs—related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution.

#### A. 10. Federal Statistical Reporting Obligations

Certain institutional officials—those deemed Campus Security Authorities—have a duty to report the following for federal statistical reporting purposes (Clery Act):

- 1) All “primary crimes,” which include criminal homicide, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 2) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
- 3) VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking
- 4) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug law violations

All personally identifiable information is kept private, but statistical information must be shared with Campus Safety regarding the type of incident and its general location (on or off campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

#### A. 11. Preservation of Evidence

The preservation of evidence in incidents of sexual assault and stalking is critical to potential criminal prosecution and to obtaining restraining/protective orders and is particularly time sensitive. The College will inform the Complainant of the importance of preserving evidence by taking actions such as the following: **Sexual Assault**

- Seek forensic medical assistance at the hospital, ideally within 120 hours of the incident.
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure evidence container.
- Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic evidence.

## Stalking

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
- Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
- Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of e-mail or social media correspondence, including notifications related to account access alerts.
- Take timestamped photographs of any physical evidence including notes, gifts, etc. in place when possible.
- Save copies of any messages, to include those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking these actions will be discussed, if timely.

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## RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION POLICY

### A. 1. Overview

The College will act on any formal notice/complaint of violation of the Equal Opportunity, Harassment, and Nondiscrimination Policy (“the Policy”) that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures, known as the Formal Grievance Process.

The procedures below apply to all allegations of harassment or discrimination on the basis of an actual or perceived protected characteristic involving students, staff, administrators, or faculty

members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations may proceed using these same grievance procedures, clarifying which Policy provisions above are applicable. Although the effect of the Title IX regulations can be confusing, these grievance procedures apply to all Policy offenses.

The procedures below may be used to address alleged collateral misconduct by the Respondent arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another), when alleged violations of the Policy are being addressed at the same time. In such cases, the Title IX Coordinator may consult with the institution officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs, etc.) to provide input as needed.

### A. 2. Notice/Complaint

Upon receipt of a complaint or notice of an alleged policy violation by the Title IX Coordinator, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps the College needs to take. The Title IX Coordinator will contact the Complainant to offer supportive measures and determine whether the Complainant wishes to file a Formal Complaint. This contact with Complainant will include the following information:

- The College has received a report that the Complainant may have been subjected to sexual harassment.
- A statement that retaliation for filing a complaint or participating in a complaint process, or both, is prohibited.
- Counseling resources within the institution or the community.
- Notice that the Complainant has the right, but not the obligation, to report the matter to law enforcement.
- The College's investigation procedures.
- A list of potential supportive measures, such as no-contact directives, housing changes, and academic schedule changes.
- The importance of preserving evidence.
- A request for Complainant to meet with the Title IX Coordinator to discuss options for responding to the report.
- Information on how the College responds to reports of sexual harassment and a description of potential disciplinary consequences.

The Title IX Coordinator will then initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to file a Formal Complaint
- 2) An Informal Resolution (upon submission of a Formal Complaint)

3) A Formal Grievance Process including an investigation and a hearing (upon submission of a Formal Complaint)

The College uses a Formal Grievance Process as described below to determine whether the Policy has been violated. If so, the College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, and/or their effects.

If the Title IX Coordinator receives notice from a third party who is not the actual Complainant, the Coordinator will take appropriate steps to address and remedy any potential hostile environment, to the extent possible based on the information received.

### A. 3. Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, typically within one to five (1-5) business days. The steps in an initial assessment can include:

- The Title IX Coordinator seeks to determine if the person impacted wishes to make a Formal Complaint, and will assist them to do so, if desired.
  - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint themselves, because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a Formal Complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an Informal Resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their needs, determine appropriate supports, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - If an Informal Resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for Informal Resolution, which informal mechanism may serve the situation best or is available,] and may seek to determine if the Respondent is also willing to engage in Informal Resolution.
  - If a Formal Grievance Process is preferred by the Complainant, the Title IX Coordinator determines if the alleged misconduct falls within the scope of the 2020 Title IX regulations:

- If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address, based on the nature of the complaint:
  - an incident, and/or
  - a pattern of alleged misconduct, and/or
  - a culture/climate issue
- If alleged misconduct does not fall within the scope of the Title IX regulations, the Title IX Coordinator determines that the regulations do not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply and will refer the matter accordingly. Please note that dismissing a complaint under the 2020 Title IX regulations is solely a procedural requirement under Title IX, which does not limit the College’s authority to address a complaint with an appropriate process and remedies.

