



THE CLAREMONT COLLEGES SERVICES

# CAMPUS SAFETY POLICY MANUAL



# The Claremont Colleges Services Campus Safety

## Policy Manual

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### **DIRECTOR'S PREFACE**

The purpose of this document is to provide clear guidelines to Department employees regarding their work and how to comply with rules while exercising sound judgment. It is a living document that will be updated regularly, and all employees will be provided with the latest version.

Although manuals, policies, procedures, and guidelines can't address every situation employees might encounter, The Claremont Colleges Services (TCCS) and Campus Safety Department expect employees to follow established rules, adhere to training principles, and use common sense to solve problems. Employees should seek assistance from supervisors or other competent resources within TCCS when needed. Each employee is expected to use initiative, resourcefulness, and sound judgment while performing their duties and strive to do the right thing for the right reason at all times.

As members of the 7Cs community, TCCS employees must provide friendly and helpful service to maintain TCCS's reputation. Poor service or ill-conceived actions can have a negative impact on everyone.

You are responsible for maintaining this manual, keeping it current by making all necessary changes as updates are issued. You must use this manual regularly as a reference, and it is confidential information that should not be shared with anyone for whom it is not intended. Any changes to the manual will automatically revoke any previous orders in conflict with it.

**Mike Hallinan, AVP and Director of Campus Safety & Emergency Services**

# The Claremont Colleges Services Campus Safety

## Policy Manual

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### **MISSION, VISION AND VALUES**

Our Mission, Vision and Values at The Claremont Colleges Services Department of Campus Safety are the guiding principles we rely upon to effectively serve our community.

Our mission statement articulates our reason for being, our primary goal, and how we intend to accomplish it. It serves as a guidepost for all our decisions, actions, and strategies, and helps us stay focused on what matters most. Our vision statement, on the other hand, paints a picture of our desired future state, the world we want to create, and the impact we seek to have. It inspires us to aim higher, think bigger, and pursue bold and ambitious goals.

Our values are the guiding principles that underpin our culture, behaviors, and relationships. They reflect what we stand for, what we believe in, and what we consider important. Our values shape our attitudes and actions, and help us build trust, respect, and collaboration with each other and with our stakeholders.

Together, our mission, vision, and values create a framework for success, aligning our efforts, inspiring our teams, and engaging our stakeholders. By living up to our mission, working towards our vision, and embodying our values, we can create a meaningful impact and achieve our goals.

#### **MISSION:**

The Department of Campus Safety at The Claremont Colleges Services is dedicated to working in partnership with our community to foster a safe and inclusive environment. Our commitment is to serve the 7Cs community by protecting individuals and property to the best of our ability while striving for excellence in all our endeavors.

The Claremont Colleges include:

- Pomona College – founded in 1887
- Claremont Graduate University – founded in 1925
- Scripps College – founded in 1926
- Claremont McKenna College – founded in 1946
- Harvey Mudd College – founded in 1955
- Pitzer College – founded in 1963
- Keck Graduate Institute founding in 1997

#### **VISION:**

Our aim is to attain the utmost level of ethical conduct and excellence in delivering services to the 7Cs community while employing a staff that reflects the growth and diversity of our community.

Our commitment is to invest in the success of the women and men serving in the Department of Campus Safety by providing opportunities for personal growth, advancement, and training.

#### **VALUES:**

**Integrity** – Recognizing the difference between right and wrong and having the determination to do what is right, regardless of the consequences. This is how we lead by example.

## *Mission, Vision and Values*

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**Quality Service** - Our goal is to deliver the highest quality of service to the 7Cs community.

**Accountability** - Accepting responsibility for our decisions and actions.

**Respect** – A value that guides our interactions with others. We honor the worth, dignity, and diversity of every individual, and treat everyone with courtesy, kindness, and empathy. We foster a culture of mutual respect, open communication, and inclusivity, where all ideas and perspectives are valued and heard.

**Teamwork** - We value teamwork as the foundation of our success. We believe in working collaboratively and supporting each other to achieve our goals, while fostering an environment of respect, trust, and open communication.



# The Claremont Colleges Services Campus Safety

## Policy Manual

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### **OATH OF HONOR**

On my honor, I will never betray my integrity, my character, or the public trust.

I will treat all individuals with dignity and respect and ensure that my actions are dedicated to ensuring the safety of my community and the preservation of human life.

I will always have the courage to hold myself and others accountable for our actions.

I will always maintain the highest ethical standards and uphold the values of my community, and the agency I serve.

# The Claremont Colleges Services Campus Safety

## Policy Manual

---

### Table of Contents

<b>Director's Preface.</b>	<b>1</b>
<b>Mission, Vision and Values.</b>	<b>2</b>
<b>Oath of Honor.</b>	<b>4</b>
<b>Chapter 1 - Campus Safety Role and Authority.</b>	<b>8</b>
100 - Policy Manual.	9
101 - Campus Safety Officer Authority.	12
<b>Chapter 2 - Organization and Administration.</b>	<b>14</b>
200 - The Claremont Colleges.	15
201 - Organizational Structure and Responsibility.	19
202 - Department Directives.	21
203 - Audits and Inspections.	22
204 - Staffing and Scheduling.	25
205 - Emergency Operations Plan.	26
206 - SEMS / NIMS / ICS / and EOC Activation.	27
207 - Bureau of Security and Investigative Services (BSIS).	29
<b>Chapter 3 - General Operations.</b>	<b>33</b>
300 - Use of Force.	34
301 - Emergency Notifications - Campus Warning Systems.	40
302 - Body Worn Cameras.	46
303 - Radio Use and Communications.	51
304 - Standards of Conduct.	53
305 - Medical Aid and Response.	59
306 - Report Writing.	65
307 - Lost and Found Property.	71
308 - Hate Crimes.	73
309 - Student, Staff, or Faculty Emergencies.	79
310 - Outside Requests/Notifications.	81
311 - Information Technology Use.	84
312 - Work Orders.	87
313 - Threat Assessments.	90
314 - Significant Event and Incident Notifications.	92
315 - Daily Log.	94
316 - Photo and Video Storage Procedures.	100
<b>Chapter 4 - Patrol Operations.</b>	<b>103</b>
400 - Bias-Based Profiling.	104
401 - Sexual Assault Reporting.	106
402 - Alcohol & Drug Related Investigations.	107
403 - Intrusion Alarm Response.	114

# The Claremont Colleges Services Campus Safety

## Policy Manual

---

404 - Ban Letters / Removal Notice. . . . .	115
405 - Patrol Procedures. . . . .	120
406 - Welfare and Safety Checks. . . . .	122
407 - Campus Safety Escorts. . . . .	124
408 - First Amendment Assemblies. . . . .	126
409 - Special Events. . . . .	128
410 - Missing Persons. . . . .	131
411 - Alarm Response. . . . .	133
412 - Immigration Violations. . . . .	136
413 - Child Abuse. . . . .	139
414 - Death Investigations. . . . .	141
415 - Mental Health Response. . . . .	143
416 - Campus Safety EMS Program. . . . .	147
417 - Homeless Persons. . . . .	149
 <b>Chapter 5 - Traffic Operations and Parking. . . . .</b>	 <b>151</b>
500 - Campus Vehicle Registration Process. . . . .	152
501 - Parking Enforcement. . . . .	156
502 - Traffic Collision Reporting. . . . .	164
 <b>Chapter 6 - Equipment. . . . .</b>	 <b>168</b>
600 - Vehicle Maintenance and Use. . . . .	169
601 - Key Control. . . . .	174
602 - Department Smartphone Use. . . . .	175
603 - Department Badges. . . . .	177
604 - Unmanned Aircraft System (UAS). . . . .	178
605 - CTTV System. . . . .	186
606 - Body Armor. . . . .	187
 <b>Chapter 7 - Support Services. . . . .</b>	 <b>189</b>
700 - Jeanne Clery Campus Security Act. . . . .	190
701 - Protected Information. . . . .	194
702 - Title IX - Gender Equality and Sexual Assault. . . . .	196
703 - Communications. . . . .	198
704 - TCCS Department Call-Out. . . . .	202
705 - LiveScan Fingerprinting Services. . . . .	204
706 - Campus Safety Advisory Board. . . . .	206
707 - Communications Center. . . . .	208
 <b>Chapter 8 - Personnel. . . . .</b>	 <b>212</b>
800 - Personnel Complaints. . . . .	213
801 - Overtime - Special Event Extra Duty Assignments. . . . .	217
802 - Attendance and Recording of Time. . . . .	219
803 - Verbal Counseling Supervisor's Observation. . . . .	225
804 - Discriminatory Harassment. . . . .	227
805 - Commendations and Awards. . . . .	232
806 - Personal Appearance Standards. . . . .	233

# The Claremont Colleges Services Campus Safety

## Policy Manual

---

<b>Chapter 9 - Resources.</b>	<b>235</b>
900 - Memorandum's of Understanding.	236
901 - Emergency Operations Plan.	237
<b>Attachments.</b>	<b>238</b>
TCCS Timely Warning Evaluation Form_071223.pdf.	239
The Claremont Colleges Care Guide.pdf.	240
Claremont Colleges Policy 6001 Appropriate use of Campus Computing and Network Resources.pdf.	241
Supervisors Observation Example 1.pdf.	242
Supervisors Observation Example 2.pdf.	243
Claremont Colleges Policy 1301 Governing Unmanned Ariel Vehicles.pdf.	244
Claremont Colleges Title IX Sexual Harassment Policy.pdf.	245
Campus Safety Organizational Chart_063123.pdf.	246
TCCS Timely Warning Evaluation Form.pdf.	247
Edition 6-2023 TCCS Emergency Operations Plan- signed.pdf.	248
Memorandum of Understanding TCCS and UPD_Signed.pdf.	249
Memorandum of Understanding TCCS and CPD_2023_Signed.pdf.	250
Citizen Complaint Form.pdf.	251
Claremont Colleges Policy 0103 Demonstration Policy.pdf.	252
2021 California Laws That Prohibit Hate Crimes.pdf.	253
TCCS Clery Act Notification Matrix.pdf.	254
Claremont Colleges Policy 1300 Bias Related Incidents.pdf.	255
Claremont Colleges Policy 8002 Banning Disruptive Persons From the Campuses.pdf.	256
BSIS Incident Report 311_9.pdf.	257

## **Chapter 1 - Campus Safety Role and Authority**

# Policy Manual

## 100.1 PURPOSE AND SCOPE

The manual of The Claremont Colleges Services (TCCS) Department of Campus Safety is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

## 100.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of campus safety is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

### 100.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Department of Campus Safety and shall not be construed to create a higher standard or duty of care for civil or criminal liability against TCCS, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. TCCS Department of Campus Safety reserves the right to revise any policy content, in whole or in part.

## 100.3 AUTHORITY

The Director of Campus Safety shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Director of Campus Safety or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

## 100.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

# The Claremont Colleges Services Campus Safety

## Policy Manual

## Policy Manual

### *Policy Manual*

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**Campus Safety Officer** - Those employees, regardless of rank, who patrol The Claremont Colleges.

**CCR** - California Code of Regulations (Example: 15 CCR 1151).

**CHP**- The California Highway Patrol.

**CFR** - Code of Federal Regulations.

**Department/TCCS**- Department of Campus Safety/The Claremont Colleges Services.

**DMV** - The Department of Motor Vehicles.

**Employee** - Any person employed by the TCCS Campus Safety Department.

**Juvenile**- Any person under the age of 18 years.

**Manual** - The Claremont Colleges Services Department of Campus Safety Policy Manual.

**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person employed by The Claremont Colleges Services Department of Campus Safety.

**On-duty** - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**POST** - The California Commission on Peace Officer Standards and Training.

**Rank** - The title of the classification held by an officer.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority that may include responsibility for directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

**USC** - United States Code.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Policy Manual*

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#### **100.5 ISSUING THE POLICY MANUAL**

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Director of Campus Safety or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

#### **100.6 PERIODIC REVIEW OF THE POLICY MANUAL**

The Director of Campus Safety will ensure the the Policy Manual is periodically reviewed and updated as necessary.

#### **100.7 REVISIONS TO POLICIES**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

The Lieutenant will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to the Lieutenant, who will consider the recommendations and forward them to the Director of Campus Safety as appropriate.

# Campus Safety Officer Authority

## 101.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Department of Campus Safety to perform their functions based on established legal authority.

## 101.2 CAMPUS SAFETY OFFICERS

Campus Safety Officers are the primary crime prevention, security patrol, and first responder roles for The Claremont Colleges. Campus Safety Officers are committed to protecting and serving the community of the member institutions and The Claremont Colleges Services with courtesy and respect for every individual's dignity and legal rights. Officers are expected to be very visible in the community and must carry themselves in a way that project confidence, good will, and honorable behavior at all times. These are emergency response positions and at any time may be required to immediately respond to security, safety, medical, life-threatening, or other urgent situations. Once dispatched or upon encountering issues on campus, this position is the primary link between people on the TCC campus and the Campus Safety Dispatcher.

### 101.2.1 AUTHORITY

Campus Safety Officers have private citizen's powers to arrest. Penal Code Section §837 specifies the conditions under which officers, as a private person, may make an arrest. A private person may arrest another:

- (a) For a public offense committed or attempted in their presence.
- (b) When the person arrested has committed a felony, although not in their presence.
- (c) When a felony has been in fact committed, and they have reasonable cause for believing the person arrested to have committed it.

Campus Safety Officers are licensed through the State of California Bureau of Investigative & Security Services (BSIS) and are required renew their license every 2 years.

- (a) All officers must possess a valid and current BSIS security guard registration card on his/her person while on-duty (BPC Section §7583.3).
- (b) Pursuant to Penal Code Section §22835, all officers are required to have completed a training course to carry pepper-spray while on-duty (BPC Section §7583.35).
- (c) All officers are required to have completed a baton training course from a BSIS approved Baton Training Facility while carrying a baton on-duty (BPC Section §7583.33).

## 101.3 POLICY

It is the policy of The Claremont Colleges Services Department of Campus Safety to limit its members to only exercise the authority granted to them by law.

Campus Safety Officers are encouraged to use sound discretion in the carrying out their duties. This department does not tolerate the abuse of authority.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Campus Safety Officer Authority*

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##### **101.4 CONSTITUTIONAL REQUIREMENTS**

All members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

##### **101.5 CAMPUS SECURITY AUTHORITY (CSA)**

A campus security authority is a person that has a duty to report a crime and take action on behalf of the institution when it is reported. The Clery Act defines a CSA as:

- (a) A campus police department or a campus security department of an institution.
- (b) Any individuals who have responsibility for campus security but are not members of a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property, such as a security guard).
- (c) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offense; or
- (d) An 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.

All Campus Safety Officers are CSAs and are required to promptly report crimes, which are reported to them in their capacity as CSAs, to help inform whether a timely warning or emergency notification to the campus community is warranted. The CSA Crime Reporting Form includes the following information:

- (a) The crime that was reported and the information provided;
- (b) The exact location where the crime occurred;
- (c) The date and time the crime occurred;
- (d) Any witness and perpetrator information;
- (e) Victim information, unless the victim requests confidentiality.

#### **CSA Crime Reporting Form**

## **Chapter 2 - Organization and Administration**

## The Claremont Colleges

### 200.1 PURPOSE AND SCOPE

This section is maintained to provide all personnel a reference for The Claremont Colleges, their profiles, and their respective missions. This overview is intentionally basic, and any additional detail should be found in additional resources within the Department or from sources among the colleges.

### 200.2 POLICY

All personnel shall be familiar with The Claremont colleges and their approximate compositions, including locations, properties, Presidencies and facilities.

### 200.3 CONSORTIUM

**The Claremont Colleges** (TCC) - is a consortium of five elite undergraduate liberal arts colleges and two graduate institutions, reminiscent of the Oxford-Cambridge model. The highly ranked undergraduate colleges include Claremont McKenna College, Harvey Mudd College, Pitzer College, Pomona College, and Scripps College. The two graduate institutions include Claremont Graduate University and Keck Graduate Institute of Applied Life Sciences.

Blending the intimate atmosphere of small colleges with the resources of a major university, each member of TCC has its own campus, its own students and faculty, and its own distinctive mission. The seven independent institutions on adjoining campuses offer rigorous curricula, small classes, distinguished professors, and personalized instruction in a vibrant residential college community that provides intensive interaction between students and faculty. Undergraduate students may choose from approximately 2,000 courses offered each year across the colleges. The curricula include natural and applied sciences, social and behavioral sciences, the humanities, business, mathematics, engineering, and the arts.

- (a) With more than 9000 students and about 3,600 faculty and staff members, and located on more than 550 acres of land, the consortium generates an endless variety of intellectual, cultural, athletic, and social activities.

**The Claremont Colleges Services** (TCCS formerly Claremont University Consortium) - Established in 1925, Staff: 300, is a nationally recognized model for providing shared institutional support services to meet the needs of the students, faculty, and staff of The Claremont Colleges. TCCS serves more than 6,000 students and 3,300 faculty and staff through 28 shared programs and services:

- (a) Academic and Technology Services include: The Claremont Colleges Library, Huntley Bookstore, Information Services (Information Technology, Records Management, and Telecommunications); Bernard Biological Field Station.
- (b) Business Services include: Benefits Administration, Enterprise Services (Card Services, Central Mail, Copy Services at the Connection, Honnold Café), Financial Services, Human Resources, Risk Management.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *The Claremont Colleges*

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- (c) Facilities Management Services include: Central Facilities Services, Construction Management and Facilities Planning, Environmental Health and Safety, Real Estate and Housing.
- (d) Student Services include: Campus Safety, Chicano/Latino Student Affairs, Interfaith Chaplaincy, Office of Black Student Affairs, Student Health and Counseling (Health Education Outreach, Monsour Counseling and Psychological Services, Student Health Services).
- (e) Through innovative leadership, The Claremont Colleges Services seeks to continually improve the quality and value of services and programs and launch responsive, cost-effective central activities.

## 200.4 COLLEGES

1. **Claremont Graduate University (CGU)** - Founded 1925, Enrollment 2261:
  - (a) Claremont Graduate University (CGU) is America's only research-extensive university dedicated solely to graduate study and research. More than 2,000 graduate students pursue advanced degrees across multiple schools in CGU's diverse educational environment, including the renowned Drucker School of Management. The CGU experience is intimate, interdisciplinary, and engaged with the world.
  - (b) The University provides a unique blend of personal attention and community involvement, of high academic standards and trans-disciplinary provocation, underscored with concern for making our world a better place. This blend is just what some of the world's best graduate students demand—and just what tomorrow's most challenging problems require.
2. **Claremont McKenna College (CMC)** - Founded 1946, Enrollment 1416:
  - (a) Claremont McKenna College educates its students to lead thoughtful and productive lives and hold responsible roles in economics, government, and public affairs. CMC's strong grounding in the liberal arts, together with its emphasis on economics, government, and international relations, attracts students who approach education pragmatically and who intend to make a difference in the world.
  - (b) The College's 10 cutting-edge research institutes provide students unprecedented opportunities to work alongside their professors and discover how their learning in the classroom links to life beyond campus. The world comes to Claremont McKenna through a vibrant and renowned speakers series in which international leaders, thinkers, artists, and visionaries visit campus through the Marian Miner Cook Athenaeum and other public programming.
3. **Harvey Mudd College (HMC)** - Founded 1955, Enrollment 906:
  - (a) Harvey Mudd College is the liberal arts college of engineering, science, and mathematics, ranked high among the nation's best colleges. More than 900 undergraduates pursue bachelor of science degrees in biology, chemistry, computer science, engineering, mathematics, and physics, plus dual degree

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *The Claremont Colleges*

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programs in chemistry/biology, computer science/mathematics, mathematical biology, and mathematical & computational biology.

- (b) For more than 50 years, HMC has led the way with interactive undergraduate research opportunities on par with graduate institutions, a strong focus on the humanities and social sciences, an exceptional faculty who challenge students to achieve beyond their expectations, and one of the nation's highest rates of graduates who go on to earn Ph.D.s. HMC's graduates are highly trained scientists, technologists, educators, entrepreneurs, and other professionals who understand the impact of their work on society.
4. **Keck Graduate Institute of Applied Sciences (KGI)** - Founded 1997, Enrollment 617:
- (a) Keck Graduate Institute is dedicated to a single mission: education and research that translates the power and potential of the life sciences into practice for the benefit of society. KGI is the only American graduate school created exclusively for the education of leaders for the life sciences industry. Created in 1997, KGI offers an interdisciplinary graduate education through its Master of Bioscience (MBS) degree and Ph.D. in Applied Life Sciences.
  - (b) Both combine business, science, engineering, and bioethics in a hands-on, team-based, project-focused curriculum. KGI graduates have outstanding career prospects: at least 97 percent are employed within three months of graduation in diverse roles throughout the bioscience industries. KGI's robust applied research program translates the insights of basic life sciences research into useful products and applications.
5. **Pitzer College (PTZ)** - Founded 1963, Enrollment 1185:
- (a) Pitzer College emphasizes interdisciplinary learning, intercultural understanding, and social responsibility. An innovative and flexible curriculum allows students to design their own course of study or choose among more than 40 majors and 19 minors. Since its inception, Pitzer has pioneered fields such as environmental studies and secular studies. Over the past eight years, Pitzer has received more Fulbright Fellowships than any other undergraduate institution in the United States.
  - (b) Notably, 77 percent of Pitzer's students study abroad compared to 2 percent nationally. The drought-tolerant landscape on campus reflects its environmental ethos, and the College strives to become the first in the country to have all its residence halls LEED certified at the highest levels. The youngest college ranked in the U.S. News & World Report's Top 50 liberal arts colleges, Pitzer draws students who are academically adventurous, passionately curious, and socially conscious.
6. **Pomona College (POM)** - Founded 1887, Enrollment 1663:
- (a) Pomona College (POM) ranks within the nation's top five liberal arts colleges. Pomona is a place for people who are venturesome by choice, want to make a difference, and are prepared to dream big and work hard in order to grow.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *The Claremont Colleges*

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Students' interests are distributed across concentrations in the humanities, natural and physical sciences, social sciences, and the arts.

- (b) With a student-faculty ratio of 7:1, students have the opportunity to work closely with professors who are also top scholars. Pomona offers 45 majors, individually designed concentrations, and approximately 600 courses each year.
- (c) Opportunities include 42 study abroad programs, summer undergraduate research grants, public policy internships, and 227 active clubs. At least 72 percent of faculty share a meal with students a minimum of six times a year. Pomona's 1,560 students come from 46 states and 22 countries, reflecting an impressive diversity of socioeconomic, ethnic, and geographic backgrounds.

7. **Scripps College (SCR)** - Founded 1926, Enrollment 1095 (Women Only):

- (a) Scripps College (SCR) is a nationally top-ranked liberal arts college, founded in 1926 by newspaper publisher and philanthropist Ellen Browning Scripps. The College's Core Curriculum in interdisciplinary humanities provides a rigorous exploration of critical thinking and engagement with contemporary issues.
- (b) The mission of Scripps College is to educate women to develop their intellect and talents through active participation in a demanding community of scholars. Students major in humanities, fine arts, social sciences, and science. They engage in undergraduate research, more than 60 percent study abroad, more than 80 percent complete at least one internship, and many choose to pursue a dual or double major. The College has more than 950 students.

## Organizational Structure and Responsibility

### 201.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

### 201.2 DIVISIONS

The Director of Campus Safety is responsible for administering and managing the Department of Campus Safety. There are three divisions in the Campus Safety Department as follows:

- Administrative Division
- Operations Division
- Emergency Services

### 201.3 COMMAND PROTOCOL

#### 201.3.1 SUCCESSION OF COMMAND

The Director of Campus Safety exercises command over all personnel in the Department. During planned absences the Director of Campus Safety will designate the Assistant Director, or in the absence of the Assistant Director, a Lieutenant to serve as the acting Director.

Except when designated as above, the order of command authority in the absence or unavailability of the Director of Campus Safety is as follows:

- (a) Assistant Director/Captain
- (b) Lieutenant
- (c) Watch Commander

#### 201.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment, any supervisor may temporarily direct any subordinate if an operational necessity exists.

#### 201.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of a superior.

### 201.4 DUTIES OF OFFICERS AND STAFF

- A. Director is the designated head of the Department of Campus Safety. The Director has absolute authority in Department matters subject only to constraints imposed by law or The Claremont Colleges Services (TCCS) policy, rule, or directive. The Director reports to the Chief Executive Officer (CEO) of The Claremont Colleges Services.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Organizational Structure and Responsibility*

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- B. Assistant Directors assist the Director in carrying out TCCS and Department policy. The Assistant Director of Operations directly manages patrol operations. The Assistant Directors report to the Director.
- C. Lieutenant is assigned to operations division and assists in the day-to-day operation of campus safety. The Lieutenant is also responsible as the training manager.
- D. Supervisors are those employees who have been elevated in status as a result of TCCS and Department personnel actions. Supervisors directly oversee and direct the activities of employees assigned to the same watch or other work group(s) established by the Department and may, in the absence/presence of other competent authority give direction to employees assigned to another supervisor. All patrol supervisors report to the Assistant Director of Operations. The Communications Center Dispatchers report to the the on-duty patrol supervisors.
- E. Officers are those employees designated to enforce The Claremont Colleges rules, prevent and investigate criminal activity, and render appropriate services to The Claremont Colleges community. Corporals have the same responsibilities as an Officer with the additional responsibility acting as a Field Training Officer. All Officers report to the patrol supervisor of the watch or work group to which they are assigned.
- F. Administrative Assistant assists the Director with finance, budget, purchasing, fleet, training and general office needs. The Administrative Assistant reports to the Director or as otherwise assigned.
- G. The Clery Compliance Coordinator ensures the Department complies with the Jeanne Clery Campus Safety Act. The Clery Compliance Coordinator reports to the Director of Campus Safety and may have other duties as assigned.
- H. Dispatchers are those employees who answer incoming calls for service, screen the calls for appropriate need, dispatch officers to calls, maintain office records, data entry, permit/citation processing, CCTV observation and front desk duties. Dispatchers report to the on-duty patrol supervisor.

#### 201.4.1 ORGANIZATIONAL CHART

**See attachment: [Campus Safety Organizational Chart\\_063123.pdf](#)**

## Department Directives

### **202.1 PURPOSE AND SCOPE**

General Orders establish an interdepartmental communication that may be used by the Director of Campus Safety to make immediate changes to policy and procedure consistent with the current orders. General Orders will immediately modify or change and supersede sections of this manual to which they pertain.

#### **202.1.1 GENERAL ORDER PROTOCOL**

General Orders will be incorporated into the manual as required upon approval of the Director of Campus Safety. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing General Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any General Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01" For example, 23-01 signifies the first General Order for the year 2023.

### **202.2 RESPONSIBILITIES**

#### **202.2.1 COMMAND STAFF**

The command staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a General Order.

#### **202.2.2 DIRECTOR OF CAMPUS SAFETY**

The Director of Campus Safety shall issue all General Orders.

### **202.3 ACCEPTANCE OF GENERAL ORDERS**

All employees are required to read and obtain any necessary clarification of all General Orders. All employees are required to acknowledge in writing the receipt and review of any new General Order. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Manager.

## Audits and Inspections

### 203.1 PURPOSE AND SCOPE

This policy will aid in establishing standardized audits of select functions and systems within the Department of Campus Safety. In no instance will these guidelines supersede a prescribed audit or inspection or review process already called for by statute, licensure or the direction(s) of the Claremont Colleges Services.

### 203.2 POLICY

It shall be the policy of the Campus Safety Department and its members to perform, participate in, and record and report the findings of any outlined audit or inspection in a timely and appropriate time frame. These audits shall remain internal and confidential records of the Claremont Colleges Services and the Campus Safety Department. No personal employee or other private person information shall ever be authorized to be contained in any such report that is the product of an audit or inspection.

### 203.3 PROCEDURE

- (a) The following areas shall be subject to prescribed audits and inspections of their respective functions as requested by the Assistant Vice President of Campus Safety, the Chief Executive Officer of the Claremont Colleges Services or their designees.
  - 1. Department Policy Manual, General Orders, Rules, Regulations and Procedures;
  - 2. Training Records; Employee certifications, licensing, as well as re-certifications;
  - 3. Recording systems of the Department, including Computer-Aided Dispatch; BWC, Crime reports and Clery Reporting;
  - 4. Camera Systems;
  - 5. Recorded Telephone Lines;
  - 6. Personal recorders;
  - 7. Property and Evidence.
- (b) All audits and inspections shall be documents by a written report that will include the following information:
  - 1. The date(s) of when the audit or inspection was performed;
  - 2. The names of the persons who participated in the audit, including the lead person of the assigned audit/inspection;
  - 3. The specific purpose of the audit;
  - 4. The findings of the audit, including any discrepancies to any policy, Rule or Regulation of the Department of Campus Safety; directive of the Claremont Colleges Services; or State or Federal Law;
  - 5. Recommendations for resolving any discrepancies;

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Audits and Inspections*

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6. Date(s) of the completion of the actions necessary to resolve the(se) discrepancies.

#### **203.4 DEPARTMENT MANUAL**

- (a) All employees of the Department of Campus Safety shall have access to a copy of the Department Rules and Regulations.
- (b) Although not expected to memorize all sections of the policy manual, employees are expected to have a working knowledge of them and abide by the intent of these Articles.
- (c) An annual review of all policy manual contents shall be performed and updates released as needed.
- (d) The policy manual shall be shared with the Office of Human Resources.

#### **203.5 TRAINING**

- (a) All training and qualification records will be maintained by the Department Training Manager. All repair, inspection, and malfunction records of any equipment will be maintained by the Department Training Manager.
- (b) An annual recertification report of all core competencies and perishable skills will be prepared by the Department Training Manager and forwarded to the Assistant Vice President of Campus Safety by July 31 each year.
- (c) The Department Training Manager shall maintain a dedicated file of all such records to include the previous 5 years.

#### **203.6 CAMERA SYSTEMS**

- (a) The Assistant Vice President of Campus Safety or his/her designee, or the Chief Executive Officer of the Claremont Colleges Services (or his/her designee) will cause periodic audits of the dedicated security camera system files and use including the BWC system.
- (b) The audit will include an examination of system files and overall use to verify that policy regarding BWC use is being followed. These audits are not intended to be exhaustive, but rather will include a large enough sampling to predict overall functionality and reliability.
- (c) Any system malfunctions shall be prepared in a report and as soon as possible delivered to the Assistant Vice President so that they may be resolved.
- (d) At a minimum these audits are to be conducted two times per year.

#### **203.7 PROPERTY ROOM**

- (a) The Assistant Vice President of Campus Safety shall ensure that periodic audits of items stored in the Property holding facility and their respective corresponding records are made.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Audits and Inspections*

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- (b) The audit will include an examination of case files to verify that required notifications and release authorizations have been properly submitted and that a legitimate basis for the release decision is apparent from the follow-up reports. These audits typically will not be exhaustive, but will minimally include the review of electronic devices, jewelry, money and other valuables.
  - 1. These audits shall be performed at least annually;
  - 2. No sooner than 90 days of one another;
  - 3. A report of the audit and its findings shall be delivered to the Director of Campus Safety within 10 days after the audit is performed.
- (c) An exhaustive audit of all property shall be completed within 90 days when any of the following occur:
  - 1. A new Assistant Vice President of Campus Safety is appointed and begins service; or
  - 2. A change in the location of the secured Property Facility occurs; or
  - 3. A breach of the secured Property Facility is suspected; or
  - 4. Once every three (3) years.



## Staffing and Scheduling

### 204.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department. It will also provide an outline to assigning schedules consistently and equitably to all members of the Department, with respect to their primary area of responsibility.

### 204.2 POLICY

The policy of the Department of Campus Safety is to assign personnel and to create schedules that are consistently applied, considerate of all relevant labor statutes, and ensures the operational requirements of the department are met.

### 204.3 PROCEDURE

Shift rotations will occur every 4 months for Sergeants, Corporals, Officers, and Dispatchers on the same rotation.

1. **Sergeants** - will rotate (1) position up the list (i.e. Sgt 3 to Sgt 2, Sgt 2 to Sgt 1, Sgt 1 to Sgt 6, etc.).
2. **Corporals** - will rotate (1) position up the list (i.e. Cpl 3 to Cpl 2, Cpl 2 to Cpl 1, Cpl 1 to Cpl 6, etc.).
3. **Officers** - will rotate (3) positions down the list (i.e. Ofc 1 to Ofc 4, Ofc 6 to Ofc 9, Ofc 13 to Ofc 1, etc.).
4. **Dispatchers** - will rotate (1) position down the list (Dis 1 to Dis 2, Dis 5 to Dis 6, Dis 9 to Dis 1, etc.).
5. **Current Vacancies** - will also rotate on the schedule as if they were an actual person.

#### 204.3.1 SCHEDULE SAMPLE

### 204.4 SCHEDULE BLOCKS

The Executive Team may block date(s) throughout the year for operational needs due to known special events, such as Welcome Week and Commencements. Time Off requests already approved before the date(s) were blocked will be honored. Executive Team will inform all personnel 30 days in advance unless information regarding campus event is given to department with less time. In those cases the Executive Team will inform all personnel within 24 hours of receiving the information.

# Emergency Operations Plan

## **205.1 PURPOSE AND SCOPE**

The Claremont Colleges Services has prepared an Emergency Operations Plan for use by all employees in the event of a major disaster or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event that the plan is activated.

## **205.2 ACTIVATING THE EMERGENCY PLAN**

The Emergency Operations Plan can be activated on the order of the official designated by The Claremont Colleges Services.

### **205.2.1 RECALL OF PERSONNEL**

In the event that the Emergency Operations Plan is activated, all employees of the Department of Campus Safety could be subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Director of Campus Safety or the authorized designee.

## **205.3 LOCATION OF THE PLAN**

The Emergency Operations Plan is available in the storage cupboard in the Emergency Operations Center (EOC). All supervisors should familiarize themselves with the Emergency Operations Plan. The Director of Campus Safety and Emergency Services should ensure that department personnel are familiar with the roles police personnel will play when the plan is implemented.

**See attachment: [Edition 6-2023 TCCS Emergency Operations Plan- signed.pdf](#)**

## **205.4 UPDATING OF MANUALS**

The Director of Campus Safety and Emergency Services or designee shall conduct an informal review the Emergency Management Plan Manual at least once every two years and a formal review every five years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and should appropriately address any needed revisions.

## **SEMS / NIMS / ICS / and EOC Activation**

### **206.1 PURPOSE AND SCOPE**

#### **Standardized Emergency Management System (SEMS) / National Incident Management System (NIMS) / Incident Command System (ICS) / Emergency Operations Center (EOC) Activation**

The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) are designed to provide a comprehensive approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. Both of these systems use the Incident Command System (ICS) as a key component.

### **206.2 HISTORY AND DESCRIPTION**

As a result of lessons learned from the Loma Prieta Earthquake in 1989 and problems identified in operations at the Oakland Hills Fire in 1991, the State of California enacted SEMS (California Government Code §8607). SEMS contains several systems as part of its framework for responding to and managing emergencies involving multiple jurisdictions or multiple agency response. Most significant of these systems is the ICS. The use of SEMS is required for State disaster assistance.

On February 28, 2003, President Bush issued Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 directed the Secretary of Homeland Security to develop and administer NIMS. NIMS provides a consistent nationwide template that enables all government, private sector, and non-governmental organizations to work together during domestic incidents. The components of NIMS are similar and complimentary to the SEMS components. NIMS has as a key component the use of ICS. The use of NIMS is required for Federal disaster assistance.

ICS is a standardized on-scene emergency management system designed for meeting the demands of a small or large emergency or non-emergency situation. It represents best practices and has become the standard for emergency management across the country. It can be expanded or contracted to meet the needs of the incident and it may be used for planned events, natural disasters, and acts of terrorism.

### **206.3 TRAINING**

It is the policy of The Claremont Colleges Services Department of Campus Safety to be fully compliant with the SEMS and NIMS training requirements as established by the State of California as well as the Federal Government.

### **206.4 SYSTEM ACTIVATION PROTOCOL**

Both SEMS and NIMS have been formally adopted as standards for incident management The Claremont Colleges Services. Use of ICS is required during any multi-jurisdictional and/or multi-functional (i.e. law and fire) incident that could potentially become a local, state, or federal disaster. The use of ICS is encouraged whenever it will assist in the orderly and professional management of personnel and resources during a planned or unplanned event.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *SEMS / NIMS / ICS / and EOC Activation*

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The materials necessary to implement ICS (vests, forms, checklists, etc.) are located in the Emergency Operations Center.

#### **206.5 EOC ACTIVATION**

The Claremont Colleges Services Emergency Operations Center (EOC) is located adjacent to lobby at The Claremont Colleges Services building. Instructions for assembling the EOC are located in bins inside the cabinets to the left as you enter the room. Should the primary EOC become uninhabitable, an alternate EOC is the City of Claremont City Hall.

The EOC's purpose is to coordinate the overall City response and support for an emergency event. There are three levels of EOC activation:

1. Level III – Monitoring (Decentralized Coordination and Direction)
  - (a) A minor to moderate incident characterized by adequate local response capability and sufficient resources to favorably resolve the situation. A local emergency may or may not be proclaimed. The EOC will be staffed minimally and activities will typically be limited to information gathering and very few requests coming in from the field or Department Operation Centers (DOC).
2. Level II - Partial Activation (Centralized Coordination and Decentralized Direction)
  - (a) A moderate to severe emergency characterized by a possible need for mutual aid to ensure a favorable resolution of the situation. In most cases, a local emergency will be proclaimed. A State of Emergency may be proclaimed by the Governor. Activation of the EOC may occur. Activation of one or more DOCs may occur. EOC is staffed with a Section Chief for each of the five sections. Additional positions will be staffed based upon the needs of the incident.
3. Level I – Full Activation (Centralized Coordination and Direction)
  - (a) A major disaster exemplified by depletion of resources and mutual aid response capability area wide, necessitating extensive Statewide and Federal assistance. Generally, a local emergency and state of emergency will be proclaimed. A Presidential Declaration of major disaster or emergency will likely be requested. EOC is staffed with all pre-identified positions and possibly more; as driven by the needs of the incident.

Pursuant to The Claremont Colleges Services Emergency Operations Plan, the decision to activate the EOC lies with the Department of Campus Safety and/or The Claremont Colleges Services Executive Leadership.

If it becomes necessary to activate the EOC, The Claremont Colleges Services Emergency Management Team will be recalled to assist with the necessary set-up. If these staff members are not readily available, the Campus Safety Watch Commander may designate any appropriate staff to set-up the EOC based on the procedures set forth in the EOC set-up binder.

#### **206.5.1 ACTIVATION MATRIX**

## Bureau of Security and Investigative Services (BSIS)

### 207.1 PURPOSE AND SCOPE

The California Bureau of Security and Investigative Services (BSIS) is a regulatory agency under the Department of Consumer Affairs. Its primary responsibility is to oversee the licensing and regulation of various professions within the security and investigative sectors. This includes private investigators, security guards, locksmiths, alarm companies, and private patrol operators. In addition to licensing, the BSIS sets training standards, investigates complaints, and takes disciplinary actions when necessary to ensure the integrity and professionalism of the industries it oversees.

### 207.2 DEFINITIONS

**BSIS:** Bureau of Security and Investigative Services

**Private Security Services Act:** The Private Security Services Act regulates private patrol operators and security guards (Business and Professions Code Sections §7580 - §7588.8).

**Private Patrol Operator (PPO):** A Private Patrol Operator is a company that employs security guards and contracts with other persons or businesses to protect persons or property, or to prevent theft. A security guard is not authorized to contract themselves out for private security services unless they also hold a Private Patrol Operator license (Business and Profession Code §7582.1).

**Qualified Manager (QM):** Each Private Patrol Operator licensee must designate a person, who is associated with the license in the BSIS's records, to serve as the Qualified Manager. The Qualified Manager is responsible for managing and directing the day-to-day activities of the licensed business, and may be the licensee, an agent of the licensee (e.g., officer of a corporation), or any other person designated by the licensee to serve in this capacity. The person serving as the Qualified Manager must meet the experience requirements specified in the Private Security Services Act and pass the Private Patrol Operator licensing exam (Business and Profession Code §7583.1).

