

PITZER COLLEGE
ANNUAL FIRE SAFETY AND SECURITY REPORT
2016

From the President	4
To the Pitzer Community,.....	4
Non-Discrimination Policy	5
ANNUAL SECURITY REPORT	6
REPORTING CRIMES AND OTHER EMERGENCIES	7
Voluntary, Confidential Reporting.....	7
Reporting to Campus Safety.....	8
Reporting to Other Campus Security Authorities.....	9
ABOUT THE CUC DEPARTMENT OF CAMPUS SAFETY	10
Working Relationship with Local, State, and Federal Law Enforcement Agencies.....	11
Working Relationship with Local, State, and Federal Law Enforcement Agencies.....	12
Crimes Involving Student Organizations at Off-Campus Locations	14
TIMELY WARNING REPORTS – CRIME ALERTS.....	14
EMERGENCY RESPONSE AND EVACUATION PROCEDURES.....	16
Drills, Exercises and Training.....	17
Emergency Notification.....	18
SECURITY OF AND ACCESS TO COLLEGE FACILITIES	21
Special Considerations for Residence Hall Access.....	21
PITZER COLLEGE’S RESPONSE TO SEXUAL AND GENDER VIOLENCE	23
Reporting an Incident	23
Procedures Victims Should Follow.....	26
College Procedures for Responding to Reports of Sexual Assault	27
Confidential Resources On-Campus	27
Other Sources of Support	30
Confidentiality of Reports to the College	32
Defining Rape and Sexual Assault	33
Our Commitment to Addressing Sexual Assault/Rape.....	37
College Procedures for Responding to Reports of Sexual Assault.....	38
Confidential Resources Off-Campus	39
College Disciplinary Procedures in Sexual Assault Incidents.....	45
Sexual Assault Prevention Education Programs	46
Sex Offender Registration – Campus Sex Crimes Prevention Act	46
State of California Department of Justice Victim’s Bill of Rights.....	48
Student Conduct	50
Missing Student Notification Policy	52
PITZER COLLEGE POLICIES GOVERNING ALCOHOL AND OTHER DRUGS.....	55
Pitzer College Alcohol and Drug Policy	55
California and Local Alcohol & Drug Laws	60
Drug and Alcohol Abuse Education Programs.....	65
Resources for Students.....	65
Resources for Faculty and Staff	65
ANNUAL DISCLOSURE OF CRIME STATISTICS.....	65
Definitions of Reportable Crimes.....	66
Hate crime	68
Categories of Prejudice:.....	68
Hate Crime Definitions	69
CRIME STATISTICS CHART	72

ANNUAL FIRE SAFETY REPORT	75
Definitions.....	75
Description of On-Campus Student Housing Fire Safety Systems: Residence Halls and Live-In Faculty/Staff Apartments	77
Fire Safety Education and Training Programs for Students, Faculty and Staff	79
Fire Incident Reporting	80
Plans for Future Improvements in Fire Safety	80
Crime Prevention Tips	80

From the President



To the Pitzer Community,

It is up to each one of us to help foster a secure and supportive environment at Pitzer College, an environment where individuals can feel safe to visit, learn, work, and live. To that end, I am pleased to share our Annual Fire Safety and Security Report with the Pitzer Community. This report contains information about campus safety measures and statistics about crime in our College community. It also describes our efforts to combat alcohol and drug abuse. A truly safe campus can only be achieved through the cooperation of everyone. Please take the time to read this report and help foster a more caring and safe environment.

Melvin L. Oliver, President

From the Director of Campus Safety

To the Pitzer College Community:

On behalf of the members of the Campus Safety Department, I want to personally thank you for your interest in our *Annual Fire Safety and Security Report*. The men and women of the CUC Campus Safety Department are dedicated security professionals who are committed to making the Pitzer College campus and all of the Claremont Colleges safe places in which to live, work, and study.

Pitzer College and the CUC Campus Safety Department publish this report because it contains valuable information for our campus community. This report also complies with important provisions of the Jeanne Clery Act. Campus safety and security, and compliance with the Clery Act, continues to be a part of everyone's responsibility at The Claremont Colleges. We encourage you to review the information made available to you in this brochure, where you will find information about our organization including descriptions of services that we provide.

As you read this report, you will also become more familiar with our strong commitment to victims of crimes and the specific extensive services we make available to crime victims. Lastly, very important information about security policies and procedures on our campus, crime data, and crime prevention information is included.

As a significant part of our *campus-oriented public safety* programming, we join Pitzer in the commitment to foster a secure and supportive environment at The Claremont Colleges. Campus safety and security indeed requires a collaborative effort at The Claremont Colleges, and so we proudly partner with the many Departments at Pitzer College that have a critical role in fostering campus safety, including: the Dean of Students office, our On-Call Deans, the Senior Administrators, Campus and Residential Life, Facilities Management, and other departments.

It will always remain our goal to provide the highest quality of public safety services to The Claremont Colleges community and we are honored to collaborate with each of our campuses.

Stan Skipworth
Director, CUC Campus Safety

Non-Discrimination Policy

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. It does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, gender, age, sexual orientation, marital status, pregnancy, disability, medical condition, or veteran status, in the administration of its admission policies, educational policies, scholarship and loan programs, athletic and other College-administered programs, and employment policies.

Pitzer College's Non-Discrimination policy can be found on the Human Resources webpage at <http://pitweb.pitzer.edu/human-resources/wp-content/uploads/sites/48/2014/08/Harassment-Prevention-English.pdf>. Pitzer College's harassment and discrimination policies and complaint procedures were approved by College Council on April 17, 2014 and went into effect July 1, 2014.

ANNUAL SECURITY REPORT

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Dean of Students Office at Pitzer College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by Campus Safety, information provided by Residence Life, Campus Security Authorities and information provided by the Claremont Police Department. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Pitzer College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

The College distributes a notice of the availability of this Annual Fire Safety and Security Report (AFSSR) by October 1 of each year to every member of the College community. Pitzer College students, faculty and staff will receive an email containing the link to the AFSSR and the document can be found on the Pitzer College and Campus Safety webpages. Anyone, including prospective students and employees, may view and print the document. Current and prospective students may view the document from the Pitzer College home page. Hover over the 'About' tab and click on '[Student Consumer Info](#)'. The full link is provided here:

<http://pitweb.pitzer.edu/about/federal-compliance-student-consumer-information/>. Current employees may view the document from the Human Resources webpage at <http://pitweb.pitzer.edu/human-resources/benefits/employment-policies/> and prospective employees may view the document at <http://pitweb.pitzer.edu/human-resources/> and <http://pitweb.pitzer.edu/human-resources/staff-jobs/>.

The Claremont Colleges are a unique consortium of seven independent institutions including: Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, Keck Graduate Institute, Pitzer College, Pomona College, and Scripps College. Each has its own campus, administration, student body, faculty, trustees, curricular emphasis, and distinctive style and mission. They all, however, share the resources and services of a central coordinating body known as the Claremont University Consortium (CUC). Under the auspices of CUC, Campus Safety and 17 other organizations provide support and services to The Claremont Colleges.

REPORTING CRIMES AND OTHER EMERGENCIES

The College has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire College community that you immediately report all incidents to Campus Safety at 909-607-2000 to ensure an effective investigation and appropriate follow-up actions, including issuing a Timely Warning Notification or emergency notification.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage College community members to report crimes promptly to Campus Safety or a Campus Security Authority and to participate in and support crime prevention efforts. The College community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the College or criminal justice system, we ask that you consider filing a voluntary, confidential report through the Department of Campus Safety or to a Campus Security Authority so they can fill out the Campus Security Authority Crime Reporting Form. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this

manner are counted and disclosed in the Annual Fire Safety and Security Report. In limited circumstances, the College may not be able to assure confidentiality and will inform you in those cases. Anyone may call Campus Safety at 909-607-2000 to report concerning information. Callers may remain anonymous.

Reporting to Campus Safety

We encourage all members of the College community to report all crimes and other emergencies to Campus Safety in a timely manner. Campus Safety has a dispatch center that is available by phone at 909-607-2000 or in person twenty-four hours a day at 150 E. Eighth Street. Though there are many resources available, Campus Safety should be notified of any crime, whether or not an investigation continues, to assure the College can assess any and all security concerns and inform the community if there is a significant threat to the College community.

Emergency Phones

The College has installed 16 interior and 23 exterior Stanchion or Wall Mounted Ringdown emergency phones throughout the College campus. Phones are located in public areas of buildings including parking lots, residence halls, elevators, administration buildings, and numerous outdoor locations. Emergency phones provide direct voice communications to Campus Safety. For more information regarding Pitzer College's emergency and preparedness procedures, please visit <http://pitweb.pitzer.edu/emergency-information-preparedness/>.

Anonymous Reporting

If you are interested in reporting a crime anonymously, you can utilize the Campus Safety's Silent Witness program that can be accessed through the Campus Safety website:

<http://www.cuc.claremont.edu/campussafety/silentwitness.asp>. By policy, we do not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. Persons may also report crimes through the Crime Stoppers at 1-800-222-TIPS (8477) or via the web site at www.LACrimeStoppers.Org. You can also submit tips through California Crime Stoppers at <http://www.lacrimestoppers.org/>.

Reporting to Other Campus Security Authorities

While the College prefers that community members promptly report all crimes and other emergencies directly to Campus Safety at 909-607-2000 or 911, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the College has identified over one hundred CSAs throughout Pitzer College and many more have been identified when including the Consortium, we officially designate the following offices as places where campus community members should report crimes:

Official	Campus Address	Phone Number
Campus Safety	150 E. Eighth St.	909-607-2000
Human Resources	McConnell Center	909-621-8254
Office of Student Affairs	Scott Hall, 120 suite	909-621-8241
The Office of Residence Life, including all RAs, and RDs	Pitzer Hall, D302	909-607-3896

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by The Claremont University Consortium to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. The Claremont Colleges have three Chaplains that work out of McAlister Center. McAlister Center is located at 919 North Columbia Ave., and the Chaplains can be reached at 909-621-8685. As a matter of policy, the College encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

ABOUT THE CUC DEPARTMENT OF CAMPUS SAFETY

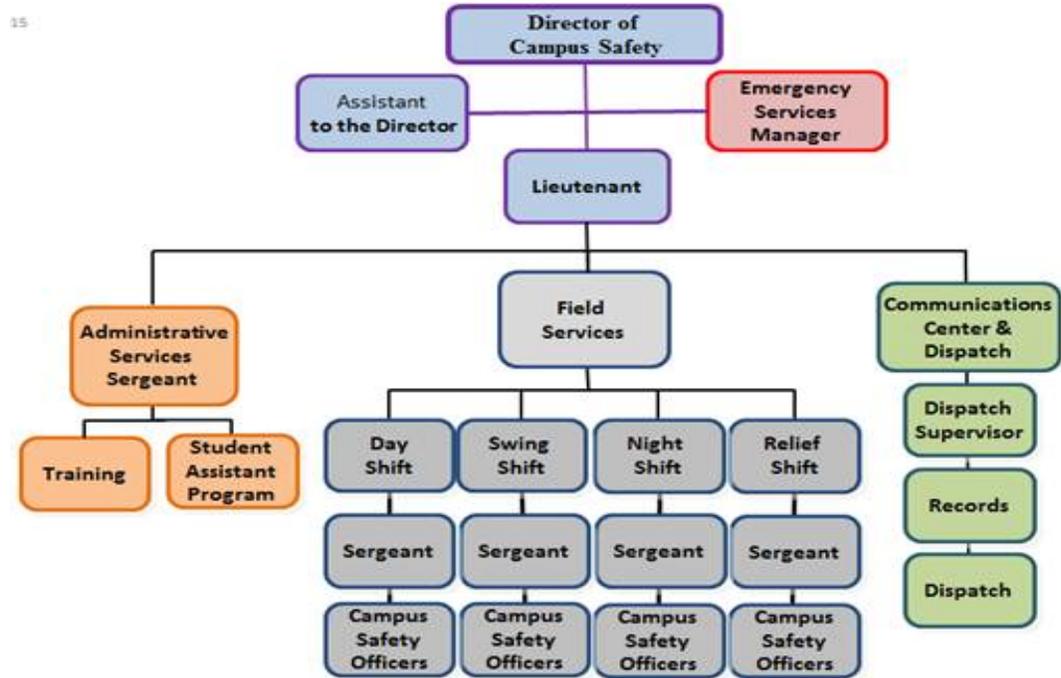
Role, Authority, and Training

CUC Campus Safety protects and serves The Claremont Colleges (TCC) community 24 hours a day, 365 days a year. The Department is responsible for a number of campus safety and security programs that includes Emergency Management, Community Safety and Security Education, Physical Security, including security technology, Behavioral Threat Assessment, and Special Event Management. Other specific tasks include but are not limited to the following:

- First responders to emergencies of any kind.
- Protect the persons and property of students, faculty, staff and visitors to The Claremont Colleges consortium.
- Patrol by vehicle, electric carts and on foot all campus streets, byways and interior areas.
- Apprehend criminals.
- Provide first aid until the arrival of paramedics.
- Provide security and traffic control at parties, special events and performances.
- Monitor fire alarms, intrusion alarms, theft alarms, panic alarm systems and a variety of temperature alarms campus-wide.
- Enforce traffic and parking regulations.
- Take reports of crimes and incidents and forward them to the Claremont Police Dept. for investigation.
- Provide incident reports to student deans and maintain records of crimes, incidents and reported activities for analysis purposes.
- Assist law enforcement and other emergency service providers as needed.
- Offer security survey/audit services to campus administrators.
- Provide security/crime prevention presentations to students and staff.