### **A. A. Dismissal (Mandatory and Discretionary)**

The College must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the Formal Complaint would not constitute Title IX sexual harassment as defined above, even if proved
- 2) The conduct did not occur in an educational program or activity controlled by the College. (including buildings or property controlled by recognized student organizations), and/or the College does not have control of the Respondent
- 3) The conduct did not occur against a person in the United States
- 4) At the time of filing a Formal Complaint, a Complainant is not participating in or attempting to participate in the College’s education program or activity

The College may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein
- 2) The Respondent is no longer enrolled in or employed by the College
- 3) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

Upon any dismissal, the College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal.

#### A. 4. Counterclaims

The College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. The College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith.

Counterclaims determined to have been reported in good faith will be processed using the Resolution Process below. Investigation of such claims may take place after resolution of the underlying initial complaint, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying complaint, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

#### A. 5. Right to an Advisor

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the Resolution Process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

#### A. A. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the Resolution Process. The parties may choose Advisors from inside or outside of the College community.

The Title IX Coordinator will also offer to assign a trained Advisor to any party if the party so chooses. If the parties choose an Advisor from the pool available from the College, the



Advisor will have been trained by the College and be familiar with the College's Resolution Process.

If the parties choose an Advisor from outside the pool of those identified by the College, the Advisor may not have been trained by the College and may not be familiar with College policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the Resolution Process, prior to a hearing.

#### **A. B. Advisor's Role in Meetings and Interviews**

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney.

#### **A. C. Advisors in Hearings/College-Appointed Advisor**

Under the Title IX Regulations, a form of indirect questioning is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, the College will appoint a trained Advisor for the limited purpose of conducting any questioning of the parties and witnesses.

#### **A. D. Pre-Interview Meetings**

Advisors and their advisees may request to meet with the Investigator(s) conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and College's policies and procedures.

#### **A. E. Advisor Violations of College Policy**

All Advisors are subject to the same College policies and procedures, whether they are attorneys or not, and whether they are selected by a party or assigned by the College. Advisors are expected to advise their advisees without disrupting proceedings.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the Resolution Process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any Resolution Process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this Policy, or who refuses to comply with the College's established rules of decorum for the hearing, will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview/hearing may be ended, or other appropriate measures implemented, including the College requiring the party to use a different Advisor or providing a different College-appointed Advisor. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

#### A. F. Sharing Information with the Advisor

The College expects that the parties may wish to have the College share documentation and evidence related to the allegations with their Advisors. The College provides a consent form that authorizes the College to share such information directly with a party's Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before College is able to share records with an Advisor.

#### A. G. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them.

#### A. H. Expectation of an Advisor

The College generally expects an Advisor to adjust their schedule to allow them to attend College meetings/interviews/hearings when planned, but the College may change scheduled meetings/interviews/hearings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The College may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview/hearing by telephone, video conferencing, or other similar technologies as may be convenient and available.

#### A. I. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same

Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor

should be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

## **A. 6. Resolution Processes**

Resolution proceedings are private. All persons present at any time during the Resolution Process are expected to maintain the privacy of the proceedings in accordance with College Policy.

Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, except for information the parties agree not to disclose as part of an Informal Resolution. College encourages parties to discuss any sharing of information with their Advisors before doing so.

The Formal Grievance Process is the College's primary resolution approach unless Informal Resolution is elected by all parties and the College.

### **A. A. Informal Resolution**

Three options for Informal Resolution are detailed in this section.

- 1) Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation
- 2) Alternative Resolution.** When the parties agree to resolve the matter through an alternative resolution mechanism, including mediation, restorative practices, and facilitated dialogue.
- 3) Accepted Responsibility.** When the Respondent accepts responsibility for violating policy, and desires to accept the recommended sanction(s) and end the Resolution Process.

To initiate Informal Resolution, a Complainant must submit a Formal Complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator. The parties may agree, as a condition of engaging in Informal Resolution, that statements made, or evidence shared, during the Informal Resolution process will not be considered in the Formal Grievance Process unless all parties consent.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process. The Title IX Coordinator has discretion to determine if an investigation will be paused during Informal Resolution, or if it will be limited, or will continue during the Informal Resolution process.