**Security Guards:** Employed by licensed Private Patrol Operators or private security employers to protect persons or property or prevent theft (Business and Professions Code Section §7582.1).

### 207.3 POLICY

The Claremont Colleges Services (TCCS) has been issued BSIS license #121951 as a Corporation Private Patrol Operator (PPO). The Corporation is set up with three corporate officers; CEO, CFO, and Secretary who are listed on the license. The AVP and Director of Campus Safety has been designated at the PPO Qualified Manager (BSIS PPO QM License #10552).

TCCS is required to notify BSIS within 30 days of any change in its corporate officers or of any addition of a new partner (Business and Professions Code Section §7582.19). Additionally, if the PPO-QM ceases for any reason whatsoever to be connected with the licensee, TCCS shall notify

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Bureau of Security and Investigative Services (BSIS)*

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BSIS in writing 30 days from this cessation. If the notice of cessation is filed timely, the license shall remain in force for a period of 90 days after cessation or for an additional period, not to exceed one year, as approved by the BSIS director, pending the qualification of another qualified manager. After the 90-day period or additional period, as approved by the BSIS director, the license shall be automatically suspended, unless the bureau receives written notification that the license is under the active charge of a qualified manager. If TCCS fails to notify the bureau within the 30-day period, the license shall be automatically suspended and may be reinstated only upon the filing of an application for reinstatement, payment of the reinstatement fee, and the qualification of a manager (Business and Professions Code Section §7582.23).

#### **207.4 SECURITY GUARD LICENSE**

All persons hired by TCCS shall possess a valid and current security guard license. They must carry the security guard registration card on their person while on-duty (Business and Profession Code Section §7583.3); however a person may work as a security guard pending receipt of their hard-copy security guard registration card if he or she has been approved by BSIS and carries on his or her person a hardcopy printout of the BSIS's approval from the BSIS website and valid picture identification (Business and Profession Code Section §7583.17).

BSIS security guard licenses are valid for 2 years. Guard registrations not renewed within 60 days of expiration are canceled and cannot be renewed (Business and Profession Code Section §7583.20).

**It is the employees responsibility to ensure their BSIS license is valid and current.**

##### **207.4.1 TEAR GAS PERMIT**

Business and Profession Code Section §7583.35 requires all licensees or registrants wishing to carry tear gas while on duty to complete a training course pursuant to Penal Code Section §22835. All Campus Safety officers will attend tear gas training prior to carrying tear gas in the field. Campus Safety Officers are also required to carry their tear gas certification card on their person while on-duty.

##### **207.4.2 BATON PERMIT**

Business and Profession Code Section §7583.33 requires anyone who carries a baton while on duty to be a registered security guard and to complete a baton training course from a BSIS approved Baton Training Facility. All Campus Safety officers will attend baton training prior to carrying a baton in the field. Campus Safety Officers are also required to carry their baton certification card on their person while on-duty.

#### **207.5 BSIS REPORTING REQUIREMENTS**

Private Patrol Operator/Security Guard: Pursuant to Business and Professions Code section §7583.2(f), a private patrol operator shall submit a written report to the Bureau fully describing the circumstances surrounding a physical altercation with a member of the public while on duty, by a licensee, qualified manager, officers, partners, or employee of a licensee while acting within the course and scope of their employment, within seven (7) days after the incident.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Bureau of Security and Investigative Services (BSIS)*

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The only physical altercations that require a report are the ones that result in the following:

- (a) the arrest of a security guard;
- (b) the filing of a police report by a member of the public;
- (c) a member of the public requiring any type of first aid or other medical attention;
- (d) the discharge, suspension, or reprimand of a security guard by their employer, or;
- (e) any physical use of force or violence on any person while on duty.

The reports shall be emailed to [BSIS.IncidentReports@dca.ca.gov](mailto:BSIS.IncidentReports@dca.ca.gov).

**See attachment: [BSIS Incident Report 311\\_9.pdf](#)**

#### 207.5.1 INSURANCE REQUIREMENT

The Private Security Services Act requires a Private Patrol Operator (PPO) to obtain a general liability insurance policy with a minimum coverage of one million dollars (\$1,000,000) for each occurrence for initial licensure, and to have the required insurance in effect at the time of license renewal and for the continued maintenance of the license. (Business and Professions Code Sections §7583.39 and §7583.40)

To demonstrate compliance with the insurance requirement, a Certificate of Liability Insurance is to be provided to the Bureau:

- (a) At the time of initial licensure;
- (b) When the policy expires and is renewed;
- (c) When a policy expires and a new policy is secured; or
- (d) Upon the Bureau's request.

The Certificate of Liability should be submitted to the Bureau by the insurer or the insurer's agent or broker electronically to [PPOInsurance@dca.ca.gov](mailto:PPOInsurance@dca.ca.gov) or by mail to P.O. Box 989002, West Sacramento, CA 95798.

The Certificate of Liability Insurance must satisfy ALL the following requirements:

- (a) Specify the PPO company name (name should align with name associated with BSIS license).
- (b) Specify the PPO license number. (NOTE: Given that a PPO applicant does not yet have a license number, this information is not required with the Certificate submitted at the time of application.)
- (c) Specify the insurance policy number, and start and end dates of the policy period.
- (d) Reflect the general liability insurance policy covers a minimum of one million dollars (\$1,000,000) of liability for each occurrence;
- (e) Indicate Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798" in the Certificate Holder section for the purposes of the Bureau being notified of a change in policy status.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Bureau of Security and Investigative Services (BSIS)*

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- (f) Reflect the General Liability Insurance policy provides "occur" or "occurrence" coverage. "Claims made" coverage is not permitted because it does not cover an incident that occurred during the policy term if the claim is filed after the policy term.

## **Chapter 3 - General Operations**

## Use of Force

### 300.1 PURPOSE AND SCOPE

The use of force by The Claremont Colleges Services (TCCS) Department of Campus Safety is a matter of grave concern to the entire 7Cs community, Department, and public-at-large. Employees interact daily with many different persons of different cultures and backgrounds. The Department desires that all of these encounters be conducted in a cooperative, problem-solving manner that recognizes differences, but results in voluntary compliance with law, the institution's rules of conduct, and preservation of a safe and secure environment.

Each employee must understand and support this goal while also being prepared to react appropriately to situations where voluntary compliance is not obtained. In such cases, the employee(s) should, whenever reasonably possible, remain in or retreat to a position of safety; continue observing and attempting to amicably resolve the concern; make applicable notifications to obtain necessary resources; and provide direction to arriving assistance to achieve an appropriate resolution.

It is important that employees understand and have a true appreciation for the limitations of their authority as a private security officer. This is especially true with respect to employees overcoming resistance while engaged in the performance of their duties. Campus Safety employees must remember that they do not have the same legal protections afforded to sworn law enforcement officers and that actions taken by safety/security officers are scrutinized/reviewed as those of a private citizen. Additionally, the escalation of a situation to the point where use of force becomes the only alternative exposes the employee to a risk of personal injury, and the employee and TCCS to litigation. For these reasons, the decision to use force is among the most difficult and potentially life-changing most Campus Safety Officers will ever make.

No policy can realistically predict every possible situation an officer might encounter in the field, therefore, each officer must be entrusted with well-reasoned discretion in determining the appropriate use of force in each incident. It is the ultimate objective of the TCCS and Department to minimize injury to each and every person involved in any occurrence; however, nothing in this policy requires an officer to actually sustain physical injury before applying reasonable force.

### 300.2 DEFINITIONS

**Assaultive Resistance:** A form of Active Resistance where the subject uses aggressive or combative behavior to attempt, threaten, or commit a violent injury on an Campus Safety officer or other person.

**Carotid Control Hold:** A carotid restraint means a vascular neck restraint or any similar restraint, hold, or another defensive tactic in which pressure is applied to the sides of a person's neck that involves substantial risk of restricting blood flow and may render the person unconscious in order to subdue or control the person.

**Compliant:** A person contacted by an Campus Safety officer who acknowledges direction or lawful orders given and offers no non-verbal/verbal, passive/active, or assaultive resistance.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Use of Force*

---

**Deadly force:** Any use of force that creates a substantial risk of causing death or serious bodily injury.

**De-escalation:** De-escalation is the process of using strategies and techniques intended to decrease the intensity of the situation.

**Force:** The application of physical force, chemical agents or weapons to another person. It is not a use of force when a subject allows themselves to be searched, escorted, handcuffed or restrained. The mere application of a control hold while handcuffing a compliant subject without application of pain is not considered use of force.

**Non-Compliant:** The subject refuses to comply with Campus Safety officer's lawful commands or cooperate with an officer's directions. Includes passive resistance where subject uses dead weight to prevent being taken into custody. Examples include subjects who remain in a sitting, standing, or limp or prone positions without holding on to fixed objects or other persons in an attempt to delay or resist arrest.

**Professional Presence:** The displays of visual images of authority as well as a professional demeanor and manner are typically present at every encounter between Campus Safety officers and subjects. This includes symbols of authority including the security badge, uniform, and/or marked campus safety vehicle.

**Restraints:** Restraints include handcuffs designed to restrain the movement of a person.

### **300.3 POLICY**

No employee shall use physical force against any person except to repel an actual assault directed against them or another person. If used, the amount of force employed shall be only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to repel the attack and subdue the attacker or escape to a position of safety. "Reasonableness" of the force used must be judged from the perspective of a reasonable person on the scene at the time of the incident.

### **300.4 PROCEDURE**

- (a) Department employees are to use all options reasonable for the situation to avoid the need to use physical force against another person.
  1. Judgment: understanding and properly assessing situations, prior to becoming trapped by emotional responses, is key to avoiding dangerous or explosive encounters. It may be that the best course of action is to call for assistance prior to contacting a person or, if tensions escalate during an encounter, prior to arriving at a "confrontational" stage.
  2. Calm, confident demeanor: a calm, confident demeanor can often prevent escalation of tension to a point where use of force becomes the only option. Likewise, a confrontational approach may lead to an increase in tensions.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Use of Force*

---

3. Command presence: the ability to project control of a situation through body language and reasonable conversation/direction to another person while maintaining a calm, confident demeanor is often enough to de-escalate tensions.
  4. Seek alternatives: suggesting options to the other party can provide a way for them to "save face" rather than adopting a "stand and fight" mentality.
  5. Notification to police authorities: if circumstances reasonably permit, a timely notification to police authorities and request for their assistance is preferable to Campus Safety employees initiating a use of force against any person.
  6. Final warning: if the situation continues to escalate and an attack against a Campus Safety employee appears imminent, a final warning should be given if practicable: "Is there anything I can say or do to get you to (insert whatever goal)."
    - (a) If the answer is yes and reasonable request(s) ensue, the employee has a duty to continue seeking options for a conclusion.
    - (b) If the answer is "no" or an attack ensues, the employee must have a predetermined plan for escape or defense.
- (b) Campus Safety personnel are authorized to use Reasonable Force to defend themselves or others against harmful physical contact a person is about to inflict upon themselves or others, and to accomplish the arrest or aid in the arrest of a violent/combative person.

#### **300.5 FORCE OPTIONS**

- (a) Less lethal force: Any application of force that is not reasonably anticipated and intended to create a substantial likelihood of death or very serious injury is considered to be less lethal force. An employee may use less lethal force, pursuant to this policy, to block an attack or strike an aggressor in an effort to create an opportunity to retreat or escape. Examples of less lethal force include but are not limited to:
  1. Use of hands, arms, and feet: These are "hand to hand" techniques that could include blocking and striking the aggressor.
  2. Use of O.C. (pepper) spray: O.C. is a "standoff" weapon that does not require close physical contact with the aggressor.
    - (a) O.C. should be sprayed starting at approximately the chest and moving upward into the facial area while spraying continuously (usually 1-2 second burst).
    - (b) As the spray is applied, the employee should be backing away in order to locate an escape route.
    - (c) If the offender continues to attack, the employee may reapply O.C. spray in the described manner as many times as necessary to escape and/or stop the attack.
  3. Use of baton: Baton strikes should target non-vital areas of the body as discussed in baton training.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Use of Force*

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- (a) These areas generally include places on the body where bone structures are relatively close to the skin surface such as hands, lower arms, and lower legs.
  - (b) Heavily muscled areas such as the shoulders, upper back, buttocks and thighs are generally not effective and should be avoided.
  - (c) The head, spine, collarbone, sides of rib cages, internal organs, and genital areas are never targeted unless lethal force would be appropriate.
- (b) Lethal force: While Campus Safety Officers are not authorized to carry firearms, other force might also be considered lethal force if the officer reasonably anticipates and intends that the force applied will create a substantial likelihood of causing death or serious bodily injury. An officer may use lethal force only to protect her/himself or others from what s/he reasonably believes would be an imminent threat of death or serious bodily injury.

#### **300.6 USE OF OC PEPPER SPRAY/BATON**

- (a) Campus Safety officers who have attended the mandatory State of California training course are permitted to carry the authorized baton and OC pepper spray with them while on duty.
- (b) Campus Safety officers shall use their department-issued baton and OC pepper spray in the manner in which they were trained and certified, in accordance with guidelines established by the State of California.
- (c) Baton/OC pepper spray may be used when Campus Safety officers believe that there is a substantial and credible risk that the suspect is about to cause serious bodily harm to the officer or another person.
- (d) At no time will any officer draw his baton or pepper spray to use in a threatening manner if the situation does not fall into one of the above categories. An officer shall not use the baton or pepper spray because he/she is upset or verbally threatened by a suspect.
- (e) Improper use of the baton or pepper spray will result in severe disciplinary action up to and including termination.

#### **300.7 USE OF HANDCUFFS**

- (a) Reasonable care must be taken to ensure that handcuffs are used in a safe/secure manner. Equal consideration shall be given to minimize trauma or injury to the person to be restrained.
- (b) Handcuffs are only to be used to restrain persons who have been arrested and are being held for the local police; those who are attempting to harm themselves; and those whose level of violent behavior or physical condition due to drug and/or alcohol use is so severe as to represent an immediate danger to themselves or others.

#### **300.8 CAROTID CONTROL HOLD**

The Carotid Control Hold is not authorized.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Use of Force*

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##### **300.9 DUTY TO INTERCEDE**

Any Campus Safety officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, shall intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law shall promptly report these observations to a supervisor as soon as feasible.

##### **300.10 DE-ESCALATION**

When reasonable and practicable, Campus Safety officers should consider attempts to de-escalate situations in their interactions with subjects, through the use advisements, warnings, verbal persuasion, and other tactics and alternatives to higher levels of force.

In addition, when reasonable, Campus Safety officers should evaluate the totality of circumstances presented at the time in each situation and, when feasible, consider and utilize reasonably available alternative tactics and techniques that may persuade an individual to voluntarily comply or may mitigate the need to use a higher level of force to resolve the situation before applying force.

##### **300.11 REPORTING THE USE OF FORCE**

- (a) Any use of force or display of a weapon or control device to gain compliance by a member of this department shall, as soon as reasonably practical, be reported to the on-duty Watch Commander.
- (b) The employee shall document the incident promptly, completely and accurately in an appropriate report,
- (c) Depending on the nature of the incident. The officer should articulate the factors perceived and why they believed the use of force was reasonable under the circumstances.

##### **300.12 SUPERVISORS RESPONSIBILITIES**

Once notified, the supervisor shall respond to the scene of the incident in a timely manner in every instance. The supervisor will investigate the incident and complete a Supervisor's Use of Force Memorandum. In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete a Use of Force Memorandum. The supervisor shall also:

- (a) Ensure that any injured parties are examined and treated by emergency medical personnel.
- (b) Notify the Claremont Police Department of the circumstances and request assistance if appropriate.
- (c) The on-duty watch commander shall as soon as reasonably practical, call the Director of Campus Safety. If unavailable the Assistant Director shall be notified.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Use of Force*

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- (d) The on-duty Watch Commander will review the officer's use of force report and shall also complete a separate "Use of Force Memorandum" addressed to the Director of Campus Safety via the chain of command.
- (e) Use of Force Memorandum shall include the following:
  - 1. Precursor events that led to the use of force;
  - 2. Details/reason for the use of force or brandishing of pepper spray/baton;
  - 3. Witness statements, including those of other on-scene Campus Safety Officers;
  - 4. Description of any injuries incurred or reported by any person involved, regardless of how minor;
  - 5. Photos of injuries or damaged property incurred by all parties involved, with the consent of the injured party or police/fire;
  - 6. Any additional details such as video of the incident.
- (f) The Use of Force Memorandum will be forwarded to the Risk Management Office after review by the Director of Campus Safety.

#### **300.13 ROLE OF STUDENTS' ON-CALL DEANS**

- (a) Force may not be used in dealing with students who are being difficult or actively/passively resist Campus Safety personnel's instructions.
- (b) In all such cases, the student's On-Call Dean is to be notified to respond to the scene. The presence of the student's Dean at the scene will often de-escalate the situation and prompt the student to comply.
- (c) If for any reason the On-Call Dean does not respond after being requested to do so, this must be clearly indicated in the Incident Report.

#### **300.14 DEMONSTRATION/PROTEST ACTIVITY**

- (a) Campus Safety personnel are not authorized to use baton/pepper spray to engage in crowd-control activities during marches, protests, demonstrations, etc., when there is no threat of physical harm to the officers or others.
- (b) These includes such cases as blocking of a campus building access by the protestors, disruption of classes, take over and sit-in of administrative offices, dining halls, etc. In such non-violent cases, only if/when requested by the Colleges, Campus Safety shall contact the Claremont Police Department to respond

#### **300.15 USE OF FORCE CONTINUUM**

The use of force and the conditions in which force may be employed can and often do change quickly. It is essential that all employees understand their personal and collective responsibility to reassess and then respond to such changes in the appropriate context and time as part of their demonstration of appropriate use(s) of force.



# Emergency Notifications - Campus Warning Systems

## 301.1 PURPOSE AND SCOPE

The Clery Act requires institutions of higher education to maintain two types of alerting systems for separate and distinct purposes; Timely Warnings and Emergency Notifications. The Claremont Colleges Services maintains several warning systems in order to provide effective notification to all or part(s) of the 7Cs campuses. Everbridge texts and emails sent to the entire campus community are the mechanism used to send Timely Warnings and Emergency Notifications.

Below is a table breaking down the distinctions between these two types of alerts. Use this resource to understand which alert should be sent depending on the circumstances of the incident in question.

Additional/updated information may be provided to the larger community as necessary to comply with law or as useful for community members to better understand the occurrence(s) and take any necessary actions/precautions. Upon being directed to do so, Campus Safety dispatchers will activate the Everbridge text message system in accordance with the authorization given by the Director of Campus Safety.

## 301.2 GENERAL POLICY

When issuing Timely Warnings and Emergency Notifications, notification to The Claremont Colleges communities will be made in accordance with Title 34 Code of Federal Regulation Part 668, known as the Clery Act. TCCS Department of Campus Safety has the ability to issue Timely Warnings and Emergency Notifications, on behalf each of the 7Cs, however each college also has the ability to issue Timely Warnings and Emergency notifications. This policy serves as TCCS Department of Campus Safety institutional policy for decision making and the issuance of such notifications to the 7Cs campuses.

## 301.3 DEFINITIONS

**Timely Warnings:** Will be issued based on the determination of Campus Safety personnel, as set forth in this policy. Timely Warnings will be distributed community-wide, determined on a case-by-case basis in light of all the facts surrounding a Clery Act crime including, but not limited to such factors as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Timely Warnings issued to the 7Cs campus communities for any Clery Act crime that occurs on Claremont Clery Act geography that is considered by the Department of Campus Safety, to represent a serious or continuing threat to students and employees occurring on any of the 7Cs campuses.

**Emergency Notifications:** Will normally be issued, as set forth in this policy, utilizing mass text messaging and email and will be based on the best professional judgment of on-duty personnel. Emergency Notifications may be made utilizing other methods of communication to

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Emergency Notifications - Campus Warning Systems*

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segments of the community, separate and apart from mass text messaging and email system, in compliance with the Clery Act. Emergency Notifications are issued to the 7Cs campus communities immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on any of the 7Cs campuses.

**Alert Bulletins:** Are not required notifications under the Clery Act. However, depending on the circumstances of a particular case, notification of non-Clery crimes, or Clery Act crimes that do not rise to the level of issuing a Timely Warning, will be made to specific segments of the Claremont community, as deemed necessary by the Department of Campus Safety. Alert Bulletins issued for any other suspicious circumstances, events, persons, and/or crimes, that are not one of the enumerated Clery Act crimes, where an advisory notification to a specific segment of The Claremont Colleges and/or is warranted, as deemed necessary by Department of Campus Safety personnel.

**Community Messages:** Are general, informational messages issued by Campus Safety as a public service. These messages provide general safety guidelines or community information for the overall college community.

#### **301.4 PROCEDURES**

##### **Procedure to Determine Emergency Notifications for Criminal Activity or Public Safety Situations:**

##### **301.4.1 TIMELY WARNINGS**

##### **STANDARDS FOR ISSUING A TIMELY WARNING NOTIFICATION**

In order to help safeguard The Claremont Colleges communities, to increase crime awareness and to meet the Clery Act Timely Warning requirements, a Campus Safety Timely Warning will be issued following the report of a Clery Act crime that is made to the Department of Campus Safety and/or Claremont Police Department and that meets the Clery Act timely warning standard, triggering the Timely Warning notification procedures set forth below. Issuance of a Timely Warning is not required based on the same circumstances and factors as a Emergency notification under the Clery Act.

The Department of Campus Safety is required to notify the 7Cs communities of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. These notifications are called Timely Warnings under the Clery Act. Although the Clery Act does not define the word "timely," because the intent of a warning regarding a criminal incident(s) is to allow people to take precautions for their personal safety, this means that a Timely Warning should be issued as soon as pertinent information about the crime is available. Even if not all of the facts surrounding a criminal incident(s) are available, the Department of Campus Safety will issue a Timely Warning for any reported Clery Act crime(s) that meets the criteria set forth below, in accordance with the determination guidelines for deciding whether a Timely Warning should be issued on a case-by-case basis.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Emergency Notifications - Campus Warning Systems*

---

##### **Clery Act Crime Alert Standard:**

A Timely Warning must be issued community-wide for any Clery Act crime where such Clery Act crime is reported to the Department of Campus Safety or to a Campus Security Authority ("CSA"), who in turn reports the crime to the Department of Campus Safety, and the reported crime is considered by the Department of Campus Safety to represent a serious or continuing threat to students and employees.

1. The determination to issue a Timely Warning is made on a case-by-case basis in light of all of the facts surrounding a reported Clery Act crime including, but not limited to factors such as:
  - The nature of the crime;
  - The continuing danger to the campus community;
  - The possible risk of compromising law enforcement efforts;
  - Whether a suspect has been apprehended and/or arrested;
  - Whether there has been a pattern or series of similar crime;
  - The potential risk of others becoming a victim of similar crimes.
2. Clery Act crime including the following:
  - Criminal Homicide (Murder, Negligent Manslaughter and Non-Negligent Manslaughter);
  - Sex Offenses: Rape, Fondling, Incest, Statutory Rape;
  - Robbery;
  - Aggravated Assault;
  - Burglary;
  - Motor Vehicle Theft;
  - Arson;
  - Hate Crimes;
  - Domestic Violence;
  - Dating Violence;
  - Stalking.

3. Determination to issue a Timely Warning Notification:

The decision making authority to issue a Timely Warning is granted to the following personnel when a Clery Act crime is reported to the Department of Campus Safety (i.e. reported directly to the Department of Campus Safety or to a Campus Security Authority ("CSA") who in turn submits a CSA Report in a timely manner to the Department of Campus Safety) and is considered by such personnel to represent a serious or continuing threat to students and employees.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Emergency Notifications - Campus Warning Systems*

---

Timely Warning Decision Making Authority:

- (a) Director of Campus Safety
- (b) Assistant Director
- (c) Lieutenant
- (d) Clery Compliance Coordinator

#### 301.4.2 EMERGENCY NOTIFICATIONS

1. A emergency notification for criminal activity or public safety situations will serve to immediately notify the 7Cs campus communities when the **Department of Campus Safety Watch Commander on-duty** has:
  - (a) "Confirmed" (i.e. confirmation) that there is a significant emergency or dangerous situation, in response to a criminal activity or public safety situation, involving an immediate threat to the health or safety of students and employees occurring on any of the 7Cs campuses. A confirmation decision will be made given all of the information that has been reported to the Department of Campus Safety and/or Claremont Police Department and that is known at the time of the decision; and
  - (b) "Immediate Threat": means an imminent or impending threat.
  - (c) "Confirmation": means that an official(s) has verified that a legitimate emergency or dangerous situation exists. This does not mean that all pertinent details are known or even available at the time that an emergency or dangerous situation is confirmed.
2. Once the Watch Commander has made the decision to issue a Emergency notification, the Dispatcher(s) on-duty will draft and initiate the Emergency notification system via the mass notification system (Everbridge) for significant emergencies or dangerous situations at the Claremont Colleges.
  - (a) The Everbridge mass notification system can notify the entire 7Cs community via community-wide email. For individuals at any of the 7 campuses who have opted-in, a message is also sent via text message to mobile devices.
  - (b) While notification to Department of Campus Safety Chain of Command for issuing a Everbridge emergency alert is suggested (i.e. notification to the Lieutenant, Assistant Director, and Director of Campus Safety), such notification to the Chain of Command is not necessary when time is of the essence. The Watch Commander on-duty must make the determination to issue a notification immediately, without delay, upon confirmation of a significant emergency or dangerous situation, as set forth in this policy. It is the primary responsibility of the Watch Commander on-duty to make a notification determination and then the Dispatcher(s) on-duty, will draft the Everbridge emergency alert message and initiate the mass notification procedures for issuing out timely warnings or confirmed significant emergencies and dangerous situations that pose an immediate threat at the 7Cs.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Emergency Notifications - Campus Warning Systems*

---

- (c) In addition to the Watch Commander on-duty, the Lieutenant, Assistant Director, and Director of Campus Safety have authority to make a determination as to whether a Everbridge notification needs to be issued.
- 3. Examples of the types of emergency and dangerous situations that may present an immediate threat to the 7Cs community include, but are not limited to:
  - In-progress serious or violent crime;
  - Earthquake;
  - Active shooter;
  - Hostage / barricade situation;
  - Riot / civil unrest;
  - Bomb threat;
  - Suspicious package with confirmation of a device;
  - Tornado;
  - Fire / explosion;
  - Homicide or suspicious death;
  - Structural damage to a 7C-owned or controlled facility;
  - Biological threat;
  - Significant flooding;
  - Gas leak;
  - Hazardous materials spill (e.g. chemical, biological, radiological, nuclear);
  - Armed intruder;
  - Illness outbreak.
  - Other types of emergencies or dangerous situations may arise at any time and will be analyzed on a case-by-case basis based on each situation.

#### 301.4.3 ALERT BULLETIN

Depending upon the circumstances of a particular case, incident or crime report, notification of particular crimes that are not Clery Act crimes, or incidents that do not rise to the level of where a Timely Warning may be required, may be made by the Department of Campus Safety to all segments of the 7Cs communities. Members of the Campus Safety Management Team (i.e. Director, Assistant Director, Lieutenant, or Clery Compliance Coordinator) may decide that a crime or other incident that has occurred on or near the 7Cs campuses warrants the issuance of an Alert Bulletin notification.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Emergency Notifications - Campus Warning Systems*

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##### 301.4.4 COMMUNITY MESSAGE

When the Department of Campus Safety has information on a verified situation or event that has potential safety implications, such as severe weather conditions, health emergencies, or security incidents, a community message shall be sent to the 7Cs communities.

##### 301.4.5 CLERY ACT REQUIRED NOTIFICATION MATRIX

**[See attachment: TCCS Clery Act Notification Matrix.pdf](#)**

##### 301.4.6 TIMELY WARNING EVALUATION FORM

In accordance with our commitment to ensuring campus safety and complying with the Clery Act, supervisors shall complete and submit a Timely Warning Evaluation Form each time a Clery crime is reported to Campus Safety, ensuring a thorough and timely response to each incident.

**[See attachment: TCCS Timely Warning Evaluation Form\\_071223.pdf](#)**

## Body Worn Cameras

### 302.1 PURPOSE AND SCOPE

The Claremont Colleges Services Department of Campus Safety is committed to officer safety and public safety. The Department of Campus Safety has equipped its Campus Safety officers with body worn audio-visual cameras ("BWC's", "devices" or "cameras") for use as part of the officer's uniform for the recording of field activity in the course of official duties. The cameras are intended to provide a visual and audio record of campus safety duties, including public contacts, arrests, and critical incidents. BWC's provide documentation to be used in criminal investigations and prosecutions, internal or administrative investigations, training, and other circumstances. They also serve to enhance the accuracy of reports, testimony in court, and enhance the Department's community relationship-based campus safety efforts.

Body worn cameras provide a limited perspective of any encounter and must be considered with all available facts and evidence, such as Campus Safety officer perception, witness statements, interviews, other available video documentation, forensic and/or expert analysis, and documentary evidence. The cameras cannot always show the full narrative nor do they capture an entire scene. The use of cameras does not reduce or alter the requirement to provide thorough written documentation as required by this or other policies.

Persons reviewing recordings must be cautious before conclusions are reached about what the video shows, or when evaluating the appropriateness of a Campus Safety officer's actions in a particular situation. Evaluating an officer's actions must take into account a variety of factors and other circumstances.

The Department of Campus Safety is committed to officer safety and public safety. Officer safety and the safety of the public shall always be the primary consideration, not the ability to record an event.

This policy is intended to balance the respect for privacy and other Department of Campus Safety values with legal, policy, and administrative obligations. Officers should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion at all times.

### 302.2 POLICY

All audio, images and media associated with the BWC are the sole property of the Department of Campus Safety and The Claremont Colleges Services, and, are not to be copied, released or disseminated in any form or manner outside the parameters of this policy without the expressed, written consent of the Director of Campus Safety.

#### 302.2.1 REQUIRED USERS

All Campus Safety Officers are required to wear the BWC system while on-duty.

- (a) Under no circumstances will any employee make a personal copy of any recorded event without the written consent of the Director of Campus Safety.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Body Worn Cameras*

---

- (b) Officers shall recognize the need for due caution when in the area of any patient receiving medical or psychiatric care, in accordance with Health Information Personal Privacy Act (HIPPA) restrictions.

#### **302.3 DEPARTMENT ISSUED EQUIPMENT ONLY**

Campus Safety officers assigned a BWC must not use any other non-Department issued video or audio equipment, such as personally owned video or audio equipment, mobile devices or cell phones, to record campus safety activities involving members of the public unless authorized by the Director of Campus Safety or designee. Nothing in this policy precludes campus safety officers or other Department personnel from using authorized still photography equipment.

#### **302.4 REQUIRED ACTIVATION**

Campus Safety officers are required to place the BWC into EVENT mode after being dispatched to and prior to arriving to the following calls for service; and prior to any officer initiated contacts involving actual or potential violations of the law including:

- (a) Pedestrian, private person and vehicle contacts;
- (b) Any assigned call for service in which a disturbance is reportedly involved;
- (c) All security escorts;
- (d) All Trespassing incidents;
- (e) Calls involving the Claremont Police Department, having responded to assist our Department, is placing a person under arrest;
- (f) Any encounter that adversarial after the initial contact;
- (g) Any situation that the officer believes the use of the BWC would be appropriate or would provide valuable documentation if not already activated per Department Policy;
- (h) Uses of Force;
- (i) Crowd management events.

#### **302.5 RECORDING OF AN ENTIRE EVENT**

Once activated, the BWC shall not be deactivated until the scenario has been stabilized; upon request of the victim; or as ordered by a supervisor. For the purposes of this section, an event has been stabilized when the initial response by Campus Safety has transitioned to an orderly and controlled investigation.

- (a) Officers will document the reason that the BWC is being deactivated in the form of a recorded announcement on the BWC prior to deactivation.
- (b) If an officer assigned to a perimeter post or assignment is not in contact with the public, the officer may deactivate the BWC to conserve battery life. The BWC will immediately be reactivated if those conditions change.
- (c) If it is necessary for two or more officers, or one or more officers and a college official, paramedic, or police officer to discuss specific issues of the incident, the BWC may



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Body Worn Cameras*

---

be deactivated for the time of that conversation to be completed. The unit will then be reactivated immediately.

#### **302.6 PROHIBITED BWC RECORDING**

The activation or use of the BWC is prohibited, unless otherwise authorized by this Chapter, during:

- (a) Department briefings, meetings, roll calls or while in private Department spaces such as locker rooms, break rooms or restrooms;
- (b) Non-work related activities or other activities not related to campus safety.
- (c) Private conversations with any other member of the Department without the written consent of all involved parties;
- (d) Any area where audio or video recording is prohibited by law.

#### **302.7 PLAYBACK OF BWC RECORDING**

Campus Safety Officers are not required to play back BWC recordings to allow members of the public to review the video footage in the field.

#### **302.8 LABELING, CATEGORIZING AND UPLOADING RECORDINGS**

When storing the BWC video, the officer will tag and ID each recording that includes:

- (a) Date and time (auto-stamped);
- (b) Case number (if applicable) or log number;
- (c) Type of incident or crime classification (code);
- (d) If a non-event, tag the recording as "N-O". These would include accidental activations of the camera, causal encounters, parking enforcement actions with no adversarial encounters, etc.

#### **302.9 TRAINING**

Campus Safety officers who are assigned the BWC must complete Department approved training in BWC policies, proper use, and maintenance of the device before using the system in the field. Supervisors must complete Department approved training in the supervision and management of the BWC system. Supplemental training will be conducted when deficiencies are identified in policy compliance, use, maintenance, or supervision and management of the BWC system. Additional appropriate training will also be conducted should there be changes in policy, hardware, or software that affects the use, maintenance, supervision or management of the system.

#### **302.10 INSPECTION AND TESTING OF EQUIPMENT**

Campus Safety officers shall be responsible for inspecting and testing their BWC equipment at the start of their shift and shall ensure that the equipment is properly functioning. Officers shall notify their supervisor, in writing, if the BWC equipment is not properly functioning. For purposes of this Chapter "in writing" shall include e-mail.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Body Worn Cameras*

---

##### **302.11 DAMAGED, MALFUNCTIONING OR INOPERABLE EQUIPMENT**

The BWC equipment is the responsibility of the assigned Campus Safety officer and must be used with reasonable care to ensure proper functioning and reliability. If an officer's BWC malfunctions or is damaged or inoperable, the officer shall notify the on-duty supervisor.

If feasible, the supervisor shall provide the officer with a functional BWC prior to the officer deploying to the field. However, the lack of a BWC unit shall not prevent an officer from working their shift or assignment.

An officer shall not be held financially responsible for damaged, malfunctioning or inoperable equipment unless abuse of the equipment by the officer is found to be the cause.

##### **302.12 VIEWING RECORDING BY RECORDING OFFICER**

Subject to the exceptions in this Chapter, officers should review BWC recordings on their assigned device or authorized computer prior to documenting an incident, arrest, search, interview, use of force, or other activity to assist with reports, statements, and documentation that are accurate and complete. Officers must not use the fact that a recording was made to avoid preparing an accurate, detailed, and complete report.

Officers may only review recordings from their assigned BWC.

##### **302.13 MODIFICATION, ALTERATION, OR DELETION**

No employee shall modify, alter, or delete video or audio once recorded by the BWC, except as authorized by Department policy.

##### **302.14 SUPERVISORS RESPONSIBILITIES**

- (a) Supervisors will not use the BWC system until they have successfully completed the required training.
- (b) When an incident arises that requires the immediate retrieval of BWC media for the chain-of-custody purposes, a supervisor will respond to the scene and ensure that the BWC remains affixed to the officer in the manner it was found and that the BWC data remains uncompressed. Through direct and uninterrupted supervision, the supervisor is responsible for the care and custody of the BWC until it has been removed and secured at the Campus Safety Department and turned over to the Captain of Operations or the Director of Campus Safety.
- (c) Supervisors are required to review BWC media under the following circumstances and/or when the following reports are generated:
  - 1. Use of Force reports;
  - 2. Injuries to a third party while a Department member is performing their duties;
  - 3. Any force entry report (i.e., medical aid, rescue);
  - 4. The supervisor is investigating a specific report of officer misconduct;
  - 5. A Department member has been placed on a performance improvement plan to address behavioral or performance deficiencies;

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Body Worn Cameras*

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6. To review reported acts of conspicuous service, bravery or heroism;
7. Other reviews that are authorized by the Director of Campus Safety and are consistent with the elements of this policy.

#### **302.15 DATA MANAGEMENT AND RETENTION**

- (a) Recordings will be retained for up to 180 days, with shorter retention periods for authorized recordings.
- (b) All recorded BWC media will be uploaded and retained in accordance with prevailing retention outlines. BWC media will comply with all applicable State of California requirements.
- (c) All BWC media will be purged from the system in accordance with the current retention schedule.
- (d) Access to all BWC stored media will be restricted to authorized users and the viewing of any BWC footage will be restricted to legitimate law enforcement or administrative purposes.
- (e) Any request for BWC media made from outside the Department of Campus Safety, including law enforcement agencies, will comply with both the records disclosure and records management policies of the Department and The Claremont Colleges Services (TCCS).

## Radio Use and Communications

### 303.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the proper use of the Department of Campus Safety radios and dedicated radio frequencies, and to provide guidance on appropriate radio communications procedures.

### 303.2 POLICY

It is the policy of the Department of Campus Safety to meet all local, regional, state, and federal communications standards and statutory requirements for interagency communications as well as intra-departmental communications. This policy and related procedures apply while Campus Safety personnel are on duty. Personnel will be held accountable for proper care of all department-issued equipment, such as radios, hand-mics, and earpieces.

Staff must return radios to the charging docks for charging at the end of their shift. Although personnel may retain their radio during meal periods and rest breaks, they are not required to monitor radio traffic during these breaks. Specific Department radio protocols are outlined in the Radio Use and Communications policy below.

### 303.3 PROCEDURE

- (a) Radio communication is an essential part of Campus Safety operations. At any time, a situation may arise requiring the prompt and accurate response of our units to a radio broadcast to protect life and preserve safety. Accordingly, employees should be familiar with and trained in the operation of department radios according to the Radio Use and Communications Protocol.
- (b) Campus Safety has two radio channels. Unless otherwise directed, Channel 1 is for primary operational communications. Channel 2 may be used for secondary or training communications when authorized by both the Command Post and the highest ranking supervisor on duty.
- (c) Staff who are issued radios should immediately check them to ensure they are operational. If any issues are discovered, they should be reported immediately to the on-duty supervisor. If the problem cannot be immediately resolved, the unit should be removed from use, tagged for repair, and turned over to the sergeant in charge of radios.
- (d) Situational awareness is critical to one's ability to process changes in one's environment and appropriately respond to incidents. It is critical that staff do not allow anything, such as a casual conversation with others or phone call, to distract them from situational awareness.
- (e) Radio communication is unlike a phone conversation; everyone with a radio tuned to the broadcast frequency can hear the transmission. Staff shall be professional, considerate, and courteous when transmitting over the air.
- (f) Campus Safety personnel are only authorized to use and attach department issued radio equipment and accessories, including hand-mics and earpieces.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Radio Use and Communications*

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- (g) Unless otherwise directed, all Campus Safety personnel shall always wear the department-issued hand-mic and radio earpiece while on duty.
- (h) Broadcasts for urgent and emergency situations shall have priority over other radio transmissions. All other non-emergency transmissions shall be held until the Command Post ("CP" or "Control") or the on-duty supervisor announces that normal radio traffic may resume.
- (i) Campus Safety Personnel must direct all requests for Los Angeles County Fire Department (LACFD) Paramedic Service Call and requests for LACFD Paramedic units to the Campus Safety Command Post.

#### **303.4 RADIO IDENTIFICATION**

Radio Identifications are assigned as outlined below. The Radio ID Directory is updated regularly and available in the Campus Safety 'G' drive in the file labeled "Radio ID Roster".