The CUC Campus Safety Department is led by a Director, and staffed by a Lieutenant, six (6) Sergeants, a Dispatch Supervisor, five (5) Dispatchers, 13 full-time uniformed Campus Safety

Officers, 14 Part-time Campus Safety Officers, an Assistant to the Director, and an Emergency Preparedness Program Manager.



Campus Safety officers are unarmed and have no police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. All officers successfully complete and receive certification for the following: guard registration, Chemical Mace, First Aid and CPR. Employees undergo continuous education and training to upgrade their skills. Campus Safety is not a police department but is responsible for law enforcement, security, and emergency response protocols at TCC. Campus Safety also provides support services tailored to meet the needs of the Colleges including, high visibility patrols to prevent and detect crime, responding to suspicious activity and crime reports, as well as response to: medical emergencies, fire and intrusion alarms, traffic accidents, parking enforcement, and enforcement of college rules and regulations.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

CUC Campus Safety works closely and cooperatively with the City of Claremont Police Department, and we maintain a Memorandum of Understanding with our local law enforcement agency to ensure effective operational roles and responsibilities. The police are notified

immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate. All crime reports initiated by Campus Safety are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

In addition, Campus Safety staff assists local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

CUC Campus Safety works closely and cooperatively with the City of Claremont Police Department. The police are notified immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate. All crime reports initiated by Campus Safety are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

In addition, Campus Safety staff assists local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus.

Safety, Our Number One Priority

The College takes great pride in the community and offers students, faculty and staff many advantages. This community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, Pitzer College has taken progressive measures to create and maintain a reasonably safety environment on campus.

Though the College is progressive with its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus. The following are precautionary measures for the safety of Pitzer College students, staff and faculty:

- Residence hall exterior doors stay locked 24 hours. Entry by ID card when using the card reader access system.
- Administrative and academic buildings are locked by the custodial staff.
- Each residence hall is staffed by service desk student workers. The hours may vary by residence hall but will minimally cover 5:00pm to 10:00pm. They provide supplies to students and may answer questions for visitors.
- Mead Residence Hall roof doors are locked until open hours can be designated and voted on by the specific hall council that oversees the roof being discussed. There is no roof access in Pitzer, Atherton, Sanborn, 2014, West or East Residence Halls.
- Resident Assistants perform security checks in each residence hall to build community and keep an eye out for student safety and building security.
- Access to residence hall basement storage/work areas is restricted to authorized staff with keys.
- Master keys are restricted. The incidence of lost keys has been reduced by the installation of Knox Boxes which enable rapid building entry by Campus Safety and authorized staff. Pitzer, Atherton, Sanborn, 2014, West and East Hall students have room access built into their Pitzer ID card which can be quickly deactivated in the event the card is lost or stolen.
- Timely Warning Notifications are distributed campus wide in a timely manner to inform the campus community of crimes or suspected crimes that may threaten the safety of Pitzer students and employees.
- Whistles are issued to students who are encouraged to carry and use them if there is danger or an emergency.
- Regular trimming of trees and shrubbery is done to minimize concealment, ensure lighting effectiveness and maintain good visibility near building entrances and exits. Exterior lighting has been increased throughout the campus.
- Building inspections for safety and security are performed continuously. Work orders are issued as needed.
- Violence in the Workplace training seminars are provided to staff.

Crimes Involving Student Organizations at Off-Campus Locations

Pitzer College relies on its close working relationships with local law enforcement agencies to receive information about incidents involving Pitzer College students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, Campus Safety will actively investigate certain crimes occurring on campus. Claremont Police Department or other local law enforcement have jurisdiction off campus. If Campus Safety learns of criminal activity involving students or student organizations, it will coordinate with the Claremont Police Department to forward information about the situation to the Office of Student Affairs, as appropriate.

The College requires all recognized student organizations to abide by federal, state, and local laws, and College regulations. The College may become involved in the off-campus conduct of students when such conduct is determined to violate the law. The Pitzer College Code of Student Conduct Special Powers policy states that the College reserves the right to impose sanctions against students for conduct that may violate any federal, state, or local law on or off campus, even though such crimes may also be tried in the local courts. The Special Powers policy is outlined at <http://pitweb.pitzer.edu/student-life/wp-content/uploads/sites/22/2014/08/2016-17-Student-Handbook-web.pdf>.

TIMELY WARNING REPORTS – CRIME ALERTS

The purpose of this policy is to outline procedures The Claremont Colleges (TCC), will use to issue Timely Warning Notices in compliance with the Clery Act. TCC are comprised of, Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, Keck Graduate Institute, Pitzer College, Pomona College, and Scripps College in concert with the Claremont University Consortium (CUC).

A Timely Warning Notice will be issued in the event any of TCC or the CUC receives notice of an alleged Clery Act reportable crime (identified below) occurring on campus, on public property within or immediately adjacent to one of the campuses of TCC, or in or on non-campus buildings or property controlled by any of TCCs, where the College determines, in its judgment, that the allegations present a serious or continuing threat to the TCC community. For purposes

of this policy, “timely” means as soon as reasonably practicable, after an incident has been reported to: the Campus Safety, one of the *Campus Security Authorities* (CSAs) identified by each College, or a local police agency. The CUC Director of Campus Safety or in his/her absence or unavailability, his/her designee (generally the Operations Lieutenant or on-duty Sergeant), and the Dean on-call or the Senior Administrator on-call (as designated by each of the Colleges), impacted by the reported crime, are responsible for determining whether to issue a Timely Warning Notice.

Whether to issue a Timely Warning Notice is determined on a case-by-case basis for Clery Act reportable crimes: arson, criminal homicide, burglary, robbery, sex offenses, aggravated assault, motor vehicle theft, domestic violence, dating violence, stalking and hate crimes, as defined by the Clery Act.¹ Timely Warning Notices also may be issued for other crimes as determined necessary by the Director of Campus Safety, Dean on-call or Senior Administrator on-call. CUC/TCC will issue a Timely Warning Notice even if insufficient information is available if it is likely that there is an ongoing threat to the community.

The above individuals determine if an alert should be sent and are the senders of the notices. In determining whether to issue a Timely Warning Notice, the responsible individuals described above will consider any factors reflecting on whether the reported crime represents a serious or continuing threat to the TCC community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the TCC community; and (f) the amount of information known by TCC and CUC Campus Safety. TCC will follow its Emergency Notification procedures upon the confirmation of a significant emergency or dangerous situation (including a Clery report-able crime), involving an immediate threat to the health or safety of students or employees occurring on TCC.

¹ A hate crime is a criminal offense of murder and non-negligent murder, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, domestic violence, dating violence, or stalking incidents, where the criminal offense was committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation or ethnicity/national origin.

The attached Timely Warning Notice Decision Matrix/Timely Warning Notice Determination Form will be used in the decision making process to document the decision to alert or not to alert the community. Once completed the form and any and all information related to the decision will be maintained by TCC for a seven year period.

Timely Warning Notices (Crime Alerts) will be distributed in various ways. A multi-modal integrated communications system for mass notifications is used to notify students and employees by way of e-mail, text messages and phone. Information will be provided on the CUC Campus Safety website at <http://www.cuc.claremont.edu/campussafety/> and Pitzer College at www.pitzer.edu and alerts posted on bulletin boards throughout TCC. The particular circumstances will determine the method of notification. Generally, notification will occur through the e-mail system to all TCC students and employees.

The Timely Warning Notice will typically include, to the extent known, the date, time and nature of the offense, a brief overview of its particular circumstances, a physical description of the actor(s), law enforcement's immediate actions, a request and method for witnesses to contact local law enforcement and where applicable and appropriate, cautionary advice that would promote safety. In **no instance** will a Timely Warning Notice include the name of the victim or other identifying information about the victim. In developing the content of the Timely Warning Notice, Campus Safety will take all reasonable efforts not to compromise on-going law enforcement efforts. Campus Safety will document and retain the justification for determining whether to issue a Timely Warning Notice for a seven year period.

Anyone with information about a serious crime or incident is encouraged to report the circumstances to the Campus Safety by phone at 909-607-2000 or from campus phones at ext. 72000 and in person at 150 E. Eighth Street. If a report is made to other TCC official, those officials will immediately notify Campus Safety.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at Pitzer College

The Emergency Preparedness Committee is responsible for Pitzer College's Emergency Procedures. This plan is designed to be an all-hazards disaster response and emergency

management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency
- Coordination with College departments to write, maintain, test, and exercise the Emergency Procedures
- Cooperation, Integration, and Mutual Aid with local, state and federal planning, response, and public safety agencies and their emergency plans

A summary of the College's emergency response procedures is located at <http://www.pitzer.edu/emergency/index.asp>. Included at this web page is detailed information regarding the College's emergency notification policy, including a link that outlines our emergency procedures for earthquake, fire, bomb threat, lockdown, and medical. Our Emergency Procedures protocol has been distributed to every residence hall room, classroom, and office across campus.

Drills, Exercises and Training

Annually, the College conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year-to-year, and include several departments from across the campus.

To ensure the College's emergency management plans remain current and actionable, the College will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The College conducts after-action reviews of all emergency management exercises. All three residence hall complexes at Pitzer College conduct a drill each fall and spring to ensure that students know how to evacuate the buildings, know the initial evacuation site and permanent evacuation site.

In conjunction with at least one emergency management exercise each year, the College will notify the community of the exercise and remind the community of the information included in

the College's publicly available information regarding emergency response procedures
<http://www.pitzer.edu/emergency/>

Emergency Notification

Pitzer College is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. Pitzer College uses the emergency notification system Connect 5. Connect 5 is an emergency notification service available to students, faculty, staff, and anyone in the College community who wants to subscribe. Connect 5 can be used to send emergency messages within minutes of the occurrence of an incident. Alerts sent by Connect 5 are simulcast to the College community via our news wire at www.pitzer.edu/emergency or if access to the Pitzer web is interrupted, our mirror site at <http://www.pitzeremergency.info>. Pitzer College performs a College-wide annual test of the Connect 5 system. The following procedures outline the process the College uses when issuing emergency notifications.

Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of the campus community. These methods of communication include the Connect 5 mass notification system, the College's e-mail system, and a verbal announcement from the emergency ring down phones. The College will post updates during a critical incident on the homepage. If the situation warrants, the College will establish a telephone call-in center to communicate with the College community during an emergency situation that will be posted on our emergency website www.pitzer.edu/emergency.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

The Department of Campus Safety and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations

when they are reported to Campus Safety Dispatch or the Claremont Police Department or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify supervisors in the Department of Campus Safety or other authorized College office to issue an emergency notification.

The College's authorized representatives will immediately initiate all or some portions of the College's emergency notification system. If in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency; the College may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the College will issue the emergency notification to the campus community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

College and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the College community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the College mass notification system, the College will also post applicable messages about the dangerous condition on the College homepage to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, College officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification

The office responsible for issuing the emergency notification (usually Campus Safety) will, in concert with the Dean on-call through the Office of Student Affairs and local first responders, determine the contents of the notification. The College has developed a wide range of template

messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate for the on-going situation and modify it to address the specifics of the present incident. In those cases where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Procedures for Disseminating Emergency Information to the Greater Community

In the event of an emergency facing the Pitzer College campus, there is a webpage designed to provide timely information for students, parents, faculty, staff, and other members of the College family. It would be updated regularly as new information becomes available. The link is available at <http://pitweb.pitzer.edu/emergency-information-preparedness/>

If the Pitzer College Web is temporarily disabled due to an emergency, emergency info should still be accessible through our mirror site, www.pitzeremergency.info. In the case of an emergency, Pitzer College would communicate to the Pitzer College community via the link above, college email address, office and mobile phone, and campus broadcast system.

In the event of an emergency, regular updates will be posted on our on-campus Emergency Web, at <http://www.pitzer.edu/emergency> and on our off-campus Emergency Web at <http://www.pitzeremergency.info>. Please note the off-campus Emergency Web address which will be available in the event that public access to the Pitzer Web is interrupted.

