



**california
college of
music**

**SAFETY & SECURITY
ANNUAL REPORT**

ACADEMIC YEAR 2022-2023

LAST REVISED: SEPTEMBER 29, 2023

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CCMLA.EDU

CAMPUS SAFETY & SECURITY ANNUAL REPORT 2023

TO: California College of Music - Students, Faculty and Staff

FROM: Alfredo Alamillo, M.F.A., Director of Administration - Campus Safety Coordinator

DATE: September 29, 2023

RE: Annual Campus Safety and Security Report 2023

In line with CCM's goal and commitment to providing all students, faculty and staff with a secure and crime free environment. And in compliance with 20 United States Code 1092(a) and (f) also known as the Jeanne Clery Act and pursuant to the Campus Crime Statistics Act. A copy of CCM's Annual Campus Safety and Security Survey is attached. This report is distributed in compliance with the "Crime Awareness and Campus Security – Clery Act." Included in this report, is a copy of information relating to CCM's Drug and Alcohol Abuse Self Prevention Program.

CCM's commitment to safety and security includes:

- Monitoring and following up on each crime reported at a CCM location or involving the members of the CCM community.
- Assisting reporting individuals with contacting the local Pasadena authorities where necessary.
- Providing a campus environment that monitors the presence and behavior of guests, as well as enforce a Student Code of Conduct designed to ensure the safety of the CCM community.
- Enforce a Zero Tolerance Drug and Alcohol Policy on campus and at all campus sponsored events.
- Promote the prevention of sexual discrimination and harassment on campus and among all members of the CCM community, in accordance with Title IX guidelines and law enforcement at all levels.

We believe students, faculty and staff behavior which promotes security awareness is important in all aspects of the facilitation of a safe and productive education environment. We encourage all students, faculty and staff to accept personal responsibility for their own safety as well as the security of all members of the CCM community. The CCM promotes a "See Something, Say Something" philosophy on campus, as well as in reference to any campus-sponsored event or the interactions of any members of the CCM community.

As you read the following report, comments, questions or concerns may be addressed to:

California College of Music
Attn: Alfredo Alamillo
Director of Administration - Campus Safety Coordinator
42 S. Catalina Ave.
Pasadena, CA 91106

Three years' worth of statistics are included for certain types of crimes on campus, and on public property within or immediately adjacent to the campus.

Message from the Director of Administration - Campus Safety Coordinator

California College of Music (CCM) is pleased to present the 2023 Campus Safety and Security Report. This annual security report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and is intended to disseminate important information to the CCM community.

The statements enclosed in this document address the school's policies, procedures concerning safety including emergency response, safety awareness and crime prevention.

Crime statistics are based on reports to have occurred on campus, on property controlled by CCM or on public property within or immediately adjacent to the campus and are presented in this report for a three-year period.

This report is available online at: [Consumer Information - Campus Safety and Security Report](#) .

You may also request a paper copy from CCM's campus safety coordinator.

Regards,
Alfredo Alamillo, M.F.A.
Director of Administration - Campus Safety Coordinator

STATEMENT OF POLICIES

While you are studying at California College of Music, we want you to know that we are here to help you maintain your own physical and mental health. We can help facilitate access to information, education, and certified medical health care providers who can provide counseling and professional care to you, so that you may maintain your physical and mental health throughout your time here and beyond. Would you like to request we provide or facilitate access to any of those services? Are there any areas of your physical or mental health in which you would like to be provided with information, education, counseling, or professional care?

Students, faculty or staff who wish to report criminal actions and/or Code of Conduct violations which have occurred on or off the CCM campus yet directly involve a CCM member, may file a Code of Conduct Violation Form with the Administration Office. The report should be filed as soon as possible wherein the Dean, Director of Administration, and/or the Director of Student Services shall review the grievances, criminal actions, and/or code of conduct violations.

For criminal actions occurring outside of normal business hours, students, faculty or staff should immediately report to local authorities for assistance.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

The Clery Act requires colleges and universities to issue timely warnings to the campus community for Clery Act crimes that occur within the College's geography.

The timely warning is intended to alert the campus community to potentially dangerous criminal activity on or near campus to enable people to protect themselves and prevent similar or repeat occurrences. To ensure the timeliness of an alert, a warning is issued as soon as pertinent information is available.

In the event that a situation arises, either on or off campus, that in the judgment of the Administration Office, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through e-mail to all faculty, and staff. Anyone with information warranting a timely warning should report the circumstance to the Administration Office by phone at 626.577.1753 or in person at the Administration Office.

PREPARING THE ANNUAL DISCLOSURES

The Director of Administration has the responsibility of gathering the data used to prepare the annual campus crime statistics. The data used to compile this report will be collected from the local Pasadena Police Department, along with information from CCM's compiled Code of Conduct Violation Forms.

The resulting data is used to prepare the annual crime statistics report. Notification of the completion and availability of the official report is sent out annually by January 1st via e-mail and/or school postings, and copies may be obtained at the Administration Office.

ANONYMOUS REPORTING

California College of Music is committed to honoring requests from individuals who wish to keep their report confidential and anonymous. A victim or witness may select the option of remaining anonymous when completing a Code of Conduct Violation Form. The report shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

The information submitted will be included in the annual disclosure of crime statistics, in accordance with the Clery Act, without disclosing any personal information or identification about the victim.