- (a) Individual Radio IDs:
  - 1. Assigned by the department hiring manager upon employment as a department dispatcher, campus safety patrol officer, or other operations personnel and are permanent.
    - i. "100" Units – Individual Administrators
    - ii. "200" Units – Individual Sergeants
    - iii. "300" Units – Individual Officers
    - iv. "500" Units – Individual Dispatchers
- (b) Contract Security Personnel:
  - 1. If issued a department radio, Contract Security personnel will communicate using their agency name, and the location they are transmitting from (for example: "Control, this is CSC at Dom's"). This will help identify contracted guards in specific areas, such as special events.
  - 2. KGI contracts their security guards independently from Campus Safety. Dispatch will continue to refer to these security officers as "600" Units or KGI until further notice.
- (c) Special Detail Personnel ("400" Units):
  - 1. This designation is reserved for high-level incidents or events.
    - i. This can include EOC personnel during an activation;
    - ii. This can also include non-Campus Security employees of the TCCS, or one or more of the colleges temporarily assigned to our department, such as for dignitary detail assignments.

## Standards of Conduct

### 304.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Department of Campus Safety and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

### 304.2 POLICY

The continued employment or appointment of every member of the Department of Campus Safety shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy may be cause for disciplinary action.

### 304.3 DIRECTIVES

Members shall comply with lawful directives from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

#### 304.3.1 SUPERVISORS RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

### 304.4 GENERAL STANDARDS

Members shall conduct themselves in accordance with the United States and California constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority that are relevant to their employment.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Standards of Conduct*

---

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

#### **304.5 CAUSES FOR DISCIPLINE**

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

##### **304.5.1 LAWS, RULES AND ORDERS**

- (a) Violation of, or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or TCCS manuals;
- (b) Disobedience of any legal directive issued by any department member of a higher rank;
- (c) Violation of federal, state, local or administrative laws, rules or regulations.
- (d) Using or disclosing one's status as a member of the Department of Campus Safety in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity;
- (e) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose;
- (f) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted);
- (g) Acceptance of fees, gifts or money contrary to the rules of this department;
- (h) Offer or acceptance of a bribe or gratuity;
- (i) Misappropriation or misuse of funds, property, personnel or services;
- (j) Any other failure to abide by the standards of ethical conduct.

##### **304.5.2 DISCRIMINATION, OPPRESSION, OR FAVORITISM**

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

##### **304.5.3 RELATIONSHIPS**

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity;

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Standards of Conduct*

---

- (b) Engaging in on--duty sexual activity, including but not limited to sexual intercourse, excessive displays of public affection, or other sexual contact;
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of a campus call for service with a known victim, witness, suspect, or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

#### 304.5.4 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval;
- (b) Unexcused or unauthorized absence or tardiness;
- (c) Excessive absenteeism or abuse of leave privileges;
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

#### 304.5.5 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Director of Campus Safety or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

#### 304.5.6 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Standards of Conduct*

---

- (e) Failure to notify the Department of Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

#### 304.5.7 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
  - 1. While on department premises;
  - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
- (g) Improper political activity including:
  - 1. Unauthorized attendance while on-duty at official legislative or political sessions.
  - 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on department property except as expressly authorized by policy or the Director of Campus Safety.
- (h) Engaging in political activities during assigned working hours except as expressly authorized by policy or the Director of Campus Safety.
- (i) Any act that brings discredit to this department.

#### 304.5.8 CONDUCT

- (a) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (b) Exceeding lawful powers by unreasonable, unlawful or excessive conduct.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Standards of Conduct*

---

- (c) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (d) Engaging in horseplay that reasonably could result in injury or property damage.
- (e) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the Colleges.
- (f) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (g) Criminal, dishonest, or disgraceful conduct, that adversely affects the member's relationship with this department.
- (h) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (i) Attempted or actual theft of department property; misappropriation or misuse of funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (j) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any policy or contract to include fraud in securing the appointment or hire.
- (k) Any other conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

#### 304.5.9 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid, BSIS certificate).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform campus safety duties.
- (d) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (e) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (f) Any personal action contributing to a preventable traffic collision.
- (g) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

#### 304.5.10 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Standards of Conduct*

---

- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

# Medical Aid and Response

## 305.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a campus safety response to such situations.

## 305.2 POLICY

It is the policy of the The Claremont Colleges Services Department of Campus Safety that all campus safety officers be trained to provide emergency medical aid and to facilitate an emergency medical response. They will facilitate the timely request and arrival of advanced care, transportation, and notifications as they are deemed appropriate.

## 305.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Communications Center and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Communications Center with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
  - 1. Signs and symptoms as observed by the member.
  - 2. Changes in apparent condition.
  - 3. Number of patients, sex, and age, if known.
  - 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
  - 5. Whether the person is showing signs or symptoms of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Medical Aid and Response*

---

Members should not direct EMS personnel whether to transport the person for treatment.

#### **305.4 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE**

A member may use an AED only after receiving appropriate training from an approved public safety first aid and CPR course (22 CCR 100014; 22 CCR 100017; 22 CCR 100018).

##### **305.4.1 AED USER RESPONSIBILITY**

Members who are issued AEDs for use in department vehicles shall check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Lieutenant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer. Any member who uses an AED should contact the Communications Center as soon as possible and request response by EMS.

##### **305.4.2 AED REPORTING**

Any member using an AED will complete an incident report detailing its use.

##### **305.4.3 AED TRAINING AND MAINTENANCE**

The Lieutenant should ensure appropriate training and refresher training is provided to members authorized to use an AED. A list of authorized members and training records shall be made available for inspection by the local EMS agency or EMS authority upon request (22 CCR 100021; 22 CCR 100022; 22 CCR 100029).

The Lieutenant is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule (22 CCR 100021).

#### **305.5 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION**

Trained members may administer opioid overdose medication (Civil Code § 1714.22; Business and Professions Code § 4119.9).

##### **305.5.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES AND USE**

Members who are qualified to administer opioid overdose medication, such as Naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Lieutenant.

Campus Safety Officers who have completed the Naloxone training are authorized to administer Naloxone when they reasonably believe someone is experiencing an opioid-related overdose. Personnel will treat the incident as a medical emergency and follow these steps when performing this intervention:

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Medical Aid and Response*

---

- (a) Confirm emergency personnel are responding;
- (b) Maintain universal precautions;
- (c) Perform patient assessment;
- (d) Determine unresponsiveness;
- (e) Update dispatch of potential overdose state;
- (f) Follow Naloxone protocol;
- (g) Immediately notify responding emergency personnel that Naloxone has been administered;
- (h) Notify the on-duty Watch Commander.

Any member who administers an opioid overdose medication should contact the Communications Center as soon as possible and request response by EMS.

#### 305.5.2 OPIOID OVERDOSE MEDICATION REPORTING

Upon completion of the incident, Campus Safety Officers will submit an incident report detailing the nature of the incident, the care the patient received and the fact Naloxone was deployed. A copy of the report will be forwarded to the Naloxone Program Coordinator who will track and monitor the use of Naloxone.

The Lieutenant will ensure that there is enough information to meet applicable state reporting requirements.

#### 305.5.3 OPIOID OVERDOSE MEDICATION TRAINING

The Lieutenant responsible for department training should ensure initial and refresher training is provided to members authorized to administer opioid overdose medication. Training should be coordinated with the local health department.

#### 305.5.4 MAINTENANCE AND REPLACEMENT

The daily inspection of Naloxone kits will be the responsibility of campus safety officers who are assigned the kit for field deployment. Officers should handle, store and administer the medication consistent with their training. Officers should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and reported to the Lieutenant. Replacement kits will be issued by the Lieutenant during normal working hours.

#### 305.5.5 PROGRAM COORDINATOR

The Lieutenant will serve as the department's Program Coordinator and will work in collaboration with the HCA/EMS. The Program Coordinator will be responsible for tracking, storage, maintenance, replacement of Naloxone kits and reviewing Naloxone use reports.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Medical Aid and Response*

---

Report all administrations of Nasal Narcan as per guidelines provided by the LA County Department of Health Emergency Medical Services Agency representative(s); Mail: [ems@dhs.lacounty.gov](mailto:ems@dhs.lacounty.gov)

Ensure that the LA County Department of Health Emergency Medical Services Agency is notified in a timely fashion of any changes in the Campus Safety Department's program structure, reporting formats, or protocols, and relay any information from LA County Department of Health EMS Agency is communicated to all within Campus Safety.

#### **305.5.6 DESTRUCTION OF OPIOID OVERDOSE MEDICATION**

The Lieutenant shall ensure the destruction of any expired opioid overdose medication.

#### **305.5.7 OPIOID OVERDOSE MEDICATION RECORD MANAGEMENT**

Records regarding acquisition and disposition of opioid overdose medications shall be maintained and retained in accordance with the established records retention schedule and at a minimum of three years from the date the record was created.

#### **305.6 FIRST AID TRAINING**

The Lieutenant should ensure campus safety officers receive initial first aid training within one year of employment and refresher training every two years thereafter.

#### **305.7 MEDICAL INJURY RESPONSE - VISITORS**

#### **305.8 MEDICAL INJURY RESPONSE - STUDENTS**

#### **305.9 MEDICAL INJURY RESPONSE - EMPLOYEE (INCLUDES STUDENT EMPLOYEES)**

##### **305.9.1 RESPONSIBILITIES**

- (a) When any employee of The Claremont Colleges injures themselves while on duty, they are to report the injury to their supervisor or a member of Worker's Comp and Benefits Department immediately. After notification, the injured employee's supervisor must:
  - 1. Provide the employee with an Employee's Report of Occupational Accident form, Workers' Compensation Claim Form (DWC1 form), and Notice of Potential Eligibility to complete and return to supervisor. Employee retains Notice of Potential Eligibility
  - 2. Complete the Supervisor's Report of Occupational Accident and the employer's portion of the DWC1 form.
  - 3. Give the employee a copy of the completed DWC1 form. Forward the Supervisor's Report of Occupational Accident, Employee's Report of Occupational Accident, and the DWC1 form to the WC Administrator in Benefits Administration within 24 hours.
  - 4. Contact Campus Safety, which will proceed as outlined in #2 through #7 below, if employee requires medical treatment.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Medical Aid and Response*

---

5. Complete and forward a report to Risk Management, if an employee is involved in a traffic collision that has occurred during the course of their job duties.
- (b) If the injured employee's supervisor or a representative from the Worker's Comp and Benefits Department is not present, Campus Safety personnel are responsible:
  1. Campus Safety supervisor or patrol officer will obtain the following information from the injured employee:
    - i. Employee's name;
    - ii. TCC institution;
    - iii. Department;
    - iv. Nature of injury.
  2. If employee requires medical treatment, Campus Safety will ensure he/she receives appropriate transportation to any of the authorized clinics for treatment.
  3. Campus Safety completes and gives injured employee a Treatment Authorization form that the employee will present to the clinic when obtaining medical treatment for injury.
  4. Campus Safety will contact and advise the clinic that an injured employee is on his/her way for treatment.
  5. Campus Safety will notify the Dean on call of the injured employee's institution.
  6. Campus Safety will also notify the WC Administrator of the circumstances involving the injured employee within 24 hours.
  7. The responding Campus Safety staff will log the incident and forward the log to Risk Management.

#### **305.10 EMERGENCY AIRLIFT RESPONSE**

- (a) During the course of a medical response to a serious/life threatening injury, Emergency Responders may need to transport injured parties via helicopter, to the nearest emergency trauma center. In these instances, Campus Safety personnel must:
  1. Respond to the designated airlift location, to ensure that the field is clear of people/property, and is able to support the landing of an emergency services helicopter.
  2. Remove bollards/open gates, if applicable, for emergency services vehicles to transport injured parties to the designated airlift location.
    - i. During after-hours emergency airlift situations, Campus Safety will notify the on-call Maintenance Department of the designated campus to turn on any available lighting, to aid in the safe landing of the emergency services helicopter.
    - ii. In the event where on-call maintenance is not available, Campus Safety personnel will conduct this operation.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Medical Aid and Response*

---

3. Provide traffic control and support in the immediate area of the designated airlift location, for any and all responding emergency services vehicles.
  4. Campus Safety will notify the on-call Dean of the emergency airlift occurring on campus.
- (b) The list of approved emergency airlift locations available within the Claremont Colleges include:
1. Linde Field – Harvey Mudd College
  2. Parent's Field – Claremont McKenna College
  3. Merritt Field – Pomona College
  4. Strehle Track – Pomona College

#### **305.11 DOG BITES/ANIMAL ATTACKS**

- (a) Any individual who reports to Campus Safety that they have been attacked or bitten by a dog, shall be responded to immediately. Any appropriate medical attention will also be summoned for the reporting party.
- (b) Unless extenuating circumstances indicate the need for Claremont Police, the responding officer shall record the reported event in a Campus Safety Incident Report.
1. If the reporting party or a witness reports to Campus Safety that the animal was directed by its owner/handler to attack the victim, the Claremont Police shall be summoned immediately investigate the possible assault.
  2. The responding Campus Safety Officer will make all reasonable attempts to acquire the information of the victim, animal owner/handler, animal and the information with which the victim may access the vaccination records of the animal as part of their own medical attention.

## Report Writing

### 306.1 PURPOSE AND SCOPE

The ability to accurately document an incident is one of the most important functions of Campus Safety. A well-written report should be a clear and concise document that will serve as an objective representation of an incident. It enables the reader, who may not have been present at the scene of the incident, to understand what took place with little or no need for follow-up questions.

### 306.2 POLICY

The Department of Campus Safety will record incidents commensurate to their type, level of criminal offense or relevant criteria, and as appropriate to the prevailing statutory requirements of the State of California and Federal regulations. All offenses requiring periodic (quarterly, bi-annual, annual) reporting to any external agency or lawful organization shall be performed in accordance with those regulations and guidelines.

### 306.3 PROCEDURE

The Department of Campus Safety utilizes a computer-aided dispatch (CAD) formatted report writing and calls for service system, called ReportExec.

#### 306.3.1 INCIDENT REPORTS

- (a) All narratives shall begin with an introductory paragraph.
  - 1. Example: "On Thursday, August 30, 2014, at 1542 hrs, I was on duty and in full Campus Safety uniform assigned to the East Area patrol."
- (b) After the introductory paragraph, your narrative must clearly define the "Source of Activity." Source of Activity is defined as the reason that initiated the need to write the Incident Report.
  - 1. Example: "While on routine patrol of south Pomona campus, I observed a person matching the description of a burglary suspect that was described in a Campus Safety Alert Bulletin, dated August 3rd, 2012."
  - 2. Example: "I was dispatched to south Pomona parking garage to investigate a subject engaged in suspicious activity. Dispatch advised they had received a call from Pomona RA, Jennifer Smith, regarding a transient wearing an orange jacket and a blue hat that was observed opening and going through several vehicles inside the garage."
- (c) Incident Details. Your report must clearly and concisely illustrate the following:
  - 1. What took place?
  - 2. When did it take place?
  - 3. Where did the incident take place?
  - 4. How did the incident take place?

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Report Writing*

---

- (d) When a report contains multiple persons, refer to the involved parties by their last names, instead of using "he, she, her, his, etc."
- (e) When additional information is obtained regarding a previous incident report that information shall be documented in a separate supplemental report to the existing report.
- (f) Attachments shall be documented in the narrative portion of your report listing all the applicable and relevant items.
- (g) All available data information for the applicable fields of the ReportExec CAD system must also be included. This may include:
  - 1. Property sheet;
  - 2. Geographical coordinates;
  - 3. Repair or replacement cost estimates;
  - 4. Supervisor's supplemental Use-of-Force report;
  - 5. Photographs of suspect, victim injuries, damaged property, etc.;
  - 6. Copy of Alert Bulletin, Ban Letters, Restraining/Protective Order, Trespass Baring Notice;
  - 7. Special Note: If you have no attachments to be added to your Incident Report, write the word "None" in this portion of your report.

#### 306.3.2 FIELD INTERVIEW CARDS (FI CARDS)

- (a) An effective tool toward writing good Incident Reports is the use of our Field Interview Cards as they guide and prompt you to ask the right questions from the on-scene suspects, victims, and witnesses.
- (b) All FI Cards must all be turned in to an on-duty supervisor for review and approval.
- (c) After the on-duty supervisor has signed the FI card, the FI Cards are to be scanned and attached with the Incident Report.

#### ***Sample FI Card Front:***

#### ***Sample FI Card Back:***

#### 306.3.3 SUSPECT PHOTOGRAPHS

- (a) Persons arrested on campus shall have their photo taken by Campus Safety personnel and attached with the Incident Report. The photo of the suspect is to be added to the Incident Report.
- (b) In the cases of suspects who are in the custody of Claremont Police Department, unless there are extenuating circumstances, such as a combative subject, a flight threat/risk, CPD officers on the scene will allow Campus Safety personnel to photograph the subjects that are detained on campus.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Report Writing*

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- (c) Campus Safety officers shall take photographs in a timely manner so as not to delay CPD's operations.

#### **306.3.4 SUPERVISORS RESPONSIBILITIES**

- (a) All Campus Safety Incident Reports shall be reviewed and approved by an on-duty Watch Commander prior to being filed, forwarded to CPD/Colleges, etc.
- (b) The on-duty Watch Commander who has given approval for the Incident Report shall ultimately be held accountable for the quality and accuracy of the Incident Report.
- (c) Approvals shall be completed via the ReportExec system functions.

#### **306.4 DISTRIBUTION OF CAMPUS SAFETY REPORTS AND LOGS**

- (a) Campus Safety Incident Reports are to be forwarded to only the college-chosen pre-designated members of each institution.
- (b) Campus Safety Daily logs are authorized to be forwarded to several pre-designated members of each institution. Pre-designated personnel are selected by the institutions. In order to protect students' privacy rights, all students' names shall be removed from Daily Logs, prior to being forwarded to pre-designated TCCS staff.
- (c) Any changes to the "pre-designated" list of Incident Report and/or Daily Log recipients can only be made at the direct written request of the individual college's Dean of Students.
- (d) When the incident involves an injury incurred by a visitor or an off-campus individual, a copy of the Incident Report is to be forwarded to the TCCS Risk Manager.

#### **306.5 TRAFFIC COLLISIONS**

- (a) Non-Injury Collisions: When non-injury traffic collisions occur on private property, local law enforcement agencies have no legal obligations to respond and conduct investigations. It is the policy of Campus Safety to respond to all traffic collisions on campus.
  - 1. After clearing from the call, the assigned officer shall write an Incident Report. It is not the responsibility for Campus Safety officers to investigate traffic collisions; they merely make a written record of what was observed.
  - 2. Non-injury traffic collision reports are not to be forwarded to the Claremont Police Department.
  - 3. When the driver of a vehicle fails to stop after being involved in a non-injury traffic collision, whether upon private or public property, the police shall be called.
- (b) Injury Collisions: When there is an injury traffic collision on private property local law enforcement agencies are legally obligated to respond and conduct an investigation.
  - 1. Campus Safety Department shall immediately contact the Claremont Police Department and the Los Angeles County Fire Department whenever injury traffic collisions occur on campus.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Report Writing*

---

2. When the driver of a vehicle fails to stop after an injury traffic collision, whether upon private or public property, the police shall be called along with LACFD.
3. Claremont Police Department will not accept traffic collision reports on the standard crime report forms, because these report forms were not designed to meet the legal requirements for traffic collision investigations. CHP 555 form is used for traffic collision investigations while the CHP 180 form is used for towing vehicles, GTAs, and stolen license plates.

Note: The Claremont Police Department has given permission for Campus Safety to use the CHP 180 form for towing vehicles on private property only. In the event of a GTA report, call Claremont Police Department to conduct the investigation. Do not use the CHP 555 form for any reason.

#### **306.6 CRIME SCENE, PROPERTY AND SUSPECT PHOTOGRAPHY**

- (a) Photographs may be necessary in many investigations. This may include the need to take a picture of a crime scene, vehicle(s), suspects, property damaged or property found, as well as illegal substances, weapons or other pieces/elements of a crime.
- (b) Employees who determine that photographs are appropriate or necessary for their investigation and report should use:
  1. The Department-issued cellular phone, equipped with a camera.
  2. If the Department-issued cellular phone is not available, or the images needed may not be captured in a level of quality that best represents the scene/object, the employee(s) may:
    - (a) Use a Supervisor-issued phone camera, OR;
    - (b) Use a personally owned cell phone equipped with a camera when no other means are available (NOT REQUIRED).
      1. If any employee uses their personally owned phone-camera, the image(s) shall be emailed to the email group Dispatch@Claremont.Edu where it will then be accessible and attached to reports, printing, etc.
      2. If any employee uses their personally owned phone-camera, the image(s) shall be immediately confirmed as received to the email above and then deleted from the employee's phone.

#### **306.7 COMMUNICATIONS**

- (a) Each call will be logged according to approximate type, classification and location including times for each activity during the call.
  1. Calls will have all relevant data entered as soon as possible to ensure accuracy of the entries.
  2. Calls will be logged with any reporting party information or other information that is summarized to avoid identification of any individual.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Report Writing*

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3. Personal information includes names, dates of birth, phone numbers, student ID numbers, addresses and other identifying information.
  - i. To accomplish this, personal information of any individual will be added in the "Contacts" section of the ReportExec call sheet.
  - ii. Personal information shall not be included in the "Notes" section.
  - iii. A call can be summarized similar to these examples:
    1. "HMC student reported smell of smoke near Starbucks. Fire found in trash can and extinguished by officers and HMC staff member."
    2. "CMC staff member reported broken window on 1st floor of Kravis on the east side. Window accidentally broken by CMC facilities on scene."
    3. "KGI faculty member reported suspicious vehicle in lot adjacent to 215 building. Occupants arrested for outstanding warrants."
- (b) Once an officer requests a DR (Daily Record) Number for an Incident Report, the dispatcher will obtain a DR number by clicking on the call information tab in the Dispatch program, select create report, assign the officer, and state case report for report type and click create report. The system will generate the DR number. The dispatcher will then go to the DR Book and record the report using the next available/ corresponding number and fill out the required information in the DR Book.
- (c) When issuing a report number from the DR Book., the dispatcher must list the specific description of the report and not "Dean's Report" or "Incident Report". The type of report (Medical Aid, Towed Vehicle, Noise Complaint, Bicycle Theft, etc) must be listed for research and reference purposes.
- (d) Distribution Lists and Policies. Due to confidentiality expectations and requirements associated with many forms of reports, the Student Deans Committee has established a policy that states:
  1. Reports would only be sent to designated administrators at each College.
  2. The administrators receiving the reports will be responsible for the reports, including any forwarding to others on their campus.
- (e) An Incident Reports Distribution List is located in the Outlook Mail Program for each College. The Distribution Lists store the names and email addresses of the administrators at each College. The Administrative Assistant is responsible for maintaining the Distribution Lists and adding or deleting names as needed.
- (f) Sending Reports – Once the on-duty Watch Commander has approved the report, the dispatcher will be instructed to e-mail the report to the designated administrators on the appropriate Distribution List. The report is also sent to the Campus Safety Supervisors using the "cc" field in the email.
  1. The email will include the Incident Report DR Number in the "Subject" field of the email.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Report Writing*

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2. If appropriate, the dispatcher can copy and paste the narrative summary line from the report in the body of the email.
  - i. If the summary is not a true reflection of facts, the dispatcher must change the statement.
  - ii. For example: The statement summary "While on patrol, I observed a subject cutting a lock on a bicycle chained to the bike rack in front of Clark V". If the dispatcher wasn't the officer that observed the incident, the summary would be changed to "While on patrol, Officer Jones observed a subject cutting a lock on a bicycle chained to the bike rack in front of Clark V".
- (g) Request for reports – If a request for a report is received, the requestor should be directed to the appropriate Dean of Students Office. Campus Safety can only forward reports to the administrators designated at each College, unless approved by the Assistant Vice President, Captain, or designee of the CEO. If a crime report is requested, the requestor can also be directed to CPD.
- (h) Risk Management & Worker's Comp. Office – If the incident report involves property damage or an injury or accident involves College property, the Risk Management Office receives a copy of the report. If an employee is injured while on duty, a copy of the Incident Report is also sent to the Worker's Comp. Office.

## Lost and Found Property

### 307.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines on the proper receiving, discovery and handling of personal property or property belonging to any of the Claremont Colleges or the TCCS.

### 307.2 POLICY

All property taken into custody by Campus Safety as Lost & Found will be documented in the Report Exec Property Report listing a description of the item, approximate value, location found, date and time, and the item's final disposition.

### 307.3 PROCEDURE

The following processes will provide direction on the proper receiving and handling of found or recovered property:

- (a) Found property shall be received and a report shall be prepared for all items delivered to the Campus Safety station, and Campus Safety employee, or items found by a Campus Safety employee.
- (b) Upon discovery, Campus Safety will immediately make a reasonable effort to contact the owner(s) and if unsuccessful, Campus Safety will disposition it in the following manner:

Found property that is taken into custody by Campus Safety will be stored in the Campus Safety property facility. The Property Report Receipt generated by the Report Exec shall record this disposition.

- (a) The on-duty Watch Commander will store the property in the Lost & Found shelving/ Cabinet located inside the Campus Safety Property Room.
- (b) Any time property stored at Campus Safety is released to anyone, proper identification is required from the person claiming ownership. When the person establishes ownership via DL, Campus ID or other appropriate identification, the owner must sign the property report.
- (c) The Property Report (Case file) must be updated with the owner's identifying information and release information.
- (d) Student ID Cards that are confiscated at events during a person's attempt to use false identification to access the event shall require a written report. Student ID cards that are found shall be logged and delivered to that campus' Dean of Students Office the following business day.

#### 307.3.1 COMMUNICATIONS

When found property is turned in to Dispatch, the Dispatcher will obtain preliminary information and then call for a Campus Safety officer to process the item and produce a Found Property report. The on-duty Watch Commander will place the property in the property room.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Lost and Found Property*

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- (a) A small basket will be placed at dispatch for storage of found keys. If keys can be identified, they are to be returned to their respective owners. Found keys will only be stored in the basket.
- (b) Campus Safety will not store any parking/street signs as Lost & Found items. Such items are to be turned in to the Facilities Department of where the sign was located. Transaction must be logged in the Daily Log by the Dispatch Center.

#### **307.4 CASH**

All cash shall be counted in all denominations, and stored in the Property Room Safe. This includes cash that is found inside other property such as a purse, wallet, clothing, etc.

- (a) Access to the Property Room Safe shall be limited to the Captain and Lieutenant.
- (b) All cash holdings shall be periodically collected and delivered to TCCS Office of Business Affairs for depositing, though no less than 90 days for each case in which cash was found/delivered to the Campus Safety Department.
- (c) Cash that has been identified as having an established owner can only be returned to that owner during business hours (0800 hours to 1600 hours) Monday through Friday, excluding holidays.

#### **307.5 JEWELRY**

- (a) Jewelry items are to be received and stored in the following manner:
  - 1. Photographed before packaging;
  - 2. Using a scale (ruler or consistently-sized object for reference);
  - 3. Each item separate from other pieces to avoid becoming entangled and damaged.
- (b) Items are to be described with generic terms so as to avoid the errant assignment of value, authenticity and quality to any item.
  - 1. Example: Do not use terms such as 'Gold', 'Silver' or 'Platinum'.
  - 2. Example: Use terms such as 'Yellow-colored metal', 'White-colored necklace' or 'Blue-colored stone'.
  - 3. Example: Whenever possible, use styles of stone cuts and chain types. The following illustrations are examples of various traditional types:

***Stone Cuts:***

***Chains:***

## Hate Crimes

### 308.1 PURPOSE AND SCOPE

This policy is designed to assist in identifying and handling crimes motivated by hate or other bias toward individuals and groups with legally defined protected characteristics, to define appropriate steps for assisting victims, and to provide a guide to when the Claremont Police Department should be called to conduct an investigation. It outlines the general policy framework for responding to these types of call and Claremont Police Department's role in handling hate crimes. It also serves as a declaration that hate crimes are taken seriously and demonstrates The Claremont Colleges commitment in responding to these incidents.

### 308.2 DEFINITION AND LAWS

In accordance with Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.6; and Penal Code § 422.87, for purposes of all other state law, unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

**Bias motivation** - Bias motivation is a pre-existing negative attitude toward actual or perceived characteristics referenced in Penal Code § 422.55. Depending on the circumstances of each case, bias motivation may include but is not limited to hatred, animosity, discriminatory selection of victims, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including but not limited to disability or gender

**Disability** - Disability includes mental disability and physical disability as defined in Government Code § 12926, regardless of whether those disabilities are temporary, permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

**Disability bias** - In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as but not limited to dislike of persons who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore "deserving victims," a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations. In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes but is not limited to situations where a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons, such as inebriated persons or persons with perceived disabilities different from those of the victim. Such circumstances could be evidence that the perpetrator's motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Hate Crimes*

---

**Gender** - Gender means sex and includes a person's gender identity and gender expression. Gender expression - Gender expression means a person's gender-related appearance and behavior, regardless of whether it is stereotypically associated with the person's assigned sex at birth.

**Gender identity** - Gender identity means each person's internal understanding of their gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender (2 CCR § 11030).

**Hate crime** - "Hate crime" includes but is not limited to a violation of Penal Code § 422.6, and means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

- (a) Disability
- (b) Gender
- (c) Nationality
- (d) Race or ethnicity
- (e) Religion
- (f) Sexual orientation
- (g) Association with a person or group with one or more of these actual or perceived characteristics:
  - 1. "Association with a person or group with one or more of these actual or perceived characteristics" includes advocacy for, identification with, or being on the premises owned or rented by, or adjacent to, any of the following: a community center, educational facility, family, individual, office, meeting hall, place of worship, private institution, public agency, library, or other entity, group, or person that has, or is identified with people who have, one or more of the characteristics listed in the definition of "hate crime" under paragraphs 1 to 6, inclusive, of Penal Code § 422.55(a).

Note: A "hate crime" need not be motivated by hate but may be motivated by any bias against a protected characteristic.

**Hate incident** - A hate incident is an action or behavior motivated by hate or bias but legally protected by the First Amendment right to freedom of expression. Examples of hate incidents include:

- Name-calling
- Insults and epithets
- Distributing hate material in public places
- Displaying hate material on your own property

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Hate Crimes*

---

**Hate speech** - The First Amendment to the U.S. Constitution protects most speech, even when it is disagreeable, offensive, or hurtful. The following types of speech are generally not protected:

- Fighting words
- True threats
- Perjury
- Blackmail
- Incitement to lawless action
- Conspiracy
- Solicitation to commit any crime

**In whole or in part** - "In whole or in part because of" means that the bias motivation must be a cause in fact of the offense whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that a crime would not have been committed but for the actual or perceived characteristic.

**Nationality** - Nationality means country of origin, immigration status, including citizenship, and national origin.

**Race or ethnicity** - Race or ethnicity includes ancestry, color, and ethnic background.

**Religion** - Religion includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.

**Sexual orientation** - Sexual orientation means heterosexuality, homosexuality, or bisexuality.

**Victim** - Victim includes but is not limited to:

- Community center
- Educational facility
- Entity
- Family
- Group
- Individual
- Office
- Meeting hall
- Person
- Place of worship
- Private institution

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Hate Crimes*

---

- Public agency
- Library
- Other victim or intended victim of the offense

#### **308.3 POLICY**

It is the policy of this department to safeguard the rights of all individuals irrespective of their disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate or bias should be viewed very seriously and given high priority.

This department will employ reasonably available resources and ensure vigorous law enforcement action is taken to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the farreaching negative consequences of these crimes on the community, this department should take all reasonable steps to attend to the security and related concerns of the immediate victims and their families as feasible.

All campus safety officers are required to be familiar with the policy and use reasonable diligence to carry out the policy unless directed by the AVP and Director of Campus Safety or designee who delegates this responsibility.

#### **308.4 PLANNING AND PREVENTION**

In order to facilitate the guidelines contained within this policy, department members will continuously work to build and strengthen relationships with the campus community, engage in dialogue, and provide education to the community about this policy. Department personnel are also encouraged to learn about the inherent issues concerning their communities in relation to hate crimes.

Although hate incidents are not criminal events, they can be indicators of, or precursors to, hate crimes. Hate incidents should be investigated and documented as part of an overall strategy to prevent hate crimes.

#### **308.5 RESPONSE AND VICTIM ASSISTANCE**

First responding Campus Safety officers should know the role of all department personnel as they relate to the handling of hate crimes and/or incidents. Responding officers should evaluate the need for additional assistance of the Claremont Police Department and/or the Los Angeles County Fire Department, and work with supervision to make the appropriate notifications to TCCS and campus leadership.

At the scene of a suspected hate or bias crime, Campus Safety officers should take preliminary actions reasonably deemed necessary, including but not limited to the following:

- (a) Stabilize the victims and request medical attention when necessary.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Hate Crimes*

---

- (b) Properly protect the safety of victims, witnesses, and perpetrators until the arrival of the Claremont Police Department.
- (c) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the Colleges.
- (d) Properly protect and preserve the crime scene until the Claremont Police Department has processed the scene. Then remove all physical evidence of the incident as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed, facilities should be contacted to facilitate removal or covering as soon as reasonably possible.
- (e) Campus Safety shall follow protocol of college where the incident occurred and with student(s) immediately involved in notifying appropriate on-call staff.
- (f) Document and photograph physical evidence or indicators of hate crimes such as:
  - 1. Hate literature.
  - 2. Spray paint cans.
  - 3. Threatening letters.
  - 4. Symbols used by hate groups.

#### **308.5.1 SUPERVISORS RESPONSIBILITIES**

The on-duty Watch Commander shall confer with the initial responding Campus Safety officer and take reasonable steps to ensure that necessary preliminary actions have been taken. The supervisor shall request any appropriate personnel necessary to accomplish the following:

- (a) Provide immediate assistance to the crime victim by:
  - 1. Expressing the department's official position on the importance of these cases and ensure the Claremont Police Department is responding.
  - 2. Allow the victims to convey their immediate concerns and feelings and ensure medical attention has been given if appropriate.
- (b) Take reasonable steps to ensure that all relevant facts are documented on an incident.
- (c) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the campus community.
- (d) in cases of large-scale hate crime waves, or in circumstances where the potential exists for subsequent hate crimes or incidents, consider directing Campus Safety officers to protect vulnerable sites (such as assigning an officer to specific locations that could become targets).
- (e) Issue a Timely Warning to the 7Cs community if there is a serious or continuing threat to students and employees on any of the 7Cs campuses.

#### **308.6 DOCUMENTATION**

Document physical evidence or indicators of hate crimes, in a subsequent report:

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Hate Crimes*

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- (a) Hate literature;
- (b) Spray paint cans;
- (c) Threatening letters;
- (d) Symbols used by hate groups;
- (e) Desecration of religious symbols, objects, or buildings.

**[See attachment: 2021 California Laws That Prohibit Hate Crimes.pdf](#)**

#### **308.7 THE CLAREMONT COLLEGES COMMUNICATION PROTOCOL**

Officers shall be aware of The Claremont Communication Protocol so that appropriate notifications are made. See the Claremont Colleges Policy 1300: Communication Protocol for Bias related Incidents (Attached).

**[See attachment: Claremont Colleges Policy 1300 Bias Related Incidents.pdf](#)**

## Student, Staff, or Faculty Emergencies

### 309.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be followed by the Department of Campus Safety for emergency notification of key personnel in incidents involving faculty, staff and students of The Claremont Colleges.

### 309.2 POLICY

In the event of an emergency occurring at The Claremont Colleges or notification of a similar circumstance occurring off-campus, Campus Safety will, as soon as practical, make appropriate notifications to individuals. If the person(s) listed are not available Campus Safety will continue notification attempts until a responsible individual from the campus concerned is contacted and informed of the emergency.

### 309.3 PROCEDURE

(a) **Faculty / Staff:**

1. In case of death of a faculty or staff member of The Claremont Colleges the following individuals should be notified as soon as practical:
  - i. The President or Dean of Faculty of the college concerned;
  - ii. The Director of Campus Safety;
  - iii. The Assistant Director/Captain of Campus Safety;
  - iv. Chief Administrative Officer/Chief Executive Officer;
  - v. The Director of Risk Management and Employee Benefits.
2. If after hours, call the appropriate person(s) at home.

(b) **Undergraduate Students:**

1. These uniform emergency notification procedures will be employed when any of the five undergraduate colleges are concerned and the appropriate Dean of Students will be called in the following instances:
  - i. In case of the death of a student (also notify the Director of Campus Safety, Assistant Director/Captain of Campus Safety, and the Chief Administration Officer/Chief Executive Officer).
  - ii. When serious medical emergencies exist, e.g., lack of consciousness, broken bones, major lacerations, other life threatening emergencies, and when paramedics are called.
  - iii. When the student is a victim of a rape, assault, robbery, or any other crime where the victim suffers trauma (also notify the Director of Campus Safety/ Assistant Director/Captain of Campus Safety and the Chief Administration Officer/Chief Executive Officer).
  - iv. When a student attempts suicide, or has accidentally overdosed.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Student, Staff, or Faculty Emergencies*

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- v. When a student is arrested, (also notify the Director of Campus Safety and Assistant Director/Captain of Campus Safety).
  - vi. When a student is involved in an injury accident, even if the student is not injured.
  - vii. When a student, as a result of an incident on or off campus, becomes emotionally upset and needs assistance.
  - viii. When a student is reported missing and this is confirmed.
  - ix. When physical emergencies that endanger the welfare of dorm occupants occur (e.g., fire, earthquake, etc.).
  - x. When a student is endangered in any way. This includes someone trying to get into his/her car or room, if the student is present.
- 2. Campus Safety may call the appropriate Dean of Students when the following conditions prevail:
    - i. When the Deans' judgment would be helpful;
    - ii. When the Deans' presence would be helpful or;
    - iii. When the Deans' advice would be helpful.
  - 3. In the event a crime occurs on another campus, then both the Dean of Students of the victim's campus and the Dean of Students of the campus where the crime occurred shall be notified.
  - 4. If the Dean is not notified about an incident that requires notification, attach a memo to the report so the Dean can be called first thing the next morning.
  - 5. If there is any question about notifying the Dean, error on the side of calling.
- (c) **Graduate Students:**
- 1. Because of the non-residential and adult status of the majority of Claremont Graduate University and Keck Graduate Institute students, in the event of an incident involving a graduate student the policy for notifying the CGU or KGI Dean will be as follows:
    - i. When physical emergencies such as fire, earthquake, and other natural disasters, endanger residential occupants.
    - ii. When action is called for in an emergency situation, and approval is needed for that action.
    - iii. In case of a death, rape or attempted suicide of a student.

## Outside Requests/Notifications

### 310.1 PURPOSE AND SCOPE

Individuals both within and outside The Claremont Colleges Services and the Claremont Colleges may find it essential to reach out to Campus Safety for help. To ensure these service requests are handled correctly, this policy has been established.

### 310.2 POLICY

The Campus Safety Department stands ready to offer help upon request, and also serves to coordinate the call and response of additional resources, such as public safety officials.

### 310.3 PROCEDURE

Proper handling of requests:

#### 310.3.1 CLAREMONT POLICE DEPARTMENT AND/OR LOS ANGELES COUNTY FIRE DEPARTMENT

Requests for the Claremont Police Department and/or the Los Angeles County Fire Department.

- (a) If a caller requests CPD or LACFD, dispatchers shall:
  - 1. Obtain the basic information;
  - 2. Refer to and confirm the Address List for the correct street address and cross-streets;
  - 3. Dial 9- 9-1-1 and notify CPD immediately;
  - 4. Assign and dispatch Campus Safety Officers;
  - 5. Dispatchers must also notify CPD immediately if they feel any call requires an emergency response, or a crime is in progress;
  - 6. Dispatchers do not have to wait for an officer to request CPD/LACFD.
- (b) All 9-1-1 calls are received at CPD, and if LACFD is needed, the CPD dispatcher will forward the call and remain on the line to gather information. The CPD Dispatcher may also dispatch CPD Officers to the location.
- (c) The CPD and LACFD Dispatchers will ask for a brief description of the circumstances, the street address and cross-streets, name of the reporting street address and cross-streets, the Campus Safety Dispatcher should be ready with the information from the Address List.

#### 310.3.2 DISASTERS

In the event of a disaster at the Colleges, notify the Assistant Vice President of Campus Safety immediately. The AVP or Watch Commander will instruct the Dispatcher on additional notification calls (TCCS Administrators, Deans, Maintenance Directors, etc.).