Enrolling in the College's Emergency Notification System

Pitzer College uses Blackboard Connect 5 as our mass notification system for quickly disseminating emergency information to the community. The practice for enrolling Pitzer College community participants in Connect 5 is as follows. Pitzer College routinely collects information from faculty, staff, students and parents/guardians. Although the information is gathered a variety of different ways, it is collected with the intent of having the most accurate information on file in the event of an emergency that requires community notification. Student information is updated in CX by the Office of the Registrar. Jenzabar CX is our Student

Information System (SIS). It is a comprehensive, centralized data system used for registration and stores all academic student data. Once a day, it automatically updates into our Connect 5 emergency data base. Faculty and staff are asked to provide updated information to Human Resources or update their information in Ultipro which in turn also automatically feeds daily into Connect 5. Parents and guardians are not enrolled in Connect 5 and will not receive a Connect 5 alert. In the event of an emergency, the email address provided that Parent Relations has on file will be used to notify parents and guardians.

SECURITY OF AND ACCESS TO COLLEGE FACILITIES

At Pitzer College, all administrative and academic buildings are open Monday through Friday from 8:00 a.m. until 10:00 p.m., during the academic year. Academic buildings are scheduled to be open on weekends only as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access. All residence hall exterior doors are locked at all times and can only be accessed by authorized users.

Many athletic events held in the Pomona-Pitzer facilities are open to the public. Other Claremont University Consortium facilities such as the bookstore, and library, are likewise open to the public. Only those who have demonstrated a need are issued keys to a building.

Special Considerations for Residence Hall Access

Pitzer College is very concerned about the safety and welfare of all students, employees, and visitors, and is committed to providing a safe and secure environment. In addition to services provided by Campus Safety, Pitzer has precautionary measures in place that are intended to enhance the quality of life and to assure the safety and security of the students, staff and faculty. The Dean of Students and Director of Residence Life are the college officers responsible for the residence halls. A Dean or a professional staff member is on-call at all times, 24 hours a day, seven days a week during the academic year. All residence halls are served by live-in Residence Directors (RDs) and Resident Assistants (RAs) who are available and/or on-call at all times throughout the school year and breaks to supervise and help govern residence life.

At the College, all exterior residence hall doors operate under Blackboard, a computerized access control and security monitoring system. Identification cards are coded so that all students are authorized electronic access entry to all residence hall exterior doors. The system denies entry to all unauthorized persons. Individual room doors are programmed through Onity, and only authorized occupants of that specific room are granted access. Resident Assistants, through nightly security checks, are responsible for checking and securing doors, when needed. When a door is malfunctioning, facilities personnel are summoned for immediate repair by calling Campus Safety and requesting to speak to the Facilities staff member on-call. All residence hall student rooms and Faculty In Residence/professional staff apartment exterior doors are equipped with dead bolts.

Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident's responsibility to ensure that their guest is aware of the College and residence hall policies and have a Guest Pass. Guests are not provided with room keys or door access cards. Guests should be escorted by a resident of the building at all times. All exterior doors are locked 24 hours a day. It is the responsibility of residents and staff members to remain aware of their surroundings and report individuals who cannot be identified as residents or the guests of residents. When Campus Safety receives a report of an unescorted person in a residence hall, an officer is dispatched to identify that person. Campus Safety has personnel assigned to monitor the 7 colleges and Claremont University Consortium property 24 hours a day, 7 days a week and 365 days a year. During low-occupancy periods such as holidays and scheduled breaks where the residence halls remain open, students are asked to remain mindful of their surroundings and report any suspicious behavior immediately. During the summer when groups who are not regularly associated with Pitzer College are using the College residence halls, exterior doors are locked 24 hours a day. Each guest is issued an electronic key card and/or physical key by the Residence Life and Summer Programs Office that allows summer groups to gain access to only their assigned building via the electronic access control system. Residence Halls are staffed 24 hours per day. Campus Safety personnel also conduct regular checks of residence hall areas.

Security Considerations for the Maintenance of Campus Facilities

Pitzer College is committed to campus safety and security. At the College, landscaping and outdoor lighting are designed with safety and security in mind. Sidewalks are designed to

provide well-traveled, lighted routes from parking areas to buildings and from building to building.

The Facilities Office, in conjunction with representatives from the Office of Student Affairs, Campus Safety and student leaders, conducts surveys of College property once each year to evaluate campus lighting.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to Campus Safety or the Office of Student Affairs.

PITZER COLLEGE'S RESPONSE TO SEXUAL AND GENDER VIOLENCE

Pitzer College seeks to maintain an environment of mutual respect among all members of its community. All forms of harassment and discrimination on the basis of sex, gender identity, and expression, pregnancy, religion, creed, color, race, national or ethnic origin, ancestry, sexual orientation, medical condition, physical or mental disability, age, marital status, veteran status, family care leave status or any other basis described in Pitzer College's Discrimination and Harassment Policies and Procedures or otherwise prohibited by state or federal law destroy the foundation for such respect and violate the sense of community vital to the College's educational enterprise. Sexual Misconduct offenses are a form of sexual harassment and are strictly prohibited by the College. Retaliation against a person who reports, complains about, or participates in the investigation of a complaint of discrimination, harassment, and/or sexual misconduct is likewise prohibited. The complete document outlining Pitzer College's response to sexual and gender violence can be found in the College's Discrimination and Harassment Policies and Procedures on the web page at <http://pitweb.pitzer.edu/human-resources/wp-content/uploads/sites/48/2014/08/Harassment-Prevention-English.pdf>

Reporting an Incident

I. Introduction

Pitzer College believes it is imperative to provide a prompt and equitable method for reporting, investigating, and resolving complaints of alleged violations of the College's discrimination, harassment, and sexual misconduct policies when they involve Pitzer College faculty, staff, students, and/or third parties.

Anyone who believes they have been subjected to discrimination, harassment, retaliation and/or sexual misconduct is encouraged to report such conduct pursuant to the procedures set forth below. The College is obligated to act on any report of alleged discrimination, harassment, or sexual misconduct and will do so pursuant to these complaint procedures. Any College official (e.g., faculty member, administrative staff members, coaches, resident assistant, etc.) who receives information of an alleged discrimination, harassment, retaliation and/or sexual misconduct is required to file a report with one of the College representatives set forth below.

II. Reporting an Alleged Violation

Reporting to the College

Individuals who believe that they have been the subject of or have witnessed alleged discrimination, harassment, retaliation and/or sexual misconduct are encouraged to contact the appropriate College representative listed below. A report may be made to anyone of the individuals listed regardless if you are a student, faculty member, staff member, or third party. Under no circumstances is an individual required to report discrimination, harassment, retaliation and/or sexual misconduct to a supervisor or academic instructor who is the alleged perpetrator.

For reports or complaints against a student, contact:

Title IX Coordinator
Phone: 909-607-2958
Email: titleix@pitzer.edu

Vice President for Student Affairs
Phone: 909-607-2821
Email: dean_student@pitzer.edu

Dean of Students
Phone: 909-621-8241
Email: dean_student@pitzer.edu

Students can always reach the on-call dean 24 hours a day by calling Campus Safety at 909-607-2000 and having Campus Safety dispatch contact the on-call dean.

For reports or complaints against a faculty member, contact:

Dean of Faculty
Phone: 909-621-8218
Email: dean_faculty@pitzer.edu

Associate Dean of Faculty
Phone: 909-621-8218
Email: dean_faculty@pitzer.edu

For reports or complaints against a staff member or third party, contact:

Director of Human Resources
Phone: 909-607-8533
Email: HR@pitzer.edu

Associate Director of Human Resources
Phone: 909-607-9243
Email: HR@pitzer.edu

The College encourages any member of the College community who experiences any form of violence to immediately contact the Claremont Police Department (CPD) by dialing 911 and Campus Safety at 909-607-2000.

Upon receipt of a report, the College will activate these complaint procedures. Prompt reporting is encouraged, because facts often become more difficult to establish as times passes. However, the College will investigate and take appropriate action in response to all reports regardless of when the alleged conduct occurred. The ability of the College to respond to the conduct is limited if the respondent is no longer a member of the College community. If a College staff member, faculty member or student leaves the College with a pending complaint against them they will not be permitted to return to the College until the case is resolved through these complaint procedures.

Confidentiality of Reports to the College

The College will make all reasonable efforts to maintain the confidentiality and privacy of the parties involved in an investigation and/or hearing for a complaint as well as the confidentiality of the details of an investigation, any hearing, and except where permitted by law, the sanctions imposed. The College will inform all individuals involved in the complaint process of the critical importance and expectation that they maintain the confidentiality of the process and any information shared with them as a result of their participation. Complainants and Respondents are not prohibited from sharing details of complaints with family, counsel, or a support person/advisor. If at any point the Complainant requests confidentiality with respect to the

Respondent and/or decides not to pursue action by the College, the College will make all reasonable attempts to comply with this request. A Complainant is the student, faculty, or staff member who files a report on their own behalf or the person on whose behalf a report is filed by a third party. In these situations, the College's ability to investigate and respond to the conduct may be limited. The College is required to weigh the Complainant's request for confidentiality with the College's commitment to provide a reasonably safe and non-discriminatory environment. Moreover, the College may have an independent legal obligation to investigate a complaint once it has been made and in those circumstances the investigation will continue through completion and appropriate action. If the College cannot maintain a Complainant's confidentiality, or determines to continue with the investigation, the Complainant will be notified by the Title IX Coordinator.

Procedures Victims Should Follow

Sexual misconduct in any form violates the Code of Student Conduct, which can be found at http://www.pitzer.edu/student_life/pdf/Student_Handbook.pdf, contained within the Discrimination and Harassment Policies and Procedures, and may violate Federal and State Laws. Violations of this policy are subject to disciplinary sanctions through the Complaint Procedures as outlined in our Discrimination and Harassment Policies and Procedures. For student procedures, please visit the Code of Student Conduct as outlined in the Student Handbook at <http://pitweb.pitzer.edu/student-life/wp-content/uploads/sites/22/2014/08/2016-17-Student-Handbook-web.pdf> and the 7 Colleges Sexual Misconduct Resources webpage at <http://7csexualmisconductresources.claremont.edu> to review procedures, policies and protocols for reporting and addressing allegations of student sexual misconduct. The College provides the following rights to all sexual assault victims:

- Pitzer College will pay for all basic sexual assault related care for students who receive care at Student Health Services or Monsour Counseling and Psychological Services.
- Provided by Project Sister, a registered psychologist and certified sexual assault counselor is available to all victims Sexual Assault. Project Sister will provide support

and guidance to victims and enable them to receive advocacy, information, and assistance both judicially and academically.

- Local police are active participants in the Sexual Assault Response Team (SART) available at Mt. San Antonio and Pomona Valley Hospitals. This is to ensure victims are provided the appropriate care in a timely fashion with well trained professionals.
- Counseling services are available to students through Monsour Counseling and Psychological Services (MCAPS).
- A Leave of Absence permits students to return to Pitzer without applying for readmission to the College when a financial, medical, or other problem makes it impossible or unwise for students to continue.
- Residential students may request a room change through the Title IX Coordinator who will facilitate with a Dean in the Office of Student Affairs a room change to the first available, suitable room.
- No contact orders and/or Interim Suspension can also be imposed against the alleged perpetrator pending a Judicial Council Hearing.
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Assistance in requesting an Incomplete in a class;
- Assistance with transferring class sections, if available;
- Assistance with alternative course completion options;
- Other accommodations for health and safety as necessary

College Procedures for Responding to Reports of Sexual Assault

If you or someone you know is the victim of a sexual assault, the victim has several rights, including: the right to report the incident to Campus Safety, a Campus Security Authority (CSA), the Office of Student Affairs (OSA) or local authorities. Campus Safety will assist victims in notifying either the College or local police (as requested). Filing a police report does not mean the victim must pursue criminal charges. The victim maintains their rights throughout the process.

Confidential Resources On-Campus

A student may not be ready to take action but want to speak with someone confidentially about what happened to you. The staff listed below are permitted by the nature of their profession to

maintain your confidentiality. The only report they are required to make is a record that someone (no name will be disclosed) has reported sexual misconduct, domestic or dating violence, and/or child abuse to them. This information is disclosed in order for the colleges to appropriately report crimes in their annual crime reports.

Monsour Counseling and Psychological Services staff

Tranquada Student Services Center, 1st floor
757 College Way
Claremont, CA 91711
909-621-8202
909-607-2000 (after-hours emergency)
<http://www.cuc.claremont.edu/monsour>

Members of the clergy including the McAlister Center chaplains

McAlister Center for Religious Activities
919 North Columbia Avenue
Claremont, CA 91711
909-621-8685
<http://www.cuc.claremont.edu/chaplains>

Confidential Resources — Local and National

There are a number of support resources available locally and nationally. Below are just a few of those resources. Each website also provides more information for survivors as well as information on how to help and support a survivor.

Sexual Assault and Sexual Misconduct:

Project Sister Sexual Assault 24/7 Crisis Hotline (Claremont, CA):
800-656-4673
909-626-HELP (909-626-4357)
<http://projectsister.org>

Project Sister Family Services provides services to the women, children, and men survivors of sexual assault and abuse and their families in the East San Gabriel and Inland Valleys in Southern California. Project Sister works with local law enforcement, district attorneys, courts, hospital and health care providers, schools, churches and other community groups and agencies. Its mission is to reduce the trauma and risk of sexual violence and child abuse. All services are provided in both English and Spanish.