STATEMENT CONCERNING CAMPUS SECURITY

CCM is a non-residential College, and does not have campus security. Therefore, all crimes are reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

SECURITY AND CAMPUS ACCESS

Students, faculty, & staff may access CCM between the hours of 9a-5p Monday to Friday (excluding weekends and federal holidays). There are 2 entrances. The front entrance is secured by a metal gated door. The rear entrance is secured by an electronic keypad door in which only enrolled students and current faculty have the access code. The rear entrance also serves as an Emergency Exit during natural disasters

There are 24/7 recorded security cameras installed in every room and hallway. The institution has security surveillance in the case of an unforeseen crime such as robbery or theft.

BYSTANDER INTERVENTION

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking, or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence, or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

California College of Music encourages all members of the College community to participate in the process of creating a safe, welcoming, and respectful campus environment free from harassment, discrimination, and violence for all. Accordingly, CCM believes that everyone has a role to play in preventing, intervening, and helping to reduce the risk of interpersonal and sexual harm playing out. The institution fully recognizes that only those who commit sexual or interpersonal offenses are responsible for their actions, and that victim-blaming is never appropriate.

The suggestions that follow are intended to help keep all members of the campus community play an active role in caring for oneself, caring for one another, and keeping our community safe. When harm plays out, we know that there is almost always someone present, at some point, who is in a position to intervene. Yet, many individuals may face challenges with taking action and stepping up when they see something. Though we can't always remove some of these barriers, identifying them and working around them is critical to finding a way to act.

Identifying Safe and Effective Intervention Options

Below are what's commonly referred to as the Five D's of Bystander Intervention options. Distinct approaches work for different people, in different circumstances. Sometimes, an effective intervention may involve a combination of the below intervention strategies.

Regardless of the intervention technique used:

- o **Safety comes first always.** Do not intervene in a way that may cause you or harm to other people involved.
- o **Enlist others** and get them involved in the intervention.
- o **Intervene at the earliest point possible** so that harm does not escalate.
 - **Direct** – Approach the person of concern and ask if they are okay or if they need help, or directly address the person responsible for the concerning behaviors.
 - **Delegate** – Ask a friend, family member, or someone in a position of authority, to intervene directly and/or call for help.
 - **Distract** – There are endless ways to create a distraction. Strike up a conversation about something random, suggest a change of venue, or anything else which safely interrupts the concerning situation and allows the individual(s) of concern to safely get away from the situation.
 - **Delay** – Whether or not you act in the moment, you can still make a difference after an incident by checking in, asking how you can help, and/or offering resources to the person(s) involved.
 - **Document** – If someone is already helping the person, and you are safe, record a video of the incident at a safe distance. Give the video of the recording to the victim and let them choose if and how they want to share it or use it. Documenting emails, texts, and other online platforms where harm may play out can also be helpful and should similarly be shared with the victim.

Take Action to Intervene

- **Interpret what you are seeing as a problem.** If you are not sure if there is a problem, assume there is and ask questions. See if others are concerned, or if the person(s) need help.
- **Assume personal responsibility for the situation.** Know that if you don't step up, no one else might. If you do act, that can motivate others to act as well.
- **Put into action** one or more of the above strategies that considers your safety as well as the safety of others involved.

STATEMENT OF COUNSELING AVAILABLE TO STUDENTS AND STAFF

The Administration Office can provide a directory of services that are available within the community, to assist those in need of counseling. These services are usually free of charge and are provided by the local Pasadena community.

CCM will also provide students or employees a written explanation of their rights as well as options on requesting changes to academic, living, transportation, or working situations.

Note that though the institution does not employ pastoral or professional counselors in any capacity on or off campus, the institution may refer or facilitate access to professional care and information for students seeking assistance. In acknowledging the confidentiality of a counseling environment, and maintaining compliance with state and federal procedures, the institution states that it is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

"Pastoral Counselors" and "Professional Counselors", when acting as such, are not considered a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics.

- **Pastoral Counselor:** An individual who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.
- **Professional Counselor:** An individual whose official responsibilities include providing psychological counseling to members of the community, and who is functioning within the scope of his or her certification.

A STATEMENT OF PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES ON CAMPUS SECURITY PERSONAL SAFETY AND CRIME PREVENTION

The Administration Office can provide a directory of services that are available within the community to specifically assist those who have suffered from a criminal act. These services are usually free of charge and are provided by the local Pasadena community. In addition, the Administration Office will

create and send email campaigns each new enrolling quarter for the purposes of crime prevention and awareness.

During student/employee orientation, topics on programs pertaining personal safety and crime prevention are discussed.

STATEMENT ON MONITORING AND RECORDING CRIMINAL ACTIVITY OFF CAMPUS

CCM does not sponsor or endorse any off-campus student organizations at this time, therefore has no police monitoring policy.

CCM makes an official request to the Pasadena Police Department for statistics of criminal offenses, The college does not have any off-campus student organizations or non-campus buildings.