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Outside Requests/Notifications*

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##### 310.3.3 CAMPUS DEANS AND RESIDENT ADVISORS

Alert the On-Call Deans and RAs following the instructions given in the on-call lists. When reaching out to the Dean, the dispatcher should be ready to clarify the situation and the reason for the call. Simply saying "just wanted you to know" does not provide sufficient context for the communication.

- (a) When contacting the Dean, ensure all pertinent information is shared, including whether the incident is related to alcohol consumption.
- (b) **IMPORTANT:** If a student is taken to the hospital due to an incident involving alcohol, or a sexual assault, it's crucial that a Dean is notified, as they are required to respond in such situations.
- (c) Refrain from contacting Deans for key services for staff or faculty, or student access to academic or non-residential buildings.
- (d) Should an incident involve one or more staff or faculty members, the dispatcher should inquire if the on-call Dean will reach out to the Senior Administrator On-Call or make other notifications, or if they prefer the dispatcher to handle it.

##### 310.3.4 STUDENT HEALTH CENTER

If a student wishes to communicate with the on-call staff member from Student Health Services, the dispatcher should obtain the student's name and phone number, assuring them they will receive a return call. The dispatcher should always inquire if there's a need for paramedics.

- (a) In case of a medical emergency, the dispatcher should send an officer to the location and dial 911;
- (b) If the student declares it's not an emergency, the dispatcher should adhere to the on-call procedures for Student Health Services. Please note, Student Health Services is not operational during the Winter Break and summer. In these periods, students should be directed to the local Urgent Care Center or hospital;
- (c) There's no requirement to alert the On-Call Dean if a student wishes to speak with the on-call staff at Student Health Services and it's not deemed an emergency. If a Dean's involvement is needed, the on-call staff member will notify Campus Safety.

##### 310.3.5 MONSOUR COUNSELING

The Claremont Colleges provide on-call services for students in need of mental health support and counseling.

- (a) Should a student wish to speak with the on-call counselor at Monsour, the dispatcher must record the student's name and phone number, and reassure them that they will receive a return call.
- (b) The dispatcher should adhere to the on-call procedures for Monsour. There is no requirement to inform the On-Call Dean when a student requests to speak to Monsour Counseling.
- (c) If there's a need to alert the On-Call Dean, the on-call staff member at Monsour will contact Campus Safety. Please note, during summer, Monsour is closed and on-call services are provided by Protocol.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Outside Requests/Notifications*

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- (d) It's essential for dispatchers to familiarize themselves with and follow all on-call instructions for Monsour Counseling.

#### 310.3.6 MAINTENANCE ISSUES

In case of a reported maintenance issue, adhere to the on-call guidelines for the relevant Maintenance Office.

- (a) The dispatcher must persist in calling until someone is informed about the issue.
- (b) Leaving a voicemail on a home or mobile phone is not deemed sufficient.
- (c) Once notified, the on-call staff member will take charge of finding someone to address the problem or conduct the necessary repairs.

#### 310.3.7 CONTACT LISTS AND ON-CALL SCHEDULES / ON-DUTY DISPATCHER'S RESPONSIBILITY

Whenever the on-duty dispatcher receives updated contact lists and/or on-call schedules, they shall promptly store the new data in the correct notebook, replacing any obsolete information.

# Information Technology Use

## 311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

### 311.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by The Claremont Colleges Services that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

## 311.2 POLICY

It is the policy of The Claremont Colleges Services Department of Campus Safety that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

This policy also aligns with The Claremont Colleges policy 6001 on the Appropriate use of Campus Computing and Network Resources:

[See attachment: Claremont Colleges Policy 6001 Appropriate use of Campus Computing and Network Resources.pdf](#)

## 311.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Information Technology Use*

---

department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

The Department shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code §980).

#### **311.4 RESTRICTED USE**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

##### **311.4.1 SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement. To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

##### **311.4.2 HARDWARE**

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

##### **311.4.3 INTERNET USE**

Internet access provided by or through the Department shall be strictly limited to department related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Information Technology Use*

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exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail, and data files.

#### **311.4.4 OFF-DUTY USE**

Members shall only use technology resources provided by the Department while on-duty unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

#### **311.5 PROTECTION OF DEPARTMENTS SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

#### **311.6 INSPECTION OR REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

## Work Orders

### 312.1 PURPOSE AND SCOPE

Campus Safety Department is one of the few areas among the Claremont Colleges that operates 24 hours a day, and several other departments may find it necessary to have service and work order requests directed to Campus Safety. The following policy provides guidance in the proper handling of this process when directed to or through Campus Safety.

### 312.2 POLICY

The Department of Campus Safety will participate in and facilitate the needs of any other department among The Claremont Colleges Services and the Claremont Colleges when needing work orders prepared.

### 312.3 PROCEDURE

- (a) **Work Order Requests** – All requests for officers to work at special events or for dedicated patrols will be sent to the Captain for approval. Once approved, the Captain will send the Work Order Request Form to Dispatch.
- (b) **Work Order Program** - When a Work Order Request is received from the Captain, the dispatcher enters the information into the Work Order Program and creates a work order for the assignment. The Work Order is easy to complete by entering the information provided on the form in the various fields:
  - 1. Date of Event – Date of the event or first day of the dedicated assignment;
  - 2. Starting Time – Start time of the event;
  - 3. Ending Time – Estimated ending time;
  - 4. Work Order ID# - The program will generate the Work Order Number;
  - 5. Name of Event – Brief description or name of the event (Wedding Reception, Tent Watch, Garden Party, Smiley 80s, etc. );
  - 6. Location – Location of event;
  - 7. Campus – Campus hosting the event;
  - 8. Dispatcher creating work order Initials;
  - 9. Requestor – Name of the person requesting the officers. All requests for officers must come from The Colleges' Administrators, Deans, or staff. Students can't request officers to work events;
  - 10. Phone – Telephone number of person requesting the officers;
  - 11. Account Number – Please make sure the account number is valid;
  - 12. Contact Person – The Contact Person is the person that the will be contacted at the event if there are any problems or questions. The requestor and the contact person may not be the same person;
  - 13. Phone – Telephone number for the Contact Person;



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### Work Orders

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14. Estimated Attendance – Estimate of the number of people attending the event;
  15. Alcohol Served? – Will alcohol be present at the event, Yes or No;
  16. Number of Officers – Number of officers requested at the event;
  17. Date WO Received – Date the Work Order Request was received;
  18. Time WO Received – Time the Work Order Request was received;
  19. Date Billed – Completed by the Administrative Assistant;
  20. Instructions – Brief description of the event;
  21. Department Notes – Any special notes for officers working the event or billing;
  22. Officers Name – Names of the officers working the event. There may be several officers moving in and out of the event, only the names of the officers at the beginning of the event are required;
  23. Date – Dates of the events, there may be several dates entered;
  24. Start Time – The start time must always be the time the officers were requested, even if the officers arrive early. The requestor can't be billed for officers arriving early, unless the starting time was changed by the requestor;
  25. End Time – The End Time is the time the officers cleared from the event. The event may be scheduled to end at 0100 hours, but officers must stay on location until the crowd has dispersed;
  26. Hours – Completed by the Administrative Assistant;
  27. Rate – Completed by the Administrative Assistant;
  28. Revenue - Completed by the Administrative Assistant.
- (c) **Maintaining Work Orders** - At the beginning of the shift, the dispatcher must
1. Print out the Work Order Summary of events scheduled during the shift;
  2. Remove any Work Orders from the Work Order Notebook that will take place during the shift;
  3. The dispatcher on-duty when the event ends will indicate the ending time on the Work Order and place it on the Administrative Assistant's desk;
  4. If there are dates remaining on the Work Order, the Work Order is left in the Work Order Notebook;
  5. A log entry must also be completed for all special assignments occurring during the shift.
- (d) **Short-term Work Orders** -Work Orders that are for a single event during one date or extended dates are removed from the Work Order Notebook at the end of the event and placed in the Administrative Assistant's desk. The ending time for each date should be clearly indicated on the Work Order for billing.
- (e) **Long-term Work Orders** - Assignments that are billed monthly are considered long-term work orders. These work orders are turned in to the Administrative Assistant at

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Work Orders*

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the end of the month. Dispatchers must enter the officer working the assignment each day on the Work Order and in the Work Order Program.

- (f) **Lock-up Services** - The work orders for CGU and SCR are long-term work orders and must remain in the Work Order Notebook until the end of the month. The dispatcher must indicate on the work order and in the Work Order Program the officer that handled the lock-up each day. Do not change the times on the work order, the Colleges are billed for the minimum two hours.

# Threat Assessments

## 313.1 PURPOSE AND SCOPE

The primary purpose of this Threat Assessment Policy is to provide a comprehensive, coordinated approach for identifying, assessing, and managing potential threats to the safety and wellbeing of the campus community. This policy applies to all personnel within the Department of Campus Safety and is integral to maintaining a safe, secure learning environment.

## 313.2 POLICY

The Department of Campus Safety is committed to identifying, evaluating, and mitigating risks and threats to the campus community. The Department will endeavor to prevent harmful incidents through proactive assessment, utilizing best practices, collaboration, and open communication. All staff members are required to adhere to this policy and report any perceived threats promptly. Any threats reported will be handled confidentially and professionally, with the primary focus being the safety and security of the community.

Any behavior, action, or situation that poses a potential threat to the safety and security of the campus community will be regarded as a threat and treated accordingly.

## 313.3 PROCEDURE

**Identification:** The Department of Campus Safety encourages the reporting of any suspicious activity, behavior, or situation that may pose a threat to campus safety. Reporting can be through any means including; a call to campus safety dispatch, online reporting system, or directly to a Campus Safety officer.

**Assessment:** Campus Safety will assess the reported threat, considering the nature, severity, and credibility of the potential threat. Campus Safety may liaise with external experts if necessary.

**Management:** Based on the assessment, Campus Safety will determine the most appropriate response, which may include increased surveillance, consultation with mental health professionals, disciplinary action, law enforcement intervention, or other measures as deemed appropriate.

**Review and Follow-up:** Campus Safety will review the outcome of the threat management to determine if further actions are needed. Campus Safety will also conduct periodic reviews to update and improve the threat assessment policy.

## 313.4 RESPONSIBILITIES

All threat assessments will be coordinated by the Assistant Director of Campus Safety and/or the Lieutenant. Additional members trained in one or more threat assessment strategies will be assigned as necessary.

In fulfilling responsibilities, all threat assessment shall:

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Threat Assessments*

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- (a) Conduct an assessment and/or intervention with student(s) and other(s) whose behavior, statements, communications or actions may pose a threat to the safety of the school staff or students.
- (b) Facilitate the swift, advanced assessment of reported threats to appropriate professionals on behalf of the involved college(s).
- (c) Provide guidance to campus administrators, students, faculty, and staff regarding recognition of threatening behavior that may represent a threat by conducting presentations, broadly disseminating relevant information, and ensuring access to consultation from teams.
- (d) Clearly identify the person(s) who are suspected of being responsible for the threatening activity/behavior;
- (e) Assist in the implementation of desired campus strategies and guidelines in an effective manner for the assessment of and intervention with students whose behavior poses a threat, including, in appropriate cases, referrals to community services boards or health care providers for evaluation or treatment.
- (f) Notify the campus community through the Emergency Warning System of all credible threats.

#### 313.4.1 INVOLVED COLLEGE RESPONSIBILITIES

The involved college(s) will appoint a threat assessment liaison team who will remain available for case updates and resource needs identified by Campus Safety and/or other law enforcement or outsourced threat assessment agencies.

- (a) The team shall include a senior administrator (e.g., Vice President, Student Dean, General Counsel or designee) and administrators from student services and/or human resources, or other key staff as is appropriate for the parties involved in the incident.
- (b) The threat assessment liaison team of the college(s) shall provide guidance to investigating departments when appropriate; ensure that procedures are maintained for effective information sharing; and recommend changes to policies and procedures, as needed, to ensure an effective threat assessment process reflecting known best practices.

#### 313.4.2 SUPERVISOR RESPONSIBILITIES

All reported threats shall be responded to immediately. The Director of Campus Safety and the Assistant Director shall be notified as soon as reasonably possible.

## Significant Event and Incident Notifications

### 314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the prompt and accurate communication of information to Department members and designated administrators of the colleges during significant events and incidents.

### 314.2 POLICY

The Department of Campus Safety's policy mandates that if a significant incident or event transpires on, or directly involves or impacts one or more of The Claremont Colleges, the Campus Safety Department is responsible for initiating a set of specific notifications that include Department and college administrators.

### 314.3 PROCEDURE

Upon detection of any significant event or incident that occurs on or directly impacts any of The Claremont Colleges, Campus Safety will immediately investigate. Upon receiving the report, the Department of Campus Safety shall conduct an initial assessment of the incident to determine the level of severity and to identify the college(s) involved or affected.

Once the initial assessment is complete, the Department of Campus Safety will initiate a series of specific notifications. The first notification will be to the Director of Campus Safety, providing him/her with the necessary details of the incident, the current situation, and any immediate actions taken. These incidents include:

- (a) Significant crime or crimes;
- (b) Significant risk of health, safety or well-being of any person(s) of our campuses;
- (c) Events likely to generate news interest;
- (d) Events involving injury to any one or more of our employees;
- (e) Significant personnel issues that develop during the course of a shift;
- (f) Other activities that the Watch Commander deem important and worthy of notification.

If notification attempts to the Director of Campus Safety are unsuccessful, then the Assistant Director and Lieutenant shall be called immediately.

#### 314.3.1 COLLEGE(S) ADMINISTRATORS NOTIFICATIONS

Following the department notification, the administrators of the affected college(s) will be informed about the incident, the colleges involved, and the steps taken to address the situation.

- (a) The on-call Dean of the involved college(s) shall be notified as soon as practical.
- (b) The order of notification shall be made based upon operational needs, i.e., if the on-call Dean is needed immediately then priority shall be given to this notification, etc. When making notification, the on-call Dean shall be asked whether they want Campus Safety to make notifications to the Dean of Students or other campus administrator or if the on-call Dean will do so.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Significant Event and Incident Notifications*

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##### **314.4 EMERGENCY NOTIFICATIONS - CAMPUS WARNING SYSTEMS**

If a Campus-Wide Emergency Notification is needed due to a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring at any of the 7Cs campuses, it shall be sent by dispatch without delay.

##### **314.5 FOLLOW-UP ACTIONS**

After the necessary notifications have been made, the Department of Campus Safety and the college(s) administrators shall follow-up on the incident by taking necessary actions to mitigate the effects, prevent further incidents, and assure the safety of the campus community.

For all incidents classified as significant, it is the responsibility of the Director of Campus Safety to promptly arrange meetings, as practical, with members of the affected college(s), which may include:

- (a) President or designee of the affected college;
- (b) Dean of Students;
- (c) On-call Dean;
- (d) Resident Advisor;
- (e) Others involved;
- (f) TCCS CEO or designee(s).

In the event of any incidents that are considered significant, especially those that required response or actions by the Claremont Police Department, Los Angeles County Fire Department, or other regional first-responder agencies, the Director of Campus Safety should, at the earliest practical time, arrange a meeting with the relevant members of these agencies.

## Daily Log

### 315.1 PURPOSE AND SCOPE

The Department of Campus Safety has a commitment to delivering suitable, timely, and legally compliant information to our campus communities, visitors, and the public at large, and upholds a protocol where a daily log of service calls is systematically organized in chronological order. This log is aligned with the reporting structure of each of The Claremont Colleges and The Claremont Colleges Services.

### 315.2 POLICY

The Department of Campus Safety is committed to upholding a policy of maintaining daily logs. These logs deliver legally permissible information helpful in accurately communicating the diverse range of service calls, activities, and other tasks performed by the department's members. The release of any log ensures the exclusion of protected, confidential, or legally classified information, in accordance with federal or state laws, as well as any of The Claremont Colleges Services policy guiding the handling of such data.

### 315.3 PROCEDURE

#### 315.3.1 REPORT EXEC DISPATCH PROGRAM

- (a) The Incident Log records all incidents and activities taking place during a shift. Entries in the log must be precise and succinct, encompassing all necessary details, with accuracy in facts and spellings. Guesswork on the correct spelling of people's names or buildings is not acceptable. The Student Rosters, Staff/Faculty Directory, and Address List should be referenced to ensure correct spelling. The Incident Log, distributed to numerous administrators and staff across the campus, serves as a representation of Campus Safety.
- (b) Report Exec Dispatch:
  1. Begin by logging in with your user ID and password. You will be prompted to select all campuses.
  2. Place officers on duty by clicking on show all off duty officers. Once an officer is selected, click on the officer name and a drop down of the campuses with the officers name will appear. Highlight the officer and the campuses that you would like to assign him to and right click and the officer will be placed on duty and can be added to calls.
  3. To enter a new incident log: Click on new call. You will then enter the call source such as: alarm, email, Livesafe alert, officer initiated, phone or walk up.
    - i. Enter a location. All buildings have been input into the system. By typing the first few letters of the building and pressing enter, the building name will appear, by hitting enter again, the building name will be placed in the location field.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Daily Log*

---

- ii. Under specific location you can enter the floor, room number, bike rack, interior, exterior etc.
- 4. Chose initial call type from the drop down menu, example area check, trouble fire alarm, maintenance etc. There are several call types already set up to choose from.
- 5. Enter the reporting party information by listing their first, middle and last names and a phone number. You can add an officer to the call by clicking on his/her name and they will be placed on the call. When an officer arrives to the location, click in the arrived box and the current time will automatically be entered.
- (c) In the notes section of the incident log, place any pertinent information and details related to the call. You should enter the time stamp unless you are entering the information as it happens. Otherwise you can time stamp the call and modify the time to read the actual time that the information occurred.
- (d) When the call is complete, enter complete and the call will be moved to the history area.
  - 1. To add contacts to the incident log you must click the incident contact tab and enter the information such as first name middle name last name, DOB address driver's license etc. Phone numbers can also be entered in this area.
  - 2. To add a vehicle to the incident log: Enter the vehicles tab and enter the vehicle information. If there is a match, the vehicle information will appear and the vehicle can be chosen.
- (e) External agency tab allows you to enter any external agencies related to the call such as police, fire department, paramedics, Deans Etc. Click on the external agencies tab, click on add. Once you chose add a separate screen will pop up and you can chose from the drop down menu. You can click on contacted, arrived and cleared and the time will be automatically entered. There will also be a space to add additional information such as names and titles etc.
- (f) Incident contacts:
  - 1. By choosing this tab you are able to enter any contacts related to the call such as student and campus, faculty/staff and campus, reporting party, suspect etc.
- (g) To create a report: click on the call information tab and click on create report. You will be asked for an officer name.
  - 1. You must choose from the officers that were on the call.
  - 2. The report will default to the primary officer assigned to the call, however any officer assigned to the call can be issued the report to complete.
  - 3. Once an officer has been chose click on create report and chose the type of report you are creating.
  - 4. Chose create report and the report number will be assigned.
  - 5. Manually enter the report number in the DR book and list the type of report and the campuses related to the report.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### Daily Log

---

6. After the report is completed and emailed, enter the date and the campuses the report was emailed.
- (h) Area Check and Building Check – If an officer is checking a campus or large area and not entering a specific building, it is an "Area Check". The activity for an officer checking the CGU apartments would be an Area Check.
- (i) Extra Patrol – If a request is received for extra patrol at a specific area, the activity would be "Extra Patrol".
  1. Dedicated Patrol and Special Detail – The activity for all re-charged assignments (work orders and key services) are Dedicated Patrol, Special Detail, Cite Patrol, Lock-up, or Key Service.
  2. If the assignment is for a dedicated officer, the activity is "Dedicated Patrol", the activity for the parking enforcement officers is "Cite Patrol", and the activity for CGU or SCR Lock-up, is "Lock-Up". One-time events such as parties, weddings, receptions, etc. are a "Special Detail". Individual requests for key services are "Key Services".
    - i. Maintenance - The activity field for all maintenance calls and notifications is "Maintenance". This is a very important category to track, and must reflect an accurate count of the number of maintenance calls handled. Do not use a specific activity (Water Leak, Water Main, Bees) if a maintenance person or maintenance office is notified. Specific details regarding the maintenance problem will be included in the log entry.
    - ii. Swimming Pools – When an officer checks a swimming pool area, the activity is "Extra Patrol", unless the pool area is checked during an area check.
3. CSAS reports an intrusion alarm at Gold Student Center (action required by dispatcher and officer).
- (j) Emergency Ringdown notes are entered as:
  1. "Emergency Ringdown received from location, no one on the line" (always include caller information or "no one on the line" for Emergency Ring-downs).
  2. Radio Traffic- Radio codes and certain abbreviations can be used in the handling of the call. The exact times the officer arrived and all actions taken during the call must be documented.
- (k) Disposition – A clearing disposition must be entered for most calls:
  1. "305 adv. he has been cleared by the organizer and is leaving the event."
  2. "305 adv. citation issued, Code 4"
  3. "305 adv. alarm reset, area checks Code 4."
- (l) Abbreviations, CYMBAL, & Descriptions – The following lists acceptable and common abbreviations used in the radio traffic portion of the log entry:
  1. Adv. (Advises);

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Daily Log*

---

2. CPD (Claremont Police Department);
  3. ETA (Estimated Time of Arrival);
  4. F.I. (Field Interview);
  5. GOA (Gone On Arrival);
  6. GTA (Grand Theft Auto);
  7. H&S (Health & Safety Code – Drugs);
  8. HBD (Has Been Drinking);
  9. LACFD (Los Angeles County Fire Department);
  10. Lic. Plate (License Plate);
  11. O/C (Off-Campus);
  12. R/A (Resident Advisor);
  13. R/O (Registered Owner);
  14. R/P (Reporting Party);
  15. Susp. Circs. (Suspicious Circumstances);
  16. TS (Trespass Statement);
  17. UNK (Unknown);
  18. UTL (Unable To Locate).
- (m) When describing vehicles use CYMBAL; Color, Year, Make & Model, Body (van, truck, sports, etc.) and License 5LOG925 (CA).
1. Physical Descriptions – When describing subjects, the order is:
    - i. Race;
    - ii. Sex;
    - iii. Age;
    - iv. Height;
    - v. Weight;
    - vi. Hair Color;
    - vii. Hair Length.
  2. Clothing Description is listed from top to bottom, inside to outside:
    - i. Hat – type and color;
    - ii. Shirt – type and color;
    - iii. Pants – type and color;
    - iv. Coat – type and color.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Daily Log*

---

- (n) On/Off Duty Log Entries – The first entry on every shift is the Shift On-Duty entry. The exact time the officer went on/off duty is entered if the time was different from the start and end times of the shift. The format of the On-Duty is as follows:
  - 1. Swing Shift On-duty:
  - 2. Place the Watch Commander and all of the officers on duty in the incident log. In the notes area, list the officer call sign, the officer name and the beat/or area the person is assigned to. Also list the key rings, electric carts and equipment assigned to that officer.
- (o) Special Details Assignments – All work order assignments (including dedicated and lock-ups) require a log entry that shows the officer(s) working the event, and the exact times the officer(s) arrived and cleared from the assignment.
- (p) Breaks & Meal Periods – All breaks and meal periods must be included in the "Information Only" log entry for the shift. Dispatchers' breaks and meal periods must also include the call-sign of the person relieving the dispatcher. All times must be accurate and reflect the true time of all breaks and meal periods.
- (q) Distribution and Lists.
- (r) Each College and TCCS has a Daily Log Distribution List located in the Outlook Mail Program. Requests to add names to the list must come from the appropriate Dean of Students. The Dispatch Supervisor is responsible for maintaining the Daily Log Distribution List, and adding or removing names as needed.
- (s) Emailing the Daily Log – Prior to sending the log, the dispatcher must review the log for spelling errors and incomplete entries. The log must be emailed to all recipients on the Daily Log Distribution List by 1000 hrs daily. The Dean of Students and Maintenance Offices require the information in the morning to allow time for any follow-up or disciplinary action with the students, or to handle any maintenance issues.
- (t) Dispatchers must provide a Public Crime Log upon request. Requirements regarding the Public Crime Log:
  - 1. The Public Crime Log will be available, upon request, during normal business hours.
  - 2. The Public Crime Log must be accessible within two business days of request.
  - 3. The Public Crime Log is available for the past 60 days.
  - 4. The Public Crime Log is available on the Campus Safety website at <https://services.claremont.edu/campus-safety/clery-daily-crime-logs>.
  - 5. The Public Crime Log should list all reported CRIMES; and must include:
    - i. Nature of the crime;
    - ii. General Location (do not disclose personally identifying information);
    - iii. Date/time Occurred;
    - iv. Date/time Reported;
    - v. Disposition (include status if known): Open, Pending, Closed.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Daily Log*

---

- (u) If a request is made to view the Public Crime Log, follow these steps:
  - 1. Ask the requester the date range they would like to view;
  - 2. Go to the Campus Safety website and select Clery Daily Crime Logs from the menu at the right:
    - (a) Click to View.
  - 3. Allow the requester to view the Public Crime Log via the monitor that resides at the front desk.

## Photo and Video Storage Procedures

### 316.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a standardized and secure protocol for the Department of Campus Safety to preserve photographic and video evidence effectively. By implementing this policy, the department aims to:

- (a) Ensure the integrity and reliability of photographic and video evidence in support of investigative and legal processes;
- (b) Enhance the accessibility and management of evidentiary materials for authorized personnel;
- (c) Safeguard the confidentiality and confidentiality of sensitive evidentiary data;
- (d) Facilitate the systematic organization and retrieval of evidence by case number, streamlining administrative processes.

### 316.2 POLICY

This policy applies to all personnel within the Department of Campus Safety involved in the collection, handling, storage, and retrieval of photographic and video evidence. The policy encompasses the following areas:

- (a) **Storage Platform:** All photographic and video evidence will be stored exclusively within the BOX cloud storage platform.
- (b) **Access Control:** Access to the evidence storage will be strictly controlled, limited to supervisory staff (Sergeants and Corporals) and authorized personnel as determined by the Director of Campus Safety.
- (c) **Data Organization:** All evidence materials shall be organized by their respective case numbers to ensure efficient tracking and retrieval.
- (d) **Comprehensive Storage:** The policy requires the inclusion of all media associated with each case within the designated storage space.
- (e) **Retention and Disposal:** Guidelines for the retention and eventual disposal of evidence will be detailed in accordance with legal and regulatory requirements.
- (f) **Training and Compliance:** Personnel responsible for evidence handling shall receive appropriate training to comply with this policy, and regular compliance audits shall be conducted to ensure adherence.

### 316.3 PROCEDURE

Storage Procedure:

- (a) Create a folder within the current year's folder in the "Video and Photo Evidence" folder on BOX.
- (b) Name the folder the CR Number (Example: CR-23-01-0000).
- (c) Open the folder and create two more folders inside and label one "Photos" and the other "Videos".

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Photo and Video Storage Procedures*

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- (d) Upload any photos or videos to the appropriate folders you created.
- (e) Each video should be renamed to show the appropriate order in which videos should be viewed and a brief description of what video contains.
  - 1. Example: Video renamed to -
    - i. Suspect arrives at bike rack
    - ii. Suspect cuts lock with bolt cutters
    - iii. Suspect leaves on victims bike
- (f) Each Photo should be renamed to show the appropriate order and a brief description of what the photo contains. Original photo should be stored along with and cropped or marked photos.

Photo Example:

Original Photo

#### **Cropped and Marked Photo**

##### **Photos Renamed to:**

- (a) Suspect arrives at bike rack
- (b) Suspect cuts lock with bolt cutters
- (c) Suspect leaves on victims bike
- (d) Close up of suspect (edited from original #1)
- (e) Close up of suspect cutting bike lock (edited from original #2)

Once the photos have been uploaded, labeled, and placed in the appropriate BOX folders a PDF copy of the report should be uploaded to the folder.

Each CR File should contain:

- (a) A PDF copy of the report;
- (b) Folder labeled "photos" containing any photographs;
- (c) Folder labeled "videos" containing any videos.

#### **316.4 SENDING FILES TO CPD**

Once everything has been saved to the BOX folder, a link to the file should be sent to the approved Police Department liaison for downloading.

To do so:

- (a) Hover the cursor over the folder to send, then select the Share Icon (arrow icon);
- (b) Enter the email address dtrevino@ci.claremont.ca.us and cc: kbennett@ci.claremont.ca.us;

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Photo and Video Storage Procedures*

---

- (c) Slide the "Create Shared Link" selector then click "link settings". Select dated 10 days later;
- (d) Select save and then send.

The Claremont Police Department will have 10 days from the receipt of the email to download and store it for their Detectives. Once the 10 days expires, a new link to the file can be sent if needed by following instructions above. If an individual officer requests the files, follow the same process but replace the email address with the officers. If a link is sent to an individual officer, the folder link should also be sent to the two email addresses above following the procedure.

## **Chapter 4 - Patrol Operations**



## Bias-Based Profiling

### 400.1 PURPOSE AND SCOPE

This policy provides guidance to the Department of Campus Safety members that affirms the Claremont Colleges commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in campus safety activities designed to strengthen the Department of Campus Safety's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

#### 400.1.1 DEFINITIONS

Definitions to this policy include:

**Bias-based profiling** - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing campus safety service or enforcement.

### 400.2 POLICY

The Claremont Colleges Services Department of Campus Safety is committed to providing campus safety services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide campus safety services and to enforce campus rules and the law equally, fairly, objectively and without discrimination toward any individual or group.

### 400.3 BIAS-BASED PROFILING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit a campus safety officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

#### 400.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity.

### 400.4 MEMBERS RESPONSIBILITIES

Every member of the Department of Campus Safety shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based profiling to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Bias-Based Profiling*

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##### **400.4.1 REASON FOR CONTACT**

Campus Safety Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual. To the extent that written documentation would otherwise be completed (e.g., arrest report, incident report), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

##### **400.5 SUPERVISORS RESPONSIBILITIES**

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
  - 1. Supervisors should document these discussions, in the prescribed manner.

##### **400.6 TRAINING**

Bias training and review of this policy should be conducted as directed by the Training Section.

## Sexual Assault Reporting

### **401.1 PURPOSE AND SCOPE**

To outline a procedure to be followed by TCCS Campus Safety personnel when receiving information regarding sexual assault/rape. This procedure is to provide you with a general guideline only. The circumstances, by the nature of such crimes, will vary from case to case. The points contained in this general order cover a very broad range of any investigation and there may be overlapping. The purpose of this overlapping is to act as a safeguard to prevent vital elements of the investigation from being overlooked or forgotten.

### **401.2 POLICY**

The Department of Campus Safety will respond to all calls involving sexual assault/rape. Sexual assault crimes range from the fondling of a child to crimes of violence such as rape and sodomy. Victims of sexual assault face the threat of disease, unwanted pregnancy and long term emotional trauma. Remember that the actions of the first officer on the scene may have a vital impact on the future psychological well-being of the victim. Every effort should be made to relieve feelings of shame or guilt. The victim should be treated with the respect and professionalism that will aid her/him on the road to recovery and help to regain self-esteem. Be patient and non-judgmental.

### **401.3 PROCEDURE**

It is the intent of the department that the official response to cases of sexual assault shall stress the enforcement of the laws to protect the victim and shall communicate the attitude that sexual assault behavior is criminal and will not be tolerated. The Department of Campus Safety will fully cooperate with the Claremont Police Department at the request of the victim. Campus Safety officers must consider not only the victim's physical injury, but the emotional trauma as well. A victim of sexual assault may appear calm or may express an entire range of emotions from anger to deep sorrow. Often a victim will have no physical injuries and act as if nothing happened. No matter what the outward appearance, a victim is likely to feel helpless and unable to cope. The suppressed emotional injury may be severe. This mental state is sometimes called "Rape Trauma Syndrome." As the name implies, it is most often associated with rape cases but the symptoms may be present in any type of sexual assault. Proper interviewing techniques will foster trust and encourage cooperation.

The following processes shall be followed until such time that the Claremont Police Department has assumed its appropriate lead role in a criminal investigation. In all cases, Campus Safety and the respective college(s) shall retain it/their administrative roles and authority.

### **401.4 SEXUAL ASSAULT REPORTING MATRIX**

### **401.5 CLERY CONSIDERATIONS**

Notify campus community via crime alert of the sexual assault pursuant to CLERY policy.

## Alcohol & Drug Related Investigations

### 402.1 PURPOSE AND SCOPE

While in the course of a routine patrol, when posted at a student social event, or when dispatched to a call at a residence hall, Campus Safety personnel may encounter incidents involving students' consumption/use of alcohol or illegal substances. The institutions of The Claremont Colleges have established guidelines to address these concerns.

### 402.2 POLICY

It shall be the policy of the Department of Campus Safety to perform the lawful and legal functions requested of it on behalf of the Claremont Colleges.

### 402.3 PROCEDURE

Violation of the alcohol and drug policy will subject students to disciplinary actions by their institutions that may range from warnings, probation, fines, loss of student housing and up to suspension or expulsion. The Colleges may also require a student who possesses or uses illicit drugs or is found with drug paraphernalia to participate in an approved drug rehabilitation program (at the expense of the student) and to provide the College satisfactory evidence of successful completion of the program and of being drug free.

Whenever, based on a reasonable and justifiable cause, any student of The Claremont Colleges is asked by Campus Safety personnel to identify him/herself, the student must comply by showing his/her valid Claremont Colleges student ID card.

In cases when Campus Safety personnel come in possession of a counterfeit Claremont Colleges student ID or a student ID which is in possession of a person who is not the actual student to whom the student ID card was issued to, Campus Safety personnel will return the student ID only to the official representative of their college.

### 402.4 ROLE OF CAMPUS SAFETY

Our responsibility as non-sworn Campus Safety staff is to report any instances of students violating the alcohol and illegal substances policies of their respective college to their college administrators, such as the on-call Dean.

Campus Safety's response and priorities to these occurrences should be categorized as:

- (a) Low
- (b) Medium
- (c) High

#### 402.4.1 LOW

- (a) In cases when a handful of students are found to be drinking or in possession of alcohol, in violation of their institution's guidelines, unless otherwise directed by The Claremont Colleges, our task can be accomplished by reporting these observations to them by making a Daily Log entry which is forwarded to them on a daily basis.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Alcohol & Drug Related Investigations*

---

- (b) Whenever a stash of alcohol, possibly related to an unauthorized student activity, is discovered unattended, our task will be to remove the item(s) and write an Incident Report for Dean of Students. After taking photos of the items for the IR, items are to be returned to the College where it was found.

#### 402.4.2 MEDIUM

In cases when more than a handful of students are found to be drinking or in possession of alcohol, in violation of their institution's guidelines, our task can be accomplished by adhering to the following:

- (a) The on-scene Watch Commander or the Dispatcher, shall call the on-call Dean and describe the scope and nature of his/her first-hand observations. They will then ask the on-call Dean how they would like Campus Safety to respond, which may include:
  - 1. Stand-by for the on-call Dean to respond to the scene;
  - 2. Stand-by for the on-call Dean to send someone else to the scene, such as an RA;
  - 3. Campus Safety handling the issue;
  - 4. Another course of action that on-call Dean prefers to take.
- (b) When the on-call Dean requests that Campus Safety handle the situation, Campus Safety will do so. On-scene Campus Safety personnel will then make contact with the students present and take action as indicated by the on-call Dean. If the on-scene Watch Commander needs further direction or support from the College, the Watch Commander will speak with the on-call Dean before taking further action. The on-call Dean will be updated by Campus Safety.
- (c) If the student(s) refuse to comply with the directions of Campus Safety, the on-scene Watch Commander will call back the on-call Dean, explain that the students are non-compliant, and ask the on-call Dean how they wish to proceed:
  - 1. On-call Dean to respond to the scene now;
  - 2. On-call Dean to Send someone else to the scene, such as an RA;
  - 3. Have Campus Safety call CPD to respond;
  - 4. Another course of action that on-call Dean prefers to take.
- (d) In order to relay more accurate and first-hand information, the on-scene Watch Commander shall request the phone call notification to the on-call Dean thru Dispatch Center so that the phone call can be recorded.
- (e) Do not let the shift-change briefing become a mental block in regards to our responsibility to promptly respond to this, or any other, type of incident that may be in progress anywhere on campus. Shift-change briefing can wait, as we must respond to all incidents immediately.
- (f) The on-scene Watch Commander and officers shall never clear the scene when an incident is still in progress. It does not matter that it's near the end of their shift. All must remain on duty and at the scene.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Alcohol & Drug Related Investigations*

---

- (g) Campus Safety personnel are not to stay passively in the background, while waiting for additional units or a Watch Commander to arrive – Be assertive, take charge of the incident.
- (h) A Campus Safety Incident Report must be written for all "Medium" alcohol incidents.

#### 402.4.3 HIGH

In cases when there is an imminent threat of harm to the students, such as when a student appears to be the victim of alcohol poisoning:

- (a) Campus Safety shall immediately contact 911 and request medical attention;
- (b) Contact the respective student's on-call Dean;
- (c) Generate an Incident Report and document the details of the call.

#### **402.5 UNAUTHORIZED KEGS**

Upon encountering a keg anywhere on campus in the possession of a person, the Campus Safety officer shall:

- (a) Make contact with the person in possession of the keg and ask for a student ID and proof of age;
- (b) Campus Safety will verify that the keg has been authorized by the College by checking the registered events' list provided to Campus Safety;
- (c) If the keg is found not to be for a registered event, Campus Safety shall confiscate the keg, regardless of whether the person is over the age of 21, states that he/she will return the keg to the liquor store where it was purchased, etc;
- (d) Campus Safety will write an Incident Report to document the details of the call;
- (e) Upon encountering an unattended keg on campus, the Campus Safety officer shall take custody of the keg and write an Incident Report to document the details of the call.

#### **402.6 ADDITIONAL CONSIDERATIONS**

The following are excerpts of policies and guidelines that The Claremont Colleges have established for their students and additional guidelines for Campus Safety personnel:

##### 402.6.1 ALCOHOL

##### **Alcohol:**

- (a) Students are not exempt from local, state, and federal law pertaining to consumption of alcohol.
- (b) Students, under 21 years of age, may not consume, possess, distribute, or sell any alcoholic beverage.
- (c) Students 21 years of age and older are permitted to possess and drink alcoholic beverages, but may not distribute, furnish, or serve alcohol to people under 21 years of age or to obviously intoxicated persons of any age.
- (d) It is illegal to sell, furnish or give alcoholic beverage to anyone under 21 or to anyone who is obviously intoxicated. (California Business & Professions Code Sec. 25658.)

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Alcohol & Drug Related Investigations*

---

- (e) Unsafe drinking behavior, especially drinking games and contests, will be subject to sanctions. The Colleges strongly discourage "front-loading" or "pre-gaming" and "doing shots" of hard alcohol as these activities maximize the danger associated with over-intoxication and risk of alcohol poisoning.
- (f) "Front-loading" or "Pre-Gaming" is commonly known as the consumption of large amounts of alcohol in a short period of time, prior to attending a social event.
- (g) Public drunkenness is not permitted.
- (h) Students may not drink alcoholic beverages in public areas on campus, except at officially registered parties and social events at which those over 21 years of age may be served or at private gatherings in common living room areas of residence halls (applicable for students who are 21 years of age and older).
- (i) Open containers of alcohol or cups containing alcoholic drinks may not be carried around campus or in public spaces in the residence halls.
- (j) From the time that students return to campus at the beginning of each semester and usually during the first week of classes – this period may vary for each college – colleges do not permit alcoholic beverages to be served or consumed on campus.
- (k) This period is commonly referred to as "Dry Period" or "Substance-Free Opening." All students, regardless of age or class standing, are required to observe this period.
- (l) Consumption or possession of alcohol at athletic events is prohibited.
- (m) Individuals are prohibited from bringing their own alcoholic beverages to any registered event or from taking alcoholic beverages out of events or social functions.
- (n) Students must show their college-issued ID card, as proof of age, at the point of alcohol service. Guests of students, who possess a valid Guest Pass, must show their Driver's License with their Guest Pass, at the point of alcohol service.
- (o) Campus Safety Officers assigned to student social events are hired by the Institutions of The Claremont Colleges, not by the students.
- (p) A misconception may persist among some students that The Claremont Colleges tolerate underage drinking, as long as the alcohol is consumed in a "Red Cup." This is false.
- (q) None of the Claremont Colleges have a "Red Cup" policy.