Prior to implementing Informal Resolution, the College will provide the parties with written notice of the reported misconduct and any sanctions (only in the case of Accepted Responsibility) or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the College.

The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

#### A. B. Alternative Resolution Approaches

Alternative Resolution is an informal approach, including mediation, restorative practices, facilitated dialogue by which the parties reach a mutually agreed upon resolution of a complaint. All parties must consent to the use of an Alternative Resolution approach.

The Title IX Coordinator may consider the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the parties:

- The parties' amenability to Alternative Resolution
- Likelihood of potential resolution, considering any power dynamics between the parties
- The nature and severity of the alleged misconduct
- The parties' motivation to participate
- Civility of the parties
- Results of a violence risk assessment/ongoing risk analysis
- Disciplinary history of the Respondent
- Whether an emergency removal is needed
- Skill of the Alternative Resolution facilitator with this type of complaint
- Complaint complexity
- Emotional investment/capability of the parties
- Rationality of the parties
- Goals of the parties
- Adequate resources to invest in Alternative Resolution (time, staff, etc.)

The ultimate determination of whether Alternative Resolution is available or successful is made by the Title IX Coordinator. The Title IX Coordinator is authorized to facilitate a resolution that is acceptable to all parties, and/or to accept a resolution that is proposed by the parties, usually through their Advisors, including terms of confidentiality, release, and non-disparagement.

The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., referral for formal resolution, referral to the conduct process for failure to comply). Results of complaints resolved by Alternative Resolution are not appealable.

#### A. C. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the College are able to agree on responsibility, restrictions and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of College policy and implements agreed-upon restrictions and remedies and determines the appropriate sanction(s) in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon resolution terms. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

### **A. 7. Formal Grievance Process Pool**

The Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process.

#### A. A. Pool Member Roles

Members of the Pool are trained annually, and can serve in in the following roles, at the discretion of the Title IX Coordinator:

- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-maker regarding the complaint
- To serve as an Appeal Decision-maker

## A. B. Pool Member Training

Pool members receive comprehensive, trauma-informed annual training. This training includes, but is not limited to:

- The scope of the College's Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias and racial inequities, both broadly and in school disciplinary processes
- Disparate treatment
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, timely, and impartial manner
- How to conduct a sexual harassment investigation
- Trauma-informed investigatory and hearing practices that help ensure an impartial and equitable process
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by the College with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and Informal Resolution Processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias against Respondents and/or for Complainants, and on the basis of sex, race, religion, and other protected characteristics
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations

- Recordkeeping
- Statistics on the prevalence of sexual harassment and sexual violence in the educational setting, and the differing rates at which students experience sexual harassment and sexual assault in the educational setting based on their race, sexual orientation, disability, gender, and gender identity

The materials used to train all members of the Pool are publicly posted.

#### A. 8. Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written Notice of the Investigation and Allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the

Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who will be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all allegations
- The identity of the involved parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies implicated
- A description of the applicable procedures
- A statement of the potential sanctions/responsive actions that could result
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that the investigation and hearing are not adversarial processes between Complainant(s), Respondent(s), and witnesses, but rather a process College uses to comply with its obligations under existing law
- A statement that the Complainant does not have the burden to prove, nor does the Respondent have a burden to disprove, the underlying allegations(s) of misconduct
- A statement that any evidence available but not disclosed during the investigation might not be considered at a subsequent hearing if intentionally withheld
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity during the review and comment period to inspect and review all directly related and/or relevant evidence obtained
- A statement about the College’s policy on retaliation
- Information about the confidentiality of the process

- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor
- A statement informing the parties that the College’s policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process • Detail on how the party may request disability accommodations during the Resolution Process • Notice to student parties regarding appropriate counseling resources developed and maintained by the institution
- The name(s) of the Investigator(s), along with a process to identify to the Title IX Coordinator, in advance of the interview process, any conflict of interest that the Investigator(s) may have
- An instruction to preserve any evidence that is directly related to the allegations
- 

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official College records, or emailed to the parties’ College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

#### A. 9. Resolution Timeline

The College will make a good faith effort to complete the Resolution Process within a sixty to ninety (60-90) business-day time period, including appeal if any, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

The College will not unreasonably deny a student party’s request for an extension of a deadline related to a complaint during periods of examinations or school closures.