STATEMENT ON DRUGS AND ALCOHOL

CCM is an alcohol-and-drug-free campus. CCM forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere within the College facilities. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subjected to both disciplinary action and criminal prosecution. Drug and/or alcohol dependency is a serious problem affecting a large percentage of the world's population. Students who feel they are struggling with drug and/or alcohol abuse or addiction are encouraged to seek help through the following organizations:

Alcoholics Anonymous L.A. Central Office
4311 Wilshire Blvd., #104, Los Angeles, CA 90010
Tel (323) 936-4343
<http://www.lacaaa.org>

City of Pasadena Recovery Center
1845 N Fair Oaks Ave., Pasadena, CA 91103
Tel (626) 744-6005
<http://cityofpasadena.net/publichealth>

CCM is also committed to the creation of a learning environment in which students' ability to meet their full potential is not adversely affected by the abuse of alcohol or other intoxicants. The underage use and possession of alcohol is prohibited. The possession and use by any student of illicit or controlled substances or paraphernalia related to their use is prohibited. Moreover, the College prohibits severe intoxication and prescribes educational responses as well as progressively more serious disciplinary consequences for obvious and egregious instances of alcohol abuse.

PROCEDURE: All students and faculty/staff members are notified that the possession, use, dispensing, manufacture, or distribution of drugs, alcohol, or any unlawful or controlled substances is prohibited on the CCM campus. Being under the influence of drugs or alcohol is grounds for immediate termination or expulsion. Furthermore, the use of alcohol or controlled substances at any college

sponsored event, including, but not limited to concerts, field trips, outside recruiting activities, conventions, meetings, seminars, workshops, or other events in which the employee is representing the College or participating in a way so as to reflect adversely upon the institution is expressly prohibited. faculty/staff members must notify the Director of any criminal drug- or alcohol-related conviction or violation no later than five days after such conviction or violation. A list of the available local drug counseling, rehabilitation, and employee assistance programs is available upon request. Non-compliance with the terms of this institution's Alcohol and Drug Awareness Policy will result in the following actions:

First Occurrence – Employee or student will be required to seek immediate counseling. Employees or students must provide a written diagnosis and prognosis within three working days. Employees or students must comply with the recommendations of the counselor.

Second Occurrence – Employee or student must attend a recognized substance abuse rehabilitation program. Prior to returning to work or study at CCM, the employee or student must present a letter that indicates the employee successfully completed the rehabilitation program.

Third Occurrence – Immediate termination from employment or expulsion from the College.

SEARCHES: CCM management may conduct searches for illegal drugs or alcohol on the college campus or off-campus event sites without prior notice to faculty/staff members or students. Such searches may be conducted at any time. faculty/staff members and students are expected to cooperate fully. Searches of faculty/staff members, students, and their personal property may be conducted when there is reasonable suspicion to believe that the employee or student has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any College property that is provided for personal use, such as desks, lockers, and files. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

DRUG TESTING: CCM may require a blood test, urinalysis, hair test or other drug or alcohol screening of faculty/staff members suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

STATEMENT OF PROCEDURES FOR REPORTING SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE OR STALKING

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at a local hospital that will supply a physical evidence recovery collection kit.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other

communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to CCM hearing boards/investigators or police. Although CCM strongly encourages all members of its community to report violations to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police.

To report an incident involving a sexual assault, domestic violence, stalking or dating violence to our college, victims may complete a [Code of Conduct Violation Form](#) and/or contact our Administration Office via email admin@ccmla.edu or telephone 626.577.1751. To report an incident to the local city police in Pasadena, the victim may do so by visiting or contacting a nearby department (locations provided below).

Pasadena Police Department

207 Garfield Ave
Pasadena, CA 91101
(626) 744-4501

South Pasadena Police Department

1422 Mission Street
South Pasadena, CA 91030
(626) 403-7270

Should the victim need any assistance with filing a report to the police, the CCM Administration will provide their support and services.

Under California's Victims' Bill of Rights approved in 2008, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

(1) A law enforcement officer who investigates an alleged sexual battery shall: (a) Assist the victim in obtaining medical treatment, if medical treatment is necessary as a result of the alleged incident, a forensic examination, and advocacy and crisis intervention services from a certified rape crisis center and provide or arrange for transportation to the appropriate facility. (b) Advise the victim that he or she may contact a certified rape crisis center from which the victim may receive services. (c) Prior to submitting a final report, permit the victim to review the final report and provide a statement as to the accuracy of the final report.

(2) The law enforcement officer shall give the victim immediate notice of the legal rights and remedies available to a victim on a standard form developed and distributed by the California Council Against Sexual Violence in conjunction with the Department of Law Enforcement. The notice will include the resource listing, including telephone number, for the area certified rape crisis center as designated by the California Council Against Sexual Violence. A person who is the victim of sexual violence or the parent or legal guardian of a minor child who is living at home who is the victim of sexual violence has

standing in the circuit court to file a sworn petition for an injunction for protection against sexual violence on his or her own behalf, or on behalf of the minor child if:

1. The person has reported the sexual violence to a law enforcement agency and is cooperating in any criminal proceeding against the respondent, regardless of whether criminal charges based on the sexual violence have been filed, reduced, or dismissed by the state attorney; or
2. The respondent who committed the sexual violence against the victim or minor child was sentenced to a term of imprisonment in state prison for the sexual violence and the respondent's term of imprisonment has expired or is due to expire within 90 days following the date the petition is filed.