RAINN National Sexual Assault Crisis Hotline

800-656-HOPE (800-656-4673)

<http://www.rainn.org/get-help/national-sexual-assault-hotline>

RAINN, the national sexual assault crisis hotline is a clearinghouse for local crisis hotlines. When a caller calls the hotline, a computer notes the area code and first three digits of the caller's phone number. The call is then instantaneously connected to the nearest RAINN member center. If all counselors at that center are busy, the call is sent to the next closest center. The caller's phone number is not retained, so the call is anonymous and confidential unless the caller chooses to share personally-identifying information.

Child Abuse:**Los Angeles County Child Protective Services Hotline**

800-540-4000 (within California)

213-639-4500 (outside of California)

800-272-6699 (TDD)

Childhelp National Child Abuse Hotline

800-4-A-Child (800-422-4453)

<http://www.childhelp.org/pages/hotline-home>

The Childhelp, a national child abuse hotline, is dedicated to the prevention of child abuse. Serving the United States, its territories, and Canada, the Hotline is staffed 24/7 with professional crisis counselors who, through interpreters, can provide assistance in 170 languages. The Hotline offers crisis intervention, information, literature, and referrals to thousands of emergency, social service, and support resources. All calls are anonymous and confidential.

Domestic and Dating Violence**House of Ruth**

877-988-5559 (toll-free hotline)

909-623-4364 (Pomona Outreach Office)

<http://houseofruthinc.org/home>

The House of Ruth provides advocacy and assistance to women and children affected by domestic violence by providing culturally competent shelter, programs, opportunities, and education. Participation in House of Ruth programming is open to all battered women and children. Many of House of Ruth's services are available in both Spanish and English and are free of charge.

National Domestic Violence Hotline

800-799-SAFE (7233)

800-787-3224 (TTY)

<http://www.thehotline.org>

The Hotline, a national domestic violence hotline, provides 24/7 help to survivors and anyone calling on their behalf through crisis intervention, safety planning, information, and referrals to agencies in all 50 states, Puerto Rico and the U.S. Virgin Islands. Assistance is available in English and Spanish with access to more than 170 languages through interpreter services.

Love Is Respect – National Dating Abuse Hotline

866-331-9474

<http://www.loveisrespect.org/>

The Love Is Respect, a national dating abuse hotline, is 24/7 phone service which connects teens and young adults to peer advocates who are trained to offer education, resource information, support, and advocacy to those involved in dating abuse relationships as well as concerned friends, siblings, parents, teachers, law enforcement members and service providers. All conversations are confidential and anonymous. You will not be asked for your name or contact information, but you may be asked for your age and city in order to find local resources for you.

Other Sources of Support

There are many sources of support and information at the colleges, however many individuals are mandatory reporters of sexual misconduct. You may choose to talk with someone who is not a confidential reporter, such as an RA or Dean of Students staff member. Unless someone falls into the confidential reporter category listed above, they may be a mandatory reporter.

Mandatory reporters must file a report with the Title IX Coordinator and if identifying details are provided, disciplinary action may be necessary. If you are not sure if you want to pursue action, you may want to speak with a confidential support resource first. If you choose to speak with one of resources below, you may want to limit the details you share while you gather more information to help inform your decision.

Title IX Coordinator

Broad Center 212

Phone: 909-607-2958

Email: titleix@pitzer.edu

Dean of Students Staff

Dean of Students

Scott Hall, 121

Phone: 909-621-8241

Dean_student@pitzer.edu

Associate Dean of Students

Scott Hall, 122

Phone: 909- 607-3553

Dean_student@pitzer.edu

Assistant Dean of Students and Case Manager

Scott Hall, 124

Phone: 909-607-7152

Dean_student@pitzer.edu

The Claremont Police Department

Emergencies: dial 911

909-399-5411 (non-emergency number)

570 West Bonita Avenue

Claremont, CA 91711

Lobby Hours: 7:00 a.m. to 10:00 p.m., 7 days a week

<http://www.ci.claremont.ca.us/pdhome.cfm>

Department of Campus Safety for The Claremont Colleges

909-607-2000 (emergency)

909-621-8170

150 E. 8th Street

Claremont, CA 91711

<http://www.cuc.claremont.edu/campussafety>

EmPOWER Center

909-607-2689

1030 Dartmouth Ave.

Claremont, CA 91711

<http://7csexualmisconductresources.claremont.edu/empower-center/>

Student Health Services staff

Tranquada Student Services Center, 1st floor

757 College Way

Claremont, CA 91711

909-621-8222

909-607-200 (after-hours emergency)

<http://www.cuc.claremont.edu/shs>

Confidentiality of Reports to the College

The College will make all reasonable efforts to maintain the confidentiality and privacy of the parties involved in an investigation and/or hearing for a complaint as well as the confidentiality of the details of an investigation, any hearing, and except where permitted by law, the sanctions imposed. The College will inform all individuals involved in the complaint process of the critical importance and expectation that they maintain the confidentiality of the process and any information shared with them as a result of their participation. Complainants and Respondents are not prohibited from sharing details of complaints with family, counsel, or a support person/advisor.

If at any point the Complainant requests confidentiality with respect to the Respondent and/or decides not to pursue action by the College, the College will make all reasonable attempts to comply with this request. A Complainant is the student, faculty, or staff member who files a report on their own behalf or the person on whose behalf a report is filed by a third party. In these situations, the College's ability to investigate and respond to the conduct may be limited. The College is required to weigh the Complainant's request for confidentiality with the College's commitment to provide a reasonably safe and non - discriminatory environment. Moreover, the College may have an independent legal obligation to investigate a complaint once it has been made and in those circumstances the investigation will continue through completion and appropriate action. If the College cannot maintain a Complainant's confidentiality, or determines to continue with the investigation, the Complainant will be notified by the Title IX Coordinator.

Education Programs

The Office of Student Affairs in conjunction with consortium resources are primarily responsible for sexual assault education and awareness in collaboration with many student organizations at the College. Together, these offices offer a variety of programming focusing on sexual and gender violence. Below is a list of some of the programs available at the College.

- New Student Orientation – events with invited speakers to address issues of sexual and gender violence
- Haven: Understanding Sexual Assault
- Resident Assistant and New Student Mentor Programming

- Teal Dot Bystander Engagement Training
- Monsour Counseling and Psychological Services group workshops
- Health Education Outreach workshops
- Pitzer Advocates, Women's Center, Smart Sex Society and various club programming
- Bi-annual Sexual Harassment Training for all faculty and staff

Personal Safety

Theft, disorderly conduct, and alcohol related offenses are very common on College campuses. However, they don't stand-alone. Despite law enforcement's efforts, serious crimes do occur on campuses. It is important to report any suspicious incidents to Campus Safety and always remain alert and vigilant.

One of the more serious crimes that is too often unreported is Sexual Assault. It is important to know what these crimes are, because in many cases, victims do not realize that have been victimized. Additionally, crimes of this nature are very difficult for victims to report for a number of very complex reasons. We provide the following information to assist those help who may have been victims of sexual assault or who have a friend who has been sexually assaulted. There are many guidelines to help you be more alert and aware of the situation to prevent such serious crimes. Such as:

Know your surroundings

- Be alert
- Use the buddy system and walk in pairs at night
- Call Campus Safety for an escort
- Call for help
- Report any suspicious people and/or activity, immediately to Campus Safety

Defining Rape and Sexual Assault

The expectations of our community regarding sexual consent can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. According to the California

Penal Code Summary (Full Text) <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=00001-01000&file=261-269>, rape is defined as an act of sexual intercourse accomplished with a person, whether or not they are the spouse of the perpetrator, under any of the following circumstances:

- Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act.
- Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.
- Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.
- Where a person is at the time unconscious of the nature of the act, and this is known to the accused. "Unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:
 - Was unconscious or asleep.
 - Was not aware, knowing, perceiving, or cognizant that the act occurred or of the essential characteristics of the act due to the perpetrator's fraud in fact.
- Where a person submits under the belief that the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.
- Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.
- Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. "Threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

Pitzer College through our College Council has adopted Sexual Misconduct definitions as defined by the Violence Against Women Act (VAWA). Non-consensual Sexual Intercourse is:

- any sexual intercourse however slight,
- with any object or body part,
- by a person upon a person,
- that is by force or without consent.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact. Penal Code 243.4, California's sexual battery law, alternatively referred to as California's sexual assault law, prohibits touching the intimate part of another person for purposes of sexual

- gratification,
- arousal, or
- abuse.

Sexual battery can be either misdemeanor or felony sexual battery. Felony penalties may apply if the alleged victim:

- was unaware of the nature of the act because s/he was fraudulently convinced that the touching was for professional purposes (like, for example, medical or therapeutic purposes),
- was unlawfully restrained,
- was institutionalized *and* either medically incapacitated or seriously disabled, or
- was forced to masturbate or touch one of your intimate parts . . . or the intimate part of another person . . . under any of the above circumstances.

Pitzer College through our College Council has adopted Sexual Misconduct definitions as defined by the Violence Against Women Act (VAWA). Non-consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object or body part,
- by a person upon a person,
- that is by force or without consent.

Sexual contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

While these definitions are clear, victims often have difficulty reporting a sexual assault for numerous reasons such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to get help.

Any attempt by a student, faculty, or staff member to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in reporting, an investigation of, or a hearing for alleged violations of the College's discrimination policies, including sexual harassment, is prohibited. Students who believe that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the Dean of Students Office. Any person who retaliates against a person who has cooperated in an investigation and/or hearing is in violation of College policy and will be subject to disciplinary action. Retaliation against persons for opposing practices prohibited by the Fair Employment and Housing Act and Title IX, or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by, the Department of Fair Employment and Housing, the Fair Employment and Housing Commission, the U.S. Equal Employment Opportunity Commission, or the Office of Civil Rights, is prohibited by law. The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – The victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until they have a medical exam. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department. Advocates from Project Sister will be available to the victim to provide support.
- Get medical attention as soon as possible – An exam may reveal the presence of physical injury of which the victim is unaware. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain

sexually transmitted infections. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for 6-8 hours after ingestion.

- Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District Attorney.
- Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand their feelings and begin the process of recovery.

Our Commitment to Addressing Sexual Assault/Rape

Sexual misconduct in any form violates the Code of Student Conduct, which can be found at <http://pitweb.pitzer.edu/student-life/wp-content/uploads/sites/22/2014/08/2016-17-Student-Handbook-web.pdf>, contained within the Discrimination and Harassment Policies and Procedures, and may violate Federal and State Laws. Violations of this policy are subject to disciplinary sanctions through the Complaint Procedures as outlined in our Discrimination and Harassment Policies and Procedures. For student procedures, please visit the Code of Student Conduct as outlined in the Student Handbook at <http://pitweb.pitzer.edu/student-life/wp-content/uploads/sites/22/2014/08/2016-17-Student-Handbook-web.pdf> and the 7 Colleges Sexual Misconduct Resources webpage at <http://7csexualmisconductresources.claremont.edu> to review procedures, policies and protocols for reporting and addressing allegations of student sexual misconduct. The College provides the following rights to all sexual assault victims:

- Pitzer College will pay for all basic sexual assault related care for students who receive care at Student Health Services or Monsour Counseling and Psychological Services.
- Provided by Project Sister, a registered psychologist and certified sexual assault counselor is available to all victims Sexual Assault. Project Sister will provide support

and guidance to victims and enable them to receive advocacy, information, and assistance both judicially and academically.

- Local police are active participants in the Sexual Assault Response Team (SART) available at Mt. San Antonio and Pomona Valley Hospitals. This is to ensure victims are provided the appropriate care in a timely fashion with well trained professionals.
- Counseling services are available to students through Monsour Counseling and Psychological Services (MCAPS).
- A Leave of Absence permits students to return to Pitzer without applying for readmission to the College when a financial, medical, or other problem makes it impossible or unwise for students to continue.
- Residential students may request a room change through the Title IX Coordinator who will facilitate with a Dean in the Office of Student Affairs a room change to the first available, suitable room.
- No contact orders and /or Interim Suspension can also be imposed against the alleged perpetrator pending a Judicial Council Hearing.
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Assistance in requesting an incomplete in a class;
- Assistance with transferring class sections, if available;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for health and safety as necessary.

College Procedures for Responding to Reports of Sexual Assault

If you or someone you know is the victim of a sexual assault, the victim has several rights, including the right to report the incident to Campus Safety, a Campus Security Authority (CSA), the Office of Student Affairs (OSA) or local authorities. Campus Safety will assist victims in notifying either the College or local police (as requested). Filing a police report does not mean the victim must pursue criminal charges. The victim maintains their rights throughout the process.