#### 402.6.2 ILLEGAL/CONTROLLED SUBSTANCES

It is a violation of the Colleges' policy for students to:

- (a) Possess, manufacture, sell, distribute or use, or participate in the use of illegal drugs. Prohibited drugs include all illegal drugs such as cocaine, heroin, LSD and other hallucinogens, designer drugs and prescription drugs or other illegal drugs.
- (b) Have drug paraphernalia in their residence hall rooms, on their person, or in any area under their immediate control.
- (c) Provide illegal or prescription drugs to another individual or use prescription drugs for purposes other than those for which they are prescribed.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Alcohol & Drug Related Investigations*

---

- (d) Violate state, federal or local laws concerning drug use, distribution, sale or manufacture.

#### **402.7 RESPONSE**

In cases when Campus Safety has been summoned by TCCS or one or more persons representing a college because of the discovery of any material suspected of being an illegal substance or drug, Campus Safety personnel shall do the following:

- (a) The on-duty dispatcher shall assign an officer to the scene as reported and requested.
- (b) The responding officer(s) shall perform a preliminary investigation, including the preservation of the materials from intentional destruction or theft from the scene, and then inform the on-duty watch commander the following:
  - 1. The reported item(s) appear to be an illegal material, substance or drug, and;
  - 2. The item(s), if left at the scene, will be destroyed or taken by another person, and;
  - 3. That leaving the item(s) at the scene could represent a health and safety risk.
- (c) The on-duty Watch Commander shall:
  - 1. Approve the confiscation by the Campus Safety Officers on scene, if the type of material can be determined and taken safely, or;
  - 2. Request the Claremont Police Department to respond to assist in the investigation, including confiscation of the items and any actions that may include interview and arrest of suspected persons, or;
  - 3. Contact the Director of Campus Safety or designee to coordinate a request for the Los Angeles County Fire Authority or Sheriff's Department to perform a Hazardous Materials response and removal protocol.
- (d) If investigating Campus Safety Officers determine the material can be removed safely and stored in the Department property facility, they shall do so by the following methods:
  - 1. All items will be photographed prior to removing from the scene.
  - 2. All items will be inventoried within the case/incident report.
  - 3. All items will be packaged according to their form. For example, an amount of marijuana will be stored in one container, and a smoking device packaged in another container.
  - 4. Each form of drug or substance or material shall be stored separately. Example, marijuana will be in one container and white powdery substances shall be stored in a separate container.
  - 5. Each container will be labeled with the Case/Incident number, name of officer packaging the material and a general description of the contents.
- (e) Once packaged, the officers will complete their case report and submit for approval.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Alcohol & Drug Related Investigations*

---

- (f) The Captain or Lieutenant will review and if appropriate, approve and assign to the on-duty Watch Commander, to coordinate the delivery of any such illegal substances to the Claremont Police Department, including the recording of the chain of custody and release to CPD, as well as noting the items were sent for a field/preliminary testing and/or destruction.
  - 1. Marijuana will be retained at the Campus Safety Department and scheduled for destruction at a later date with like materials.
- (g) The results of any testing shall be shared to the appropriate Student Dean through the Director of Campus Safety or designee.

#### **402.8 REPORTING**

In any case where any substance has come in direct contact with any Campus Safety employee's skin, or when any Department employee suspects any form of a reaction to the fumes of any substance(s), they are to report that immediately to any other available employee for prompt attention including medical attention as necessary, as a precaution.

All violations shall be recorded via an appropriate reporting format, i.e., crime/incident report, memorandum, or other recognized and authorized process currently supported by the Department and the Claremont Colleges.

#### **402.9 DRUGS & NARCOTICS PARAPHERNALIA**

- (a) The following processes will provide direction on the proper receiving and handling of drug or narcotics and paraphernalia.
  - 1. All suspected drugs and or narcotics will be taken into custody when presented to a member of this department.
    - i. If the substance is believed to be an immediate health risk, that material will remain untouched, and the Claremont Police Department and/or the Los Angeles County Hazardous Materials Unit shall be summoned so that it can be contained and removed safely without threat of injury or illness to any first responder.
  - 2. Drugs and narcotics shall be photographed and packaged, and then booked for destruction at a later date.
    - i. The substances, except marijuana, shall be turned over to the Claremont Police Department or other law/fire safety agency for destruction in accordance with prescribed law.
    - ii. The substance(s) shall be handled in accord with all current standards to represent the chain of custody.
- (b) Drug paraphernalia shall be booked at the same time as are any substances associated with the instruments.
  - 1. One exception to the paraphernalia seizure shall be any device described as a 'bong' or 'marijuana smoking device' which, without more, is simply not a crime in California.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Alcohol & Drug Related Investigations*

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2. Any bong or smoking device (as outlined in Section IV, B 1 and 2) shall be retained by the campus staff member/administrator on-scene.
- (c) Marijuana, while not illegal pursuant to California Proposition 64 (2016), is still statutorily prohibited by Federal Law pertaining to institutions of higher education.
  1. Marijuana is not allowed on any grounds or within any facilities, of The Claremont Colleges.
  2. Marijuana in the possession of any student is in violation of the Student Code(s) of Conduct of each of the colleges.
  3. Marijuana may be seized and destroyed as per each college campus' Student Code of Conduct.
    - i. If Marijuana is confiscated by any college employee, including any RA/Proctor or RD, the RA/proctor or RD may:
      - (a) Destroy the material personally.
      - (b) Give the material to a Campus Safety Officer who will photograph, record and book the material for destruction.
    - ii. If Marijuana is collected by any campus employee, and Campus Safety is asked to take possession of it, the Campus Safety Officer shall:
      - (a) Accept the material, and process its booking.

## Intrusion Alarm Response

### 403.1 PURPOSE AND SCOPE

The following policy is provided to outline preferred response techniques whenever an alarm signaling an intrusion or fire is received by Campus Safety or reported by a third party.

### 403.2 POLICY

The Department of Campus Safety will respond to facilities and offices in which an intrusion or fire alarm has been activated. Upon arrival, the responding officer will conduct an on-scene assessments to determine the nature of the alarm. If evidence strongly suggests an in-progress burglary, theft or other felony crime, such as a robbery, sexual assault or any person representing a clear and present ability to harm others the officer shall immediately notify communications to call the Claremont Police Department. If evidence suggests evidence of a fire the officer shall notify communications to call the Los Angeles County Fire Department.

### 403.3 PROCEDURE

- (a) The following procedures and considerations are only a few of the observable conditions that can assist an officer in a more safe and prepared approach to an alarm activation site:
  - 1. Park away from the source of activity and walk up to building;
  - 2. Broadcast Code-6 and your specific location;
  - 3. Look for waiting/suspicious vehicles in front of the building, especially those with an occupant in the driver's seat with the vehicle engine running;
  - 4. Inform Dispatch of the vehicle license plate and description of any suspicious vehicles or individuals.
- (b) Conduct an exterior perimeter check of the building and look for signs of forced entry through doors and windows or any indications of a fire.
  - 1. If you do find signs of forced entry, move away from the building while still maintaining observation of it. Contact Dispatch to request for a supervisor and CPD.
  - 2. Once your building check is completed and everything is okay, give clearing disposition and reset alarm.

## Ban Letters / Removal Notice

### 404.1 PURPOSE AND SCOPE

In the event of a threat to the safety or well-being of an individual, group, or member institution of The Claremont Colleges, each institution reserves the right to prohibit disruptive or potentially dangerous persons from their campuses. The Claremont Colleges further agree to consult with each other about such individuals and, with permission, extend the ban to cover any or all of the member institutions and their functions.

The authority for this policy emanates from each institution's right to control its own property, and authority for coordination between The Claremont Colleges occurs through agreement among the Presidents of the Colleges.

### 404.2 POLICY

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The authority for this policy emanates from each institution's right to control its own property, and authority for coordination between The Claremont Colleges occurs through agreement among the Presidents of the Colleges.

Under normal circumstances, the Deans of Students, the Director of Campus Safety, or the Vice President for Student Affairs of The Claremont University Consortium shall be the designated officials who are responsible for the banning of disruptive or potentially dangerous persons from campus. Other designated officials may be expected to carry out these duties, as determined by the President(s) of the institution(s).

The Campus Safety Department shall maintain its policy of full support of these processes, including the recording of receipt of Ban Letters brought to Campus Safety by any one or more of the colleges or TCCS.

### 404.3 PROCEDURE

- (a) The designated official who is assigned to review any potentially disruptive or dangerous situation may exercise emergency power, including issuing an immediate ban, to respond to a threat. These actions shall be reasonable and narrowly tailored to fit the situation.
- (b) The designated official may also issue a ban as the result of an investigation, with the opportunity for all parties to be heard, and the results of which lead the official to conclude that illegal activity, disruption, or the threat of harm to others or property has or may have occurred. The official may also ban an individual if there is reason to suspect that illegal activity, disruption, or the threat of harm to others or property is increasingly likely to occur in the future.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Ban Letters / Removal Notice*

---

- (c) Bans to one or more of The Claremont Colleges may be temporary or permanent, and their length and scope shall be clearly communicated to the person who has been banned. This policy does not preclude The Claremont Colleges from taking criminal, civil, or restraining action against individuals.
- (d) The following procedures provide guidelines to be used by the designated official to ban an individual from the campus, property, or functions of the college or colleges. These procedures do not apply to faculty or staff.
  - 1. Individuals With or Without a Relationship to The Claremont Colleges.
    - (a) This set of procedures applies to individuals who: have never been a student of The Claremont Colleges; do not have a spouse or partner who is an employee or volunteer at The Claremont Colleges; and are not parents or guardians of a current or former student of The Claremont Colleges.
    - (b) Each designated official has the authority to issue a ban on behalf of one or more of The Claremont Colleges. A ban of this type is communicated to all other Student Deans, and a copy of the ban letter shall be sent to the Assistant Vice President of Campus Safety.
  - 2. Regarding Individuals With a Connection to One of The Claremont Colleges or the Claremont Colleges Services:
    - (a) This set of procedures applies to: alumni; former students who are not currently enrolled; spouses or partners of an employee, part-time employee, or volunteer; those performing volunteer work; and parents or guardians of current or former students.
    - (b) The designated official initiating the ban shall send a message to all other Deans of Students to determine if there is any objection to banning the individual in question. Any Dean raising an objection may choose not to have his/her campus covered by the ban. If no concerns are raised within 48 hours, the initiating official may apply the ban to cover all The Claremont Colleges' properties.
  - 3. Regarding Current Students:
    - (a) This set of procedures applies to any student who is currently enrolled at one of The Claremont Colleges, including when the Colleges are in or out of session.
    - (b) It is within the authority of the banning campuses and TCCS to make this decision without regard to judicial proceedings at the home campus.
- (e) How the Ban of a Current Student Applies to Colleges. Unless otherwise specified, the banned student shall be permitted to attend classes and use relevant academic resources on campus but suspended from all other activities.
- (f) How the Ban of a Current Student Applies to the Claremont Colleges Services:
  - 1. Depending upon the circumstances of the individual student, the VP for Student Affairs shall determine, in consultation with individual TCCS services and the Dean of Students at the college at which the student is enrolled, the scope and

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Ban Letters / Removal Notice*

---

extent of the ban from TCCS services and property. The student shall normally be permitted to make appointments at TCCS offices and services as needed. For "drop in services" that a student might utilize (i.e.. OBSA, CLSA, Chaplains, etc), the VP for Student Affairs shall decide, based on the circumstances giving rise to the ban, whether drop-in privileges shall continue or if the banned student shall be required to schedule appointments.

2. Generally, banned students shall be permitted to use Honnold Library and the Huntley Bookstore, although TCCS reserves the right to limit and/or suspend privileges when the circumstances warrant such action. Circumstances under which a student might be restricted from bookstore and/or library usage include, but are not limited to, students who appear to pose a threat to the health, safety, or welfare of other patrons and/or theft from the facility.

(g) Requests for Review, Modification, or Removal of a Ban.

1. A person banned from one or more of The Claremont Colleges may request that the banning party discuss the nature of the ban, modify the ban, or withdraw the ban. It is the responsibility of the banned person to contact the official who first initiated the ban to request a conversation about the ban within five (5) business days.
2. It is also the responsibility of the banned person to bring any substantive changes to the attention of the banning official in order to request reconsideration. For current students who have been banned, the home campus Dean of Students should review the ban policy and appeals process with the student.
3. Changes to any ban will be communicated to other designated officials for their consideration relevant to the person's status on their respective campuses.

(h) Campus Safety Trespass Statement Notice.

1. Section 602 of California Penal Code addresses persons entering and occupying private property or structures of any kind without the consent of the owner or the owner's agent.
2. In dealing with an off-campus person (non-student/faculty/staff) who engages in disturbances, petty acts of crime, misconduct, or nuisances, Campus Safety is authorized to issue a Trespass Statement Notice.
  - (a) All Trespass Statement Notice cards can only be issued with the prior knowledge and consent of the Watch Commander.
  - (b) On-scene officer is to read aloud the text of the Trespass Statement Notice card, listed on top portion of the card, to the subject.
  - (c) Unless otherwise directed by the Watch Commander, a photo of the subject shall be taken and attached with the Incident Report/FI card.
  - (d) Subject is to sign the Trespass Statement Notice card to confirm that he/she has been issued the formal notice. If the subject refuses to sign the Trespass Statement Notice card, the officer shall write the word "refused" in the signature line and advise the subject that formal notice shall still be in effect and enforced.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Ban Letters / Removal Notice*

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- (e) All Trespass Statement Notice cards must be supplemented by either an Incident Report or FI card.
- (f) The text of the Incident Report or the FI card must clearly state the reason for having issued the Trespass Statement card to the subject.
- (g) All Trespass Statement Notice cards are to be entered in Campus Safety's computerized database.
- (i) Having a prior trespass Statement notice on file does not automatically subject a repeat offender to arrest. Factors such as nature of the previous/current offense that prompted the issuance of the trespass Statement notice, reason for subject's return to campus, length of time passed since the initial trespass Statement note was issued, subject's conduct and behavior, etc. will be among the factors considered.
- (j) When a Ban Letter is received by Campus Safety, the Campus Safety representative (officer, dispatcher or supervisor) shall have a case number issued to record the receipt of the letter.
  - 1. The ban letter will be copied as a PDF and recorded along with a brief narrative to explain the receipt of the letter from the college(s) and/or TCCS.
  - 2. The original copy of the letter will be placed into the Ban Letter File Binder in Dispatch for additional reference needs in the future.
  - 3. The completed report will be reviewed, approved and processed consistent with all other Department reporting protocols.

#### 404.3.1 BAN NOTICE

#### **404.4 COMMUNICATIONS**

- (a) If an officer requests a search of the F.I. Cards for a subject's name, the dispatcher will use the search option in the F.I. Program. The dispatcher will inform the officer of the results of the search for the subject's last name.
- (b) The F.I. Cards will remain in the F.I. Program indefinitely.
- (c) The F.I. Cards will be shredded after the officer completes a report and enters the information into the system.
- (d) Ban/Restraining Letters. When a "Ban Letter" or "Restraining Letter" is received, the dispatcher will:
  - 1. Ensure the information has been entered into the system and has been documented it in an appropriate report.
  - 2. If there is an associated photograph or restraining order ensure that information is also placed in the system and documented in a report.

#### **404.5 THE CLAREMONT COLLEGES POLICY**

Officers shall be familiar with the Claremont Colleges Policy 8002: Banning Disruptive Persons from the Campuses of The Claremont Colleges (Attached).

# The Claremont Colleges Services Campus Safety

Policy Manual

Policy Manual

## *Ban Letters / Removal Notice*

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**See attachment: Claremont Colleges Policy 8002 Banning Disruptive Persons From the Campuses.pdf**



## Patrol Procedures

### 405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for the effective delivery of patrol services to the Claremont Colleges.

Campus Safety is tasked with safeguarding more than 10,000 students, faculty, staff, and visitors on a 560-acre campus that contains approximately 500 structures. Campus Safety's patrol boundary area of operation are described as the following:

- Western Boundary: Harvard Avenue
- Eastern Boundary: Monte Vista Ave
- Northern Boundary: Foothill Boulevard (includes CGU Apartments but does not include School of Theology)
- Southern Boundary: First St. (includes TCCS's Administrative Campus Center, known as ACC)

### 405.2 POLICY

All employees of the Department of Campus Safety shall contribute to the successful performance of appropriate patrol procedures and when necessary, assist in any deviation from these guidelines when such alternative method(s) for protecting the lives and properties of the Claremont Colleges warrants.

### 405.3 PROCEDURE

- (a) In an effort to better utilize its resources, Campus Safety has divided The Claremont Colleges into two (2) main geographical patrol areas (see maps).
  1. West Area/Beat — Radio call-sign prefix "W" Includes:
    - i. Pomona College;
    - ii. Claremont Graduate University (includes CGU Apartments, north of Foothill Blvd.);
    - iii. TCCS (includes TCC's ACC, south of 1st St.).
  2. East Area/Beat — Radio call-sign prefix "E" Includes:
    - i. Harvey Mudd College;
    - ii. Pitzer College;
    - iii. Scripps College;
    - iv. Claremont McKenna College.
- (b) North Campus Property (includes Bernard Field Station) and East Campus Property (AKA the Pit) are considered shared patrol areas. Calls in these areas are handled by the closest available unit.
- (c) Patrol Assignments:

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Patrol Procedures*

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1. Campus Safety personnel shall be assigned to various patrol areas, special events, and assignments at the discretion of their supervisors. After briefing, and once cleared by their supervisor, Campus Safety personnel shall proceed to their assignments.
  2. Unless directed by a supervisor to receive geography training by a veteran officer, responding to a back-up call, or as otherwise directed by Dispatch Center or a supervisor, Campus Safety personnel assigned to field operations shall at all times adhere to the boundary lines of their designated patrol areas.
  3. Field patrol personnel shall at all times maintain a professional and disciplined mindset and refrain from leaving their assigned patrol area on their own in order to observe subjects being interviewed by other officers outside of their patrol area, congregate with other officers, etc.
  4. When an insufficient number of electric vehicles are available, officers shall conduct their patrol on foot.
  5. Dispatch Center personnel shall pay close attention to the patrol area assignments given to the field units and the boundary separation lines between them so that they do not assign calls to the field units outside of their assigned geographical patrol area.
- (d) Campus Safety personnel must fully understand that the idea for conducting routine field patrol, whether on foot or in a vehicle, is not to merely go from Point A to Point B, rather, it is to be vigilant, to observe and report what goes on between the two points, and take appropriate action when necessary.

## Welfare and Safety Checks

### 406.1 PURPOSE AND SCOPE

Campus Safety is periodically asked by various representatives (Professional Staff and non-Staff ) of The Claremont Colleges' to assist in conducting a check of the students' residence hall rooms whose occupants are suspected to be in possession of unauthorized items, such as weapons, illegal substances, etc.

These requests, usually made by various representatives of each institution, such as the On-Call Dean, Resident Advisors (RA)/Proctors, Residence Directors, etc., are primarily intended to ascertain the safety and welfare of the student(s).

These residence hall room checks, if handled inappropriately, may cause the student population to view them as an invasion of their privacy, which in turn may lead to a general sense of mistrust and resentment toward Campus Safety. It is therefore critical that certain guidelines are established to conduct this task in an appropriate and transparent manner.

### 406.2 POLICY

The Department of Campus Safety shall perform upon request, or when urgent and/or emergency conditions exist, perform welfare and/or safety checks in accord with the following procedures.

### 406.3 PROCEDURE

- (a) Upon receiving any such requests from institutional representatives, Campus Safety shall adhere to the following guidelines:
  - 1. Since such requests may originally be initiated by "non-Staff" representatives of The Claremont Colleges, such as the RAs (Resident Advisors – student employees of the institution), upon receiving such requests, Campus Safety shall contact the college's on-call Dean (Professional Staff) to confirm the validity of the request.
  - 2. Campus Safety will respond to the scene with a minimum of two personnel, one of whom shall be the on-duty Campus Safety supervisor.
  - 3. Campus Safety will require the presence of the institution's representative on the scene prior to taking any action.
  - 4. Upon the arrival of the institution's representative, Campus Safety personnel will serve in a support role for the purpose of ascertaining the safety and welfare of the student and other room occupants.
  - 5. If upon entry into the room, the institution's representative wishes to conduct a search of the student's belongings, Campus Safety personnel will only be present as an observer and will not engage in the search.
  - 6. If any unauthorized items or illegal substances are found in plain view or as the result of the search conducted by the institution's representative. Consultation with on-scene Campus Safety personnel, and the institution's representative will follow the institution's established protocol to determine the next course

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Welfare and Safety Checks*

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of action, which may include Campus Safety contacting the Claremont Police Department at the request of the College.

- (b) In cases in which no occupant is found to be present in the room, the on-duty Campus Safety supervisor shall leave a "Notice of Safety and Welfare Check" card (see below) in a visible area inside the student residence hall room, such as on a computer keyboard.
  - 1. The notice card will inform the student of the entry date/time, reason for entry, and the name/signature of the institution's representative and the on-duty Campus Safety supervisor.
  - 2. Campus Safety will document the activity and forward an Incident Report to the respective institution's Dean of Students.
- (c) When emergency conditions exist and time does not provide for the summoning of the on-call Dean, the responding Campus Safety Officer, **if conditions allow**, shall attempt to notify a supervisor of all relevant known information and request approval or inform the cause for entry into a room urgently.
  - 1. A supervisor will respond to the scene to provide operational support and assistance to the officer(s) on scene.
  - 2. In any such case, a second officer shall be assigned immediately if one is not already on site.
  - 3. The on-call Dean shall be notified immediately of the nature and reason(s) why urgent access was gained.
  - 4. All information regarding the room/safety check under these conditions shall be contained in an incident report or memorandum via email if no case report was required.
- (d) In any circumstance in which a hazardous condition is found inside of a dormitory room, the room will be evacuated immediately.
  - 1. Dispatch will notify the on-call Dean for the facility/college.
  - 2. In such circumstances, Claremont Police and/or the Los Angeles County Fire Department shall be notified and requested.
  - 3. If necessary, an emergency notification will be prepared and distributed.
  - 4. If necessary, the surrounding area or building(s) will also be evacuated and kept clear until instructed otherwise by TCCS, college administrator(s), the Assistant Vice President of Campus Safety or Claremont Police/LA County Fire.
  - 5. Appropriate reporting will be recorded via incident report.
- (e) Notification Card

## Campus Safety Escorts

### 407.1 PURPOSE AND SCOPE

This purpose of this policy is to provide guidelines for safety escort services by the Department of Campus Safety. This policy is intended to provide students and others affiliated with the 7Cs a means by which to receive a safety escort from a campus safety officer.

### 407.2 POLICY

It shall be the policy of the Department of Campus Safety to provide safety escorts to campus community members and guests when appropriate, safe and within the intended scope of the escort program.

### 407.3 PROCEDURE

- (a) Upon request, Campus Safety officers are to provide safety escort service for students, staff, and faculty to/from campus locations when:
  - 1. A concern for safety is expressed by the requesting party; OR
  - 2. When the person has just been attended to for an illness or injury and is in need of transportation to:
    - i. Student Health Center;
    - ii. A students on-campus residence;
    - iii. Staff or faculty's campus office or to their personal vehicle if they are able to drive home.
- (b) Students with pre-existing medical conditions will not be transported by Campus Safety. (Any waiver of this policy must be specifically approved by the Assistant Vice President of Campus Safety, in consultation with the TCCS Office of Risk Management.)

#### 407.3.1 STUDENT HOUSING

Campus Safety will also provide safety escorts to—but not from—any nearby privately owned student apartments.

Campus Safety provides "Safety Escort Service" when a member of the campus community has expressed concern regarding his/her personal safety. These rides are not provided for convenience, disability, medical, or as a campus shuttle service.

- (a) Dispatch Center personnel are not to deny any person's request, solely based on their opinion that the caller's request is for reasons other than his/her personal safety. In such cases, the on-duty Dispatcher is to notify the Watch Commander and let him/her make the final decision.
- (b) The Campus Safety officer has the discretion to walk with the student rather than driving them in a vehicle.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Campus Safety Escorts*

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- (c) Any such occurrence shall be brought to the attention of the Assistant Vice President of Campus Safety.
- (d) Upon arrival to the location of the person requesting the service, the responding escort officer shall inform the Dispatch Center and confirm the caller's name.

#### 407.3.2 ARRIVAL AT DESTINATION

Upon arrival to the destination of the person requesting the service may ask for the escort officer wait until they are inside. In these cases, the escort officer must disembark from his/her vehicle and continue to walk with the caller until the caller is behind the safety of a locked and secured structure.

- (a) After completion of the Safety Escort Service, the officer must relay to the Dispatch Center that the task has been completed.
- (b) Dispatch shall enter all information of the call into the Daily Log.

#### 407.4 SPECIAL NOTE

If upon arrival, the escort officer believes that the person requesting the escort service is so severely injured or ill, or so severely intoxicated that transportation by Campus Safety personnel determine the escort cannot be done safely, other arrangements will be made. In those cases, and when involving a student, the caller's on-call Dean is to be notified to respond to the location of the caller.

Also, if medical attention is needed the Los Angeles County Fire Department will be called and the appropriate notification will be made. In these circumstances the handling Campus Safety officer shall notify the on-duty Watch Commander of the circumstances.

## First Amendment Assemblies

### 408.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

### 408.2 POLICY

The Claremont Colleges respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

Individuals and groups interested in organizing a peaceful demonstration are encouraged to contact the respective college(s) as soon as practical to ensure the proper understanding of and compliance to this policy and any other relevant policies of the involved college(s).

### 408.3 PROCEDURE

- (a) The undergraduate Claremont Colleges: Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College together with Claremont Graduate University, Keck Graduate Institute of Applied Science and The Claremont Colleges Services (TCCS) are all member institutions of the "Claremont Colleges". Each of these member institutions respects the rights of free speech and peaceful assembly and supports their exercise. However, when the exercise of speech and assembly becomes disruptive or non-peaceful, and infringes upon the rights of others, threatens property or public safety, or impedes the business of the member Colleges or TCCS, the individual Colleges and TCCS will act according to this policy.
- (b) Each institution in the consortium has instituted procedures for presenting and peaceably resolving disagreements about policies. Officials at the individual Claremont Colleges and TCCS are willing to examine, discuss, and explain institutional policies to any member of the Claremont Colleges community. However, participation in a demonstration that is materially disruptive and non-peaceful or involves the substantial disorder or invasion of the rights of others on the property of any of the Claremont Colleges or of Claremont Colleges Services or their affiliated institutions is prohibited.
- (c) Determination of when a demonstration or action is non-peaceful or disruptive may be difficult, but the Claremont Colleges individually and collectively subscribe to the general guidelines listed below.
  1. Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure, any person, or that damage or threaten to damage property.
  2. Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the Colleges or TCCS.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *First Amendment Assemblies*

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3. Campus Safety employees shall review the The Claremont Colleges policy on Demonstrations (see attachment).

**See attachment: [Claremont Colleges Policy 0103 Demonstration Policy.pdf](#)**

#### **408.4 MUTUAL AID AND EXTERNAL RESOURCES**

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The Director of Campus Safety should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated.



## Special Events

### 409.1 PURPOSE AND SCOPE

To ensure the safe hosting of events and activities, and the proper deployment of Department resources, Campus Safety employs a staffing-by-request process. Campus Safety in turn provides trained and professional personnel to various on-campus student social events and parties, special events, Commencements, etc.

All requests for Campus Safety staffing must be submitted directly to the office of the Assistant Vice President of Campus Safety or his/her designee by utilizing Campus Safety's Special Event Staff Requisition form. All staffing requests must meet the date/time deadline set by Campus Safety.

### 409.2 POLICY

Officers assigned to student social events and other special events are responsible for taking reasonable steps to look after the safety of attendees, help to preserve order, handle violent or disorderly conduct, protect attendees from off-campus and/or uninvited guests, maintain access control ingress/egress points, handle incidents in which property might be damaged, crime prevention, etc.

Whenever any Campus Safety employee is assigned to any special event, all standing orders, regulations and General Orders remain in effect. Any conflict between direction from college/event representatives with Department regulations is to be immediately communicated to a supervisor for direction/clarification.

### 409.3 PROCEDURE

- (a) Campus Safety is not a private security contractor and can only be hired by the institutions of The Claremont Colleges, not by individual students, faculty, staff, student organizations, summer conference representatives, etc.
- (b) Large-scale events: In order to eliminate potential problems and confusion, the Watch Commander shall adhere to the following guidelines:
  - 1. A Watch Commander shall respond to the post along with the officer assigned to the event.
  - 2. A Watch Commander locates the special event manager or representative, i.e. Professional Staff.
  - 3. A Watch Commander reviews the event layout and requirements with the event manager/representative.
  - 4. A Watch Commander conducts periodic quality-control checks of the event operation and officer(s).
- (c) Additional Considerations:
  - 1. It shall be the responsibility of the Watch Commander to check and confirm the special events that are scheduled to take place on his/her shift and to staff them accordingly and as scheduled. As part of this task, the Watch Commander must

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Special Events*

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make sure that he/she is checking the most up-to-date list of events, in addition to double-checking his/her Work Order Summary with the Dispatch Center's database as a failsafe measure.

2. Any changes to the pre-agreed Campus Safety staffing numbers, post locations, event start/end times, event layout, etc., may be made by the Watch Commander, only after he/she has received approval from an authorized member of the college's Professional Staff—not by student organizers.
  3. All safety hazards, such as dangerous ingress/egress point set-ups, exposed wires, etc. should immediately be brought to the attention of College's on-call Dean or Professional Staff.
  4. If upon arrival to the location of the event, it is found to be unsafe or contrary to the pre-agreed layout and set up arrangements, Campus Safety personnel are to refrain from being posted until changes are made to correct the deficiencies. If/when necessary, Assistant Vice President of Campus Safety shall be contacted for further guidelines.
- (d) If Campus Safety personnel assigned to the special event observe students engaging in conduct and activity that may be considered as harmful to themselves or to others, the on-call Dean shall be notified immediately.
1. 1. Campus Safety may assist in shutting down a student social event.
    - i. Unless during emergency situations when there's an imminent threat, such as a fire, bomb threat, etc., the decision as to whether a student social event is to be abruptly ended must be initiated by a member of colleges' Professional Staff, e.g. the on-call Dean, etc.
    - ii. Campus Safety personnel shall not use force for crowd dispersal purposes.
  2. If the Claremont Police Department has received complaints about an event and there is a strong possibility that the event will be shut down, the on-call Dean shall be notified immediately.
  3. Campus Safety personnel are primarily tasked with the public safety aspects of the event. Activities such as placing wristbands on attendees, checking names on guest lists, etc., shall be performed by student event organizers, college representatives, or their designees.
  4. Campus Safety personnel assigned to the special event shall remain at their posts until the event Sergeant has received approval from an authorized member of the colleges' representatives—not the student organizers—to leave the venue.
  5. The event Sergeant shall forward a summary of their activities and observations to all other Watch Commanders at the end of the event. The summary should include the time officers were cleared from the event for billing purposes.
  6. When a person is found to be attempting to use another student's photo ID card to enter a campus social event, the student photo ID card is to be confiscated by Campus Safety.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Special Events*

---

- (e) Considering that the students' photo ID card also serves as their residential unit access key and meal privilege card, Campus Safety personnel should make every reasonable effort to return the confiscated student photo IDs to their rightful student owners on the same day/night that the ID card was confiscated, in accordance with the following guidelines:
  - 1. A detailed log entry must be completed for each confiscated student ID card.
  - 2. Unclaimed confiscated student ID shall be returned to the colleges on the next business day.

# Missing Persons

## 410.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations and covers notification procedures applicable to the Claremont Colleges.

## 410.2 POLICY

The Department of Campus Safety does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Department of Campus Safety gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation.

Department employees will diligently inquire into the circumstances of any report of a missing student, make, or cause to be made, all notifications required by University or Department policy and/or law, and thoroughly document the investigation in an incident report.

Missing persons reports are often high profile events. At the very least, it is a traumatic time for the reporting party. Officers and dispatchers should remember that while most persons are found safely and quickly, every report has the potential of not being resolved quickly and easily.

The State of California has enacted many laws and guidelines for police agencies to follow in this area. While this Department is not subject to the mandated reporting requirements of California Penal Code Sections §14205-§14210(c), it is our policy to support the immediate delivery of a reporting party's concerns of a missing person to local law enforcement.

This policy is intended to provide guidance for officers and dispatchers to follow. It should be noted that this policy will not cover every circumstance, nor is it intended to. All employees should use sound judgment whenever they encounter situations not covered by the policy.

## 410.3 PROCEDURE

- (a) Receiving a call of a missing person.
  - 1. In any of the following circumstances, when any employee of this department receives notification of a missing person, the Claremont Police Department will be contacted so that the reporting party may complete a report of the missing person:
    - (a) Any report of a missing person without delay, regardless of jurisdiction.
    - (b) Any report of a runaway juvenile without delay.
    - (c) Reports of missing persons made by telephone.
    - (d) Priority will be given to missing persons reports over non-emergency property crimes.
    - (e) As soon as practical, the Assistant Vice President or Captain shall be notified.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Missing Persons*

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2. Dispatchers, Officers and Watch Commanders are to make an immediate assessment of reasonable steps to be taken to locate, based on the type of missing person and determine if that person might be at risk.
  - (a) Broadcast a BOLO, without delay, when a child is under the age of 12 or the person missing is considered at risk.
  - (b) Immediately inform Claremont Police of the additional risk factor(s).
- (b) A missing person call will be given priority over non-emergency property crime calls in determining order of dispatch.
- (c) The incident will be memorialized within a Campus Safety Incident Report.
  1. In no case will a Campus Safety Incident Report serve as a formal "Missing Persons Report" as defined in Penal Code Sections §14205-§14210 (c).
  2. Any incident report prepared by Campus Safety shall include the Claremont Police Case Number.

## Alarm Response

### 411.1 PURPOSE AND SCOPE

As part of The Claremont Colleges Services and the Claremont Colleges' effort to provide greater security and public safety, the Department of Campus Safety shall maintain an alarm receiving and response protocol that will aid in the swift, safe and thorough verification and response to any alarm type among the Claremont Colleges.

### 411.2 POLICY

It shall be the policy of the Department of Campus Safety to actively monitor, verify and assign personnel or to contact other authorized persons to check on alarmed areas in which an activation of an alarm has occurred.

### 411.3 PROCEDURE

The Central Station Alarm System (CSAS) monitors all alarms and alerts the dispatcher to any fire, intrusion/burglary, panic, temperature, trouble or Fail to Test alarms. A SPA Alarm (Signal Processing Application) is sent every hour to insure the system is active and monitoring alarms. At the beginning of each shift, the dispatcher must change the CSAS User to the correct shift (Day, Swing, Grave).

### 411.4 ALARM TYPES

- (a) **Acknowledging Alarms** - The dispatcher must acknowledge all alarms. To acknowledge an alarm:
  - 1. Note the type of alarm, the location, the time, and any instructions.
  - 2. Dispatch an officer to the alarm location.
  - 3. Click on Signal Options.
  - 4. Select the appropriate response under Select Resolution (Campus Safety Response, Notify Maintenance Office, Alarm Testing, etc.).
  - 5. Click on Complete.
  - 6. If there are several alarms pending at the same location, an additional box will appear, click on Complete All.
  - 7. All notification instructions listed with the alarm must be followed.
- (b) **Fire Alarms** - When a fire alarm is received, immediately dispatch an officer to the location. If there are reports of smoke and/or fire, also immediately notify LACFD.
- (c) **Intrusion/Burglary Alarms** - When an intrusion or burglary alarm is received, dispatch an officer to the location. If there are any reports of a suspicious subject, broken window, or door, immediately notify CPD. If a call is received stating the alarm was caused by human error, a Campus Safety officer must still respond to check the area.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Alarm Response*

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- (d) **Panic Alarms** - Are installed in various locations at the Colleges. When a Panic Alarm is received, notify CPD and dispatch an officer to the area. If an employee calls to report the alarm was activated in error, do not cancel the responding Campus Safety officer. The officer will carefully check the area and confirm the alarm was an error. Once an officer confirms the alarm was activated in error, the dispatcher can cancel CPD's response.
1. If the alarm account file(s) indicate a specific response protocol by Claremont Police and/or Campus Safety, that alarm account instruction shall be followed as much as reasonably possible.
  2. If the alarm account file(s) indicate a specific notification sequence for a staff member, Dean or On-Call/Associate Dean, or another campus employee, that process will be followed as quickly as possible and when safe for them to respond to the area.
  3. Officers responding to areas in which a panic alarm has been activated shall approach the area with caution and report all relevant observations to Dispatch.
  4. In any circumstance during a Campus Safety response to a panic alarm in which Dispatch also receives suspicious calls, LiveSafe, email or other electronic or telecommunications about the office/area involved, Campus Safety officers shall be ordered to recess to another location, monitor conditions of the area and Claremont Police shall be summoned immediately.
- (e) **Temperature Alarms** - If a Temperature Alarm is received during business hours, notify the appropriate Maintenance Department. If the Temperature Alarm is received after-hours, dispatch an officer to the location, and notify the appropriate on-call person from the Maintenance Office. Do not ignore Temperature Alarms, if there is a problem in a lab, or with a freezer or refrigerator, it could have severe consequences on lab animals, chemicals, and food spoilage.
- (f) **Trouble/Fail to Test Alarms** - Indicates the alarm is inactive or defective. The dispatcher should send an officer to check the alarm panel and notify the appropriate Maintenance Office or after-hours contact person.

#### **411.5 TESTING**

When a Fire Alarm Technician is testing an alarm, they will call and inform the dispatcher the location of the alarm and the time of testing. The dispatcher will complete the Alarm Testing Form (one form per day) and include the name of the technician, the location of the testing, and the time of testing.

- (a) The purpose of the Alarm Testing Form is to document the testing and share the information with others that may be working in Dispatch. Officers are not to be dispatched to alarms that are being tested. Once the alarm is received on CSAS, the dispatcher can place the alarm on test:
1. Click on **F5** or the **Test** icon at the top of the screen.
  2. Confirmation Message asks if you want to place a new zone on test, Yes or No, click on **Yes**.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Alarm Response*

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3. At the bottom of the screen click **Save**.
  4. Under **Signal Options**, select the name of the Fire Alarm Technician testing the alarm.
  5. Click **Complete**.
- (b) When the Fire Alarm Technician has completed the testing, they will call Dispatch and advise the testing is completed. The dispatcher will enter the ending time on the Alarm Testing Form. The alarm can now be removed from Testing:
1. Click on the **Test** Icon at the top of the screen.
  2. Select the alarm to remove from Testing and click on "**Remove from Test**" Icon.
  3. A message will appear to confirm removing the alarm from test, click **Yes**.



# Immigration Violations

## 412.1 PURPOSE AND SCOPE

The immigration status of individuals alone is generally not a matter for campus safety. It is incumbent upon all employees of this department to make a personal commitment to equal enforcement of the law and equal service to the public regardless of immigration status. Confidence in this commitment will increase the effectiveness of the Department of Campus Safety in protecting and serving the entire community.

### 412.1.1 DEFINITIONS

The following definitions apply to this policy (Government Code §7284.4):

**Criminal immigration violation** - Any federal criminal immigration violation that penalizes a person's presence in, entry, or reentry to, or employment in, the United States. This does not include any offense where a judicial warrant already has been issued.

**Immigration enforcement** - Any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, including any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person's presence in, entry or reentry to, or employment in the United States.

**Judicial warrant** - An arrest warrant for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge.

## 412.2 POLICY

The U.S. Immigration and Customs Enforcement (ICE) has primary jurisdiction for enforcement of the provisions of Title 8, United States Code dealing with illegal entry. TCCS Campus Safety, on the other hand, has primary responsibility for preserving and protecting public safety for the 7C's community. Community trust and cooperation is essential to effective public safety on campus and other TCC property. The limited resources of Campus Safety should not be diverted from this mission to the enforcement of federal immigration laws; Campus Safety shall not enforce federal immigration law. Campus Safety should avoid actions that create a disincentive to report crime, or to offer testimony as a witness to a crime, such as requesting information about immigration status from crime victims and witnesses.