CCM complies with California law in recognizing orders of protection for dating violence domestic violence, repeat violence, and sexual violence. Any person who obtains an order of protection from California or any reciprocal state should provide a copy to the Administration Office. A plan to reduce risk of harm while on campus, or coming and going from campus will be created. This plan may include, but is not limited to: escorts, special parking arrangements, or other measures to assist the petitioner.

What Happens After A Report Is Made?

Upon receipt of a report to the Administration Office, from students or employees, which alleges that a student or employee has been a victim of domestic violence, dating violence, stalking, or sexual assault, the Administration Office will reach out to the student or employee Complainant to:

- Address any immediate physical safety and emotional well-being needs or concerns
- Notify the Complainant in writing of:
 - o Their non-confidential reporting rights and options, and assistance with initiating any of the below Complaint processes:
 - File a Complaint with Law enforcement
 - File a Complaint with CCM's Administration
 - File a Complaint with both or neither of the above entities
 - o The importance of evidence preservation and information about seeking medical treatment
 - o Confidential resources available on and off-campus (counseling, victim advocacy, legal assistance, visa and immigration assistance, etc.)
 - o The full range of protective and supportive measures available (e.g. no contact order, academic schedule modifications, etc.), regardless of their decision to report, and how to request supportive measures.

Regardless of whether the incident occurred on or off campus, the Complainant will be provided this information in writing.

STATEMENT REGARDING PROTECTIVE MEASURES FOR VICTIMS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE OR STALKING

If you believe you have experienced dating violence, domestic violence, sexual assault, or stalking, you are encouraged to file a report with administration office or the Director of Administration. Any person may file a report, regardless of the amount of time that has passed since the alleged misconduct, or where the incident occurred.

Individuals who report to the college will receive the following options, resources, rights, and support in writing and information about how to request accommodations related to academics, housing, transportation, workplace, or other supportive or protective measures.

- Get to a safe place as soon as you can. Call 911 if you are in immediate danger or if you have sustained serious injuries.
- Preserve evidence in cases of sexual violence, intimate partner violence, or stalking. It is important to preserve evidence that may assist law enforcement personnel. If possible, place each item of clothing you were wearing at the time of the assault in a separate paper bag and do not shower, bathe, douche, wash, or clean any part of your body, including brushing your teeth, until you have had a forensic medical exam. If possible, do not clean the area or move anything around where the assault has occurred in case law enforcement and detectives need access to the area.
- Seek emergency medical treatment. Even if you have no apparent/obvious injuries, it is still recommended that you seek medical care to assess for possible underlying injuries and access preventative health services. For example, following a sexual assault, medication is available to prevent against unwanted pregnancy and sexually transmitted diseases/infections. Specialized medical care for sexual assaults can be accessed at a hospital or a Sexual Assault Response Team Center. With your permission, the SART medical providers can collect physical evidence to be used if you decide to prosecute, through what's called a forensic examination.
- Access confidential campus and/or community services.
- Contact the Rape Abuse and Incest National Network- RAINN (800) 656-4673 (24/7) for support and referrals to the nearest domestic or sexual violence support agency near you
- Access campus support. The administration office can work with survivors to put in place supportive measures. Supportive Measures may include but are not limited to, counseling, academic, residential, transportation and/or employment accommodations, as well as restrictions on contact between the Complaint and Respondent. A formal Title IX complaint is not required in order to access supportive measures.

Rights and Options For Filing A Report

The College strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence, dating violence, domestic violence or

stalking. This is the best option to ensure preservation of evidence that may assist in proving that the alleged criminal offense occurred and may be helpful in obtaining a protection order.

The College also strongly encourages all individuals to make a report to the College, although neither is required. These reporting options are not mutually exclusive. Both internal and criminal reports may be made simultaneously. The College has a strong interest in supporting survivors of sexual harassment, sexual violence, stalking, and intimate partner violence, and strongly encourages all individuals or thirdparty witnesses to report any incident to the College. Making a report means telling a Responsible Employee what happened in person, by telephone, in writing, or by email. At the time a report is made, a Complainant does not have to request any particular course of action, nor does a Complainant need to know how to label what happened.

Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The College provides support that can assist each individual in making these important decisions and will respect an individual's autonomy in deciding how to proceed to the extent legally possible. In this process, the College will balance the individual's interest with its obligation to provide a safe and nondiscriminatory environment for all members of the College community.

Any person may report sexual misconduct, intimate partner violence, and stalking (whether or not the person reporting is the person alleged to be the victim of conduct that could be prohibited), at any time by mail, by telephone, or by electronic mail, or by using the contact information listed above for the Campus Safety Coordinator.

SUPPORTIVE MEASURES

The institution will offer and implement appropriate and reasonable supportive measures to the Parties upon notice of alleged domestic violence, dating violence, sexual assault or stalking. Supportive measures are non-disciplinary, non-punitive individualized services, offered as appropriate, as reasonably available and without fee or charge to the Parties, which are intended to restore or preserve equal access to the institution's education program or activity, and to protect the safety of all Parties or the institution's educational environment.

Supportive measures are available regardless of whether or not a Complainant files a formal complaint with Law Enforcement or the Administration Office. The Administration Office will promptly make supportive measures available to the Parties upon receiving notice of a complaint and will coordinate the effective implementation of such measures. In addition, the Administration Office will communicate in writing the available rights and options, and the institution's disciplinary procedures for sexual harassment, dating violence, domestic violence, stalking, and sexual assault. At the time that supportive measures are offered, the institution will inform the Complainant, in writing, that they may file a formal complaint with the local law enforcement, either at that time or in the future, if they have not done so already.