#### A. 10. Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed.

#### A. 11. Ensuring Impartiality



Any individual materially involved in the administration of the Resolution Process, including the Title IX Coordinator, Investigator(s), and Decision-maker(s)] may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the parties may raise a concern regarding bias or conflict of interest, and the Title IX

Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with Deanna Merino-Contino, Vice President/Dean of Students.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

#### A. 12. Investigation Timeline

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take many weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, law enforcement involvement, etc.

The College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

#### A. 13. Investigation Process Delays and Interactions with Law Enforcement

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or health conditions.

The College will communicate the anticipated duration of the delay and reason to the parties in writing and provide the parties with status updates if necessary. The College will promptly resume

its investigation and Resolution Process as soon as feasible. During such a delay, College will implement supportive measures as deemed appropriate.

College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

#### A. 14. Investigation Process Steps

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all available relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator, if needed, with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the parties and witnesses
  - Meet with the Complainant to finalize their interview/statement, if necessary
- Work with the Title IX Coordinator, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations
- Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
  - Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible
  - When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose

- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business-day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten (10) days
- Elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- Incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.
- Share the report with the Title IX Coordinator
- Incorporate any relevant feedback and share the final report with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties and Advisors are also provided with a file of any directly related evidence that was not included in the report.

#### A. 15. Witness Role and Participation in the Investigation

Witnesses (as distinguished from the parties) who are employees of the College are strongly encouraged to cooperate with and participate in the College's investigation and Resolution

Process. Student witnesses and witnesses from outside the College community are encouraged to cooperate with College investigations and to share what they know about a complaint.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, Microsoft Teams, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness, efficiency, or other reasons dictate a need for remote interviewing. The College will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

#### A. 16. Interview Recording

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties should be made aware of audio and/or video recording.

#### A. 17. Evidentiary Considerations

Neither the investigation nor the hearing will consider: (1) incidents not relevant or not directly related to the possible violation(s), unless they evidence a pattern; or (2) questions and evidence about the Complainant's sexual predisposition; or (3) questions and evidence about the Complainant's prior or subsequent sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior or subsequent sexual behavior with respect to the Respondent and are offered to prove consent.

Within the boundaries stated above, the investigation and the hearing can consider character evidence generally, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

#### A. 18. Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be held less than ten (10) business days from the conclusion of the investigation—when the final investigation report is transmitted to the parties and the Decision-maker(s)—unless all parties and the Decision-maker(s) agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Decision-maker(s) from the Pool and provide a copy of the investigation report and the file of directly related evidence.

#### A. 19. Hearing Decision-maker Composition

The College will designate a single Decision-maker or a three-member panel from the Pool, at the discretion of the Title IX Coordinator. The single Decision-maker will also Chair the hearing. With a panel, one of the [three] members will be appointed as Chair by the Title IX Coordinator.

The Decision-maker(s) will not have had any previous involvement with the complaint. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the hearing process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill the facilitator role. The hearing will convene at a time and venue determined by the Title IX Coordinator or designee.

#### A. 20. Additional Evidentiary Considerations in the Hearing

Previous disciplinary action of any kind involving the Respondent may not be used unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility, assuming the College uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker(s) render(s) a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy.

#### A. 21. Hearing Notice

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing.
- Description of any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator as soon as possible, preferably at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker(s) based on demonstrated bias or conflict of interest. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and how the parties can access the recording after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Chair may reschedule the hearing. • Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they wish to conduct cross-examination and do not have an Advisor, and the College will appoint one. Each party must have an Advisor present if they intend to cross-examine others. There are no exceptions.
- A statement that questions that are repetitive, irrelevant, or harassing are prohibited.
- A statement that parties may note an objection to questions posed.
- A copy of all the materials provided to the Decision-maker(s) about the complaint unless they have already been provided.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker(s) will review during any sanction determination.

- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties can/cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 60-90 business-day goal for resolution. Employees who do not have 12-month contracts are still expected to participate in Resolution Proceedings that occur during months between contracts.

#### A. 22. Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Chair as soon as possible, preferably at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Chair know as soon as possible, preferably at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

#### A. 23. Pre-Hearing Preparation

After any necessary consultation with the parties, the Chair will provide the names of persons who have been asked to participate in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any relevant evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair may delay the hearing and/or instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two (2) business days prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their actual or perceived bias or conflict of interest precludes an impartial hearing of the complaint.

The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10)-business-day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at a pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

#### A. 24. Pre-Hearing Meetings

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors and invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or to provide recommendations for more appropriate phrasing.