## 412.3 VICTIM AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of Campus Safety will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or California constitutions.

# The Claremont Colleges Services Campus Safety

## Policy Manual

## Policy Manual

### *Immigration Violations*

---

#### **412.4 FEDERAL REQUESTS FOR ASSISTANCE**

Absent an urgent issue of officer safety or other emergency circumstances, requests by federal immigration officials for assistance from this department should be directed to a supervisor. The supervisor is responsible for determining whether the requested assistance would be permitted under the California Values Act (Government Code §7284.2 et seq.)..

#### **412.5 CAMPUS SAFETY RESPONSIBILITIES**

- (a) Officers shall not stop or detain persons solely for determining immigration status.
- (b) Officers shall not facilitate nor aid in the detention or hold of any person pursuant to ICE detainer or wants/warrants unless the individual is being detained for a separate violation of California State law.
- (c) Officers may aid in the arrest of a foreign national for a violent crime under California State Law only when federal authorities have informed Campus Safety that a warrant for the person's arrest has been issued, or where exigent circumstances and an imminent threat to public safety is reported, or when a non-immigration-related federal statute, regulation or law for which a judicial warrant has been issued.

#### **412.6 UNITED STATES IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)**

Response procedures to an unannounced investigation by United States Immigration and Customs Enforcement officials at any campus or arrival to the Department of Campus Safety.

- (a) In the event ICE Officials come to the Department of Campus Safety the on-duty Watch Commander shall do the following:
  - 1. Determine the college(s) which are the subject of the ICE investigation.
  - 2. Request a copy of any subpoena, warrant or court order issued as part of the investigation and for which is the cause of the ICE officials presence at that time.
  - 3. The Watch Commander shall review all information to attempt to determine all fundamental information is accurate.
  - 4. If any inaccuracies or concerns are discovered within the documents, Campus Safety will inform the SAOC of the college(s) immediately.
  - 5. Campus Safety shall also notify the Claremont Police Department in an abundance of caution so as to include local law enforcement among all resources that may be necessary to respond to any public reaction of immigration officials being on campus.
- (b) Explain to the ICE officials of the requested protocol among the colleges, and then:
  - 1. Notify the Senior Administrator on Call (SAOC) of the named college(s).
  - 2. Request that an administrator for the college(s) respond immediately to Campus Safety
  - 3. If possible, send via email a copy of the subpoena, warrant or court order or any other ICE-provided documentation to the SAOC or the SAOC's designee.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Immigration Violations*

---

- (c) If the ICE official refuse to honor any of these steps, Campus Safety shall notify the SAOC of the colleges named as part of the investigation and provide as much information as possible, including the direction and description of the ICE officials headed toward that college(s).
- (d) ICE Officials arriving directly at the college(s) of their investigation.
  - 1. If Campus Safety is called, attempt to acquire any information provided to the college, including any court order/warrant or subpoena information that might be able to be reviewed for fundamental accuracy.
  - 2. Campus Safety shall also notify the Claremont Police Department in an abundance of caution so as to include local law enforcement among all resources that may be necessary to respond to any public reaction of immigration officials being on campus.
- (e) In any event in which ICE officials should come to any campus, Campus Safety officers shall respond to or accompany each ICE official who begins to travel to a campus.
  - 1. Campus Safety's presence is not to assist ICE officials.
  - 2. Campus Safety's presence shall be exclusive to the safety and security of all persons present, and subject to the direction of the Claremont Police Department for the same purpose, if necessary.
- (f) Detention, Arrest or Interrogation.
  - 1. Campus Safety shall not assist in any detention or arrest of any person as part of an ICE investigation, and shall not assume custody of any person under arrest by ICE officials,
  - 2. Campus Safety shall not provide any interview or interrogation space for ICE investigations unless specifically requested by the college(s).

## Child Abuse

### 413.1 PURPOSE AND SCOPE

The Claremont Colleges utilize a dedicated Children's Center, which provides daycare and child development services, and hosts several dozen children daily. The purpose of this policy is to provide guidelines for Campus Safety personnel responding to reports of suspected child abuse.

#### 413.1.1 DEFINITIONS

Definitions related to this policy include:

**Child** - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

**Child abuse** - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement (Penal Code §11165.9; Penal Code §11166).

### 413.2 POLICY

The Department's response to suspected child abuse is limited to any initial report that may lead to an investigation by a law enforcement agency, yet includes the Department's responsibility for each employee during the preliminary review and detection of any information or evidence that suggest child abuse has or is occurring.

The protection of a child, above any other concern, is the intent of both the law and the limited role of this Department. Any report of suspected child abuse will be kept strictly confidential in accordance with our reporting system and through collaboration with the responding law enforcement agency. It is also important to know that the law provides any person reporting suspected child abuse, in good faith, is immune from civil liability or criminal penalty.

### 413.3 PROCEDURE

Members called to cases of suspected child abuse shall contain the scene and wait for the arrival of the Claremont Police Department:

- (a) Whenever a member receives a report of suspected child abuse, the following actions shall be taken immediately:
  - 1. If the child(ren) are in imminent danger, determine what actions may be taken to mitigate the danger.
  - 2. Request an emergency response from the Claremont Police Department.
  - 3. Request medical assistance immediately if warranted.
- (b) Notify the on-duty Watch Commander.
- (c) Make notification to the Director of Campus Safety as soon as practical.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Child Abuse*

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- (d) Assist the Claremont Police Department and any other law enforcement or medical personnel as necessary.
- (e) All actions taken by this Department shall be recorded in a Campus Safety Incident Report, which shall include the Claremont Police Department Case Number.
- (f) Unless absolutely necessary, and/or to mitigate the threat of a child or other person. Officers should also avoid interviewing any party in association with the incident about specific details until the Claremont Police Department have arrived on scene.

#### **413.4 OTHER CHILD-ENDANGERMENT CONCERNS**

- (a) Campus Safety Officers must also be aware of the other forms of threats to children, which include:
  - 1. Parental abduction;
  - 2. Kidnapping;
  - 3. Child Pornography;
  - 4. Human Trafficking;
  - 5. Cyber-Bullying.
- (b) In any case of parental abduction or kidnapping the Claremont Police Department shall be contacted immediately so that an Amber Alert can be sent.

#### **413.5 SUPERVISORS RESPONSIBILITIES**

The on-duty Watch Commander will evaluate the need for a Timely Warning or Emergency Notification and ensure the information is sent to the campus community making notification of the on-going threat to the campus community or campus emergency.

## Death Investigations

### 414.1 PURPOSE

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The initial response from Campus Safety is critical so that the scene is not compromised and responding law enforcement can conduct a thorough death investigation.

### 414.2 POLICY

Death investigation cases require certain actions be taken. Officers are not authorized to pronounce death and shall request Paramedics respond in all suspected death cases to perform lifesaving measures. The on-duty Campus Safety supervisor shall respond to the scene immediately and coordinate responding units. The Claremont Police Department shall be requested immediately and provided with as much detail as possible about the circumstances.

### 414.3 PROCEDURE

Notifications:

- (a) As soon as practical, the Director of Campus Safety shall be notified. If the Director cannot be reached, a Command Officer shall be notified (Captain or Lieutenant).
  - 1. The Director or Command Officer shall notify the TCCS CEO immediately.
  - 2. The Director or Command Officer shall confirm that Dispatch or the on-duty Watch Commander has notified the campus on-call Dean and/or Senior Administrator On-Call for that campus.
  - 3. The Director or Command Officer shall assist in the notification / request protocol for Counseling, Pastoral or other support services and resources.
- (b) In most cases, the Claremont Police Department (CPD) will be part of an initial cadre of emergency services summoned for the call, typically along with the Los Angeles County Fire Department (LACFD). If for any reason these agencies have not yet been notified, they will be summoned immediately.
- (c) It shall be the responsibility of the Claremont Police Department to notify the Los Angeles County Coroner's Office.

### 414.4 RESPONSIBILITIES

- (a) **Officers:**
  - 1. Unless the officer is attempting lifesaving measures, the body shall not be disturbed or moved from the position or place of death without permission of the coroner.
  - 2. Officer shall remain at the scene and assist the Los Angeles County Fire Department, the Claremont Police Department, and/or the Los Angeles County Coroner's Officer with anything needed.
- (b) **Supervisors:**

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Death Investigations*

---

1. In addition to all other notification, any incident in which a death, or grave injury, has occurred to a TCC employee, the supervisor shall request Dispatch immediately notify:
  - i. The Risk Manager, and;
  - ii. The Environmental Health and Safety Officer.

## Mental Health Response

### 415.1 PURPOSE AND SCOPE

This policy offers recommendations and protocols for the safe, proper and dignified response to persons experiencing a mental health crisis.

### 415.2 POLICY

The Department of Campus Safety shall respond, as soon as possible, to any report of an individual who is experiencing a mental health crisis and whose personal well-being is of heightened concern. Campus Safety personnel will also assist in facilitating the immediate response of campus-centric mental health care for persons experiencing distress.

### 415.3 PROCEDURE

Whenever the Department of Campus Safety is alerted to a campus community member who is reported to be experiencing a mental health crisis; or incapable of caring for themselves; or who has demonstrated or stated an express desire to harm themselves, Campus Safety will do the following:

- (a) Campus Safety personnel shall respond as soon as possible and a supervisor will also be dispatched to the call.
  1. If armed with a weapon the Claremont Police shall be notified immediately.
  2. If armed with a weapon, all on-duty campus safety personnel will respond to the area to help prevent others from entering into the area.
  3. If armed with a weapon the on-duty Watch Commander shall, without delay, have dispatch send out an Emergency Notification to inform the campus community and direct persons to Shelter-in-Place.
  4. If Campus Safety personnel locate the at-risk individual, they are to maintain a safe distance and continue to keep people in the vicinity clear of harm.
- (b) The responding Campus Safety personnel shall notify the On-Call Dean of the college(s) where the at-risk individual is reported to be.
- (c) The Watch Commander shall coordinate all available personnel to assist in the search, location and safe accompaniment of the at-risk person.
  1. If appropriate, the Claremont Police Department shall be notified immediately of the circumstance and to assist in the search.
  2. When time permits, the Watch Commander shall make notification to the Director of Campus Safety of the search for the at-risk person.
- (d) Upon locating the at-risk person, responding personnel shall request paramedics if necessary, and shall notify the following:
  1. Student - The appropriate On-Call Dean or Student Dean;
  2. Faculty - The appropriate Academic Dean;



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Mental Health Response*

---

3. Staff - The appropriate Human Resources Department.

#### **415.4 MENTAL HEALTH CARE**

Mental health care is available on campus for current students of The Claremont Colleges. This service is provided by TCCS's Monsour Counseling and Psychological Services (MCAPS), located in Tranquada Student Services Center building. During the academic year, and when classes are in session, MCAPS has two psychologists whose primary role is emergency same-day appointments for students in immediate need. The other staff conducts client appointments as scheduled. During the summer period, this service is provided by Protocall Telephonic Behavioral Health Services who are contracted by TCCS.

- (a) Any one or more of the colleges may retain a psychologist on staff or on-call as part of its mental health services.
- (b) Should any of The Claremont Colleges summon Campus Safety for assistance, department personnel shall assist to the direction of any campus-retained or contracted psychologist as outlined in this policy as it would with the guidance of Monsour or its contracted partners.

##### **415.4.1 NOTIFICATIONS**

Campus Safety shall immediately contact the on-call psychologist and the student's on-call Dean when:

- (a) Campus Safety is contacted and made aware of a request to contact the on-call psychologist at Monsour or its contracted partner. It shall be the decision of this psychological care professional(s) to contact any campus psychologist as part of the assessment, response or directives for care.
- (b) Campus Safety itself becomes aware of a student who appears to be mentally/emotionally distraught, has suicidal ideation, and/or gives reason to believe that the student is potentially self-destructive, etc.

In cases when there is a medical emergency, such as a student who has attempted suicide or is bleeding profusely from an intentional/self-inflicted wound, Dispatch Center shall contact 911 immediately.

##### **415.4.2 SERVICE HOURS**

###### **Weekday Service**

- (a) Mondays thru Fridays, when classes are in session, on-call psychologist can be reached by calling MCAPS at extension number 18202.
- (b) MCAPS hours are 0830-1700. Note that a phone answering machine receives calls during MCAPS staff meetings. If you reach the recording, use the on-call pager to reach the MCAPS on-call psychologist.

###### **After-Hours Service**

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Mental Health Response*

---

- (a) During the after-hours period, Protocall, the company that provides on-call psychologist coverage, is to be called when student, faculty, or staff request for a student-related mental health emergency assistance.
  - 1. Campus Safety personnel should gather the student's name, college affiliation, current location, and phone number. If other college officials have been alerted or are involved, this information may be needed for the log entry/on-call Dean.
  - 2. The student should be instructed to call Monsour's phone number (909) 621-8202 and follow the prompts (they will dial 1 on their phone keypad) to connect to the on-call psychologist. The on-call psychologists are staffed via Protocall. Monsour does not share with the caller that their on-call therapist is staffed by Protocall. The on-call psychologist will respond by assessing by phone whether or not to contact their liaison with Monsour to come to the scene or to make recommendations to those at the scene.
  - 3. If the caller asks for a specific psychologist, Campus Safety will still proceed with prompting the caller to call Monsour's main line (909) 621-8202 and follow the prompts to reach Protocall. Monsour has an on-call staff member who is a liaison for on-call Protocall psychologist at all times after-hours.

#### **415.5 TRANSPORTATION**

##### **Campus Safety Escort to Off-Site Psychiatric Facilities**

- (a) Campus Safety will provide students with a ride to off-site psychiatric facilities only if the following five (5) conditions have been met:
  - 1. They must be a current student of The Claremont Colleges. NOTE: This service is not provided to the summer conference students who reside in the College's student residence halls during the summer but are not students of The Claremont Colleges.
  - 2. The request for the psychiatric escort must be placed to Campus Safety by a TCCS staff psychologist or the on-call TCCS psychologist (contracted by TCCS) during the summer period when Monsour Counseling and Psychological Services are closed. NOTE: The escort request cannot be placed by the students' private psychologists, students' parents, the colleges' on-call Deans, etc.
  - 3. The TCCS psychologist must inform Campus Safety first-hand that, according to his/her professional opinion, the student patient in need of the escort is non-violent. NOTE: This critical piece of information must be directly relayed to Campus Safety by a TCCS psychologist and not assumed by Campus Safety personnel or relayed to them indirectly by a 3rd party person.
  - 4. The student patient must voluntarily consent to go to the off-site psychiatric facility. NOTE: This critical information must be directly relayed by the student patient to Campus Safety and not assumed based on a 3rd party hearsay, such as the TCCS Psychologist, the on-call Dean, etc.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Mental Health Response*

---

5. An official representative—not just a friend of the student—from the student's institution, e.g. on-call Dean, will be requested to ride with the student (not required) to the off-site psychiatric facility.
- (b) **You may not pat-down or search a person prior to putting them into the vehicle, but you shall ask them if they have anything that could be harmful to themselves or anyone else.** If they respond that they have an object, tell them to give it to you, and you can place it with their personal belongings (backpack, etc.) in a remote area away from them. It is also imperative that you visually look at their clothing, and look closely for heavy or bulging objects in pockets, waistband, etc.
- (c) When transporting, it is mandatory that the other occupants wear their seatbelts. **Additionally, prior to departing, be sure to set the child-safety lock on the door of the vehicle so that the rear doors cannot be opened from the inside.** All persons who participated in this dialog understand that this will be done.
- (d) Transporting officers shall call dispatch with the time of departure and arrival at the facility.

#### 415.5.1 POST TRANSPORT REQUIREMENTS

- (a) After dropping off the student and the college representative, Campus Safety shall return to the campus.
- (b) A Campus Safety Incident Report shall be filed and forwarded for each case when a student has been given a psychiatric escort.
- (c) If for any reason the Campus Safety vehicle is out of service, taxi vouchers can be used for psychological escorts, but a Campus Safety Officer shall ride with the student to the off-site psychiatric facility.

#### 415.6 RESOURCES

Campus Safety personnel shall be aware of The Claremont Colleges resources available and can provide a copy of The Claremont Colleges Care Guide:

**[See attachment: The Claremont Colleges Care Guide.pdf](#)**

## Campus Safety EMS Program

### 416.1 PURPOSE AND SCOPE

This section outlines protocols for medically trained personnel dealing with a range of medical crises, from minor to severe injuries or even fatalities. It's crucial to underscore that in all instances involving medical injuries, standard safeguards must be upheld. These precautions include treating all human blood and body fluids as if they were infectious and assuming all environments could potentially be hazardous. These measures are mandatory for all Emergency Medical Technician (EMT) employees.

### 416.2 POLICY

Campus Safety EMT will act promptly in response to reported injuries and illnesses. Their responsibilities include conducting quick medical evaluations, providing necessary care, obtaining relevant patient details, and liaising with the Campus Safety Dispatch to ensure the swift request and arrival of emergency transport services. They will also be responsible for sending necessary notifications when appropriate, and coordinating the handover of patient care upon the arrival of these services.

### 416.3 PROCEDURE

For all procedures, consult the Claremont Colleges Emergency Medical System (EMS) Protocols that align with the LA County EMS protocols template, training manuals, supplementary reference materials, and Department Policy §305 on Medical Aid and Response.

### 416.4 QUALIFICATIONS

The following qualifications must be met before any individual may practice as a health care provider of the Campus Safety EMS Program:

- (a) The individual must be a student and/or staff of The Claremont Colleges.
- (b) Must be 18 years of age or older.
- (c) Completed and passed a National Registry of Emergency Medical Technicians (NREMT) accredited course at a level—equal to or greater than—the EMT-Basic level.
- (d) Completed and passed the NREMT Cognitive Exam as well as the NREMT Psychomotor Exam.
  - The NREMT Psychomotor Exam may be completed as a component of one's NREMT accredited course.
- (e) Registered with the California EMS Authority and have a designated License/Cert. number in the California EMS Personnel Registry.
- (f) Undergone the application and interview process to become a healthcare practicing member of The Claremont Colleges EMS Team, and have received approval from the Director of Campus Safety and The Claremont Colleges EMS Club.
- (g) Attended The Claremont Colleges EMS Training Program.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Campus Safety EMS Program*

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- (Optional) Completed a shadow shift with Los Angeles County Fire.

#### **416.5 STAFFING**

The Claremont Colleges EMS Healthcare Team consists of the following staff members:

- (a) The Medical Director has the ultimate voice in deciding the necessary medical procedures to be carried out in any specified medical scenario. Procedures are to be followed as outlined by the Medical Director.
- (b) A regular shift team will consist of 2-4 NREMT-certified Campus Safety EMS Program approved Student EMTs.
- (c) Regular shift teams will work collaboratively with other Campus Safety officers to provide health services to The Claremont Colleges Campuses during peak hours.
- (d) A Data Analyst will gather pertinent shift information (e.g. medical aid response times, and medical equipment stores) in order to create models of the Healthcare Team's services and necessities such that insight obtained may allow for future organizational improvement.

#### **416.6 OVERSIGHT**

The Director of Campus Safety will oversee this program and will provide direction and resources if/when necessary. The Director of Campus Safety reserves the right to disband the Campus Safety EMS Program Team at any time.

## Homeless Persons

### **417.1 PURPOSE AND SCOPE**

The purpose of this policy is to ensure that campus safety personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Claremont Colleges Services Department of Campus Safety recognizes that members of the homeless community are often in need of special protection and services. The Department of Campus Safety will address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

### **417.2 POLICY**

It is the policy of The Claremont Colleges Services Department of Campus Safety to provide campus safety services to all members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or enforcement action.

### **417.3 FIELD CONTACTS**

Officers are encouraged to contact those experiencing homelessness for the purpose of rendering aid, support and for community-oriented campus safety practices. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering someone experiencing homelessness person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions to problems that may relate to those experiencing homelessness, such as shelter referrals.

Officers should provide those experiencing homelessness with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

#### **417.3.1 OTHER CONSIDERATIONS**

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

- (a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.
- (c) Obtain statements from all available witnesses in the event that a homeless victim is unavailable for contact later.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Homeless Persons*

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##### **417.4 PERSONAL PROPERTY**

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform a supervisor if such property appears to involve a trespass, blight to the community or is the subject of a complaint. It will be the responsibility of the supervisor to address the matter in a timely fashion.

## **Chapter 5 - Traffic Operations and Parking**



# Campus Vehicle Registration Process

## 500.1 PURPOSE AND SCOPE

Every vehicle parked at The Claremont Colleges must display a current parking permit or temporary parking permit. This policy provides guidance in the proper handling of this process when performed at Campus Safety.

## 500.2 POLICY

It shall be the policy of the Department of Campus Safety to utilize the following guidelines when registering vehicles associated with any of the Claremont Colleges or the Claremont Colleges Services.

## 500.3 PROCEDURE

- (a) The vehicle registration is available to individuals through the on-line registration program. It is important to note a vehicle isn't registered until a permit is obtained from Department of Campus Safety. Dispatchers must take the time to verify the information for each student or employee is correct. This information is used for citations, appeals, and billing, and must be accurate. Do not use spaces or dashes when entering permit numbers or license plates (i.e. ACMC100, 5LOG925).
  - 1. Campus Safety's access to the vehicle registration program on-line is at: [TCCS Campus Safety](#)
  - 2. Students and Staff/Faculty can access the program at: [Student/Staff/Faculty](#)
- (b) All students must provide three items to register or renew a vehicle:
  - 1. Claremont Colleges Student ID;
  - 2. Driver's License;
  - 3. DMV registration.
- (c) If a student is renewing their registration, the class status and dorm room must be updated.
- (d) NOTE: HMC Proctors receive staff/faculty permits. CMC, Pomona and Scripps RAs receive student permits.
- (e) If a staff/faculty member is registering a new vehicle, they must provide these three items;
  - 1. Claremont Colleges Staff/Faculty ID;
  - 2. Driver's License;
  - 3. DMV registration.
- (f) If a staff/faculty member is renewing a permit on a previously registered vehicle, they only need to provide their Staff/Faculty ID. Visiting professors or temporary employees receive Temporary Parking Permits.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Campus Vehicle Registration Process*

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##### 500.3.1 NEW VEHICLE

Registering a new vehicle. (If the vehicle has not been registered, the DMV registration paperwork must be shown during the registration process)

- (a) If the person hasn't created an account, ask them to use the computer at the campus safety counter to create an account. If it isn't busy, the dispatcher can assist and create the account by clicking on "Create a Student Account" or "Create a Staff/Faculty Account".
  1. After the account is created, enter the last name or ID number;
  2. Review the information entered and make sure it is current (students' class status and on-campus address change yearly;
  3. Staff/Faculty usually have the same office, but ask to be sure). If there are any changes click on "Edit", make the changes, and click on "Submit";
  4. Click on "Edit" for current vehicle;
  5. Enter Permit Number;
  6. Enter the date of registration (not data entry date);
  7. Click on "Register."

##### 500.3.2 RENEWAL

To Renew a Registration

- (a) Enter the last name or ID Number;
- (b) Review the information on the record and make sure it is current;
- (c) Some of the permits for staff/faculty will have all four validation boxes on the permit filled. Ask if they would like a new permit, or they can remove one of the outdated validation stickers to add the current year validation sticker.
  1. To renew a permit, click on "Registration History" of the vehicle and copy the permit number from the old registration;
  2. Go Back to the vehicle information page and click on "Edit";
  3. Paste or enter the Permit Number in the blank box;
  4. Click on "Register."

##### 500.3.3 ADDING A NEW VEHICLE TO A REGISTRATION

To Add a New Vehicle to a Registration;

- (a) Enter last name or account number;
- (b) Click on "Add Vehicle;"
- (c) Enter new vehicle information;
- (d) Click on "Submit;"
- (e) Click on "Edit" for the new vehicle;

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Campus Vehicle Registration Process*

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- (f) Enter Permit number;
- (g) Enter date of registration;
- (h) Click on "Register."

#### 500.3.4 REMINDERS

- (a) All Students and Staff/Faculty must have a valid Claremont Colleges ID to obtain a permit or renewal. Student workers, temporary employees, and vendors are not eligible for staff/faculty permits.
- (b) If a vehicle hasn't been registered, the DMV registration must be shown & the license plate entered in the record verified by the dispatcher.
- (c) If a student is renewing their permit, be sure to update the CLASS STATUS & On-Campus Address. This information changes yearly and must be updated.
- (d) First year students at CMC, HMC, PTZ, & POM must show authorization from their Dean to register a vehicle. Second year students at PTZ must also show authorization.
- (e) Prior to issuing a new permit to a student, check the roster to make sure the student isn't a first-year at CMC, HMC, PTZ, or POM (or a sophomore at PTZ).
- (f) HMC Proctors receive staff/faculty permits; CMC, PTZ, POM & SCR RAs receive student permits.
- (g) If a student loses their permit, they are to be referred to our Administrative Assistant. The student must pay \$10 for a first-time replacement permit, \$30 for the second replacement.
- (h) Student Parking Fees shall be published and available from the colleges on a timely basis. Those fee schedules will be maintained in the Communications Section and at the Campus Safety Department front counter.

#### 500.3.5 TEMPORARY PERMITS

Temporary permits are issued to guests, visitors, vendors, and temporary employees. The permits can be issued for one day, or the entire semester. The temporary permit must include the person's name and phone number, vehicle description, including license plate, and the place the person is visiting.

- (a) The dispatcher must include the location the permit is valid at the top of the Temporary Permit.
- (b) If a student is requesting a Temporary Parking Permit ask why the student isn't registering their vehicle. Students must register their vehicle if it will be on-campus for an extended period of time. Do not issue numerous temporary parking permits to the same student during the school year.

#### 500.4 ENFORCEMENT

- (a) Currently, parking enforcement is provided by officers at CMC, HMC, PTZ, POM, and SCR from 0800 – 1500 hours, Monday – Thursday. Parking enforcement is also provided at POM on Fridays from 0800-1500 hrs. Officers can also issue citations as

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Campus Vehicle Registration Process*

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requested on any shift. The Auto-Cite Writers are used to issue valid citations, and paper, handwritten citations are used for warning cites.

- (b) All citations can be appealed by completing a Traffic Appeals Form. The Traffic Appeals Committee meets once a month during the school year to review the appeals and meet with anyone requesting to speak to the Traffic Appeals Committee in person.
- (c) After approval from a college's designee, an unregistered vehicle can be towed after receiving four citations and a Warning to Tow Notice. The officer will request the dispatcher to contact S & J Towing to tow the vehicle. If the owner calls Dispatch regarding their vehicle, no information regarding the vehicle must be released until the owner's name is obtained. Once the owner registers the vehicle, the dispatcher will call S & J to release the vehicle.
- (d) Enforcement during Fall & Winter Breaks, and Summer. Due to the number of visitors at The Colleges for camps, seminars, weddings, etc.,. During the Fall and Winter Breaks, and the summer months, there is no parking enforcement during those times. Officers can issue warnings cites upon request.
- (e) Parking regulations and all policies shall be maintained via the Department's internal network, and all publicly available websites provided by the Consortium and the Claremont Colleges.

## Parking Enforcement

### 501.1 PURPOSE AND SCOPE

The Claremont Colleges extend the privilege of operating motor vehicles on the campus to all duly-registered students and to employees and visitors. A few of the Colleges restrict parking privileges and will notify Campus Safety accordingly.

Campus Safety is charged with vehicle registration and parking enforcement duties. There is no ticket/citation quota system at The Claremont Colleges. All vehicle registration fees, and citation fines issued by Campus Safety become revenue for the students' or employees' campuses.

### 501.2 POLICY

All motor-driven conveyances, whether automobiles, motorcycles, motor scooters, or motor bikes, regardless of size, shape, or number of wheels, are defined within these regulations as vehicles. All privately owned vehicles (as opposed to TCC-owned vehicles) while in operation or parked within the confines of The Claremont Colleges are restricted to the use of regularly designated streets and parking lots.

Claremont McKenna, Harvey Mudd, and Pomona colleges restrict first-year students from bringing vehicles to campus. Pitzer restricts first-year and second-year students from bringing vehicles to campus. Campus administrators may approve exclusions to this policy and will notify Campus Safety accordingly.

The Claremont Colleges, the Director of Campus Safety, or the Traffic Appeals Committee of The Claremont Colleges, may withdraw motor vehicle privileges from any TCC employee or student at any time for cause.

All vehicles parked on The Claremont Colleges' property must be registered with Campus Safety or display an authorized guest-parking permit. Unregistered vehicles are subject to citations, immobilization, and/or towing.

All vehicles must be registered with the Department of Campus Safety within three (3) days of being on The Claremont Colleges' property.

### 501.3 PROCEDURE

Temporary parking permits are available at the appropriate College office.

Student vehicle registrations are valid only on the campus for which they have been issued.

#### 501.3.1 FINANCIAL RESPONSIBILITY

Every driver and every owner of a motor vehicle shall at all times be able to establish financial responsibility specified in CVC Section §16021, and shall at all times carry in the vehicle evidence of the form of financial responsibility in effect for the vehicle.

The Department of Campus Safety requires anyone registering a vehicle to present evidence of liability and property damage insurance. The minimum amount of insurance required by California

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Parking Enforcement*

---

law (CVC Section §16056(a)) is \$15,000. Bodily Injury Liability Coverage, \$30,000 per accident minimum, and \$5,000 Property Damage Liability Coverage.

##### 501.3.2 RESPONSIBILITIES

The person whose name a vehicle is registered on campus shall at all times be responsible for any citation fines and penalties and any liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus.

For unregistered vehicles located at The Claremont Colleges, with or without permission, the primary driver of the vehicle while on campus and/or the registered owner as listed by the State Department of Motor Vehicles, shall be responsible for all fines and penalties incurred and/or any liability or damage claims arising in connection with the possession or operation of the vehicle on campus.

The Claremont Colleges assume no legal responsibility for the care or protection of any vehicle or its contents at any time including the time it is in any parking area or the time during which it has been impounded.

##### 501.3.3 REGISTRATION

Student Vehicle Registration fees are determined and billed to students' accounts by their respective College. Campus Safety does not collect or receive any revenue from the vehicle registration fees are set by their respective College.

Vehicle registration fees will be billed to the student's account. Vehicle registration fees are paid to the student's or employee's college, not the Department of Campus Safety.

Any rebate of fees will be made by the respective campus.

Vehicle registration is mandatory for all employees, faculty, and staff who drive or bring motor vehicles onto The Claremont Colleges' property. Registration fees and methods of payment for employees, if applicable, are established by their respective campus of employment.

##### 501.3.4 OPERATION AND PARKING

ALL vehicles shall be parked within a designated parking stall as painted on the street and in parking lots.

Motorcycles (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 vehicular traffic. Parking for motorcycles is restricted to designated parking areas.

The speed limit on campus streets is 25 miles per hour unless otherwise posted.

The speed limit in parking lots is 10 miles per hour. Regardless of posted speed limits, a vehicle operator shall not drive at speeds that are excessive or imprudent for existing road, weather, or traffic conditions.

- (a) Pedestrians have the right of way.
- (b) All state and local traffic laws are in force at all times on campus.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Parking Enforcement*

---

- (c) All traffic accidents shall be reported as quickly as possible to the Department of Campus Safety.

#### 501.3.5 OPERATION / ALCOHOL AND/OR DRUGS

Under CVC section §23152(a), It is unlawful for any person who is under the influence of an alcoholic beverage or any drug or under the combined influence of an alcoholic beverage and any drug to drive a vehicle. This law is applicable on private and public property. Violation of this law is a major hazard to the safety of the TCC community and will be treated as such. Persons suspected of driving while under the influence, if encountered by Campus Safety personnel, shall be turned over to the police for appropriate roadside test and/or arrest.

#### 501.3.6 PARKING AREAS

Parking lots, parking areas, and designated reserved parking stalls are clearly posted by signs at the entrance or plainly visible nearby. Drivers need to observe and comply with these restrictions.

Overnight parking from 2:00-6:00 a.m. is permitted on TCC-owned streets for vehicles registered with Campus Safety. The Claremont Police Department will ticket overnight parking violators parked on posted city streets from 2:00-6:00 a.m.

Students, Faculty, and Staff are not visitors and will be cited for parking in stalls reserved for visitors. Visitors staying overnight must obtain a temporary permit from the appropriate College office.

- (a) Students shall not park in lots designated by posted signs as reserved for registered faculty/staff or visitor parking between 7:30 a.m. - 5:30 p.m., Monday through Friday. Students may park in these lots at other times.
- (b) Certain designated parking spaces are reserved for staff or TCC-owned vehicles. Only these vehicles shall be parked in designated reserved spaces. Persons authorized to park their cars in Reserved Parking Spaces shall not delegate this authorization to anyone else.

#### 501.3.7 PUBLIC STREETS

The following roadways are dedicated City of Claremont Public Streets:

- (a) Claremont Blvd.;
- (b) First Street;
- (c) Sixth Street;
- (d) 100 Block of East Seventh Street;
- (e) College Avenue;
- (f) All streets west of College Avenue, except the Harrison Lot (between College Ave. and Harvard);
- (g) Mills Avenue between Sixth and First Street;
- (h) Dartmouth Avenue from Tenth Street to Foothill Blvd.;
- (i) Tenth, Eleventh, and Twelfth Streets west of Dartmouth Avenue;

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Parking Enforcement*

---

- (j) Foothill Blvd.

#### **501.3.8 PROHIBITED PARKING**

Parking is prohibited as follows:

- (a) No parking, stopping, or standing is permitted in red areas except for authorized emergency vehicles or those of the U.S. Postal Service.
- (b) There shall be no parking within 15 feet of a fire hydrant.
- (c) There shall be no parking in a designated fire lane.

Limited Parking:

- (a) Curbs painted yellow designate loading zones. Vehicles shall not be parked in a yellow loading zone for longer than 20 minutes while loading or unloading, or longer than the time limit painted on the curb.
- (b) Curbs painted green designate temporary parking. Vehicles shall not park in a green zone for longer than 30 minutes or longer than the time limit painted on the curb.
- (c) Curbs painted blue designate parking for disabled persons only. (Disabled person placard or permit must be displayed).
- (d) Parking is prohibited in loading dock areas.

No person shall drive any motorized vehicle, nor shall any person stop, park, or leave standing any vehicle, whether attended or unattended, upon the lawn, quad, or areas of any campus not regularly designated as a street or parking lot, except emergency vehicles on official business, and as may be necessary to carry out maintenance work on such lawn, quad, and/or other non-designated areas for driving or parking.

Faculty and staff from any of the seven colleges and the Claremont Colleges Services (TCCS) may legally park their registered vehicle in any faculty/staff lots on any campus, unless the lot is designated for the colleges' faculty/staff only.

#### **501.4 PENALTIES**

Citation fines and penalties will be billed to the student's account. All persons receiving citations have the right to file a written appeal (with the Traffic Appeals Committee) at Campus Safety within 10 days of the date the citation was issued. If the appeal is approved, the account will be credited accordingly. Information regarding employees (faculty and staff) who receive citations may be reported to the appropriate college official where the person is employed. Citation fines and penalties are paid to the college or TCCS and are not revenue for the Department of Campus Safety.

Theft and/or vandalism of traffic/parking signs is a crime. Criminal charges and/or other actions to recover replacement costs may be filed against those responsible.

Persons with an excessive number of violations/citations will, on determination of the Director of Campus Safety, may lose their motor vehicle privileges for The Claremont Colleges. The Director



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Parking Enforcement*

---

of Campus Safety will issue a written warning of his/her intention to withdraw privileges and will give written notice of such revocation when it occurs.

##### **501.4.1 CITATIONS**

When citations are issued, an officer will place a written copy on the front windshield of the vehicle.

The Claremont Police Department are authorized to write citations and tow vehicles from campus that are in violation of state and local traffic laws, especially fire zone and disabled person parking violations.

##### **501.4.2 REMOVAL OF VEHICLE**

The Director of Campus Safety may order the removal of a vehicle when a vehicle has received three (3) or more citations per semester.

The Director of Campus Safety may order the removal of any vehicle abandoned on campus or left on the property of The Claremont Colleges when the academic year ends, or upon revocation of privileges, or when a vehicle is found blocking a fire lane or loading dock, or creating a hazard to people or traffic.

The cost of such removal and/or storage will be charged to the person in whose name the vehicle is registered.

#### **501.5 ENFORCEMENT**

Enforcement of these regulations is the responsibility of the Director of Campus Safety, who shall assess penalties. Cases not specifically covered by the regulations shall be reported to the appropriate official of the college of which the offender is enrolled or employed.

#### **501.6 APPEALS**

Citations and withdrawal of privileges may be appealed by the submission of facts and/or matters of extenuation and/or mitigation to the Traffic Appeals Committee in care of the Director of Campus Safety. Appeal forms are available on-line at the Campus Safety website.

Anyone who feels their citation was issued in error may appear before the Appeals Committee in person, if he/she wishes, in addition to submitting his/her written appeal.

The recipient must indicate his/her desire to appear on the appropriate line of the Traffic Citation Appeal Form. If he/she chooses not to appear, the Committee will review and rule on the citation based upon the written appeal and The Claremont Colleges Parking and Traffic Regulations. Decisions reached by the Traffic Committee are final and binding.

#### **501.7 TRAFFIC COMMITTEE**

The Traffic Committee will be composed of regular members selected for two or more year terms.

Members will include faculty, staff, and students. The Director of Campus Safety or his/her designated representative shall act as technical advisor to the Committee.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Parking Enforcement*

---

The Committee will review appeals and rule on them. Decisions reached by the Traffic Committee are final. Persons appealing a citation will receive written notice of Committee decisions by campus mail or email. Persons living off-campus may request results by email or provide a self-addressed envelope with their appeal.

#### **501.8 BICYCLE OPERATION**

Bicycle riders must obey all the same traffic laws as operators of motor vehicles.

Bicycles may not be ridden at night without a headlight on the front and a visible red reflector on the rear of the bicycle. In addition, bicycles must be equipped with brakes, handlebars, a red reflector on the rear of the bicycle, and a white or yellow reflector on each side to the rear of the center of the bicycle (as required by the California Vehicle Code section §21201).

Owners are encouraged to register their bicycles with 529 Garage. Registration is free and may aid in the return of the bicycle to the owner if the bike is recovered.

#### **Project 529 Garage**

#### **501.9 ANNUAL REVIEW**

The Director of Campus Safety shall initiate, in consultation with the Traffic Appeals Committee and with other appropriate standing committees and offices, an annual review of these regulations.

#### **501.10 VEHICLE IMMOBILIZATION**

The traffic regulations state that all vehicles parked at The Claremont Colleges must be registered with Campus Safety

Failure to Register a vehicle can result in an immobilization device (boot) being placed on the vehicle. This action is required to determine the owner of the vehicle and obtain billing information for citations issued.

After three (3) citations are issued for Failure to Register an officer will place a Warning to Boot/Tow Notice on the vehicle and submit the back copy of the notice to the parking manager, who will check all records to make sure the vehicle hasn't been registered.

- (a) Prior to booting or towing a vehicle, Campus Safety will notify the following college administrators that a vehicle is on the Immobilization List.
  - 1. **CGU** – No prior approval to tow/boot is required, complete report & send to CGU DOS.
  - 2. **CMC** – No prior approval to tow/boot is required, send a list of the vehicles on the Immobilization List to Cynthia Keller, Asst. VP to the Dean of Students.
  - 3. **HMC** – Obtain approval to immobilize/tow a vehicle from Theresa Lauer, Senior Director for Facilities.
  - 4. **KGI** – Obtain approval to immobilize/tow a vehicle from Mark Bennett, Director, Facilities Management.
  - 5. **PTZ** – Obtain approval to immobilize/tow a vehicle from Bryce Sternquist, Transportation Coordinator.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Parking Enforcement*

---

6. **POM** – Obtain approval to immobilize/tow a vehicle from Glenn Gillespie, Assistant Director Fleet Management, Duplicating and Mail Services.
7. **SCR** - No prior approval to tow/boot is required, complete report & send to SCR DOS.
  - (b) After the waiting period of 72 hours has passed and the owner has not contacted Campus Safety or registered the vehicle, an officer will request the dispatcher to run a record check of the vehicle's license plate and confirm the vehicle is not currently registered.
  - (c) After confirming the vehicle is not registered, an officer will issue another citation to the vehicle and request approval from the on-duty Watch Commander to place a boot on the vehicle and an additional officer at the scene to assist with installing the boot.