The institution will maintain as confidential any accommodations or protective measures provided to the victim, provided that confidentiality does not impair the institution's ability to provide the supportive measures. The institution will act to ensure as minimal an academic/occupational impact on the Parties as possible. The institution will implement measures in a way that does not unreasonably burden the other party.

Available supportive measures may include, but are not limited to:

- Counseling and referral to medical and/or other healthcare services
- Referral to the Employee Assistance Program (employees only)
- Referral to community-based service providers
- Student financial aid counseling
- Altered work arrangements for employees or student-employees
- Safety planning
- Implementing mutual contact limitations (no contact orders) between the Parties.
- Academic support, extensions of deadlines, or other course/program- related adjustments
- Class or work schedule modifications, withdrawals, or leaves of absence
- Any other actions deemed appropriate by the Safety & Security Coordinator

To request available supportive measures, contact the Administration Office at admin@ccmla.edu or 626-577-1751.

DISCIPLINARY PROCEDURE FOLLOWING INCIDENT REPORT FORMS

A disciplinary committee composed of the Dean, Director of Administration, and the Director of Student Services shall review all grievances, criminal actions, and code of conduct violations. The committee should possess no conflict of interest, and their review shall occur in a prompt, fair, and impartial manner. All members of the committee are trained annually on how to conduct, interpret, and implement actions related to dating violence, domestic violence, sexual assault, or stalking.

Once a report is filed, the committee must respond within five to seven business days, and the investigative stage will take no longer than 60 calendar days from the time the complaint is received. However, extensions may be required on a case by case basis. If an extension is required, a written notice will be submitted to both parties.

Members will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains, and the rights of the accused. The committee will conduct meetings consistent with CCM's policies and provide transparency to the accuser and the accused. This includes timely notice of meetings at which the accuser or accused, or both, should be present, and equal access to any information that will be used during informal and formal disciplinary meetings and hearings. Both parties will have the same opportunities to have others present during the disciplinary meeting, including the opportunity to be accompanied by the advisor of their choice. However, the committee reserves the right to limit the frequency and extent to which the advisor(s) may participate in the proceedings.

CCM will navigate the meeting in a prompt, fair, and impartial manner. All complaints will be kept discreet and private throughout the investigatory process to the extent practicable and appropriate

under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses. Additionally, CCM may choose to follow one or more elements of the disciplinary procedure given below:

1. Complete an Incident Report form, arrange a meeting with the community member(s) alleged to have committed the infraction, and review the Incident Report with the community member(s);
2. Complete a Corrective Action Request form, arrange a meeting with the appropriate community member(s), review the Corrective Action Request, and have the community member(s) sign it;
3. Complete a Warning Notification Form, arrange a meeting with the appropriate community member(s), and have a staff member sign it;
4. Complete a No Contact Order, arrange a meeting with the appropriate community member(s), and have the community member(s) sign it;
5. Request that the Dean issue an Order of Suspension or an Order of Expulsion to the appropriate community member(s).

Generally, disciplinary actions are in an order similar to that shown above, but the severity of the conduct violation dictates the action which will be taken, and not all actions are necessary depending on the nature of the infraction.

The disciplinary procedure can loosely be referred to as the "Three Strikes" procedure, in the following sense:

1. Corrective Action Request (normally accompanied by an Incident Report) is usually seen as the appropriate response to the first infraction.
2. Warning Notification (normally accompanied by an Incident Report) is usually seen as the appropriate response to the second infraction.
3. Order of Suspension or Order of Expulsion (normally accompanied by an Incident Report) is usually seen as the appropriate response to the third infraction.

The committee will provide in writing to both the accuser and the accused of their final conclusions and correction actions. Should either party wish to appeal the result of the institutional disciplinary proceeding, they may do so by submitting a written request to the Dean. Any change to the final conclusions will be reported to both parties in writing.

CCM will not tolerate retaliation, intimidation, threat, coercion, or discrimination against any individual for exercising their rights or responsibilities to file an Incident Report. Should a circumstance arise, the college will act in accordance with the law.

SEX OFFENDER REGISTRATION:

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery

Act and the Family Educational Rights and Privacy Act of 1974, CCM advises our community to visit the California State Department of Justice's website where law enforcement information may be obtained and a database of registered sex offenders may be accessed. The California Department of Justice is responsible for maintaining the information found in this database. The information on this web site is made available solely to protect the public. Anyone who uses this information to commit a crime or to harass an offender or his or her family is subject to criminal prosecution and civil liability. More information on Megan's Law and how to access the sex offender's database may be found in subsequent pages of this report.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES- STATEMENT

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, CCM Administration personnel will send a mass notification via email or text to students, alumni, faculty, and staff. A verbal microphone announcement may also be used to alert its larger community that are present in the building. The announcement will include a description of the situation including the date, time, and location of when it occurred, and a description of what community members should do to remain safe. CCM will, without delay and taking into account the safety of the community, notify its community members unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Administration will send updates advising the community when it's safe to return to campus.