However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration on a pre-hearing ruling by the Chair based on any new information or testimony offered at the hearing. The Chair must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

At each pre-hearing meeting with a party and/or their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.



The pre-hearing meeting(s) not be recorded. The pre-hearing meetings may be conducted as separate meetings with each party/Advisor, with all parties/Advisors present at the same time, remotely, or as a written-only exchange. The Chair will work with the parties to establish the format.

#### A. 25. Hearing Procedures

At the hearing, the Decision-maker(s) have the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Policy.

Participants at the hearing will include the Chair, any additional panelists, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties (or three (3) organizational representatives when an organization is the Respondent), Advisors to the parties, any called witnesses, the Title IX Coordinator, and anyone providing authorized accommodations, interpretation, and/or assistive services.

The Chair will answer all questions of procedure.

Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing to respond to specific questions from the Decision-maker(s) and the parties, and the witnesses will then be excused. The Investigator(s) may be asked to remain present for the duration of the hearing.

#### A. 26. Joint Hearings

In hearings involving more than one Respondent and/or involving more than one Complainant who has accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent or complaint to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent and/or for each complaint with respect to each alleged policy violation.

#### A. 27. The Order of the Hearing – Introductions and Explanation of Procedure

The Chair explains the procedures and introduces the participants. This may include a final

opportunity for challenge or recusal of the Decision-maker(s) based on bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review the challenge and decide.

The hearing facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

#### A. 28. Investigator Presentation of Final Investigation Report

The Investigator(s) will present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors).

Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and Advisors and parties will refrain from discussion of or questions for Investigators about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

#### A. 29. Testimony and Questioning

Once the Investigator(s) present(s) the report and respond(s) to questions, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The hearing will facilitate questioning of parties and witnesses by the Decision-maker(s) and then by the parties through their Advisors.

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request if agreed to by all parties and the Chair), the proceeding will pause to allow the Chair to consider the question (and state it if it has not already been stated aloud), and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may invite explanations or persuasive statements regarding relevance with the Advisors if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance.

The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

#### A. 30. Refusal to Submit to Questioning; Inferences

Any party or witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. The Decision-maker(s) can only rely on whatever relevant evidence is available through the investigation and hearing in making the ultimate determination of responsibility. The

Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to submit to cross-examination or answer other questions.

#### A. 31. Hearing Recordings

Hearings (but not deliberations) are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of the College will be permitted to review the recording or review a transcript of the recording, upon request to the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

#### A. 32. Deliberation, Decision-making, and Standard of Proof

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible for the policy violation(s) in question.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact and/or mitigation

statement(s) in determining appropriate sanction(s). The Chair will ensure that each of the parties has an opportunity to review any submitted impact and/or mitigation statement(s) once they are submitted.

The Decision-maker(s) will also review any pertinent conduct history provided by the appropriate administrator and will determine the appropriate sanction(s).

The Chair will then prepare a written statement detailing all findings and final determinations, the rationale(s) explaining the decision(s), the evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s)/recommendation(s) and rationales explaining the sanction(s) and will deliver the statement to the Title IX Coordinator.

This statement is typically three to five (3-5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

### A. 33. Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome letter. The Title IX Coordinator will then share the letter, which includes the final determination, rationale, and any applicable sanction(s), with the parties and their Advisors within 5 business days of receiving the deliberation statement.

The Notice of Outcome will be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College records, or emailed to the parties' College -issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific alleged policy violation(s), including the relevant policy section(s), and will contain a description of the procedural steps taken by the College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding for each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the College is permitted to share such information under state or

federal law; any sanction(s) issued which the College is permitted to share according to state or federal law; and whether remedies will be provided to the Complainant to ensure access to the College's educational or employment program or activity.

The Notice of Outcome will also include information on when the results are considered final by the College, will note any changes to the outcome and/or sanction(s) that occur prior to finalization, and the relevant procedures and bases for appeal.

#### A. 34. Rights of the Parties

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment, discrimination, and/or retaliation made in good faith to College officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information by the College regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released by the College to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by College officials.
- The right to have College policy and these procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by College officials from reporting sexual harassment, discrimination, and/or retaliation to both on-campus and off-campus authorities.
- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to

be assisted by the College in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report.

- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by College law enforcement and/or other College officials.
- The right to be informed of available supportive measures, such as counseling; advocacy; health care; student financial aid; visa and immigration assistance; and/or other services, both on campus and in the community.
- The right to a College-implemented no-contact order or a no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either institutional or criminal, needs to occur before this option is available.
- The right to have the College maintain such actions for as long as necessary and for supportive measures to remain confidential, provided confidentiality does not impair the College's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any College meeting or interview involving another party, when possible.
- The right to identify and have the Investigator(s), Advisors, and/or Decision-maker(s) question relevant available witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Decision-maker(s), may be asked of any party or witness.
- The right to have inadmissible sexual predisposition/prior sexual history or irrelevant character evidence excluded by the Decision-maker(s).
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.

- The right to receive a copy of all relevant and directly related evidence obtained during the investigation, subject to privacy limitations imposed by state and federal law, and a ten (10)-business-day period to review and comment on the evidence.
- The right to receive a copy of the final investigation report, including all factual, policy, and/or credibility analyses performed, and to have at least ten (10) business days to review and comment on the report prior to the hearing.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
- The right to preservation of confidentiality/privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.<sup>[1]</sup><sub>SEP</sub>
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the Resolution Process.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence to make a Finding and Final Determination after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any hearing.
- The right to be promptly informed of the finding(s) and sanction(s) (if any) of the Resolution Process and a detailed rationale of the decision (including an explanation of how credibility was assessed) in a written Notice of Outcome letter delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the College is considered final and any changes to the Final Determination or sanction(s) that occur post Notification of Outcome.

- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the Resolution Process, and the procedures for doing so in accordance with the standards for appeal established by the College.
- The right to a fundamentally fair resolution as defined in these procedures.

### A. 35. Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the

Complainant and the community

- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a grievance process at any time, and/or referring that information to another process for resolution.

## A. A. Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:



- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Required Counseling:** A mandate to meet with and engage in either College-sponsored or external counseling to better comprehend the misconduct and its effects.
- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at College.
- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend College-sponsored events.
- **Withholding Diploma:** The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating policy.
- **Revocation of Degree:** The College reserves the right to revoke a degree previously awarded from the College for fraud, misrepresentation, and/or other violation of College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

## **A. B. Student Organization Sanctions**

The following are the common sanctions that may be imposed upon student organizations singly or in combination:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any College policy, procedure, or directive will result in more severe sanctions/responsive actions.

- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of College funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student organization recognition for a definite period of time not to exceed two years and/or until specific criteria are met. During the suspension period, a student organization may not conduct any formal or informal business or participate in College-related activities, whether they occur on or off campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the College.
- **Expulsion:** Permanent termination of student organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- **Loss of Privileges:** Restricted from accessing specific College privileges for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

## **A. 36. Withdrawal or Resignation Before Complaint Resolution**

### **A. A. Students**

Should a Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the College, the Resolution Process typically ends with a dismissal, as the College has lost primary disciplinary jurisdiction over the withdrawn student. However, the College may continue the Resolution Process when, at the discretion of the Title IX Coordinator, doing so may be necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Regardless of whether the complaint is dismissed or pursued to completion of the Resolution Process, the College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the College in any capacity.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the Resolution Process may continue remotely and, if found in violation, that student is not permitted to return to College unless and until all sanctions, if any, have been satisfied.

### **A. 37. Appeals**

Any party may submit a written request for appeal (“Request for Appeal”) to the Title IX Coordinator within 5 business days of the delivery of the Notice of Outcome.

A single Appeal Decision-maker will Chair the appeal. No Appeal Decision-maker(s) will have been previously involved in the Resolution Process for the complaint, including in any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Chair or designee for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

#### **A. A. Grounds for Appeal**

Appeals are limited to the following grounds:

- 1) A procedural irregularity affected the outcome of the matter
- 2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter
- 3) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Chair, and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify all parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the original Decision-maker(s).

All other parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the Request for Appeal with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal that was approved and involves them. All responses, if any, will be forwarded by the Appeal Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Title IX Coordinator, and the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses, if any, within 5 business days. Any such responses will be circulated for review and comment by all parties. If not approved, the parties will be notified accordingly, in writing.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds for appeal, and the subsequent responses and the Chair will render a decision within no more than 5 business days, barring exigent circumstances.