Pitzer College encourages all members of our community to report sex discrimination, including sexual harassment and sexual misconduct, to the Title IX Coordinator or Complaint Officers. More information can be found at <http://pitweb.pitzer.edu/title-ix/>.

In addition to the campus services listed below, there are also several community service organizations that can provide counseling, mental health, and other related services to sexual assault victims.

Confidential Resources On-Campus

A student may not be ready to take action but want to speak with someone confidentially about what happened to you. The staff listed below are permitted by the nature of their profession to maintain your confidentiality. The only report they are required to make is a record that someone (no name will be disclosed) has reported sexual misconduct, domestic or dating violence, and/or child abuse to them. This information is disclosed in order for the colleges to appropriately report crimes in their annual crime reports.

Monsour Counseling and Psychological Services staff

Tranquada Student Services Center, 1st floor
757 College Way
Claremont, CA 91711
909-621-8202
909-607-2000 (after-hours emergency)
<http://www.cuc.claremont.edu/monsour>

Members of the clergy including the McAlister Center chaplains

McAlister Center for Religious Activities
919 North Columbia Avenue
Claremont, CA 91711
909-621-8685
<http://www.cuc.claremont.edu/chaplains>

Confidential Resources Off-Campus

There are a number of support resources available locally and nationally. Below are just a few of those resources. Each website also provides more information for survivors as well as information on how to help and support a survivor.

Sexual Assault and Sexual Misconduct:

Project Sister Sexual Assault 24/7 Crisis Hotline

800-656-4673

909-626-HELP (909-626-4357)

<http://projectsister.org>

Project Sister Family Services provides services to the women, children, and men survivors of sexual assault and abuse and their families in the East San Gabriel and Inland Valleys in Southern California. Project Sister works with local law enforcement, district attorneys, courts, hospital and health care providers, schools, churches and other community groups and agencies. Its mission is to reduce the trauma and risk of sexual violence and child abuse. All services are provided in both English and Spanish.

RAINN National Sexual Assault Crisis Hotline

800-656-HOPE (800-656-4673)

<http://www.rainn.org/get-help/national-sexual-assault-hotline>

RAINN, the national sexual assault crisis hotline is a clearinghouse for local crisis hotlines. When a caller calls the hotline, a computer notes the area code and first three digits of the caller's phone number. The call is then instantaneously connected to the nearest RAINN member center. If all counselors at that center are busy, the call is sent to the next closest center. The caller's phone number is not retained, so the call is anonymous and confidential unless the caller chooses to share personally-identifying information.

Child Abuse:**Los Angeles County Child Protective Services Hotline**

800-540-4000 (within California)

213-639-4500 (outside of California)

800-272-6699 (TDD)

Childhelp National Child Abuse Hotline

800-4-A-Child (800-422-4453)

<http://www.childhelp.org/pages/hotline-home>

The Childhelp, a national child abuse hotline, is dedicated to the prevention of child abuse. Serving the United States, its territories, and Canada, the Hotline is staffed 24/7 with professional crisis counselors who, through interpreters, can provide assistance in 170 languages.

The Hotline offers crisis intervention, information, literature, and referrals to thousands of emergency, social service, and support resources. All calls are anonymous and confidential.

Domestic and Dating Violence:

House of Ruth

877-988-5559 (toll-free hotline)

909-623-4364 (Pomona Outreach Office)

<http://houseofruthinc.org/>

The House of Ruth provides advocacy and assistance to women and children affected by domestic violence by providing culturally competent shelter, programs, opportunities, and education. Participation in House of Ruth programming is open to all battered women and children. Many of House of Ruth's services are available in both Spanish and English and are free of charge.

National Domestic Violence Hotline

800-799-SAFE (7233)

800-787-3224 (TTY)

<http://www.thehotline.org>

The Hotline, a national domestic violence hotline, provides 24/7 help to survivors and anyone calling on their behalf through crisis intervention, safety planning, information, and referrals to agencies in all 50 states, Puerto Rico and the U.S. Virgin Islands. Assistance is available in English and Spanish with access to more than 170 languages through interpreter services.

Love Is Respect – National Dating Abuse Hotline

866-331-9474

<http://www.loveisrespect.org/>

The Love Is Respect, a national dating abuse hotline, is 24/7 phone service which connects teens and young adults to peer advocates who are trained to offer education, resource information, support, and advocacy to those involved in dating abuse relationships as well as concerned friends, siblings, parents, teachers, law enforcement members and service providers. All conversations are confidential and anonymous. You will not be asked for your name or contact information, but you may be asked for your age and city in order to find local resources for you.

Other Sources of Support

There are many sources of support and information at the colleges, however many individuals are mandatory reporters of sexual misconduct. You may choose to talk with someone who is not a confidential reporter, such as an RA or Dean of Students staff member. Unless someone falls into the confidential reporter category listed above, they may be a mandatory reporter. Mandatory reporters must file a report with the Title IX Coordinator and if identifying details are provided, disciplinary action may be necessary. If you are not sure if you want to pursue action, you may want to speak with a confidential support resource first. If you choose to speak with one of resources below, you may want to limit the details you share while you gather more information to help inform your decision.

Title IX Coordinator Broad Center, 212
Phone: 909-607-2958
Email: titleix@pitzer.edu

Dean of Students Staff
Dean of Students
Scott Hall, 121
909 621-8241
Dean_student@pitzer.edu

Associate Dean of Students
Scott Hall, 122
909- 607-3553
Dean_student@pitzer.edu

Assistant Dean of Students and Case Manager
Scott Hall, 124
909-607-7152
Dean_student@pitzer.edu

The Claremont Police Department
Emergencies: dial 9-1-1
909-399-5411 (non-emergency number)
570 West Bonita Avenue
Claremont, CA 91711
Lobby Hours: 7:00 a.m. to 10:00 p.m., 7 days a week
<http://www.ci.claremont.ca.us/government/departments-divisions/police-department>

Department of Campus Safety for The Claremont Colleges
909-607-2000 (emergency)

909-621-8170
150 E. 8th Street
Claremont, CA 91711
<http://www.cuc.claremont.edu/campussafety>

[EmPOWER Center](#)
[909-607-2689](#)
[1030 Dartmouth Ave.](#)
[Claremont, CA 91711](#)
<http://7csexualmisconductresources.claremont.edu/empower-center/>

Student Health Services staff

Tranquada Student Services Center, 1st floor
757 College Way
Claremont, CA 91711
909-621-8222
909-607-200 (after-hours emergency)
<http://www.cuc.claremont.edu/shs>

In general, the disclosure of private information contained in medical records is protected by the Health Insurance Portability and Accountability Act (HIPAA). In the context of sexual violence, however, medical providers in California, including medical providers at Student Health Services, are required to notify law enforcement if a patient tells medical personnel they have experienced sexual violence. The patient has the right to request that a survivor advocate be present with them when they speak with the police and to request that criminal charges not be pursued. Neither on- nor off-campus medical providers will notify the college of the report.

Chicano Latino Student Affairs (CLSA)

909-621-8044
Tranquada Student Services Center, 2nd floor
757 College Way
Claremont, CA 91711
<http://www.cuc.claremont.edu/clsa>

Health Education Outreach (HEO)

909-607-3602
Tranquada Student Services Center, 1st floor
757 College Way
Claremont, CA 91711
<http://www.cuc.claremont.edu/healtheducation>

Office of Black Student Affairs (OBSA)

909-607-3669
139 East 7th Street

Claremont, CA 91711
<http://www.cuc.claremont.edu/obsa>

International Place of The Claremont Colleges (I-Place)

909-607-4571
390 East Ninth Street
Claremont, CA 91711 USA
<http://iplace.claremont.edu>

The Queer Resource Center (QRC)

909-607-1817
395 E. 6th Street
Claremont, CA 91711
<http://www.pomona.edu/administration/qrc>

Title IX Coordinator Responsibilities

The Title IX Coordinator at Pitzer College may provide information regarding additional resources that may be available on our campus. Title IX of the Education Amendments of 1972 (Title IX) prohibits sex-based discrimination in educational programs and activities at institutions that receive federal financial funding. Pitzer College is committed to providing an educational environment free from all forms of discrimination, including sex-based discrimination. Pitzer College provides support and resources to students, faculty, and staff to prevent, stop, and remedy sex-based discrimination in all of its forms.

Pitzer College has designated a Title IX Coordinator to assist the community regarding all forms of sex-based discrimination. Some of the responsibilities of the Title IX Coordinator include:

- Tracking and monitoring incidents and reports of sex discrimination/misconduct;
- Providing information on options and resources for complainants and respondents; and
- Coordinating training, education, and prevention efforts.

The Title IX Coordinator at Pitzer College is located in Broad Center, 212, and can be reached at 909-607-2958 or titleix@pitzer.edu.

College Disciplinary Procedures in Sexual Assault Incidents

If you have been sexually assaulted, you have options for addressing such conduct. You may wish first to discuss the problem privately with a counselor at Monsour Counseling and Psychological Services (MCAPS) or another confidential counselor. The Office of Student Affairs and Campus Safety are always available to assist a victim with getting the support they request.

The College's student conduct process is designed to afford a complainant (the person who is bringing a charge) and a respondent (the person who is answering a charge) a fair, prompt, and appropriate resolution process. The process is designed to help persons who need support as they address these incidents.

The Office of Student Affairs manages the resolution proceeding in which a student is the alleged perpetrator. The full text of the protocol for how the College responds to sexual assault complaints through the College Judicial Council process can be found beginning on page 64 of the Pitzer College Student Handbook at <http://pitweb.pitzer.edu/student-life/wp-content/uploads/sites/22/2014/08/2016-17-Student-Handbook-web.pdf>. Human Resources and the Dean of Faculty's Office are responsible for managing proceedings for those cases in which an employee is the complainant or respondent.

In determining whether the alleged conduct constitutes sexual harassment or assault, the full context in which the alleged incident occurred must be considered. In any case, both the accuser and the accused are entitled to the same opportunities to have others present during any disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any proceeding.

During any sexual assault complaint proceeding, the College has a range of sanctions available. Those sanctions may range from probation to expulsion from the College, depending upon the nature and circumstances of the specific incident. However, our Code of Student Conduct is very clear that the only appropriate outcome if a respondent is found responsible for non-consensual sexual intercourse is expulsion, meaning permanent separation from the College.

Sexual Assault Prevention Education Programs

The Office of Student Affairs in conjunction with consortium resources are primarily responsible for sexual assault education and awareness in collaboration with many offices at the College. Together, these offices offer a variety of programming focusing on sexual and gender violence. Below is a list of some of the programs available at the College.

- New Student Orientation – events with invited speakers to address issues of sexual and gender violence
- Haven: Understanding Sexual Assault
- Bi-annual Campus Security Authority (CSA) training for all Pitzer College students, faculty and staff who have been identified as CSAs
- Resident Assistant and New Student Mentor Programming
- Teal Dot Bystander Engagement Training for students, faculty and staff
- Monsour Counseling and Psychological Services group workshops
- Health Education Outreach workshops
- Pitzer Advocate's, Women's Center, Smart Sex Society and various club programming
- Bi-annual sexual harassment training for all faculty and staff

Sex Offender Registration – Campus Sex Crimes Prevention Act

Megan's Law

Since 2004, the public has been able to view information on sex offenders required to register with local law enforcement under California's Megan's Law. Previously, the information was available only by personally visiting police stations and sheriff offices or by calling a 900 toll-free number. The law was given final passage by the Legislature on August 24, 2004 and signed by the Governor on September 24, 2004.

California has required sex offenders to register with their local law enforcement agencies since 1947. California's Megan's Law provides the public with certain information on the whereabouts of sex offenders so that members of our local communities may protect themselves and their children. Megan's Law is named after seven-year-old Megan Kanka, a New Jersey girl who was raped and killed by a known registered sex offender who had moved across the street from the family without their knowledge. In the wake of the tragedy, the Kankas sought to have local

communities warned about sex offenders in the area. All states now have a form of Megan's Law. This information is available on the Internet at

<http://www.meganslaw.ca.gov/index.aspx?lang=ENGLISH>.

CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

Pitzer College has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

Behavioral Intervention Team

In order to extend our efforts on emergency preparedness and prevention, Pitzer College has established a Student Intervention and Follow-Through Team (SIFT), which serves as our threat assessment team. The objective of the Student Intervention and Follow-Through Team (SIFT) is to put in place a structured process for evaluating potentially threatening situations that occur at the College. The multi-disciplinary team is comprised of members from around the College community. For further information, please contact the Office of Student Affairs at 909-621-8241.

Weapons Policy

The possession, carrying and use of weapons, ammunition, or explosives is prohibited on College owned or controlled property. The following items are absolutely prohibited in the residence halls, and in vehicles anywhere on campus. These items include, but are not limited to, guns (including BB guns, pellet rifles, paint guns and other weapons which propel projectiles), ammunition, knives, switchblades, swords, other bladed weapons, fireworks, and any objects that can be used for blunt force. These items are prohibited even if they are intended for decoration, recreation, or ceremonial use. In addition, combustibles in containers, such as gasoline cans or camping fuel, are never allowed in the residence halls. Failure to comply with the College weapons policy will result in disciplinary action against violators.