Once a year, the Administration will test its texting and email capabilities with unannounced emergency drills. The contact list will also be updated to include appropriate members of the community. Each test will be documented by the Administration Office.

RISK REDUCTION

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warning signs of abusive behavior and how to avoid potential attacks.

WARNING SIGNS OF ABUSIVE BEHAVIOR

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- Being afraid of your partner.
- Constantly watching what you say to avoid a “blow up.”
- Feelings of low self-worth and helplessness about your relationship.
- Feeling isolated from family or friends because of your relationship.
- Hiding bruises or other injuries from family or friends.
- Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- Being monitored by your partner at home, work, or school.
- Being forced to do things you don't want to do.

Violence Against Women Reauthorization Act of 2013

On March 7, 2013, President Obama signed the Violence against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security related requirements as conditions of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking, and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by October 1, 2014.

CRIME STATISTICS 2020-2022

CRIMINAL OFFENSES - ON CAMPUS

<u>CRIMINAL OFFENSE</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

CRIMINAL OFFENSES - PUBLIC PROPERTY

<u>CRIMINAL OFFENSE</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

CRIMINAL OFFENSES - NON-CAMPUS BUILDINGS

<u>CRIMINAL OFFENSE</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

HATE CRIMES - ON CAMPUS / 2020

<u>CRIMINAL OFFENSE</u>	<u>2020 TOTAL</u>	<u>RACE</u>	<u>RELIG-IO N</u>	<u>SEXUAL ORIENTATION</u>	<u>GENDE R</u>	<u>GENDER IDENTITY</u>	<u>DISABI L-ITY</u>	<u>ETHNICITY</u>	<u>NATIONAL ORIGIN</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

HATE CRIMES - PUBLIC PROPERTY / 2020

<u>CRIMINAL OFFENSE</u>	<u>2020 TOTAL</u>	<u>RACE</u>	<u>RELIG-IO N</u>	<u>SEXUAL ORIENTATION</u>	<u>GENDE R</u>	<u>GENDER IDENTITY</u>	<u>DISABI L-ITY</u>	<u>ETHNICITY</u>	<u>NATIONAL ORIGIN</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

HATE CRIMES -NON-CAMPUS BUILDINGS / 2020

<u>CRIMINAL OFFENSE</u>	<u>2020 TOTAL</u>	<u>RACE</u>	<u>RELIG-IO N</u>	<u>SEXUAL ORIENTATION</u>	<u>GENDE R</u>	<u>GENDER IDENTITY</u>	<u>DISABI L-ITY</u>	<u>ETHNICITY</u>	<u>NATIONAL ORIGIN</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

HATE CRIMES - ON CAMPUS / 2021

<u>CRIMINAL OFFENSE</u>	<u>2021 TOTAL</u>	<u>RACE</u>	<u>RELIG-IO N</u>	<u>SEXUAL ORIENTATION</u>	<u>GENDE R</u>	<u>GENDER IDENTITY</u>	<u>DISABI L-ITY</u>	<u>ETHNICITY</u>	<u>NATIONAL ORIGIN</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

HATE CRIMES - PUBLIC PROPERTY / 2021

<u>CRIMINAL OFFENSE</u>	<u>2021 TOTAL</u>	<u>RACE</u>	<u>RELIG-IO N</u>	<u>SEXUAL ORIENTATION</u>	<u>GENDE R</u>	<u>GENDER IDENTITY</u>	<u>DISABI L-ITY</u>	<u>ETHNICITY</u>	<u>NATIONAL ORIGIN</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

HATE CRIMES - NON-CAMPUS BUILDINGS / 2021

<u>CRIMINAL OFFENSE</u>	<u>2021 TOTAL</u>	<u>RACE</u>	<u>RELIG-IO N</u>	<u>SEXUAL ORIENTATION</u>	<u>GENDE R</u>	<u>GENDER IDENTITY</u>	<u>DISABI L-ITY</u>	<u>ETHNICITY</u>	<u>NATIONAL ORIGIN</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

HATE CRIMES - ON CAMPUS / 2022

<u>CRIMINAL OFFENSE</u>	<u>2022 TOTAL</u>	<u>RACE</u>	<u>RELIG-IO N</u>	<u>SEXUAL ORIENTATION</u>	<u>GENDE R</u>	<u>GENDER IDENTITY</u>	<u>DISABI L-ITY</u>	<u>ETHNICITY</u>	<u>NATIONAL ORIGIN</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

HATE CRIMES - PUBLIC PROPERTY / 2022

<u>CRIMINAL OFFENSE</u>	<u>2022 TOTAL</u>	<u>RACE</u>	<u>RELIG-IO N</u>	<u>SEXUAL ORIENTATION</u>	<u>GENDE R</u>	<u>GENDER IDENTITY</u>	<u>DISABIL- ITY</u>	<u>ETHNICIT Y</u>	<u>NATIONAL ORIGIN</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

HATE CRIMES - NON-CAMPUS BUILDINGS / 2022

<u>CRIMINAL OFFENSE</u>	<u>2022 TOTAL</u>	<u>RACE</u>	<u>RELIG-IO N</u>	<u>SEXUAL ORIENTATION</u>	<u>GENDE R</u>	<u>GENDER IDENTITY</u>	<u>DISABI L-ITY</u>	<u>ETHNICITY</u>	<u>NATIONAL ORIGIN</u>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES - ON CAMPUS