#### 501.10.1 BOOT INSTALLATION

##### Cover

- (a) Open the box of the wheel lock, before using it, need to fix the cover onto the wheel lock with screw.

##### How to Clamp the Car

- (a) Step 1: Widen the arms of the wheel lock with rocking handle;
- (b) Step 2: Tighten the arms with rocking handle;
- (c) Step 3: After the two arms fit tightly with the wheel, then open the steel lug nut protector;
- (d) Step 4: Put the rocking handle into the hole beside to adjust the cover nut, to make it fit with the wheel axle. Try the rocking handle in the two holes a couple of times to make sure the wheel lock strongly fits with the tire;
- (e) Step 5: After the two arms fit tightly with the wheel, then open the steel lug nut protector;
- (f) Step 6: For TWL400 only. Lock the padlock for the double strong security.

##### Wheel Lock Removal

- (a) First loosen the forearm;
- (b) Make the cover loosen;
- (c) Widen the two arms until it can be easily taken off the vehicle.

Once the boot is installed, a warning sticker will be placed on the driver's side window warning the driver that damage will occur if the vehicle is moved. Campus Safety's telephone number will be included on the sticker. An officer will take a photo of the warning sticker once it is placed on the driver's side window and include a copy of the photo with the Incident Report.

The dispatcher will document the incident in the Daily Log and assign a Case Report Number. The officer installing the boot, or requesting the tow will complete an Incident Report.

Once the owner contacts Campus Safety, the dispatcher will obtain the owner's name and contact information. The dispatcher will instruct the owner they must respond to the Campus Safety Office,

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Parking Enforcement*

---

register the vehicle and pay the Vehicle Release Fee of \$40 cash. The Vehicle Release Fee cannot be billed to students' accounts.

When the owner arrives at Campus Safety, the dispatcher will collect the Vehicle Release Fee of \$40 and issue a receipt to the owner. A copy of the receipt and the \$40 will be included in a sealed envelope and placed on the Director of Campus Safety's desk.

Once the owner has paid the Vehicle Release Fee and registered the vehicle, the dispatcher will request two officers to respond to the vehicle and remove the boot.

After removing the boot, an officer will return to the office and complete a Supplemental Report to the original Incident Report and document the owner's name. The parking administrator will obtain a copy of the report and bill all citations to the student's account.

#### **501.11 TOWING**

Vehicles parked illegally in Fire Lanes, Red Zones, Restricted Area, or blocking traffic may be towed by Claremont Police Department or Campus Safety without prior warning.

This service is also used to relocate vehicles if they are parked in an area that is under construction.

All requests for towing a vehicle must be approved by the on-duty Watch Commander.

Dispatchers will document the incident in the Daily Log and assign a case number for a report. An officer will complete an Incident Report and a 108 Form regarding the tow. The parking administrator will bill any outstanding citations to the student's account.

Once a vehicle has been towed, the towing/storage company will not release the vehicle until they receive a call from Campus Safety.

Once the owner has been identified, the dispatcher will notify the towing/storage company to release the vehicle. If the vehicle is not registered, the owner will be instructed to respond to the Campus Safety Office to register the vehicle prior to the dispatcher notifying the towing/storage company to release the vehicle.

Vehicles can only be claimed at the towing/storage company during business hours, 8:00am to 5:00pm Monday - Friday.

## Traffic Collision Reporting

### 502.1 PURPOSE AND SCOPE

This policy provides direction in the appropriate and timely response to injury and non-injury traffic collisions, including those involving department vehicles. It also delineates Campus Safety Officers' authority to complete and submit the CHP 555 and CHP 180 forms.

### 502.2 POLICY

It is the policy of Campus Safety to respond to all traffic collisions on campus, and to notify local law enforcement when the reporting threshold is met. Campus Safety officers do not investigate traffic collisions.

When non-injury traffic collisions occur on private property, local law enforcement agencies have no legal obligation to respond or conduct investigations, except when the driver of an involved vehicle fails to stop. When there is an injury traffic collision on public or private property, local law enforcement agencies must be notified and are legally obligated to respond and conduct an investigation.

Campus Safety personnel will take additional documentation and notification steps when a traffic collision of any type involves a department or other TCCS vehicle, including conducting an internal review concurrent with any law enforcement investigation.

#### 502.2.1 DEFINITIONS

**Traffic Collision:** A collision is an un-intended event that produces damage or injury involving a vehicle in-transport. The word injury includes fatal injury.

**Fatal Injury:** Death as a result of injuries sustained in a collision, or an injury resulting in death within 30 days of the collision.

**Severe Injury:** An injury, other than a fatal injury, which results in broken, dislocated or distorted limbs, severe lacerations, or unconsciousness at or when taken from the collision scene.

**Other visible injuries:** Includes bruises, which are discolored or swollen places where the body has received a blow (includes black eyes and bloody noses), and abrasions, which are areas of the skin where the surface is roughened or broken by scratching or rubbing (includes skinned shins, knuckles, knees, and elbows).

**Complaint of Pain:** This classification could contain authentic internal, other non-visible injuries, and fraudulent claims of injury and includes, but not limited to:

- Persons who seem dazed, confused, or incoherent (unless such behavior can be contributed to intoxication, extreme age, illness, or mental infirmities).
- Persons who are limping but do not have visible injuries.
- Any person who is known to have been unconscious as a result of the collision, although it appears he/she has recovered.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Traffic Collision Reporting*

---

- Persons who SAY they want to be listed as injured but do not appear to be so.

#### **502.3 PROCEDURE**

##### Traffic Collisions with No Injuries Reported:

- (a) Verify that there are no injuries to anyone in or around the collision.
- (b) Obtain drivers' identifying and affiliation information, such as Driver License number, School ID, etc.
- (c) Identify any potential witnesses.
- (d) Obtain vehicles' information, such as registration card and insurance card and ask remaining driver and witnesses if they can describe vehicle that failed to stop.
- (e) Observe collision scene to locate any public or private property damage.
- (f) Take photos of damage to vehicle(s), collision scene, and any property damage.
- (g) After clearing from the call, the assigned officer shall write an Incident Report.
- (h) If CPD responds and creates a report, obtain the report number or log entry number for your report.
- (i) Once completed and reviewed, send a copy of the Incident Report to the Risk Management Office and the appropriate Dean(s), per College-specific policy.
- (j) Non-injury traffic collision reports are not to be forwarded to the Claremont Police Department (CPD).

##### Traffic Collisions with Reported or Observed Injury:

- (a) Campus Safety shall immediately contact CPD and the Los Angeles County Fire Department (LACFD) whenever injury traffic collisions occur on TCC properties.
- (b) Campus Safety officers arriving before local law enforcement shall take the following actions as soon as possible:
  1. Confirm that CPD and LACFD have been notified and are in route.
  2. Render first aid/CPR as needed.
  3. Assist CPD as needed to obtain both drivers' information and witnesses' information.
  4. Assist with traffic/crowd control.
  5. Obtain the CPD report number.
  6. After clearing from the call, the assigned officer shall write an Incident Report.
  7. Give a clear disposition to include to which hospital the injured will be transported.
  8. Once completed and reviewed, send a copy of the Incident Report to the Risk Management Office and the appropriate Dean(s), per College-specific policy.

##### Traffic Collisions When Vehicle Driver(s) Fail to Stop:

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Traffic Collision Reporting*

---

- (a) When the driver of a vehicle fails to stop after being involved in any traffic collision, whether upon private or public property, Dispatchers shall request local law enforcement.
- (b) Fail to Stop Collisions without Injury:
  - 1. Verify that there are no injuries to anyone in or around the collision.
  - 2. Obtain remaining drivers' identifying and affiliation information, such as Driver License number, School ID, etc.
  - 3. Identify any potential witnesses.
  - 4. Obtain remaining vehicles' information, such as registration card and insurance card and ask remaining driver and witnesses if they can describe vehicle that failed to stop.
  - 5. Observe collision scene to locate any public or private property damage.
  - 6. Assist with traffic/crowd control.
  - 7. Take photos of damage to vehicle(s), collision scene, and any property damage.
  - 8. Obtain the CPD report number or log entry number and include it in the report.
  - 9. Write an Incident Report and send a copy to the Risk Management Office and the appropriate Dean(s), per College-specific policy.
- (c) Fail to Stop Collisions with Injury
  - 1. Contact LACFD in addition to local law enforcement.
  - 2. Render first aid/CPR as needed.
  - 3. Assist CPD as needed to obtain both drivers' information and witnesses' information.
  - 4. Obtain the CPD report number.
  - 5. Write an Incident Report and send a copy to the Risk Management Office and the appropriate Dean(s), per College-specific policy.

#### **502.4 TCCS VEHICLE INVOLVED**

In addition to following the preceding procedures, Campus Safety employees involved in traffic collisions shall:

- (a) Immediately notify the Watch Commander (or next highest supervisor) when a department or TCCS vehicle is involved in a collision with any object, person, or vehicle regardless of damage amount or injury.
- (b) Direct witness statements regarding the traffic collision to the on-scene Watch Commander, next highest supervisor, and/or the CPD officer investigating the collision.
- (c) If the driver and vehicle are a part of the Campus Safety department, the driver and other involved Campus Safety employee(s) shall each complete a memo with details of the incident directed up through the chain of command.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Traffic Collision Reporting*

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##### 502.4.1 SUPERVISORS RESPONSIBILITIES

- (a) Attend the scene to gather information for an internal review and to ensure local law enforcement arrives if necessary.
- (b) Determine if the collision involves serious injury, potential injury, complaint of injury, or extensive property damage. If the collision meets any one of these criteria, the supervising officer shall notify the Assistant Director to initiate an internal investigation.
- (c) Notify the Director of Campus Safety when a serious collision involves department personnel or department vehicles.
- (d) Complete an Incident Report.
- (e) Ensure that the Risk Management Office, HR, and the appropriate department head or Dean (per College-specific policy) is notified and provided with a copy of the completed and reviewed Incident Report.
- (f) If the Watch Commander is involved in the traffic collision, the preceding directives shall be performed by the next level supervisor.

Upon the completion of a review or internal investigation of a collision the conducting supervisor shall:

- (a) Complete a detailed follow-up memo, including facts and circumstances of the collision, opinions as to fault/not at fault, negligence, preventable/non-preventable, and an estimate of damages (Over or Under \$1000 shall be noted in the memo).

##### 502.5 CHP FORMS

Law Enforcement officers use the CHP 555 form for traffic collision investigations; the CHP 180 form is used for towing vehicles, Grand Theft Auto (GTA) reports, and stolen license plates.

The Claremont Police Department has given permission for Campus Safety to use the CHP 180 form for towing vehicles on private property only. In the event of a GTA report, call the Claremont Police Department to conduct the investigation. Campus Safety officers may not use the CHP 555 form for any reason.

The Campus Safety standard incident report form is not designed to meet the legal requirements for traffic collision investigations and may not be substituted for a CHP 555 when required.



## **Chapter 6 - Equipment**

## Vehicle Maintenance and Use

### 600.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, adequately refueled, and present a clean and professional appearance.

### 600.2 POLICY

All employees of TCCS Campus Safety Department shall use and operate any vehicle issued, assigned or available according to the outline within this General Order. Such adherence to these standards helps to better assure safe and reliable operation and performance of the vehicles at all times.

### 600.3 DEPARTMENT VEHICLES

All department vehicles are licensed and street-legal. All vehicles are visibly marked on the sides and top of the hood with Campus Safety logos and are equipped with fire extinguishers, general utilities tools, and First-Aid kits. Campus Safety Vehicles include:

- (a) Chevy Traverse SUV (Watch Commander Vehicle);
- (b) Chevy Traverse SUV (Patrol Support Vehicle);
- (c) E-Z-Go Electric Carts;
- (d) Department Patrol Bicycles

### 600.4 AUTHORIZED USE

All Campus Safety personnel must possess and maintain a valid California Drivers' License and have their driving record regularly checked by TCCS Risk Management. Conviction for traffic-related misdemeanors, such as a DUI or Reckless Driving, regardless on-duty or off-duty, will result in termination.

### 600.5 VEHICLE INSPECTIONS

Before operating any vehicle, Campus Safety personnel shall ensure they are inspected thoroughly. Check the condition of the tires, fire extinguisher pressure level, first aid kit, reflective vest, mirrors, brake system, horns, signal lights, seatbelts, and other important components to ensure they are undamaged and functioning properly. Any issues should be promptly reported to the supervisor and documented.

The incoming Watch Commander or Acting Watch Commander is responsible for conducting a full inspection of the vehicles to ensure all vehicles received from the outgoing Watch Commander are undamaged and in good working condition.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Vehicle Maintenance and Use*

---

##### **600.6 DEFECTIVE OR DAMAGED VEHICLES**

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, the Watch Commander shall be notified, and that vehicle shall immediately be removed from service for repair. The employee, who first becomes aware of the defective condition, shall promptly submit documentation describing the correction needed.

When a department vehicle is damaged, the Watch Commander shall take photographs of the damage and submit those to the Lieutenant who will make the appropriate notifications.

##### **600.7 DAMAGE, ABUSE AND MISUSE**

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved Campus Safety personnel shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction.

Damage to any department vehicle, however minor, that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Watch Commander. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

##### **600.8 VEHICLE OPERATION**

- (a) Vehicles are for official department use only;
- (b) Pedestrians, joggers, skateboarders, cyclists, etc. always have the right of way; always yield to them;
- (c) Obey all traffic signs, including all STOP signs, pedestrian crosswalks, etc;
- (d) It is illegal to use cell phones or text while driving;
- (e) Driver and all passengers must wear seat belts;
- (f) Be aware that wet weather may reduce braking ability—slow down!;
- (g) Headlights are to be on during all low-visibility periods, especially on foggy/rainy days;
- (h) Per California law, whenever windshield wipers are in use, vehicle headlights must also be turned on,
- (i) Keep both hands on the wheel,
- (j) Passengers are not allowed to ride in cargo area,
- (k) Turn off the two-way radio unit in the truck when not in use;
- (l) Department vehicles may not be used to tow or push other vehicles;
- (m) Department vehicles may not be used to give a battery jump to other vehicles;
- (n) When driving department vehicles, you as the driver are responsible for all citations issued to you by law enforcement agencies, e.g. speeding, no seat belt, etc;
- (o) Department vehicles shall be locked and ignition key to be removed when left unattended;

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Vehicle Maintenance and Use*

---

- (p) Campus Safety personnel shall be held accountable, up to and including termination, for accidents or damage caused by their carelessness, inattention, negligence, or lack of adherence to departmental guidelines.

#### **600.9 ADDITIONAL CONSIDERATIONS FOR ELECTRIC VEHICLES**

- A. Electric vehicles may only operate on campus roadways and electric vehicle pathways. Refrain from using campus sidewalks, unless responding to emergencies.
- B. Do not drive the electric vehicle where lawn sprinkler heads may be located.
- C. All carts may be operated in the 'Rabbit' setting, and determining the most appropriate setting will at all times be at the discretion of the driver/operator of the cart. Factors to consider at all times will include, but not be limited to:
  - 1. Weather;
  - 2. Grade or incline of the area;
  - 3. Surface conditions;
  - 4. Pedestrian density of the area;
  - 5. Nature of a call for service (emergency/non-emergency).
- D. Electric vehicles are not to be overloaded.
- E. Keep arms and legs inside the electric vehicle at all times while the electric vehicle is in motion. Severe knee and leg injuries have occurred due to striking objects. Warn your passengers about this as well.
- F. Do not give rides in electric vehicles to anyone who appears to be intoxicated.
- G. Never operate electric vehicles inside buildings or other restricted areas, such as CMC Kravis Center's courtyard, ACC's main entry exterior tile area, Pomona's Coop Fountain courtyard area, as the sandstone and tile floors cannot support the weight of the electric vehicle.
- H. All electric vehicles are to be backed in when parked at the charging station, in accordance with the established parking configuration guidelines.

#### **600.10 EMERGENCY LIGHT BAR**

- A. Campus Safety personnel are charged with the responsibility of driving at a rate of speed within the posted speed limit, which takes into consideration existing conditions i.e., weather, traffic, safety of others, and road conditions.
- B. Campus Safety personnel should be aware of public observation and scrutiny of their actions.
- C. Campus Safety personnel responding to calls, regardless of the seriousness, must exercise due caution in their response, and their actions must meet the test of reasonableness.
- D. California Vehicle Code:

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Vehicle Maintenance and Use*

---

1. CVC §25279(a) - Vehicles owned and operated by private security agencies utilized exclusively on privately owned and maintained roads may display flashing amber warning lights to the front, sides, or rear, while being operated in response to emergency calls for the immediate preservation of life or property.
  2. CVC §25279(b)(2) — The flashing amber warning lights system authorized in the previous paragraph shall not be activated while the vehicle is on the highway, unless otherwise directed by a peace officer, as defined in Chapter 4.5 (commencing with section 8.30) of Title 3 of Part 2 of the California Penal Code.
- E. Conditions for authorized use of the light bar:
1. Campus Safety personnel may activate the emergency lighting equipment in accordance with CVC §25279(a), when required to facilitate the safe and orderly flow of traffic, and when assisting motorists.
  2. Campus Safety personnel may activate the emergency lighting equipment in accordance with CVC §25279(a) and when instructed to do so in the performance of their duties, such as escorts of emergency vehicles on campus, or responding to emergency calls on campus as requested by a supervisor or a peace officer.
  3. Campus Safety personnel may activate the emergency lighting equipment when stopped on a campus roadway in accordance with CVC §25279(b) and to assist or interview a victim or suspect, providing it is not practical to move the vehicle out of the roadway into a legal parking position.
- F. Unauthorized Use of the light bar:
1. Campus Safety vehicles' emergency lighting system shall not be used to respond to calls for service in a manner normally associated with Code 3 (red lights and siren) emergency response. Campus Safety vehicles are not equipped and do not meet the criteria necessary for Code 3 operation, and TCCS and the individual Campus Safety personnel driving the vehicle are not exempt from any criminal or civil prosecution that may arise from such action.
  2. Campus Safety personnel shall not use the emergency lighting system to attempt to stop any vehicle on a campus or public roadway. Campus Safety vehicles do not meet the criteria necessary to make vehicle stops, and TCCS and the Campus Safety personnel initiating a vehicle stop may be held criminally or civilly liable due to the misuse of the equipment.

#### **600.11 ACCIDENTS**

- A. **Injury Accidents** - Any accident involving any employee of the Campus Safety Department while:
1. Using any TCCS vehicle resulting in injuries to any person; or,
  2. Any Campus Safety Department employee who at the time of an accident was a pedestrian and struck by any vehicle, bicycle, or cart shall;
  3. Contact a supervisor without delay;

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Vehicle Maintenance and Use*

---

4. Contact the Claremont Police Department as outlined in the Memorandum of Understanding (MOU), or by the appropriate law enforcement agency serving the jurisdiction where the accident occurred.
  5. The Campus Safety Department employee(s) involved shall provide a written statement to their immediate supervisor as soon as possible, but no later than the employee's next regularly schedule shift.
  6. The on-duty Watch Commander shall notify the Director of Campus Safety.
- B. **Non-Injury Accidents** - Any accident involving any employee of TCCS, including a pedestrian, driver of a another vehicle, bicycle or cart, shall require an accident investigation to be completed by the Claremont Police Department as outlined in the MOU, or by the appropriate law enforcement agency serving the jurisdiction where the accident occurred.
- C. **Property Damage Only** - Any accident involving any employee of TCCS who at the time of the accident was on duty and operating any Department vehicle, cart, bicycle, or authorized department vehicle shall be investigated in the following manner:
1. The on-duty Watch Commander shall be responsible for completing a detailed memo-style report;
    - (a) The report shall not be assigned a case number;
    - (b) The report will include appropriate photographs of the scene, vehicle(s), damages, and other relevant conditions.
  2. The involved TCCS employee(s) will prepare individual and detailed memos of their actions leading up to and at the time of the collision, and any relevant facts occurring immediately after the collision.

If any involved employee reports any injuries, the Claremont Police Department or the appropriate law enforcement agency who serves the jurisdiction of where the accident occurred shall be summoned immediately and a report and investigation completed as outlined in Section 600.11(A).

## Key Control

### 601.1 PURPOSE AND SCOPE

Effective access key control is an indicator of a well-managed operation and a critical component of our Campus Safety operation. The following policy is intended to contribute to the successful demonstration of such access and key management.

### 601.2 POLICY

The Department of Campus Safety shall manage its assigned and shared keys according to the provisions within this policy. This policy shall then support the proper use of the KeyTrak secured key system.

### 601.3 PROCEDURE

- (a) Effective access key control is an indicator of a well-managed operation and a critical component of our Campus Safety operation. Accordingly, the following guidelines shall be adhered to:
  - 1. All Campus Safety access key sets are individually tagged, inventoried, and secured in locked KeyTrak system.
  - 2. All keys will be issued via automated checkout processes from the KeyTrak secured panel near Dispatch. Keys will be accessible to every employee based upon the individual's level of authorized access as issued by the Dispatch Supervisor and approved by the Assistant Vice President.
  - 3. All logging and recording of key removal and returns shall be completed by the KeyTrak system.
  - 4. Except during emergencies, on-duty Sergeants are not authorized to access all keys.
  - 5. Any malfunction of the KeyTrak shall be reported to the on-duty Watch Commander immediately and the restoration procedures of the secured panel are to be followed to resume normal checkout protocols.
  - 6. No key sets shall be added to or deleted from the key cabinets without the Assistant Vice President of Campus Safety's prior knowledge and authorization. A new key set that is acquired or an existing set that is reported to be in need of replacement must first be reported to the AVP for appropriate action.
- (b) All Campus Safety personnel who have been issued keys by the KeyTrak system shall be held accountable for safekeeping of the keys issued to them, and shall return them properly to the system via the logon process.
- (c) Any outstanding keys/key sets will be automatically reported by the KeyTrak system to the Supervisory Group via email.
  - 1. Any such missing items shall be the responsibility of the recorded individual who checked out the keys.

## Department Smartphone Use

### 602.1 PURPOSE AND SCOPE

This policy is to provide guidance, standards and expectations for the appropriate use and accessibility of department-issued smartphones. Additionally, it seeks to provide guidance to every department employee on the use of any personally owned cell/smartphone or smart device.

### 602.2 POLICY

Department owned cell/smartphones by dispatchers and officers shall be for department purposes only and used when it is safe to do so. All records of department-owned cell/smartphone shall be the sole property of the Department of Campus Safety.

### 602.3 PROCEDURE

- (a) Six smartphones are assigned to patrol for use by the Watch Commander, corporals, and officers assigned to the patrol services section. No department smartphone(s) shall be assigned to any officer assigned a 'Dedicated Campus' assignment unless previously approved by the Assistant Director or his designee.
- (b) All records, transmissions, communications, calls, call logs, voicemails, text or SMS communications, and any uses of any internet browser of any department owned cell/smartphone shall not be edited, deleted or changed in any manner without the approval of the AVP/Director or Assistant Director.
- (c) The use of any cell/smartphone shall be in the course and scope of the work the individual using the device is performing as part of their assigned duties.
- (d) Any illegal, unlawful or unauthorized use of any department-owned and issued cell/smartphone is strictly prohibited.
- (e) Personal cell/smartphone communications between any dispatcher and any officer/employee in the field shall be avoided unless all other methods for communication are unavailable or have failed. If such communications are necessary, they shall be made using department-issued phones unless those phones are not available.
- (f) All Department cell/smartphones shall be charged within the equipment room or sergeants office when not assigned and deployed to a patrol officer in the field.
- (g) Cell/smartphone shall not be used by any department employee to take calls or send or receive text messages when operating any department vehicle. This includes motor vehicles, carts, bicycles, etc. This shall apply to dedicated phone numbers to the device as well as any app or virtual number subscribed by the phone owner/employee, whether a fee is paid or not.
- (h) Use of personal cell/smartphones for photography, recording conversations or interviews, or to receive correspondence outside of department authorized email accounts are prohibited unless approved by the Watch Commander.
- (i) The Director of Campus Safety has the authority to perform or designate another department employee to perform periodic audits of the use(s) of these devices.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Department Smartphone Use*

---

1. Upon the completion of any audit, records that have been reviewed and deemed temporary in nature, i.e., those not needed for retention, may be deleted immediately.
  2. Any record of concern discovered during an audit shall be presented to the Director of Campus Safety for further investigation.
  3. No record, nor any media or data contained or stored on a department-owned smartphone shall be transferred to any personally owned smartphone without prior authorization by the Director of Campus Safety.
- (j) Any device that is damaged or not functioning properly shall be reported to the Lieutenant for repair or replacement.
- (k) Lost cell/smartphones shall be reported immediately to the Watch Commander and documented in an incident report.

## Department Badges

### 603.1 PURPOSE AND SCOPE

The Claremont Colleges Services Department of Campus Safety badge and uniform patch as well as the likeness of these items and the name of The Claremont Colleges Services Department of Campus Safety are property of the Department and their use shall be restricted as set forth in this policy.

### 603.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

#### 603.2.1 CAMPUS SAFETY OFFICERS

Badges and departmental identification cards issued to campus safety personnel shall be clearly marked to reflect the position of the assigned employee.

- (a) Personnel shall not display any department badge except as a part of his/her uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Personnel shall not display any department badge or represent him/herself, on or off-duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

### 603.3 UNAUTHORIZED USE

Department badges are issued to all uniformed Campus Safety Officers for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Director of Campus Safety.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

## Unmanned Aircraft System (UAS)

### 604.1 PURPOSE AND SCOPE

The mission of The Claremont Colleges Services Department of Campus Safety Unmanned Aircraft System (UAS) is enhancing public safety while protecting the rights and privacy of the general public. Department personnel shall make every effort to avoid invading a person's reasonable expectation of privacy when operating a UAS. When operating a UAS, the Department of Campus Safety will abide by all Federal Aviation Administration (FAA) regulations for flight and will obtain the proper authorization for flight.

Managers, supervisors, operators and visual observers involved in the deployment of a UAS will consider the protection of individuals' civil rights and reasonable expectation of privacy as a key component of any decision made to deploy the UAS. UAS Remote Pilot in Command, Pilots and Visual Observers will ensure operations of the UAS intrude as little as possible upon those who live, work and visit The Claremont Colleges.

Campus Safety personnel shall also be familiar with The Claremont Colleges Policy 1301: Governing Unmanned Aerial Vehicles

**[See attachment: Claremont Colleges Policy 1301 Governing Unmanned Ariel Vehicles.pdf](#)**

### 604.2 POLICY

To accomplish this primary goal, the Department of Campus Safety will adhere to the following:

**Authorized use of Department UAS include:**

1. 1. Aerial photography and video for:
  - (a) Static crime scenes or traffic collision investigations to assist the Claremont Police Department as needed.
  - (b) Social media, marketing materials and publications for public relations purposes.
2. Natural disaster evaluation and response.
3. Searches for missing persons, suspects or articles (such as weapons) within established police perimeters or search zones when deployment is intended to enhance the safety of officers, suspects, victims or the community at large.
4. Deployment at the request of the Los Angeles County Fire Department (LACFD) to monitor open space or active fires or other hazards and disasters.
5. Large-scale special events, such as commencements to monitor crowd, vehicle traffic and parking operations.
6. Training in an environment closed to the public.

#### 604.2.1 DEFINITIONS

1. Federal Aviation Administration (FAA). The national aviation authority of the United States, with powers to regulate all the aspects of aviation in the U.S.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Unmanned Aircraft System (UAS)*

---

2. An Unmanned Aircraft System (UAS) is an unmanned aircraft and the equipment necessary for the safe and efficient operation of the aircraft. An unmanned aircraft is a component of a UAS. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft (Public Law 112-95, Section 331(8)).
3. UAS Pilot is the person who is piloting (physically) the flight of the UAS.
4. UAS Team is the team of authorized personnel associated with operation of Unmanned Aircraft Systems.
5. UAS Visual Observers (VOs) are ground-based observers who assist with operations and will assist the remote pilot in command (RPIC) to utilize the "see and avoid" technique by scanning the area for air traffic or possible hazards.
6. Remote Pilot in Command (RPIC) is the person who is ultimately responsible for the safe operation of the UAS and the public's safety during the flight whether physically piloting the UAS or monitoring another authorized pilot.

#### **604.3 MANAGEMENT / SUPERVISION OF UNMANNED AIRCRAFT SYSTEM (UAS)**

The Director of Campus Safety, or his/her designee, shall serve as the UAS Team's supervisor and is responsible for the overall management of the team. Given the technical nature of aviation, the UAS Team's supervisor may, at his or her discretion, assign responsibility for UAS operations to a Team Leader with the necessary knowledge, skills and abilities to safely and effectively manage the day-to-day operation of the UAS Team.

In consultation with the UAS Team Leader, the deployment of a UAS shall only be for authorized missions and by the approval authority depicted in the below matrix:

Photography for social media, Department publications and branding	Director of Campus Safety	Static
Natural disaster evaluation and response	Lieutenant or Above	Dynamic
Mapping crime scenes and traffic collision investigations	Lieutenant or Above	Static
Search for missing person(s)	Lieutenant or Above	Dynamic
Training	Lieutenant or Above	Static
Searches for suspects or articles such as weapons within established police perimeters	Lieutenant or Above	Dynamic
Any other use	Director of Campus Safety	As Directed

#### **604.4 DEPLOYMENT GUIDELINE**

Static:

A static situation is one in which the UAS could be deployed in an environment controlled by members of the Department of Campus Safety and in a manner that is relatively non-intrusive

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Unmanned Aircraft System (UAS)*

---

to the general public, yet provides a benefit and value to campus safety and its mission. A static situation must meet the following requirements:

1. The area under the airspace where the UAS is operating is clear of persons who are not directly participating in the operation of the UAS unless they are in a stationary vehicle or structure that can provide reasonable protection from a falling UAS (FAA Part 107.39).
2. Steps must be taken to exclude non-participatory persons from entering the area under the UAS operation.
3. The incident that precipitated the UAS deployment is not an in-progress crime or a search for a person (suspect or otherwise).
4. Deployment of the UAS in a static situation would require at least two personnel:
  - (a) Remote Pilot in Command (RPIC)
  - (b) Visual Observer (VO)
  - (c) Additional personnel may be required based on the evaluation of the operation by the RPIC (such as a cover officer for the UAS team).

#### Dynamic:

A dynamic situation is one in which the drone could be deployed in a less than stable or volatile situation. The area under the UAS may not be completely secured by campus safety personnel and, therefore, may require flying over persons or under rapidly changing conditions. These may include situations that involve imminent threat to life or great bodily injury. A dynamic situation will require increased situational awareness and coordination with the UAS Team members and the Incident Commander. A dynamic situation is any situation that does not meet the definition of a static situation. Examples of a dynamic situation include, but are not limited to:

1. Any major incident involving The Claremont Colleges.
2. Any incident involving the use of a UAS for Search and Rescue (SAR).

#### Personnel guidelines for deployment of the UAS in a dynamic situation:

1. As in a static situation, there must be at least two team members, a RPIC and a VO, assigned to the operation.
2. Due to the volatile and changing nature of a dynamic situation, it is very likely that more personnel will be required to safely and effectively execute the mission.
3. Additional considerations:
  - (a) Additional VOs may be needed due to buildings and other obstructions.
  - (b) Cover officer(s) to ensure the safety of the operation within the context of the specific incident and security of the UAS Team.
  - (c) It may be preferable to locate the UAS Landing Zone/Base of Operation away from the Command Post.
  - (d) Reliable method of communication between RPIC and VOs.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Unmanned Aircraft System (UAS)*

---

- (e) A dedicated VO to operate the camera on the UAS.

#### **604.5 UAS TEAM LEADER**

The UAS Team Leader is responsible for the following:

1. Ensuring all UAS Team members understand applicable regulatory requirements, standards, and organizational safety policies and procedures.
2. Observe and control safety systems through monitoring and supervision of UAS Pilots and Visual Observers.
3. Measure RPIC and VO performance and compliance with organizational goals, objectives and regulatory requirements.
4. Review the standards and practices of agency personnel as they impact flight safety.
5. Ensure that RPICs, Pilots and VOs receive the proper training to fulfill the duties of their respective roles.
6. Act as the Flight Safety Officer or designate a member of the UAS Team to fulfill the role of the Flight Safety Officer. The Flight Safety Officer will provide the UAS Team with up-to-date safety information, conduct training session debriefs, identify safety-related concerns and corrective actions, and reinforce that safety is the responsibility of all members of the UAS Team.

#### **604.6 UAS PILOTS AND VISUAL OBSERVERS**

UAS Team must acquire a valid FAA Part 107 Certification within 120 days of joining the UAS Team. On any given mission, a UAS team member may be called upon to perform the duties of either a UAS Pilot or a UAS Visual Observer. UAS Team members must maintain proficiency in the operational standards of both positions. The Director of Campus Safety is responsible for determining the number of certified personnel necessary to best serve the Department's needs.

The primary duty of a UAS Pilot is to operate the drone in a safe and effective manner in accordance with FAA regulations and Department procedures. Pilots must remain knowledgeable of all of the above guidelines at all times.

The primary duty of a VO is to coordinate operations between the UAS and ground personnel. The VO will also identify risks to police personnel, the public and property, including the drone, and take immediate steps to coordinate with the RPIC to mitigate or avoid those risks.

In order to fly a mission (other than flights required for training or currency), pilots must have completed three (3) currency events within the previous 90 days. Currency events include landings, takeoffs and simulator flights.

#### **604.7 UAS FLIGHT CREW RESPONSIBILITIES AND COORDINATION**

##### **604.7.1 UAS REMOTE PILOT IN COMMAND RESPONSIBILITY**

1. The UAS Remote Pilot in Command, in conjunction with the approving authority, is directly responsible for and is the final authority over the operation of the UAS.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Unmanned Aircraft System (UAS)*

---

2. UAS Pilots and Remote Pilots in Command have the absolute authority to reject a flight due to weather, aircraft limitations or physical conditions. No member of the Department of Campus Safety, regardless of rank, can order a UAS Pilot to conduct a flight when, in the opinion of the Pilot, it would be too unsafe to do so.
3. UAS Pilots are responsible for compliance with FAA regulations and the Department of Campus Safety UAS Policy.
4. Pilots shall communicate as warranted with Air Traffic Control (ATC) and other aircraft. When under the control of ATC, the Pilot will not monitor radio communications.
5. Pilots shall be responsive to the requests of the UAS Visual Observer in order to accomplish the mission.
6. Pilots shall be responsible for documentation for mission training and updating of flight books.

#### 604.7.2 UAS VISUAL OBSERVER RESPONSIBILITY

1. See and avoid any obstacle that will reduce safety during the mission or training.
2. UAS Visual Observers are responsible for the campus safety aspect of the deployment.
3. Operate any attachments to the drone, allowing the UAS Pilot to maintain complete focus on the operation of the drone.
4. Remain alert for suspicious persons or activities on the ground and coordinate response by ground units. UAS Visual Observers shall monitor radio updates.
5. Assist the UAS Pilot to achieve safe operation of the drone.

#### 604.7.3 UAS FLIGHT CREW COORDINATION

1. The UAS Pilot and UAS Visual Observer will work closely to form the crew that will ultimately accomplish mission objectives.
2. The UAS Pilot and UAS Visual Observer are the custodians of evidence. In this capacity, they are responsible for the safeguarding and proper processing of any evidence including, but not limited to, digital imagery to include still and video images.
3. In the interest of safety, both the UAS Pilot and Visual Observer must be comfortable with any decision made while working as a crew. This begins when deciding whether to accept the mission and continues throughout the mission.
4. Every UAS crew member has an obligation to communicate any concerns to the UAS Team Leader, Remote Pilot in Command or UAS supervisor prior to flight.
5. UAS Visual Observers have the right, as well as the responsibility, to question the UAS Pilot whenever they do not understand something, or are uncomfortable with certain procedures, weather, mission parameters, etc

#### 604.8 PREFLIGHT AND FLIGHT PROCEDURES

# The Claremont Colleges Services Campus Safety

## Policy Manual

## Policy Manual

### *Unmanned Aircraft System (UAS)*

---

#### 604.8.1 PREFLIGHT PROCEDURES

Preflight procedures will be conducted prior to each flight mission and will be done in accordance with the checklist prepared by the Department of Campus Safety UAS Team Leader and in accordance with the manufacturer's recommendations. Any issues found during the preflight procedures should be documented in the UAS log and it will be the decision of the UAS Pilot to determine if the issue will alter the safe flight and operation of the drone.

#### 604.8.2 LAUNCH PROCEDURES

1. Prior to the launch of the UAS, the Pilot is responsible for ensuring the checklist is completed and the aircraft ground station is safe to operate.
2. The UAS Pilot will communicate with the Visual Observer to confirm the area is visibly clear of any low-flying air traffic, hazardous obstacles or safety hazards prior to takeoff.
3. As warranted, the UAS Pilot is responsible for notifying the Cable and/or Brackett Air Traffic Control Tower (or other appropriate FAA facility), in accordance with the rules and guidelines set forth by the FAA.

#### 604.9 POSTFLIGHT AND FLIGHT PROCEDURES

##### 604.9.1 POST LAUNCH

1. Although the drone can fly autonomously, the UAS Pilot and Visual Observer will monitor the aircraft, base station and payload systems to ensure the drone is flying as designed and maintains the proper altitude.
2. After takeoff, UAS crew members shall perform tasks according to their job assignment, while communicating clearly and effectively to monitor the drone as it climbs to the desired mission altitude.

##### 604.9.2 LANDING PROCEDURES

1. The Pilot will determine if the objectives of the mission are complete or if the mission is too unsafe to continue prior to landing the aircraft.
2. The Pilot will confirm with the Visual Observer as necessary that the flight path to the "return home" location is clear prior to giving the command for the UAS to "return home."
3. The Visual Observer will monitor the aircraft as it is landing to ensure a proper landing. If the aircraft is not landing as desired or commanded, the VO will notify the Pilot, who will determine whether to abort the landing.
4. As warranted, it will be the responsibility of the RPIC to ensure contact with the Cable and/or Brackett Air Traffic Control Tower or proper tower in accordance with FAA guidelines to advise completion of the mission.

#### 604.10 UAS COLLISIONS

If a collision occurs during the operation of the UAS and results in serious injury to any person, any loss of consciousness, or if it causes damage to any property (other than the UAS) in excess



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Unmanned Aircraft System (UAS)*

---

of \$500 to repair or replace the property, notification shall be made to the Flight Standards District Office located in Long Beach within 10 days, per FAA guidelines.

Flight Standards District Office for Los Angeles County: [FAA Flight Standards District Office](#)

**Los Angeles Flight District Office** 777 A. Aviation Blvd., Suite 150, El Segundo, CA 90245 (424) 405-7870

While at the scene, the Remote Pilot in Command shall notify the UAS supervisor or the Incident Commander, who shall respond to photograph or request the assistance of the Claremont Police Department to photograph the collision scene and any resulting injuries or property damage. The Remote Pilot in Command shall be responsible for completing an Incident Report to the UAS Supervisor describing the incident and damage. If the collision results in less than \$500 in damage, or the only damage is to the UAS, an Incident Report shall be completed by the Pilot and notification to the UAS Supervisor shall be made. In either case, the UAS Supervisor shall conduct or direct a review of the collision and determine if the collision could have been prevented through maintenance, training, etc., and ensure all necessary paperwork has been submitted. As warranted, the UAS Supervisor should contact TCCS's Risk Management Administrator.

#### **604.11 MAINTENANCE**

A properly maintained UAS is essential to its safe operation. Compliance with the preflight checklist, postflight inspection and the immediate repair of mechanical problems will ensure the availability and safety of the Department's UAS.

The UAS Team Leader will designate a UAS Maintenance Officer who will coordinate maintenance for the UAS. This assignment can be in addition to other duties of a team member or someone outside the UAS Team. If possible, maintenance will be scheduled when it will have the least impact on operations. The Maintenance Officer shall notify the UAS Supervisor and UAS Team Leader of the operational status of the UAS. The Maintenance Officer shall be responsible for keeping the UAS maintenance record updated.