State of California Department of Justice Victim's Bill of Rights

Your Rights as a Crime Victim:

As a victim of crime, you have rights. Also, you can expect to receive information, practical and emotional support, and be able to participate in the criminal justice process. These standards were created to make sure that you are treated with dignity and respect at all times, regardless of your gender, age, marital status, race, ethnic origin, sexual orientation, disability or religion. The Victim's Bill of Rights Act of 2008: Marsy's Law (Proposition 9) is available at http://oag.ca.gov/victimservices/content/bill_of_rights. Additional victim's services regarding the criminal process is available from the California Secretary of State. Please click on the following website for additional information: <http://oag.ca.gov/victimservices>.

Marsy's Law significantly expands the rights of victims in California. Under Marsy's Law, the California Constitution article I, § 28, section (b) now provides victims with the following enumerated rights:

1. To be treated with fairness and respect for his or her privacy and dignity, and to be free from intimidation, harassment, and abuse, throughout the criminal or juvenile justice process.
2. To be reasonably protected from the defendant and persons acting on behalf of the defendant.
3. To have the safety of the victim and the victim's family considered in fixing the amount of bail and release conditions for the defendant.
4. To prevent the disclosure of confidential information or records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law.
5. To refuse an interview, deposition, or discovery request by the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, and to set reasonable conditions on the conduct of any such interview to which the victim consents.
6. To reasonable notice of and to reasonably confer with the prosecuting agency, **upon request**, regarding, the arrest of the defendant if known by the prosecutor, the charges filed, the determination whether to extradite the defendant, and, **upon request**, to be notified of and informed before any pretrial disposition of the case.

7. To reasonable notice of all public proceedings, including delinquency proceedings, **upon request**, at which the defendant and the prosecutor are entitled to be present and of all parole or other post-conviction release proceedings, and to be present at all such proceedings.
8. To be heard, **upon request**, at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.
9. To a speedy trial and a prompt and final conclusion of the case and any related post-judgment proceedings.
10. To provide information to a probation department official conducting a pre-sentence investigation concerning the impact of the offense on the victim and the victim's family and any sentencing recommendations before the sentencing of the defendant.
11. To receive, **upon request**, the pre-sentence report when available to the defendant, except for those portions made confidential by law.
12. To be informed, **upon request**, of the conviction, sentence, place and time of incarceration, or other disposition of the defendant, the scheduled release date of the defendant, and the release of or the escape by the defendant from custody.
13. To restitution.
 - A. It is the unequivocal intention of the People of the State of California that all persons who suffer losses as a result of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer.
 - B. Restitution shall be ordered from the convicted wrongdoer in every case, regardless of the sentence or disposition imposed, in which a crime victim suffers a loss.
 - C. All monetary payments, monies, and property collected from any person who has been ordered to make restitution shall be first applied to pay the amounts ordered as restitution to the victim.
14. To the prompt return of property when no longer needed as evidence.
15. To be informed of all parole procedures, to participate in the parole process, to provide information to the parole authority to be considered before the parole of the offender, and to be notified, **upon request**, of the parole or other release of the offender.
16. To have the safety of the victim, the victim's family, and the general public considered before any parole or other post-judgment release decision is made.
17. To be informed of the rights enumerated in paragraphs (1) through (16).

For more information about your detailed rights or to file a complaint if you believe your rights have been violated, please contact: The State of California Department of Justice Victims' Services Unit at <https://oag.ca.gov/victimservices/contact>. Source: State of California Department of Justice Office of the Attorney General "Victims' Bill Of Rights retrieved from http://oag.ca.gov/victimservices/content/bill_of_rights .

Student Conduct

The Office of Student Affairs Mission Statement

The mission of the Office of Student Affairs: Through the intentional development of programs and services, Student Affairs supports and challenges students to celebrate and advance Pitzer's core values.

The Code of Student Conduct

Pitzer College has a high respect for individuality among its students and acknowledges the right to explore, clarify, and adopt individual values. The College makes no attempt to stand in loco parentis or to be responsible for the total life of its students. The College does, however, have the responsibility of encouraging an atmosphere where students, staff and faculty can effectively pursue the goals of education and community living. All students are responsible for their own behavior and how this behavior impacts the community. The Code of Student Conduct seeks to protect the rights of the individual and the rights of the community with fairness, integrity and respect for the goals of all.

The Pitzer College Code of Student Conduct sets out definitions of rules and fair procedures within the Pitzer community. As members of this community, students are required to abide by all the policies and procedures of Pitzer College and The Claremont Colleges as well as all local, state and federal laws. It is each student's responsibility to be aware of the content of the Code of Student Conduct as well as other policies of the College, which are published in the Student Handbook.

This Code is reviewed periodically by the Judicial Council, which is composed of five students and five faculty members to reflect changes in community standards and is then adopted by College Council.

Disciplinary authority for the Code of Student Conduct originates in the Board of Trustees, the President and the By-Laws of the College. The Judicial Council has authority to conduct hearings on charges of violations of the Pitzer College Code of Student Conduct, while the Office of Student Affairs is responsible for the administration of residential life policies and for enforcing the disciplinary policies of the College. Decisions made by the Judicial Council or an administrative review are generally final. However, an appeal may be made on specified grounds by the respondent, and in sexual misconduct and sexual harassment cases, by the complainant as well. The sanctions imposed by the judicial process will remain in place unless and until the appeal is successful and the sanctions are overturned.

The Code of Student Conduct is in effect on all College property and may also address off campus student misconduct.

Whether through administrative or Judicial Council action, the College reserves the right to impose sanctions against students for conduct that may violate any federal, state, or local law on or off campus, even though such crimes may also be tried in the local courts. When a student is charged with a legal violation and College disciplinary action is also taken, campus proceedings may be carried out prior to, simultaneously with or following civil or criminal proceedings. The College's proceedings are not bound by any determinations of fact or law made in any civil or criminal proceedings. In most cases the Office of Student Affairs will also assign developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, the Office of Student Affairs may assign an Interim Suspension, designed to protect the health and safety of the community.

Any individual or entity may submit reports alleging student misconduct to the Office of Student Affairs or designee at the campus where the incident occurred.

The Office of Student Affairs also provides outreach programming designed to inform and educate students and to promote Pitzer College principles. Please visit the Student Affairs' home

page at <http://pitweb.pitzer.edu/student-life/student-affairs-staff/> where you may find the Student Code of Conduct, and links to all policy and procedural guidelines related to the Student Conduct process. The Student Records Policy may be found on the Pitzer College Registrar's website at <http://pitweb.pitzer.edu/registrar/>.

Pitzer College is obligated to provide all students with the College regulations, policies, and procedures governing student conduct. Pitzer College policies and procedures, including the Code of Student Conduct is available in the Student Handbook available on the Pitzer College website at <http://pitweb.pitzer.edu/student-life/wp-content/uploads/sites/22/2014/08/2016-17-Student-Handbook-web.pdf>. If you have additional questions, special needs, or wish to request a hard copy of this information, please contact the Office of Student Affairs at Pitzer College.

Missing Student Notification Policy

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008).

When it is determined that a residential student is missing from the College, staff at Pitzer College, in collaboration with local law enforcement, will be guided by this Missing Student Notification Policy and related procedures.

Provisions

Students who reside in on-campus housing are encouraged to identify a person to be contacted if it is determined that the student has been missing for more than 24 hours, and to register that person's emergency contact information, confidentially, with the Office of Student Affairs and the Department of Campus Safety. If a student is determined to have been missing for 24 hours, the College and/ or Department of Campus Safety will, within 24 hours, notify the appropriate law enforcement agency, and, if the missing student is under 18 years of age, and not an emancipated individual, the College and/or Department will also notify a custodial parent or guardian.

If a member of the College community believes that a student who resides in on-campus housing is missing, it should be reported to the On-Call Dean, and/or the Department of Campus Safety so that appropriate action can be taken.

The appropriate Student Affairs representative, or other individual learning that a student is missing, will file a formal missing student report with Campus Safety, or, the Claremont Police Department. Currently, Pitzer College uses emergency contact information supplied by the students to notify individuals of the missing student no later than 24 hours after the time that Pitzer College determines the student is missing. This information is only accessible to College employees who are authorized campus officials and this information will not be disclosed to others with the exception to law enforcement personnel in the furtherance of a missing student investigation;

In accordance with Pitzer College procedures, it should be noted that Pitzer College will inform each residential student that Pitzer College will notify the appropriate local law enforcement agency or Campus Safety, when a student has gone missing, unless the local law enforcement agency was the entity that made the determination that the student was missing. This notification will be made no later than 24 hours after the time that the student is determined missing, and; If the campus law enforcement personnel or Campus Safety department has been notified that a student has gone missing, and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours, Pitzer College staff will initiate emergency contact procedures as outlined in Pitzer College's Student Handbook.

Pitzer College's missing student investigative procedures include the following:

- Students at Pitzer College will receive email notification that a student has been missing for more than 24 hours.
- Require an official Missing Person Report relating to the College residential student to be referred immediately to Campus Safety.
- If nonresidential, Campus Safety will contact local law enforcement in the city that the student resides.
- If through investigation of an official report, Campus Safety determines a student has been missing for more than 24 hours, they will:
 - Notify the local police.

- Contact the emergency contact individuals provided by the student.
- If a student is under 18 years of age, and not an emancipated individual, immediately contact the custodial parent(s) or legal guardian(s) of the student, in addition to the student's missing student contact person.

Daily Crime and Fire Log

Campus Safety maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. Campus Safety publishes the Daily Crime and Fire Log, Monday - Friday, when the College is open. The log is available 24 hours per day to members of public. This log identifies the type, location, and time of each criminal incident reported to Campus Safety.

The most current 60 days of information is available in the lobby of the Campus Safety building located at 150 E. Eighth St. Upon request a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within 48 hours of notice.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness, the Office of Student Affairs collaborates within the consortium to provide crime prevention and safety awareness programs. Awareness is raised by emails to the community highlighting issues of concern facing the consortium. Programming may be passive by designing bulletin boards in the residence halls that promote safety and awareness, participation in bi-annual lighting walks of the campus, Resident Assistant and Mentor programs and residence hall floor meetings that emphasis the importance of not propping doors, not allowing in folks you are unfamiliar with, and reporting all suspicious activity to Campus Safety immediately.

PITZER COLLEGE POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

Pitzer College Alcohol and Drug Policy

Federal law requires Pitzer College to notify annually all faculty, staff, and students of the following:

The College prohibits the unlawful possession, use, manufacture or distribution of alcohol or controlled substances by students, faculty, staff, and guests in buildings, facilities, grounds or property controlled by the College or used as part of College activities. For students, this includes prohibiting the possession and consumption of any beverage containing alcohol in a residence hall room except by individuals who are twenty-one years or older. In addition, the smoking of any material is prohibited in all facilities at Pitzer College.

Policies Specific to Students

Any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Code of Student Conduct in addition to any penalties resulting from violating local, state and or federal law. Disciplinary sanctions for students may include sanctions ranging from Disciplinary Warning, Disciplinary Probation, up to Suspension or Expulsion from the College. Students residing in College housing may also lose the privilege of living on campus for violating College rules and regulations or conditions of the housing contract. In most cases the Office of Student Conduct will also assign developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to further deter future misconduct.

Residence Life Alcohol Policy

In light of Pitzer's distinct educational objective that students develop "concern with the social consequences and ethical implications of knowledge and action," the College has put in place an alcohol and drug policy grounded in the individual and collective responsibility of each member of the Pitzer community. It is the College's intent that, "through examining the social consequences and ethical implications of the issues they explore, students learn to evaluate the effects of individual actions and social policies and take responsibility for making the world we live in a better place." This policy seeks to apply this philosophy to the social life of our own community.

As an institution of higher education, Pitzer College seeks to promote responsible decision-making on the part of all members of the College community, especially in choices which affect their own health and safety and that of others. The irresponsible use and abuse of alcohol, drugs, and tobacco can result in serious health damage, such as liver disease, respiratory problems and brain damage. Misuse can lead to socially and morally unacceptable behavior such as driving under the influence, sexual violence and violation, impaired judgment with regard to safer sex practices, vandalism and property damage. Such behavior, in addition to being destructive to individuals, is destructive of the community environment that is a key element of Pitzer College. Students are encouraged to take advantage of alcohol and drug education opportunities made available through college resources such as regular alcohol awareness workshops offered to

Pitzer students through Health Education Outreach. Additional resources are available for individual needs. Among those who have been trained and are prepared to provide information support and referral are Resident Assistants, Residence Directors, Deans, and Pitzer's Substance Abuse Education and Outreach Coordinator. Students may also wish to consult faculty advisers or the Office of the Chaplains. Monsour Counseling Center can arrange for professional assessment of substance use and abuse and can provide referral for professional treatment. Students are urged to utilize the full range of services and resources that are thus made available to them.