<u>CRIME</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

VAWA OFFENSES - ON PUBLIC PROPERTY

<u>CRIME</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

VAWA OFFENSES - ON NON-CAMPUS BUILDINGS

<u>CRIME</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

ARRESTS - ON CAMPUS

<u>CRIME</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

ARRESTS - ON PUBLIC PROPERTY

<u>CRIME</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

ARRESTS - ON NON-CAMPUS BUILDINGS

<u>CRIME</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

DISCIPLINARY ACTIONS - ON CAMPUS

<u>CRIME</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: carrying, possessing. etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

DISCIPLINARY ACTIONS - ON PUBLIC PROPERTY

<u>CRIME</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: carrying, possessing. etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

DISCIPLINARY ACTIONS - ON NON-CAMPUS BUILDINGS

<u>CRIME</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Weapons: carrying, possessing. etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

UNFOUNDED CRIMES

<u>CRIME</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Total unfounded crimes	0	0	0

STATEMENT OF PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

CCM prohibits dating violence, domestic violence, sexual assault, and stalking. Any such offense is a violation of the college's Code of Conduct, as well as a violation of the law.

DEFINITIONS

Dating Violence

A pattern of abusive behaviors occurring within intimate relationships. This includes physical harm, emotional manipulation, verbal insults, sexual coercion, stalking, digital harassment, and financial control aimed at gaining power and control over a partner. It can affect individuals of any gender or age and is a serious violation of one's rights, requiring prevention, awareness, and support measures within educational environments to ensure safety and well-being.

Domestic Violence

Also known as intimate partner violence or domestic abuse, refers to a pattern of abusive behaviors that occur within a domestic or familial relationship, typically involving one partner's attempt to exert power and control over the other. These abusive behaviors can take various forms, including physical violence, emotional or psychological abuse, verbal abuse, sexual abuse, financial control, and intimidation. Domestic violence can affect individuals of any gender, age, or sexual orientation, and it occurs within relationships such as marriages, dating relationships, cohabiting partnerships, and familial connections. It is a serious violation of an individual's rights and well-being and is considered a criminal offense in many jurisdictions.

Stalking

A pattern of unwanted and persistent attention, harassment, or monitoring directed toward a specific person, causing them fear, distress, or a reasonable apprehension of harm. Stalkers engage in a range of behaviors, such as following the victim, making unwanted phone calls, sending threatening messages, showing up at the victim's home or workplace, and using digital means like social media or email to obsessively contact or track the victim's activities. Stalking is a serious violation of an individual's privacy and safety, and it is considered a criminal offense in many jurisdictions.

SEX OFFENSES- FORCIBLE

The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are: rape, fondling, incest and statutory rape. ????????

Sexual Assault

Any non-consensual sexual activity or contact in which one person intentionally engages in sexual acts with another person without their clear and voluntary consent. It can take various forms, including but not limited to:

RAPE: Forcing or coercing someone into sexual intercourse or 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.

SEXUAL BATTERY: Inappropriate or non-consensual touching, fondling, or groping of a person's intimate body parts.

FORCED SEXUAL ACTS: Forcing someone to engage in sexual acts against their will, which can include oral sex, anal sex, or other sexual activities.

SEXUAL HARASSMENT: Unwanted sexual advances, comments, or behavior that creates a hostile or intimidating environment for the victim.

SEXUAL COERCION: Pressuring or manipulating someone into sexual activity by threats, intimidation, or emotional manipulation.

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

STATUTORY RAPE: sexual intercourse with a person who is under the statutory age of consent.

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 and/or because of his/her temporary or permanent mental incapacity.

CONSENT

An agreement between participants to engage in sexual activity. Consent should be clearly and freely communicated.

MURDER AND NON NEGLIGENT MANSLAUGHTER

The willful (non-negligent) killing of one human being by another.

NEGLIGENT MANSLAUGHTER

The killing of another person through gross negligence.

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. Simple assaults are excluded.

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.

Note that only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.

BURGLARY

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

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.

MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations.

LIQUOR LAW VIOLATIONS

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

WEAPONS POSSESSION

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DRUG ABUSE VIOLATIONS

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non- narcotic drugs (Barbiturates, Benzedrine). The Clery Act requires institutions collect crime statistics for crimes associated with either the commission of a primary crime or the lesser offenses of larceny- theft, simple assault, intimidation, destruction of or vandalism of a building or property.

HATE CRIMES

A hate crime, also known as a bias crime, is a criminal offense committed against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, gender, religion, sexual- orientation, ethnicity, disability, gender identity or national origin. You must have a primary crime or one of the four new hate crimes and a bias to equal a hate crime.

LARCENY-THEFT

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

SIMPLE ASSAULT

An unlawful physical attack by one person on 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 conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyber-intimidation if the victim is threatened on Clery geography.

DESTRUCTION, DAMAGE, OR 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 the property.

CALIFORNIA COLLEGE OF MUSIC: EMERGENCY GUIDELINES

EMERGENCY ROLES AND RESPONSIBILITIES

CAMPUS SAFETY COORDINATOR

The Campus Safety Coordinator oversees response to any emergency situation for the school. The Campus Safety Coordinator may be the President, Chief Academic Officer, Director of Administration, or an individual assigned by them. The Campus Safety Coordinator is responsible for maintaining the institution's emergency preparedness policies, conducting annual tests of the policy and evacuation plan, and safely executing the campus evacuation plan in the event of an emergency.