A Notice of Appeal Outcome will be sent to all parties simultaneously. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' College-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

#### A. B. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed (i.e.: not implemented) during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then the emergency removal procedures (detailed above) for a show cause meeting on the justification for doing so must be permitted within 48 hours of implementation.

If the original sanctions include separation in any form, the College may place a hold on official transcripts, diplomas, graduations, course registration, etc. pending the outcome of an appeal. The Respondent may request a stay of these holds from the Title IX Coordinator within two (2) business days of the notice of the sanctions. The request will be evaluated by the Title IX Coordinator or designee, whose determination is final.

### A. C. Appeal Considerations

- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- Decisions on appeal are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- An appeal is not an opportunity for Appeal Chair to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).
- The Appeal Chair may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker(s) for reconsideration.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where an error cannot be cured by the original Decision-maker(s) (as in cases of bias), the Appeal Chair/Decision-maker(s) may order a new investigation and/or a new hearing with new Pool members serving in the Investigator and Decision-maker roles.
- The results of

a new hearing can be appealed, once, on any of the three available appeal grounds.

- In cases that result in reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

#### A. 38. Long-Term Remedies/Other Actions

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the institutional community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies the College owes the Respondent to ensure no effective denial of educational access.

The College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the College's ability to provide these services.

#### A. 39. Failure to Comply with Sanctions and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal Chair.)

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College. Supervisors are expected to enforce completion of sanctions/responsive actions for their employees.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

#### A. 40. Recordkeeping

College will maintain for a period of at least seven years following the conclusion of the Resolution Process, records of:

- 1) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation
- 2) Any disciplinary sanctions imposed on the Respondent
- 3) Any remedies provided to the Complainant designed to restore or preserve equal access to the College's education program or activity
- 4) Any appeal and the result therefrom
- 5) Any Informal Resolution and the result therefrom
- 6) All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. College will make these training materials publicly available on College's website.
- 7) Any actions, including any supportive measures, taken in response to a report or Formal Complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent
  - b. Any measures designed to restore or preserve equal access to the College's education program or activity
  - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances

The College will also maintain any and all records in accordance with state and federal laws.

#### A. 41. Disability Accommodations in the Resolution Process

The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's Resolution Process.

Anyone needing such accommodations or support should contact the The Director of the Office of Student Disability Services, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

#### A. 42. Revision of this Policy and Procedures

This Policy and procedures supersede any previous policies addressing harassment, sexual misconduct, discrimination, and/or retaliation for incidents occurring on or after August 14, 2020, under Title IX and will be reviewed and updated annually by the Title IX Coordinator. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the Resolution Process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require Policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change—or court decisions alter—the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws or regulations or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws which frame such policies and codes, generally.

This Policy and procedures are effective August 10, 2022.



## **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 John LeJay II, Associate Dean of Title IX and Bias Response, at

[jlejayii@whittier.edu](mailto:jlejayii@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 contact John LeJay II, Associate Dean of Title IX and Bias Response, at [jlejayii@whittier.edu](mailto:jlejayii@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](mailto:rromberger@whittier.edu) 24hour

On-Call Counselor 562.907.4211 [www.whittier.edu/counseling](http://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](mailto: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

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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](mailto: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 [here](#).

## **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  
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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) o 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) o 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) o 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) o 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.

## Clery Defined Geography

ON-CAMPUS	ON-CAMPUS HOUSING	PUBLIC PROPERTY	NON-CAMPUS
All Parking Lots/ Roads	Ball Hall	Bryn Mawr Way	Broadoaks School (Friends Campus) <b>*Until August 31*</b>
Arnold Hall	Campbell Hall	College Ave.	Wardman House <b>*Until May 30*</b>
Athletic Center	Harris Hall (A & B)	Earlham Dr.	
Broadoaks School (Main Campus)	Harris Hall (C & D)	Friends Ave.	
Campus Center	Johnson Hall	Guilford Way	
Campus Safety	Stauffer Hall	Mar Vista St.	
Carousel Courts	Turner Hall	Olive Dr.	
Chapel	Wanberg Hall	Painter Ave.	
Children's House		Penn St.	
College Hall		Philadelphia St.	
Counseling Center		Standford Way	
Deihl Hall		Summit Dr.	
Garrett House		Washington Ave.	
Hamilton House		Worshman Dr.	
Hastings House			
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			