In adopting and implementing its alcohol and drug policy, Pitzer College is complying with Public Law 101-226, the Drug Free Schools and Communities Act, which requires the College to have a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities.

Pitzer College complies with Federal law regarding the use and possession of marijuana; therefore, marijuana use on campus is prohibited even if the student or their guest's use meets the qualifications of the California Compassionate Use Act. Documentation of medically prescribed marijuana will not exempt a student or their guest from complying with the College's Drug Policy.

In addition there are liability issues for both students and the College. Pitzer College community members, regardless of status, are subject to local, state and federal laws, as well as applicable campus policies, and in light of our educational objectives, are to exercise personal and collective responsibility in regard to these laws and campus policies. Faculty adherence is a matter for the Dean of Faculty. Staff adherence is a matter for the Director of Human Resources. Student adherence is the responsibility of the Dean of Students. The following College regulations on alcohol and drug use apply to students.

The College will, whenever possible, seek to use educational and rehabilitative methods to deal with problems related to drug and alcohol consumption. However, where offenses warrant, the College will not hesitate to use all sanctions available, including expulsion from the College. The range of sanctions is listed under the Code of Student Conduct.

A. Regulations Regarding Alcoholic Beverages

The illegal consumption of alcohol and drugs is not permitted at Pitzer College, or at College sponsored off-campus activities, and is subject to administrative or judicial response.

Furthermore, the College strongly discourages the irresponsible consumption of alcohol at the College and at College sponsored off- campus activities. The consumption of alcohol by students over 21 years of age is allowed at approved registered events and in the privacy of their own room, provided their behavior does not disturb others. The following are the Colleges alcohol policies:

1. Alcohol possession in residence halls is permitted only by students of legal age (21). Alcohol may be consumed only by legal-age students in students' rooms, or with the exception of special events, registered with the Dean of Students or his/her designee. Consumption of alcohol should not infringe on the rights of other students.
2. Students of legal age may not give or sell alcohol to students under the legal age to transport, possess or consume. Students under the legal age may not transport, possess, consume or purchase alcohol in any area of the residence halls.
3. Students under the legal age may not possess any empty alcoholic beverage containers in their residence hall rooms. The only exception is when a roommate is of legal age and owns the container.
4. Alcohol containers should not be displayed in areas visible to the public and are subject to disposal if observed.
5. Students may not possess or transport open containers of alcoholic beverages in public areas.
6. Students may not consume alcoholic beverages in public areas including, but not limited to: administrative and academic buildings, residence hall common areas including lobbies, living rooms, special purpose rooms, corridors, basements, stairwells, laundry and vending machine areas; and outdoor areas including sun decks, courtyards, parking lots, etc.
7. Large quantities of alcohol are prohibited at unregistered events, in private rooms and in residence halls (e.g. kegs, pony kegs, beer balls, etc.). Such quantities of alcohol and serving devices will be confiscated and will not be returned.
8. The 5-College Dry Week policy is in effect at the beginning of the Fall semester once early arrivals come to campus, throughout Orientation and the first week of classes. Being "dry" means alcohol may not be consumed or served on campus.

9. Games that are centered on alcohol focus on drinking large quantities of alcohol or promote irresponsible drinking are prohibited. Any devices or paraphernalia which aid in these games will be confiscated and will not be returned. These devices include, but are not limited to beer pong or “Beirut” tables and cups and beer bongs or funnels.
10. Disorderly behavior related to alcohol use. Hosts, sponsoring individuals and/or organizations are responsible and accountable for such behavior.
11. Any advertising for events, which indicates or implies that alcohol is to be served. The College requires the prior approval of all advertising for events by the Dean of Students or her/his designee.
12. The use of student activity funds to purchase alcoholic beverages.
13. Tampering or altering student ID’s or using false ID.

Know the signs of intoxication:

- Passed out or difficult to awaken
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake)

Know how to help:

- Turn a vomiting person on their side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- Contact Campus Safety immediately if student is unresponsive

B. Regulations Regarding Drugs

The following are prohibited:

1. The possession, use, cultivation, sale, or transfer of illicit drugs. Such drugs will be confiscated and may be destroyed.
2. The selling or transfer of prescription drugs.
3. The possession of drug paraphernalia, including pipes, needles or other contrivances used in the consumption of illicit drugs. Such paraphernalia will be confiscated and may be destroyed.

4. Disorderly behavior related to drug use.

Policies Specific to Faculty and Staff

Consistent with its obligations under applicable laws, it is the policy of Pitzer College to maintain a drug and alcohol abuse free environment. All events involving the serving of alcohol in public areas in which individuals under age 21 will be in attendance, must be registered with the Office of Student Affairs.

The unlawful manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase and/or use of illicit drugs (as defined in schedules I through V of the Controlled Substances Act 21, U.S. Code 812, as amended) or unlawful alcohol on the Pitzer College campus, or at any off site activity sponsored by the College, is prohibited. In addition, employees shall not report for work or work under the influence of any drug or alcohol or other substance which will impair work performance, alertness, coordination or response, or affect the safety of others on the job. Controlled substances include, but are not limited to, such substances as marijuana, heroin, cocaine, barbiturates, amphetamines, and other narcotics.

Please consult Pitzer College's Drug Free Workplace Policy for more information:

http://pitweb.pitzer.edu/human-resources/wp-content/uploads/sites/48/2014/08/DrugFree_13-14.pdf

California and Local Alcohol & Drug Laws

Each member of the Pitzer community is individually and personally responsible for compliance with the applicable provisions of the law of the State of California. The following codes are provided for your information:

Possession by a Person(s) Under 21 Years of Age

Any person under the age of 21 years who has any alcoholic beverage in his/her possession on any street or highway or in any public place open to the public is guilty of a misdemeanor (PC.25662).

In 1988 California amended Bus. & Prof. Code 25662. The amendment states that peace officers who lawfully enter premises may confiscate alcoholic beverages which are in plain view and possessed by or provided to underage persons at social gatherings. The gatherings must be open to the public, have ten or more underage persons in attendance, with those under 21 consuming alcoholic beverages and no supervision by the parent or guardian of one or more of the participants. Alcoholic beverages in open containers that are confiscated may be destroyed while those in unopened containers shall be impounded for no more than seven working days after which they too may be destroyed. Unopened containers may be released within the seven days to the owner or resident of the property provided they are 21 years of age. (Bus. & Prof. Code 25662(b))

Sales, Furnishing Alcohol to a Minor

Every person who sells, furnishes, gives, or causes to be sold, furnished, or given away any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor (B & PC. 25658).

Any person under the age of 21 years who purchases any alcoholic beverage or any person under the age of 21 years who consumes any alcoholic beverage in any on-sale premises is guilty of a misdemeanor and shall be punished by a fine of not less than one hundred dollars (\$100), no part of which shall be suspended. The penalty is more severe under the Penal Code Section 272, which states if any person provides an alcoholic beverage to a minor person under 18 he/she will be contributing to the delinquency of a minor, which is also a misdemeanor. The maximum penalty for the violation of this code section is one year in the County Jail for each count and/or \$1,000 fine for each count. It should be pointed out that each minor so provided with an alcoholic beverage is a separate count and may be charged by the District Attorney (PC. 272).

Sales to an Intoxicated Person

Every person who sells, furnishes, or gives alcohol to any habitual or common drunkard or to any obviously intoxicated person is guilty of a misdemeanor (25602).

False Evidence of Age and Identity

Any person under the age of 21 years who presents or offers to any licensee, his/her agent or employees, any written, printed, or photo static evidence of age which is false 85 for the purpose of purchasing, attempting to purchase, or otherwise procuring or attempting to procure the serving

of any alcoholic beverage, or who has in his possession any false or fraudulent written, printed, or photo static evidence of age and identity, is guilty of a misdemeanor and shall be punished by a fine of at least two hundred dollars, no part of which shall be suspended.

Possession in Motor Vehicle by Minor

No person under the age of 21 years shall knowingly possess, transport, or have under his/ her control in any motor vehicle any alcoholic beverage, unless such person is accompanied by a parent or legal guardian or is employed by a license under the Alcoholic Beverage Control Act (Division 9, commencing with Section 23000, of the Business and Professions Code), and is possessing, transporting or has such alcoholic beverage in a motor vehicle under his/her control during regular hours and in the course of his/her employment. If the vehicle used in any violation, as mentioned in the previous paragraph, is registered to such person under the age of 21 years, the vehicle may be impounded at the owner's expense for not less than one day nor more than thirty days for each violation (VC 23224).

Marijuana Possession

Every person who possesses marijuana, except as otherwise provided by law, shall be punished by imprisonment in the county jail for a period of not more than one year or the state prison for a period of between one and ten years (Sec. 11357).

Marijuana Cultivation

Every person who plants, cultivates, harvests, dries or processes any marijuana or any part thereof, except as otherwise provided by law, shall be punished by imprisonment in the state prison for a period of between one and ten years and shall not be eligible for release upon completion of sentence, on parole or on any other basis, until he has been imprisoned for a period of not less than one year in the state prison (Sec. 11358).

Possession for Sale of Marijuana

Every person who possesses for sale any marijuana, except as otherwise provided by law, shall be punished by imprisonment in the state prison for a period of between two and ten years and shall not be eligible for release upon completion of sentence or on parole or any

other basis until he/she has been imprisoned for a period of not less than two years in the state prison (Sec. 11359).

Transportation of Marijuana

Every person who transports, imports into this state, sells, furnishes, administers, or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away, or attempts to import into this state or transport any marijuana shall be punished by imprisonment in the state prison for a period of five years of life and shall not be eligible for release upon completion of sentence or on parole or any other basis until he/she has been imprisoned for a period of not less than three years in the state prison (Sec. 11360).

Possession of Drug Paraphernalia

It is unlawful to possess an opium pipe or any device, contrivance, instrument or paraphernalia used for unlawfully injecting or smoking a controlled substance or a controlled substance, which is classified as a narcotic drug (Sec. 11364).

Unauthorized Possession of Controlled Substances

Except as otherwise provided every person who possesses (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in state prison for a period of not less than two years or more than ten years and shall not be eligible for release upon completion of sentence or on parole or any other basis until she/he has been imprisoned for a period of not less than two years in the state prison (Sec. 11350).

Possession for Sale of Controlled Substances

Except at otherwise provided every person who possesses for sale (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, shall be punished by imprisonment in the state prison for a period of not

less than five years or more than fifteen years and shall not be eligible for release upon completion of sentence or on parole or any other basis until she/he has been imprisoned for a period of not less than two and a half years in the state prison (Sec. 11351).

Transportation of Controlled Substances

Except as otherwise provided, every person who transports, imports into this state, sells, furnishes, administers or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away, or attempts to import into this state or transport (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison for a period of five years to life and shall not be eligible for release upon completion of sentence, or parole or any other basis until she/he has been imprisoned for a period of not less than three years in the state prison (Sec. 11352).

Possession with Intention to Manufacture Methamphetamine (PCP)

(PCP) Any person who possesses both methylamine and phenyl-2-propanone (phenyl acetone) at the same time with the intent to manufacture methamphetamine is guilty of a felony and shall be punished by imprisonment in the state prison for between one and five years (Sec. 11383).

“Federal law prohibits the possession and distribution of controlled substances, including marijuana, cocaine and heroin. Persons found guilty of possession of controlled substances face a federal civil penalty of \$10,000 and a criminal sanction of \$5,000 and not more than one year in jail. Federal criminal penalties for possession of controlled substances increase according to the amount possessed.”

Drugs Risks and Consequences

- Alcohol and other drug use during pregnancy increases risk of physical harms to fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.

- Drugs taken by injection can increase the risk of infection (e.g. HIV, hepatitis, etc.) through needle contamination.

For more information visit: www.drugabuse.gov

Drug and Alcohol Abuse Education Programs

Resources for Students

Alcoholics Anonymous and Narcotics Anonymous meetings and other referrals. In addition, students may contact CUC's Health Education Outreach Office (HEO) for all kinds of health and wellness information and support. HEO is dedicated to helping you find the most appropriate resources including counseling, free and anonymous HIV testing, helpline information and referrals. HEO is located in the Tranquada Student Services Center and can be reached at 909-607-3602. Whenever the Claremont Colleges sponsor and present seminars or workshops on substance abuse, you are encouraged to take advantage of them.

Resources for Faculty and Staff

Faculty and staff members who are concerned about problems related to substance use, abuse and rehabilitation are encouraged to seek assistance through these resources. The Employee Assistance Program (EAP) provides free counseling sessions to all benefit-eligible employees and their family members (5 for employee, 5 for spouse or domestic partner, 5 for dependents, for a maximum of 15 sessions per family, or 10 per couple.) Continued appointments at low-cost rates may be arranged. To access the *OptumHealth* EAP call (800) 234-5465 or www.liveandworkwell.com. The contact is completely confidential. In addition, you may contact the Director of Human Resources at 909-607-8533, who will provide other confidential referrals as a constructive way for employees to deal voluntarily with drug and alcohol related problems.