In the event of an emergency, the duties of this position include:

- Ensure that the proper assistance has been summoned if necessary during an evacuation.
- Ensure that staff initiate evacuation procedures, providing instructions to occupants.
- Meet at the evacuation assembly area; receive status reports from staff.
- Ensure that staff assess head count.
- Meet arriving emergency services personnel, providing information on location of the emergency, layout of the building, any problems requiring assistance, and location of personnel.
- Help to ensure that building occupants do not enter the building until cleared to do so by emergency services.
- If there are individuals in the building who require assistance in evacuation due to disability, ensure that assistance is provided.
- In a large-scale campus emergency, help coordinate staff response in handling minor problems and report major problems to Fire or Police Departments.
- If necessary, ensure that faculty and staff are informed of key developments such as temporary suspension of programs, building closure, special alerts, and other pertinent information.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, CCM may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities include Email, Voicemail and text messages to alert the campus community. In addition, CCM will post relevant updates and advisories on the appropriate school website (www.ccmla.edu).

In an emergency or a dangerous situation, CCM will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If you have any questions or need clarification, do not hesitate to contact the campus President/Campus Safety Officer. Students, Faculty and Staff are strongly encouraged to review this information so as to ensure readiness and awareness of options in the event an emergency situation should transpire.

The primary purpose of this plan is to ensure the safety and wellbeing of students, staff, faculty, and visitors during an emergency. A second purpose is to protect our assets and ensure that our programs recover, following a major emergency or disaster.

The Emergency Response / Evacuation Plan will include the following:

- Describe basic emergency communication, response, and evacuation procedures, including emergency roles and responsibilities.
- Provide emergency information for use in classrooms and teaching laboratories by instructors.
- Provide building emergency information, including floor plans.
- Contains the employee roster, to be used at the time of an emergency evacuation to help account for all personnel.

Recovery procedures. Copies of this plan will be maintained in the Security Manager and primary administrative offices.

GENERAL EVACUATION PROCEDURES

In many emergency situations, building evacuation will be necessary. The following are California College of Music's general evacuation procedures:

- Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from building staff, or by self-evident hazardous conditions.
- All staff, faculty, and visitors must leave the building immediately if the fire alarm is activated, or if directed to do so by building staff.
- Building emergency staff will guide and assist the evacuation to the extent possible.
- All occupants should exit the building through the nearest safe exit or stairwell.
- If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to an alternate exit.
- Once outdoors, all occupants should move to the established safe refuge.
- Once assembled, building emergency staff will account for all occupants, in order to inform arriving emergency services if anyone is missing or possibly still inside the building.
- Building staff will also inform arriving emergency personnel of information about the emergency in the building, including location of hazards and any problems known.
- Building occupants should not re-enter the building until cleared by emergency personnel.

FIRE EMERGENCY PROCEDURES IF YOU DISCOVER A FIRE OR SMOKE

- Remove anyone from immediate danger.
- Confine the fire by closing doors as you leave the area.
- Activate the closest fire alarm to alert building occupants.
- Call CCM's School Administration (626) 577-1751 and give the following information:
 - a. Building Name
 - b. Room number
 - c. Size or type of fire.
- Attempt to put out with portable fire extinguisher ONLY when:
 - You have been properly trained
 - The fire is small (wastebasket size)
 - You are not alone
 - A safe escape route is presentIF THIS IS NOT TRUE, SIMPLY CLOSE THE DOOR AND EVACUATE.
- Evacuate by the nearest exit. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep exits safe for evacuation and fire personnel.
- Go to your pre-determined Evacuation Assembly Point (Rite Aid Parking Lot)
- Once assembled, help to account for personnel and report to the emergency staff if any occupants are unaccounted for and may be still in the building.

IF YOU HEAR OR SEE A FIRE ALARM

- Never assume the fire alarm is a false alarm
- Move to the safest exit
- Close doors as you leave the area
- Exit the building
- Proceed to the designated meeting area
- Wait for further instructions from Administration or the Fire Department

IF TRAPPED INSIDE YOUR CLASSROOM OR OFFICE

- CALL 911
- Wedge cloth material along the bottom of a door to keep out smoke
- Close as many doors as possible between you and the fire
- If windows are operable, and you must have air, open window
- Break windows as a last resort, as they cannot be closed if necessary. If necessary signal through the window to let Fire Department know your location

CLOSING MESSAGE

California College of Music Prides itself in its commitment to serving our students and supporting them through their musical education. Our commitment to the students does not stop at artistic education, but extends to their complete and ensured safety and wellbeing. For this reason, staff, administration, faculty, and management work continuously to ensure the efficacy, accuracy, and practicality of the content secured in the Annual Safety & Security Report.

We encourage all members of the CCM community to comment or provide feedback regarding our safety & security processes. If for any reason you feel the need to express an interest or concern, please do not hesitate to reach out to our administration to further discuss the contents of this report.

We aim to continuously improve to provide the best and safest education possible to serve our CMM community.

Regards,

Alfredo Alamillo, M.F.A.

Director of Administration - Campus Safety Coordinator

California College of Music

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california college of music