## CRIME STATISTICS

### **Criminal and VAWA Offenses:**

<b>Criminal/ VAWA Offenses- On Campus</b>	<b>(Total Occurrences On Campus)</b>		
Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	2
Fondling	0	0	3
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1
Burglary	4	7	4
Motor Vehicle Theft	1	0	3
Arson	0	0	2
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Unfounded Crimes	0	0	0

### **Criminal/ VAWA Offenses- Residence Halls**

Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	2
Fondling	0	0	3
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	4	3	1
Motor Vehicle Theft	0	0	0
Arson	0	0	2
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Unfounded Crimes	0	0	0

**Criminal/ VAWA Offenses- Public Property**

Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	1	1
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Unfounded Crimes	0	0	0

**Arrest:****Arrest- On-Campus*****(Total Occurrences On Campus)***

Law Violation	2021	2022	2023
Illegal weapons possession	0	0	0
Drug law violation	0	0	0
Liquor Law Violation	0	0	0

**Arrests- Residence Halls**

Law Violation	2021	2022	2023
Illegal weapons possession	0	0	0
Drug law violation	0	0	0
Liquor Law Violation	0	0	0

**Arrests- Public Property**

Law Violation	2021	2022	2023
Illegal weapons possession	0	0	1
Drug law violation	0	0	0
Liquor Law Violation	0	1	0

## Disciplinary Actions

### Disciplinary Actions- On Campus (Total Occurrences On Campus)

Law Violation	2021	2022	2023
Illegal weapons possession	0	1	1
Drug law violation	11	3	18
Liquor Law Violation	7	6	30

### Disciplinary Actions- Residence Halls

Law Violation	2021	2022	2023
Illegal weapons possession	0	1	0
Drug law violation	11	1	10
Liquor Law Violation	7	6	29

### Disciplinary Actions- Public Property

Law Violation	2021	2022	2023
Illegal weapons possession	0	0	0
Drug law violation	0	0	0
Liquor Law Violation	0	0	0

## Hate Crimes

For purposes of this report, hate crimes include any of the crimes listed in the table on the next page, any other crime involving bodily injury, and any crime of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, reported to the Campus Safety Department, a local law enforcement agency, or a campus security authority, that manifests evidence that the victim was selected because of the perpetrator's bias. Categories of bias are race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

There were no reported Hate Crimes for the years 2021, 2022, and 2023.

## **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

<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
<b>Ball Hall</b>	Yes	Basement Level Only	Yes	Yes	Yes	Yes
<b>Campbell Hall</b>	Yes	No	Yes	Yes	Yes	Yes
<b>Harris Hall A/B</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Harris Hall C/D</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Johnson Hall</b>	Yes	No	Yes	Yes	Yes	Yes
<b>Stauffer Hall</b>	Yes	Basement Level Only	Yes	Yes	Yes	Yes
<b>Turner Hall</b>	Yes	1 <sup>st</sup> Floor Laundry Only	Yes	Yes	Yes	Yes
<b>Wanberg Hall</b>	Yes	No	Yes	Yes	Yes	Yes

### Fire Safety Policy

1. 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.

2. Leaving items unattended on a residence hall stove at any time is prohibited.
3. Toasters, toaster ovens, electric skillet, ovens, tabletop grills, and hot plates are prohibited in residence rooms.
4. 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 not 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 (2021, 2022, & 2023)

### 2023 Fire Statistics:

#### Residential Facilities

- Unintentional Fires: 0
- Intentional fires: 0
- Undetermined fires: 2

<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b># of Injuries that Required Treatment at a Medical Facility</b>	<b># of Deaths Related to a Fire</b>	<b>Value of Property Caused by Fire</b>
<b>Ball Hall</b>	0	0	N/A	N/A	N/A	N/A
<b>Campbell Hall</b>	0	0	N/A	N/A	N/A	N/A
<b>Harris Hall (A-D)</b>	0	0	N/A	N/A	N/A	N/A
<b>Johnson Hall</b>	0	0	N/A	N/A	N/A	N/A
<b>Stauffer Hall</b>	2	0	N/A	0	0	\$99-999
<b>Turner Hall</b>	0	0	N/A	N/A	N/A	N/A
<b>Wanberg Hall</b>	0	0	N/A	N/A	N/A	N/A
<b>Wardman Hall</b>	0	0	N/A	N/A	N/A	N/A

## 2022 Fire Statistics:

### Residential Facilities

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

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

## 2021 Fire Statistics:

### Residential Facilities

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

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