ANNUAL DISCLOSURE OF CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. Campus Safety maintains a close relationship with all

police departments where Pitzer College owns or control property ensure that crimes reported directly to these police departments that involve the College are brought to the attention of Campus Safety.

Campus Safety and the Office of Student Affairs collect the crime statistics disclosed in the charts through a number of methods. Campus Safety officers enter all reports of crime incidents made directly to the department through an integrated computer aided-dispatch systems/records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. Campus Safety periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that Campus Safety maintains, the statistics below also include crimes that are reported to various campus security authorities, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub categories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes

Criminal Homicide-Manslaughter by Negligence- The killing of another person through gross negligence.

Criminal Homicide- Murder and Nonnegligent Manslaughter- The willful (nonnegligent) killing of one human being by another.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Rape -The 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 the consent of the victim.

B. **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

D. **Statutory Rape** - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery

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

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Arson

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

Liquor Law Violations

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

Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons: Carrying, Possessing, Etc.

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Referred for campus disciplinary action (Liquor Laws, Drugs and Weapons Violations)

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

Hate crime

A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Categories of Prejudice:

Race-A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

Gender-A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation- A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/national origin-A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

Disability-A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate Crime Definitions

The crimes of Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property are also reported under Clery Act requirements if it is determined the victim was intentionally selected because of the perpetrators' bias against the victim.

Larceny-Theft (Except Motor Vehicle Theft)

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault

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

Intimidation

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

Destruction/Damage/Vandalism of Property

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

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party'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. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

Domestic Violence

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

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purpose of this definition *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or

communicates to or about, a person, or interferes with a person's property. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

CRIME STATISTICS CHART

2014 Pitzer College Crime Statistics Charts

Offense		
Criminal Homicide		
<i>Murder and Non-negligent Manslaughter</i>		2012
		2013
		2014
<i>Negligent Manslaughter</i>		2012
		2013
		2014
Sex Offenses		
<i>Rape</i>		2012
		2013
		2014
<i>Fondling</i>		2012
		2013
		2014
<i>Incest</i>		2012
		2013
		2014
<i>Statutory Rape</i>		2012
		2013
		2014
Robbery		2012
		2013
		2014
Aggravated Assault		2012
		2013
		2014
Burglary		2012
		2013
		2014
Motor Vehicle Theft		2012
		2013
		2014
Arson		2012
		2013
		2014

Other Offenses	Arrest						Judicial Referral					
	On-Campus		Residential Facility		Non-campus Building or Property		On-Campus		Residential Facility		Non-campus Building or Property	
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Liquor Law Violations	0	1	0	0	0	0	62	59	62	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	39	33	33	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	25	21	21	0	0	0
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
	0	0	0	0	0	0	0	0	0	0	0	0
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

VAWA Amendment Offenses

Dating violence	2012	N/A	N/A	N/A	N/A
	2013	0	0	0	0
	2014	1	0	0	0
Domestic Violence	2012	N/A	N/A	N/A	N/A
	2013	0	0	0	0
	2014	0	0	0	0
Stalking	2012	N/A	N/A	N/A	N/A
	2013	0	0	1	1
	2014	1	0	0	0

Hate Crimes:

- 2012 There were no reportable hate crimes
- 2013 There were no reportable hate crimes
- 2014 There was one reportable hate crime

* Residential statistics are a subsection of the On-Campus totals

** Statistics were requested from Claremont Police Department, but not available in a usable format for Clery reporting

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for Pitzer College.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

On-Campus Student Housing – A 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 a reasonable contiguous area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Building Evacuations, Fire Alarms, and Smoke Detectors

One approved fire drill per semester will be conducted in each residence hall. The Residence Life staff will discuss the evacuation plan and meeting locations during hall/floor meetings. The participation of everyone is required. Individuals refusing to evacuate a building during a fire alarm or other building evacuation will be cited by the Fire Marshall and/or College officials and are subject to judicial action. The removal of, or tampering with firefighting equipment is a violation of state law, and the setting off of “false” fire alarms endangers the lives and property of the Pitzer College community and is prohibited. This includes tampering with your smoke detector (removing batteries, etc.) or fire extinguisher. This violation of state law can result in a fine of up to \$1000 and a possible jail term of up to one year. Judicial action will take place against an individual or group that violates this policy.

Fire Alarms, Building Evacuations and Campfires

The careless use of fire, the removal of or tampering with firefighting equipment and the setting off of “false” fire alarms endangers the lives and property of the Pitzer College community and is

prohibited on its campus. This violation of state law is classified as a misdemeanor and can result in a fine of up to \$1000 and a possible jail term of up to one year. Judicial action will take place against an individual or group that violates this policy. Individuals refusing to evacuate a building during a fire alarm or other building evacuation can be cited by the Fire Marshall and are subject to judicial action. Refer also to the section on fire safety regulations within the Pitzer College Student Handbook in the section on Residential Living.

Fire Sprinkler Systems

Fire sprinklers have been installed in all residential buildings except for Mead hall. Only the lower levels of Mead hall has fire sprinklers installed.

Tampering with the fire sprinklers is a fire code violation. *Any unauthorized modification to the fire sprinkler system is in direct violation of the LACFD and is subject to fines.* Any and all damages associated with the sprinkler heads will result in vandalism charges to the student including the replacement of sprinkler heads, any water damage due to flooding, and the fire department response. Keep in mind that flooding may not be limited to a student's room and they could be responsible for damages to numerous rooms.

Halogen Light Policy

Pitzer College prohibits the use of halogen lamps. They are prohibited even if they are intended for decoration, recreation or ceremonial use.

Open Flames

Due to the danger presented by open flames, candles or any other flame may not be used on the Pitzer College campus unless they are used as part of a campus event and approved by the Office of Student Affairs.

State law allows for open campfires only under certain requirements, which can be facilitated through the Office of Student Affairs and Facilities. Under no circumstances will fires in the Arboretum/Outback be allowed, due to the highly flammable vegetation in the area.

Explosives

Any items containing explosives are absolutely prohibited in the residence halls, and in vehicles anywhere on campus. These items include, but are not limited to fireworks. In addition, combustibles in containers, such as gasoline cans or camping fuel, are never allowed in the residence halls. These items are prohibited even if they are intended for decoration, recreation, or ceremonial use.

Furthermore, vehicles such as, motorcycles, motor scooters, motorbikes, and mopeds, cannot be parked or stored in student rooms or anywhere within the vicinity of residence halls or campus buildings and (except those operated by Campus Safety and emergency vehicles on official business) are prohibited on the interior of campus, i.e., those areas not designated for vehicle traffic.

In regards to residence hall rooms, as outlined in the Pitzer College Student Handbook under ResLife and Housing Policies and Procedures, nothing can be attached to or hung on the ceilings in residence hall rooms; this includes, but is not limited to posters and tapestries.

Fire Statistics for On-Campus Student Housing Facilities

The Office of Student Affairs maintains a Fire log that includes the nature, date, time and general location of every fire that occurs in an on campus housing facility. The log is available for inspection by contacting the Facilities Office, Monday through Friday during normal business hours.

Description of On-Campus Student Housing Fire Safety Systems: Residence Halls and Live-In Faculty/Staff Apartments

Pitzer College complies with all local, state and national fire regulations. All of Pitzer College residential buildings have fire alarms and have redundant suppression equipment that includes automatic sprinkler systems and manual fire extinguishers. Evacuation drills of all residential buildings are conducted each semester for a total of two evacuation drills per academic year. Fire safety systems are routinely inspected and monitored as mandated by the County of Los Angeles. A log of these inspections is maintained by the Pitzer College Facilities Department.

The addresses for all residence halls are listed below:

- Atherton Hall, 1150 Pitzer Road, Claremont, CA 91711
- East Hall, 1250 Pitzer Road, Claremont, CA 91711
- East Sanborn Hall, 1070 Pitzer Road, Claremont, CA 91711
- Mead Hall, 1051 Pitzer Road, Claremont, CA 91711
- North Sanborn Hall, 1070 Pitzer Road, Claremont, CA 91711
- Pitzer Hall, 1050 Pitzer Road, Claremont, CA 91711
- Skandera Hall, 1250 Pitzer Road, Claremont, CA 91711
- West Hall, 1250 Pitzer Road, Claremont, CA 91711

2013 Residence Hall Fire Log

Building Name	#	Date	Cause	Injuries Requiring treatment	Deaths related to fire	Property Damage Value (\$)	Report Number
Pitzer Hall	0	0	0	0	0	0	0
Atherton Hall	1	5/3/13	Unknown	0	0	0	1
North Sanborn Hall	0	0	0	0	0	0	0
East Sanborn Hall	0	0	0	0	0	0	0
Mead Hall	0	0	0	0	0	0	0
West Hall	0	0	0	0	0	0	0
East Hall	0	0	0	0	0	0	0

2014 Residence Hall Fire Log

Building Name	#	Date	Cause	Injuries Requiring treatment	Deaths related to fire	Property Damage Value (\$)	Report Number
Pitzer Hall	0	0	0	0	0	0	0
Atherton Hall	0	0	0	0	0	0	0
North Sanborn Hall	0	0	0	0	0	0	0
East Sanborn Hall	0	0	0	0	0	0	0
Mead Hall	0	0	0	0	0	0	0
West Hall	0	0	0	0	0	0	0
East Hall	0	0	0	0	0	0	0

2015 Residence Hall Fire Log

Building Name	#	Date	Cause	Injuries Requiring treatment	Deaths related to fire	Property Damage Value (\$)	Report Number
Pitzer Hall	0	0	0	0	0	0	0
Atherton Hall	0	0	0	0	0	0	0
North Sanborn Hall	0	0	0	0	0	0	0
East Sanborn Hall	0	0	0	0	0	0	0
Mead Hall	0	0	0	0	0	0	0
West Hall	0	0	0	0	0	0	0
East Hall	0	0	0	0	0	0	0

Residence Hall Fire Safety Systems

Building Name	Year Built/Renovated	Fireproof Frame	Sq. Ft Protected	Wet/Dry	Fire Alarm
Pitzer Hall	2005	Metal frame	22,153	wet	yes
Atherton Hall	2005	Metal frame	17,821	wet	yes
North Sanborn Hall	2005	Metal frame	11,279	wet	yes
East Sanborn Hall	2005	Metal frame	17,771	wet	yes
Mead Hall	1966	Concert	65,289	Wet lower level	yes
West Hall	2012	Metal frame	35,178	wet	yes
East Hall	2012	Metal frame	35,178	wet	yes

Fire Safety Education and Training Programs for Students, Faculty and Staff

The Resident Assistants receive fire prevention and response training during Resident Assistant training each August. The training consists of a classroom instruction followed by hands on application of fire extinguishers. In addition, evacuation drills are conducted each semester.

Topics addressed during this training include:

- Fire prevention in the residence hall

- What to do in the event of a fire
- How to report a fire or other emergency

Fire Incident Reporting

Students, faculty and staff are instructed to call 909-607-2000 to report a fire emergency.

Non-emergency notifications (e.g. evidence that something burned) are made to:

Campus Facilities 909-607-2226 or the Office of Student Affairs 909-621-8241.

Plans for Future Improvements in Fire Safety

The College's Emergency Management Committee is responsible for oversight of all emergency response and preparedness initiatives and Fire Safety falls under its jurisdiction. These initiatives are regularly reviewed by the Committee.

Crime Prevention Tips

While the Pitzer College campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics below, other common crimes that occur on campus are outlined below:

Theft

Theft is a common occurrence on college campuses. Oftentimes this is due to the fact theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

The theft occurring most often across the Consortium and certainly at Pitzer College is bicycle theft. We highly recommend that students, faculty and staff secure their bikes properly to a bike rack using a U-lock. The Green Bike Program sells the locks and teaches the proper technique for securing bicycles.

As part of a consortium, it is extremely common to see someone you do not recognize, but assume is a member of the community. It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. We recommend using laptop locks. All desks in Pitzer, Atherton, Sanborn, 2014, East and West Halls contain a desk drawer with a locking mechanism. We recommend purchasing a padlock or other small locking device to secure medication, passports, cash, small electronics, etc. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to residence halls, labs, classrooms locked when not occupied
- Do not provide access to unauthorized persons in the buildings or classrooms
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, checkbooks in a lock box or locked drawer
- Keep a list of all valuable possessions including the makes, models, and serial numbers
- Do not leave laptop computers or textbooks unattended in study rooms, classrooms, labs or libraries, even if it is for a short period of time
- Do not lend credit cards or identification cards to anyone
- Report loitering persons or suspicious persons to Campus Safety immediately; do not take any chances

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.

- Examine financial information often to assure all transactions are authorized and accounted for.
- Use of computer security software on computers and installation of firewalls are good.