#### **604.12 TRAINING**

1. All members within the UAS Team who will act as a UAS Pilots, RPICs or VOs, shall be trained and will maintain proficiency in their pilot/observer abilities. Each UAS Team Member shall be a certified Part 107 operator in accordance with FAA requirements and standards within 120 days of joining the team. The UAS Pilot will stay proficient in the job function by participating in scheduled Department training sessions. During these training sessions, the UAS Pilot will be required to fly a qualification course with a passing score. All members of the UAS Team will maintain proficiency by participating in scheduled training. The UAS Pilot can also utilize a simulator program (if available and with approval) to stay proficient if there are scheduling issues or a lack of flight training due to weather.
2. **Data Retention:** The data recorded by the UAV showing the time and path of the flight shall be downloaded, assigned a discrete file number and retained for at least one year before being purged. This data shall be a public record unless it has been

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Unmanned Aircraft System (UAS)*

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designated as a record exempt from public disclosure under the law of the jurisdiction in which the flight occurs. If such records, however designated, are related to a criminal investigation they shall be retained until that investigation is completed or until any charges filed are finally resolved.

3. **Documentation:** The UAS Remote Pilot in Command or an involved crew member shall document all flights on a UAS Utilization Form. The documentation shall, at minimum, include:
  - (a) All flight times, hours and locations (flight path if available);
  - (b) Reason for the flight;
  - (c) Roles of the personnel and name of approving supervisor;
  - (d) Any additional relevant information to the mission.

#### **604.13 REPORTING**

The Department of Campus Safety shall publish an annual report which discloses:

1. The total number of flights;
2. The total time the UAV was used for all flights;
3. The cost of the UAV flights including the cost of personnel involved as the UAVS as well as the cost of maintaining the UAV; and
4. The number of flights which resulted in the collection of data which was retained and the use which was made of that data.

## CTTV System

### 605.1 PURPOSE AND SCOPE

The purpose of this policy is to regulate the use of Closed Circuit Television (CCTV) systems on the campus of The Claremont Colleges to enhance the security and safety of the community, while respecting individual privacy rights.

### 605.2 POLICY

It shall be the policy of the Department of Campus Safety to actively monitor all CCTV camera stations, when conditions allow, and to respond to all CCTV alarm activations that are part of The Claremont Colleges Services and The Claremont Colleges network.

### 605.3 PROCEDURE

The video wall in the Dispatch Center contains camera views from TCCS, CGU, CMC, HMC, PTZ, SCR, and POM.

- (a) Dispatchers should monitor the cameras as often as they can when other activity permits.
- (b) If any suspicious activity is observed, an officer must be dispatched to the location immediately.
- (c) Anytime there is a video display or software issue with the CCTV system, the dispatcher must send an e-mail to TCCS IT Help Desk describing the problem and the camera number that is experiencing problems.

Dispatchers are not to discuss the camera locations, the number of cameras, or any activity observed on the cameras with outside employees, students, or visitors.

- (a) Due to the confidentiality issue with the cameras, visitors and tours are not allowed in the Dispatch Center, except for TCCS Executive Committee Members.
- (b) All other requests to visit or tour the Dispatch Center must be approved by the Director of Campus Safety.

### 605.4 OPERATION AND USE

If the left CCTV monitor at either workstation is placed in Browse mode then the alarms do not function. It is essential that dispatchers do the following at all times:

- (a) Verify at the beginning of each shift that the monitors on the desktops are not in browse mode.
- (b) If a dispatcher observes that a camera view is malfunctioning, showing an error or not recording email the IT Help Desk and CC Dispatch.
- (c) Brief incoming dispatchers on camera/monitor malfunctions and advise if IT has been notified.
- (d) No recording, or other form of sharing any images transmitted or recorded by the system will be released to any person or organization without the approval of the Director of Campus Safety.

## Body Armor

### 606.1 PURPOSE AND SCOPE

The purpose of this policy is to provide Campus Safety officers with guidelines for the proper use of body armor.

### 606.2 POLICY

It is the policy of The Claremont Colleges Services Department of Campus Safety to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

#### 606.2.1 USE OF BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Officers shall only wear agency-approved body armor.
- (b) Officers shall wear body armor anytime they are assigned to patrol.
- (c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and are not out in the field.
- (d) Body armor shall be worn when an officer is working in uniform.

#### 606.2.2 INSPECTION OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections. Annual inspections of body armor should be conducted for fit, cleanliness, and signs of damage, abuse and wear.

#### 606.2.3 CARE, MAINTENANCE AND REPLACEMENT OF BODY ARMOR

Officers should routinely inspect personal body armor for signs of damage and for general cleanliness.

Because dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions. Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.

Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function.

### 606.3 ISSUANCE OF BODY ARMOR

All officers will be issued body armor when they are hired with the Department of Campus Safety, and when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Body Armor*

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The department shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

## **Chapter 7 - Support Services**

# Jeanne Clery Campus Security Act

## 700.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure The Claremont Colleges Services (TCCS) Department of Campus Safety fulfills its obligation in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) as well as applicable and related California Education Code requirements.

## 700.2 POLICY

The Department of Campus Safety encourages accurate and prompt reporting of all crimes and takes all such reports seriously. Reports will be accepted in any manner, including in person, in writing, or at the Campus Safety facility. Reports will be accepted anonymously, by phone, via email, or online through Silent Witness. It is the policy of the TCCS Department of Campus Safety to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Department of Campus Safety, the Claremont Police Department, the administrations and staff of all the institutions.

## 700.3 POLICY, PROCEDURE AND PROGRAM DEVELOPMENT

The Director of Campus Safety or designee will:

1. Ensure that the Department of Campus Safety establishes procedures for immediate emergency response and evacuation, including the use of electronic and cellular communication and testing of these procedures;
2. Enter into Memorandum of Agreements as appropriate with local law enforcement agencies to: Identify roles in the investigation of alleged criminal offenses on campus. This includes identification of the responsibilities for Part 1 violent crime investigations and establishing the specific geographical boundaries of each agency's responsibility, including maps as necessary (Education Code § 67381); Obtain information from the Claremont Police Department of criminal offenses reported them in order to assist in making information available to the campus community in a timely manner and to aid in the prevention of similar crimes (i.e. Timely Warning Notifications). Such disseminated information shall withhold the names of victims as confidential.
3. Request Clery Act crime statistic information from local law enforcement agencies and other outside law enforcement agencies if necessary to assist the institution in meeting its reporting requirements under the Clery Act;
4. Ensure coordination of emergency response and evacuation procedures, including procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation (i.e. Emergency Notifications);
5. In coordination with local law enforcement agencies, TCCS Campus Safety actively works with local police to investigate certain crimes occurring on or near campus. If TCCS Campus Safety learns of criminal activity involving students or student organizations, it coordinates with the appropriate external law enforcement agency to forward information about the situation to the Dean of Students Office, as appropriate.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Jeanne Clery Campus Security Act*

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6. Assist in developing programs that are designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others.
7. Assist in developing programs to inform students and employees about the prevention of crime.

#### 700.3.1 ADDITIONAL REQUIREMENTS

The Director of Campus Safety or designee will also:

- (a) Assist, as appropriate, in the development of the institution's comprehensive prevention and outreach programs addressing sexual violence, domestic violence, dating violence, and stalking.
- (b) Ensure that any reported Part 1 violent crime, sexual assault or hate crime described in Penal Code §422.55 (whether it occurred on- or off-campus), is reported as soon as practicable to any local law enforcement agency with investigation responsibilities pursuant to a written agreement with the Claremont Police Department.

#### 700.4 RECORDS COLLECTION AND RETENTION

The Clery Compliance Coordinator is responsible for maintaining The Claremont Colleges Services statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its reporting requirements under the Clery Act (20 USC §1092(f)(1)(F)). The statistics shall be compiled as follows:

- (a) Statistics concerning the occurrence of the following criminal offenses reported to this department or to local police agencies that occurred on campus, in or on non-campus buildings or property, and on public property including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus (20 USC § 1092(f)(1)(F)(i); 34 CFR 668.46(c)):
  1. Murder
  2. Sex offenses, forcible or non-forcible
  3. Robbery
  4. Aggravated assault
  5. Burglary
  6. Motor vehicle theft
  7. Manslaughter
  8. Arson
  9. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession if reported to campus safety.
  10. Dating violence, domestic violence and stalking if reported to campus safety.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Jeanne Clery Campus Security Act*

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- (b) Statistics concerning the crimes described in the section above, theft, simple assault, intimidation, destruction, damage or vandalism of property, and other crimes involving bodily injury to any person where the victim was intentionally selected because of his/her actual or perceived race, sex, religion, gender, gender identity, sexual orientation, ethnicity or disability. These statistics should be collected and reported according to the category of prejudice (20 USC § 1092(f)(1)(F)(ii); 34 CFR 668.46(c)).
  - 1. The statistics shall be compiled using the definitions in the FBI's UCR system and modifications made pursuant to the Hate Crime Statistics Act (20 USC §1092(f)(7); 34 CFR 668.46(c)(9)). For the offenses of domestic violence, dating violence and stalking, such statistics shall be compiled in accordance with the definitions used in the Violence Against Women Act (20 USC § 1092(f)(7); 34 USC § 12291; 34 CFR 668.46(a)). The statistics will be categorized separately as offenses that occur in the following places (20 USC § 1092(f)(12); 34 CFR 668.46(c)(5)):
    - (a) On campus.
    - (b) In or on a non-campus building or property.
    - (c) On public property.
    - (d) In dormitories or other on-campus, residential or student facilities.
- (c) Statistics will be included by the calendar year in which the crime was reported to the Claremont Police Department and/or TCCS Department of Campus Safety (34 CFR 668.46(c)(3)).
- (d) Stalking offenses will include a statistic for each year in which the stalking conduct is reported and will be recorded as occurring either at the first location where the stalking occurred or the location where the victim became aware of the conduct (34 CFR 668.46(c)(6)).
- (e) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).
- (f) The statistics shall not identify victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

#### **700.5 DAILY CRIME LOG**

The Clery Compliance Manager is responsible for ensuring a daily crime log is created and maintained as follows (20 USC § 1092(f)(4); 34 CFR 668.46(f)):

- (a) The daily crime log will record all crimes reported to the Department of Campus Safety, including the nature, date, time and general location of each crime, and the disposition, if known.
- (b) All log entries shall be made within two business days of the initial report being made to the Department.
- (c) If new information about an entry becomes available, then the new information shall be recorded in the log not later than two business days after the information becomes available to Campus Safety department.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Jeanne Clery Campus Security Act*

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- (d) Campus Safety maintains a Daily Crime Log of all crime reported to the Department. The log includes criminal incidents reported to Campus Safety during the last 60 days and is available on the Campus Safety website. Any member of the Claremont Colleges and members of the public may also view the Daily Crime Log at Campus Safety during normal business hours. Information in the log is not required to be disclosed when:
  - 1. Disclosure of the information is prohibited by law.
  - 2. Disclosure would jeopardize the confidentiality of the victim.
  - 3. There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, may cause a suspect to flee or evade detection, or could result in the destruction of evidence. In any of these cases, the information may be withheld until that damage is no longer likely to occur from the release of such information.

#### **700.6 INFORMATION DISSEMINATION**

It is the responsibility of the Director of Campus Safety or designee to ensure that the required Clery Act notification disclosures are properly issued to the 7Cs campus communities in accordance with institutional procedures. This includes:

- (a) Procedures for providing emergency notification about emergencies or other dangerous situations that might represent an immediate threat to the safety of students or employees occurring on the 7Cs campus'.
- (b) Procedures for notifying the campus' communities about Clery Act crimes considered to represent a serious or continuing threat to students and employees in order to aid in the prevention of similar crimes. Such disseminated information will withhold the names of victims as confidential.
- (c) Information necessary for the 7Cs institutions to prepare their Annual Security Report. These reports will include, but not limited to, the following:
  - 1. Crime statistics and the policies for preparing the crime statistics;
  - 2. Crime and emergency reporting procedures, including the responses to such reports;
  - 3. Emergency response and evacuation procedures;
  - 4. Information addressing the jurisdiction and authority of TCCS Department of Campus Safety Department including any working relationships and agreements between the Claremont Police Department and both state and local law enforcement agencies;
  - 5. Other required Clery Act information.

## Protected Information

### 701.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of The Claremont Colleges Services Department of Campus Safety. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information.

#### 701.1.1 DEFINITIONS

**Protected information** - Any information or data that is collected, stored or accessed by members of TCCS Department of Campus Safety and is subject to any access or release restrictions imposed by law, regulation, order or use agreement.

### 701.2 POLICY

Members of the Department of Campus Safety will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information. It shall be the policy to receive and retain any information with a presumption of confidentiality commensurate with the prevailing standards of proprietary governance held by The Claremont Colleges Services and the Claremont Colleges, as well as all relevant local, State and Federal statutory regulations.

### 701.3 PROCEDURE

- (a) Due to the unique nature of their tasks, Campus Safety personnel are often privy to confidential information, including this policy manual, Incident Report details, victim/suspect/witness names and information, undercover operations, etc.
  - 1. Campus Safety personnel shall not release any information to anyone without express orders from their supervisors. Furthermore, Campus Safety staff shall not use any information that they may have access to due to their employment for personal gain.
  - 2. Confidential information includes, but is not limited to, content of Campus Safety policy manual, and names, addresses, and contact numbers of persons detailed in Campus Safety Incident Reports. Any information obtained from handling calls, access to Incident Reports, or shift-change briefings shall be treated as the official business of the department.
- (b) The Campus Safety policy manual, Standard Operating Procedures and Regulations including policies, procedures and guidelines are all intended to be confidential. The release of any portion of these documents shall be approved by the Director of Campus Safety, or by Administrative personnel of The Claremont Colleges Services.
- (c) The policy manual (or any portion thereof) may not be distributed or disseminated in any fashion to any third party without the express written permission from The Claremont College's Services Director of Campus Safety unless outlined within the policy manual.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Protected Information*

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1. Any unauthorized use or dissemination of this document will result in disciplinary action, up to and including termination.
  2. Any request for a copy of an Incident Report, other than that routinely forwarded to the Deans and CPD, must be approved by the Director of Campus Safety.
  3. Any queries by local, state, or federal authorities, as part of a security clearance, employment background check, etc., on a current or past student shall be referred to the student's Dean of Students office.
- (d) Campus Safety personnel shall not make any comments to students, faculty, staff, student newspaper reporters, etc., regarding Incident Reports, current or past investigations, crime trends, etc., without written authorization from the Director of Campus Safety.
- (e) Campus Safety personnel may not give any interviews or release any information pertaining to The Claremont Colleges to any members of the media while on-duty or off-duty without the prior authorization of the Director of Campus Safety or his/her designee.

## Title IX - Gender Equality and Sexual Assault

### 702.1 PURPOSE AND SCOPE

Title IX of the Education Amendments Act of 1972 (20 U.S.C. 1981) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employee of educational institutions which receive federal financial assistance. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (20 U.S.C. 1681).

### 702.2 POLICY

The Campus Safety Department and its members in support of these measures shall follow the below policy whenever confronted with a situation or report regarding discrimination on the basis of sex, sexual orientation or gender in educations programs, services or other activities.

### 702.3 PROCEDURE

Whenever a member of The Claremont Colleges, including but not limited to: Students, Faculty or Staff, or any other member of the surrounding community, reports or conveys any act of discrimination, sexual assault, sexual harassment or gender discrimination based on a protected category, to any member of the Department of Campus Safety, they shall be immediately provided the following information:

- (a) The name of the appropriate campus Title IX Coordinator, as well as that person's phone number, location and email address of that Coordinator, which can be found on the following website addresses for each of the seven Claremont Colleges:
  1. [Claremont Graduate University \(CGU\)](#)
  2. [Claremont McKenna College \(CMC\)](#)
  3. [Harvey Mudd College \(HMC\)](#)
  4. [Keck Graduate Institute of Applied Sciences \(KGI\)](#)
  5. [Pitzer College \(PTZ\)](#)
  6. [Pomona College \(POM\)](#)
  7. [Scripps College \(SCR\)](#)
- (b) The Campus Safety employee shall also offer to take a departmental report within the protocols of current state and federal statutes, whether it is non-criminal, criminal or a courtesy report of another jurisdiction.
  1. If the reporting party does not wish to file a criminal report, a Campus Security Authority Report ("CSA") shall be completed to memorialize the reporting event on behalf of the reporting party.
  2. Only that information approved to be included in the report shall be entered into this document/form.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Title IX - Gender Equality and Sexual Assault*

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- (c) Notification to the Director of Campus Safety shall be made regarding the incident before the end of that watch.

## Communications

### 703.1 PURPOSE AND SCOPE

The role of Communications is vital to the daily operation of Campus Safety. The dispatcher must have the ability to multi-task, remain patient and calm, use good judgment, and common sense. The purpose of this policy is to guidance on a multitude of subjects and incidents, but it would be impossible to list each type of scenario a dispatcher may experience. There is always a Watch Commander on-duty available to assist with any questions or problems a dispatcher may encounter.

The Communications Policy has been developed to assist both the newly-appointed and the incumbent Dispatch personnel guidelines with which to effectively manage the variety of tasks and duties within the Communications Section.

### 703.2 POLICY

The Department of Campus Safety shall maintain appropriate standards to support the effective and timely delivery of services to our campus communities and their guests. When time permits, dispatchers shall perform work-related duties such as monitoring the cameras, reviewing the Daily Log for accuracy, reviewing the notebooks, and studying the Campus Safety Training Manual and Dispatch Manual.

### 703.3 PROCEDURE

- (a) Campus Safety is the only department at the Colleges that is open 24 hours a day, every day of the year. Campus Safety provides service to Claremont Graduate University (CGU), Claremont McKenna College (CMC), Harvey Mudd College (HMC), Keck Graduate Institute of Applied Science (KGI), Pitzer College (PTZ), Pomona College (POM), Scripps College (SCR) and The Claremont Colleges Services (TCCS).
- (b) The dispatcher is responsible for monitoring all radio traffic, telephone calls and notifications, monitoring the alarm system, CCTV cameras, maintaining the Daily Log, handling walk-in traffic, maintaining Work Orders, and emailing Incident Reports. The priority of these duties is as follows:
  - 1. Monitoring Radio Traffic;
  - 2. Telephone Calls & notifications;
  - 3. Alarms & CCTV Cameras;
  - 4. Walk-in Traffic;
  - 5. Emailing Incident Reports;
  - 6. Daily Log;
  - 7. Maintaining Work Order;
- (c) Often times, the first impression a student, staff, or visitor will have of Campus Safety is from their interaction with a dispatcher, either on the telephone or at the counter.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Communications*

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A dispatcher must always remain professional and if there is a conflict or complaint, notify the Watch Commander immediately.

1. Excellent service doesn't mean every request will be honored.
2. At times, Campus Safety is asked to provide a service or handle a request that is not authorized or part of our function.
3. Only with the approval of the Assistant Vice President or his/her designee, will Campus Safety will accept packages or deliveries for other departments, Campus Safety can't hold items for pick-up, other than keys, and officers can't provide access to buildings, rooms, or secured areas without proper authorization.
4. Campus Safety can't provide authorization for pictures or tours at any of the Colleges, including TCCS. The requestor must contact the Public Information Office at the specific College.
5. If a dispatcher isn't sure if a request can be handled, the on-duty Watch Commander can provide assistance and guidance.
6. The Colleges, TCCS and Campus Safety have defined policies that must be followed.
7. If a request is made that is against policy, the dispatcher should politely explain the request can't be handled. If there is any argument from the requestor, the call should be transferred to the on-duty Watch Commander.

#### **703.4 BACKGROUND INVESTIGATIONS AND EMPLOYMENT VERIFICATION**

- (a) Campus Safety does not release student information to background investigators, or provide background checks and employment verification on employees.
- (b) Background Investigators must be referred to the appropriate Dean of Students' Office. The staff member at the DOS Office will call Dispatch, provide the student's name and request a record check. The dispatcher will perform a search on the last name in the Field Interview Program, and provide the results to the staff member. The DOS Office staff member will release the information to the background investigator.
- (c) All requests for background checks and employment verification on current or former employees (including Campus Safety employees) must be referred to the appropriate Human Resources Office.
- (d) Campus Safety does not release any information regarding students or employees to parents, friends, co-workers, etc. Refer all calls and requests to the appropriate Dean of Students' Office, or Human Resources Office.

#### **703.5 ELECTRONIC MAIL**

- (a) Dispatchers must monitor the Dispatch email Account continuously during their shift, and check their personal e-mail account at least once during the shift.
- (b) All emails received during the shift must be answered promptly. If the email isn't an emergency and is requesting specific information handled by another person at



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Communications*

---

Campus Safety, the dispatcher should assure the person their email will be forwarded to the appropriate person.

- (c) All responses to e-mails sent to the Dispatch Email Account must be copied ("CC") to "Dispatch". This will inform other dispatchers and the Supervisors that the issue has been handled and a response sent. This also eliminates duplicate responses to the same e-mail.
- (d) Emails sent to Dispatch that contain notification information, on-call lists, or rosters must be promptly printed and placed in the appropriate notebook.
- (e) If a request is made for services (other than Work Orders) or to cancel a scheduled service, please ask the caller to submit the request or cancellation by email to the Dispatch email Account. The email will provide documentation, and inform all dispatchers and supervisors of the issue.

#### **703.6 LOST AND FOUND PROPERTY**

- (a) The only Lost & Found Items stored in Dispatch are keys and Student ID Cards. Keys will be placed in the basket labeled "Keys".
- (b) A log entry will be created and the Student ID Cards will be placed in an envelope and delivered to the appropriate Dean of Students Office the next business day.
- (c) When found property is turned in to Dispatch, the dispatcher will obtain preliminary information and call for a campus safety officer to respond and complete a found property report and document the information in the Daily Log and in the Lost & Found Notebook.
- (d) The dispatcher will then turn the found property to the on-duty Watch Commander for storage.

#### **703.7 RECORDING SYSTEM**

- (a) All telephones and the main radio channel in the Dispatch Center are recorded and can be played back by the dispatcher to confirm names, numbers, or other information. The Stancil Recording System records the telephones and radio traffic.
  - 1. Dispatchers must check that Stancil is recording at the beginning of each shift.
  - 2. A representative from Stancil will also call and alert the dispatcher if the system is disabled.
  - 3. If Stancil is not recording, an email must be sent immediately to TCCS IT and copied to the Dispatch email Account.

#### **703.8 RESTRICTED ACCESS TO COMMUNICATIONS**

- (a) Unauthorized personnel shall stay out of the Communications Section at all times, except under the following circumstances:
  - 1. On duty Dispatchers shall maintain all-access to the Communications Section unless their assignment is in another role.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Communications*

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2. Watch Commanders, when conferring with Dispatch personnel regarding field operations, investigations or other activity
  3. In emergency circumstances, when the on duty dispatcher(s) require immediate assistance for urgent events or conditions.
- (b) All such orders in this shall be followed as per the defined requirements of the prevailing National Fire Protection Act (NFPA), Edition 2015, and the assignments of Underwriters Laboratories (UL).

## TCCS Department Call-Out

### 704.1 PURPOSE AND SCOPE

The Campus Safety Department is often called upon to facilitate the calling out of other service departments in during off-hours, campus closures, and weekends/holidays. This General Order provides guidelines to accomplish the callout process to ensure a timely response to various issues.

### 704.2 POLICY

The Department of Campus Safety shall support the Claremont Colleges Services suite of services by following the on-call protocol and maintaining contact databases for our colleagues in the other TCCS service areas.

### 704.3 PROCEDURE

Central Facilities Services (CFS)

- (a) After 1600 hours, Monday through Friday, holidays, and all hours Saturday and Sunday, The Claremont Colleges community can contact Campus Safety regarding maintenance problems, if they are unable to contact the facility personnel at their respective college.
- (b) When a call is received, the dispatcher contacts the appropriate facility personnel for the college, who determines the response needed and contacts personnel from their college for repairs.
  1. If the call requires a Central Facilities Services technician, the college's Facility Director or designated person contacts CFS.
  2. When a call is received, and no facility personnel is on duty, an Officer is dispatched to determine the seriousness of the problem and if and what type of maintenance personnel is required.
  3. If there is a maintenance problem at a TCCS building, the dispatcher will contact the appropriate technician or the Central Facilities Services Director who will then take appropriate action.
  4. If a problem with an elevator is reported after hours, the dispatcher will contact the college's facility personnel to brief them on the location and known details. Because after-hour charges may be incurred, the campus facilities personnel will determine whether or not to call for repairs.
  5. If there is a person inside the elevator, Dispatch shall immediately notify and summon the Los Angeles County Fire Department.
  6. When The Claremont Colleges experience a power failure or any disruption of electrical service that affects any of the buildings or facilities of TCCS, it is imperative that certain department heads are notified immediately to initiate necessary steps to protect extremely valuable computer equipment and data. The following persons shall be notified immediately:
    - i. Central Facilities Services Director;

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *TCCS Department Call-Out*

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- ii. Campus Community per Policy 301 Emergency Notification - Campus Warning Systems.

# LiveScan Fingerprinting Services

## 705.1 PURPOSE AND SCOPE

### **LIVESCAN SERVICES TEMPORARILY DISCONTINUED EFFECTIVE SEPTEMBER 2023**

The purpose of this policy is to provide guidance, standards and expectations for the appropriate use and accessibility of the Department's electronic fingerprinting services.

## 705.2 POLICY

The Department of Campus Safety provides electronic fingerprinting and electronic criminal history search services via fingerprinting only as authorized by the State of California. Use of the equipment, transmission lines, information and services within the Department's program are limited to only those trained and authorized in accord with the requirements as outlined by the State of California.

## 705.3 PROCEDURE

- (a) The Director of Campus Safety shall be the manager of these services and serve as the Custodian of Records.
- (b) The Dispatch Leads shall be responsible for the training of any/all other LiveScan operator staff.
- (c) The electronic fingerprinting services program shall be referred to as "LiveScan" as is consistent with contemporary services provided across the State and country.
- (d) All records, information and data collected or distributed within the limits of confidentiality and in accord with the standards assigned by the State of California and the United States Department of Justice (USDOJ).
- (e) The hours of operation for the LiveScan service station will typically be:
  - 1. Monday thru Thursday
  - 2. 9:00 AM to 3:00 PM
- (f) Anyone seeking LiveScan services shall email dispatch to make an appointment.
- (g) During any campus closure periods, non-campus community persons shall be redirected to electronic fingerprinting services at another location.
- (h) Any person seeking LiveScan services shall:
  - 1. Provide a primary and secondary proof of identification;
  - 2. And pay for all fees as outlined by the USDOJ & State of California fee schedule.
- (i) Department LiveScan services staff shall record all proof of identification onto the BCIA 8016 form. No copies of any personally identifying information or documents shall be made.
- (j) Any hard copies of fingerprint cards rolled by another law enforcement agency or fingerprinting service site shall be processed under the direction of the State of

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *LiveScan Fingerprinting Services*

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California and/or the USDOJ. Only the Program Manager/Custodian of Records shall process hard copies of fingerprint cards and their information.

## Campus Safety Advisory Board

### 706.1 PURPOSE AND SCOPE

The Campus Safety Advisory Board is created to conduct regular, non-binding assessments and provide feedback on the policies, programs, and services of the Department of Campus Safety, with the objective of enhancing the service to the campus of The Claremont Colleges and all its constituents. The Advisory Board will consist of a rotating selection of members, which could comprise students, staff, faculty, and members of the City of Claremont community. Their collective perspectives will assist the Director of Campus Safety and staff of the Department of Campus Safety in evaluating the department's tactics and strategies.

It is anticipated that the unique perspectives from a wide variety of roles, campuses, services, and group participants will offer important insights for appraisal, scrutiny, and deliberation, ensuring the maintenance of high service effectiveness and trust among the constituents served. Potential discussion topics could encompass, but are not limited to:

- Goals, initiatives, and performance metrics of the department;
- Programming plans and their related aims;
- Departmental policies, including rules, general and temporary orders;
- Examination of future proposals related to services, equipment, staffing resources, or technologies.

### 706.2 POLICY

Advisory Board members are expected to actively participate in meetings, with certain discussions maintained in a confidential environment due to the small size and closely-connected community of the campuses and their members. Certain topics may be deemed unsuitable for public disclosure during the review process with the Advisory Board.

### 706.3 PROCEDURE

The Director of Campus Safety may call upon the Advisory Board to discuss and provide input on shared information, as well as provide insights on local, regional, or national trends or events pertaining to campus safety, student services, and other relevant topics.

The Advisory Board is not authorized, nor can it delegate authority to another standing committee or group, to review issues involving:

- (a) Disciplinary actions against any employee, or recommend disciplinary measures;
- (b) Internal Affairs investigations;
- (c) Ongoing criminal or administrative investigations.

An updated roster of the Advisory Board, noting any commencements or conclusions of service, must be reported to the Chief Executive Officer within 10 days.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Campus Safety Advisory Board*

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The Director of Campus Safety, as a standing member of the Advisory Board, may be asked to provide a report summarizing the Advisory Board members' viewpoints on a given subject to the Chief Executive Officer of the Claremont Colleges Services. The format of the report will be determined by the CEO.

This program will be subject to an annual review.



## Communications Center

### 707.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Communications Center. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

### 707.2 POLICY

It is the policy of The Claremont Colleges Services Department of Campus Safety to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability providing continuous communication between the Communications Center and department members in the field.

#### 707.2.1 THE COMMUNICATIONS CENTER SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of the Communications Center, its members and its equipment must be a high priority. Access to the Communications Center shall be limited to the Communications Center members, the Watch Commander, command staff and department members with a specific business-related purpose.

### 707.3 RESPONSIBILITIES

#### 707.3.1 SUPERVISION OF THE COMMUNICATIONS CENTER

The on-duty Watch Commander shall be responsible for the supervision of the Communications Center. The responsibilities include, but are not limited to:

- (a) Overseeing the efficient and effective operation of the Communications Center in coordination with other supervisors.
- (b) Scheduling and maintaining dispatcher time records.
- (c) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

#### 707.3.2 DISPATCH LEADS

Dispatch leads have other responsibilities for the day-to-day operation of the Communications Center. The responsibilities include, but are not limited to:

- (a) Training and evaluating new dispatchers.
- (b) Ensuring the radio and telephone recording system is operational.
  - 1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
- (c) Processing requests for copies of the Communications Center information for release.
- (d) Maintaining the Communications Center database systems.
- (e) Maintain the KeyTrack system.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Communications Center*

---

- (f) Maintaining and updating the Communications Center procedures manual.
  - 1. Ensuring dispatcher compliance with established policies and procedures.
  - 2. Procedures for specific incidents may be necessary. For example, making Emergency Notifications or Timely Warnings to the Campus community.

#### **707.3.3 DISPATCHERS**

Dispatchers report to the on-duty Watch Commander who is the de-facto supervisor over the Communications Center and the on-duty Dispatchers. The responsibilities of the dispatcher include, but are not limited to:

- (a) Receiving and handling all incoming and transmitted communications, including:
  - 1. Emergency calls.
  - 2. Business telephone lines.
  - 3. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), outside agency law enforcement units).
  - 4. Other electronic sources of information (e.g., text messages, digital photographs, video).
- (b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, outside agency law enforcement units).
- (c) Inquiry and entry of information through the Communications Center, department and other database systems.
- (d) Monitoring department video surveillance systems.
- (e) Maintaining the current status of members in the field, their locations and the nature of calls for service.
- (f) Notifying the Watch Commander or field supervisor of emergency activity, including, but not limited to:
  - 1. Criminal activity report to Campus Safety.
  - 2. Fires.
  - 3. Assignment of emergency response.
  - 4. Routing citizen complaints/concerns to the on-duty Watch Commander.

#### **707.4 CALL HANDLING**

This Department provides members of the public with 24/7 access to Campus Safety services. When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Communications Center*

---

- When?
- Who?

Dispatchers should be courteous, patient and respectful when dealing with the public.

#### **707.4.1 EMERGENCY CALLS**

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately and the appropriate outside resources shall be notified; i.e. The Claremont Police Department and/or the Los Angeles County Fire Department. The Watch Commander shall be notified of all emergency calls for service.

#### **707.4.2 NON-EMERGENCY CALLS**

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

#### **707.5 RADIO COMMUNICATIONS**

The Campus Safety radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

- (a) Members acknowledging the dispatcher with their radio identification call signs and current location.
- (b) Dispatchers acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the dispatcher advised of their status and location.
- (d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The on-duty Watch Commander shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

#### **707.5.1 RADIO IDENTIFICATION**

Radio call signs are assigned to department members based on factors such as duty assignment, including uniformed patrol assignment, special events, and department ranks including Director, Captain, Lieutenant, Sergeant and Officer.

Dispatchers shall identify themselves on the radio with the appropriate department call sign.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Communications Center*

---

Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member.

#### 707.5.2 CALL SIGNS

Director of Campus Safety	101
Assistant Director / Captain	102
Lieutenant	103
Assistant to the Director	105
Clery Coordinator	106
Sergeants	200 - 299
Officers	300 - 399
Special Details	400 - 499
Communications	500 -599
Dedicated Assignments	600 - 699
Contract Security	900 - 999

## **Chapter 8 - Personnel**

## Personnel Complaints

### 800.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the TCCS Department of Campus Safety. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

### 800.2 POLICY

The Department of Campus Safety takes seriously all complaints regarding the service provided by the Department and the conduct of its members. The Department will accept and address all complaints of misconduct in accordance with this policy. It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

### 800.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public. Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

#### 800.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the Director of Campus Safety is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

**Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Director of Campus Safety, depending on the seriousness and complexity of the investigation.

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Director of Campus Safety, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

#### 800.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Personnel Complaints*

---

- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor, who will notify the Director of Campus Safety via the chain of command.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

#### **800.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**

##### **800.4.1 COMPLAINT FORMS**

Personnel complaint forms will be maintained at the Campus Safety facility and will be readily available for the public. Forms will also be accessible through the Campus Safety website.

**See attachment: [Citizen Complaint Form.pdf](#)**

##### **800.4.2 ACCEPTANCE**

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, or physical evidence may be obtained as necessary.

A complainant shall be provided with a copy of the complaining party's statement at the time it is filed with the Department.

##### **800.4.3 AVAILABILITY OF WRITTEN PROCEDURES**

The Department shall make available to the public a written description of the investigation procedures for complaints.

#### **800.5 DOCUMENTATION**

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible. The Director of Campus Safety will log and track all complaints.

#### **800.6 INVESTIGATION**

All complaints will be investigated thoroughly and impartially.

- (a) The Director of Campus safety will notify the The Claremont Colleges Services CEO of the receipt of complaint.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Personnel Complaints*

---

- (b) The Director of Campus safety will make the determination who will investigate the complaint. Depending on the seriousness of the complaint; the investigation may be assigned either internally or externally for investigation. Qualified designees include a designee assigned by the Director of Human Resources, or an external investigator assigned by the Director of Human Resources and/or Director of Campus Safety.
- (c) Any member of the Department assigned as an internal affairs investigator must have completed a recognized and approved Internal Affairs Investigator Course (POST, etc.)
- (d) At no time will an investigation be assigned to an individual who is either a party to the complaint or a witness to the incident/event.
- (e) Immediate investigation and/or corrective action is required when circumstances surrounding the alleged misconduct constitutes probable cause to believe that a serious erosion of public confidence or a major violation of an individual's rights will occur absent such action by the Department. Any immediate action taken by the highest authority notified would be in addition to an investigation as set forth in these procedures.
- (f) All investigations shall be conducted in accordance with Prevailing labor laws of the State of California and the employment standards of The Claremont Colleges Services.
- (g) Confidentiality - Except as provided in these procedures, records of complaints and investigations conducted by the Department shall be confidential to the extent allowed by employment law(s).
- (h) Nothing in the procedures shall prohibit a non-Department complainant or any other non-Department person interviewed, from disclosing what occurred during that interview. Department personnel, however, are prohibited from discussing any aspects of an investigation, to include the content of their statements, with any person not authorized to conduct or review the investigation results.
- (i) The complaining party may be accompanied by an attorney or other representative at the time the complaint is made and at other times during the complaint process.

#### **800.7 DISPOSITION OF PERSONNEL COMPLAINTS**

Each allegation shall be classified with one of the following dispositions:

- **Unfounded** - When the investigation discloses that the alleged act(s) did not occur or did not involve department personnel. Complaints which are determined to be frivolous will fall within the classification of unfounded.
- **Exonerated** - When the investigation discloses that the alleged act occurred, but that the act was justified, lawful and/or proper.
- **Not Sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.
- **Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Personnel Complaints*

---

If an investigation discloses misconduct or improper job performance which was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

#### **800.8 MAINTENANCE OF RECORDS**

Investigative reports, writings, and files of every complaint shall be permanently retained for the mandatory retention period. These records shall remain confidential.

- (a) Every sustained case which has resulted in a guidance/counseling form, letter of reprimand, suspension, loss of pay, demotion in rank, or termination shall require a written explanation of the disciplinary action taken to be placed in the employee's personnel file.
- (b) This shall become a permanent part of the affected employee's personnel file.
- (c) Once completed and filed, only the Director of Campus Safety shall have access to an IA record, except where;
  - 1. Access is required by law or court order.
  - 2. Information contained in the file is relevant to a subsequent investigation.
  - 3. Verbal or written permission is granted by the Director of Campus Safety to a designee.
- (d) All complaints shall be maintained by Human Resources in accordance with current statutory or prevailing law.
- (e) All internal investigations will be assigned an IA number and will be maintained in a separate file. Only sustained complaints will be copied and placed in an employee's personnel file.

# Overtime - Special Event Extra Duty Assignments

## 801.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a standard and consistent method for the distribution of overtime assignments.

## 801.2 POLICY

It shall be the policy of this Department to offer and assign overtime on as equitable a basis as possible. It shall not be necessary for each employee to receive identical amounts of overtime during a set period of time, however the Department will strive to present the opportunity for overtime on a uniform basis. The Department must make decisions based on organizational needs.

## 801.3 PROCEDURE

To help promote an equitable dispersion of overtime in a transparent manner the following procedures will be adhered to for announcing and assigning overtime to Campus Safety Department members:

(a) Announcement of Overtime:

1. As a courtesy, text messaging and/or phone calls regarding the existence of the overtime may be sent, but are not required.
2. Overtime of an emergency nature or with a short turnaround time may be announced by telephone contact, text messaging, or email.

(b) Assignment of Overtime:

1. The Department will make every attempt to equitably distribute the opportunity and responsibility for overtime assignments.
2. To fill an overtime slot, the next available individual who has indicated a desire to work the event is given the additional duty.
3. Employees already working, on leave, and/or out of the area are ineligible under most circumstances.
4. If more than one employee can be assigned to an event, the next eligible employee is then assigned until the event staffing has been satisfied.
5. The officer assigned the overtime is responsible for submitting the Attendance Documentation Form to the Administrative Assistant.
6. Overtime for blocks of events occurring on the same day or multiple similar events over a short period of time may be batched together for the purposes of scheduling efficiencies and officer considerations.
7. Officers who indicate a desire to work multiple events with conflicting times should be assigned the event providing the greatest amount of overtime hours available.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Overtime - Special Event Extra Duty Assignments*

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##### 801.3.1 SUPERVISORS RESPONSIBILITIES

The supervisor assigning the overtime shall send an email with the names of officers assigned to the assigned officers, and cc'd to the Captain, Lieutenant, and Dispatch.

- (a) Overtime with advanced notice will be assigned on the day noted on the master schedule. Generally this date will be no later than 7 days prior to the event.
- (b) Based on organizational need, overtime requiring immediate assignment will be filled immediately regardless of whether all members have responded to the outreach or not. The on duty Watch Commander shall be responsible for this process, but may designate some notification and callout functions to ensure a timely assignment to the event/shift.
- (c) Supervisors should make every attempt to fill overtime with a Campus Safety Officer, however when appropriate and there is a need for a private security assignment, an appropriate number of security officers from an approved contracted firm shall be scheduled.
- (d) The supervisor assigning the overtime is responsible for sending a message announcing the assignment to eligible employees.

##### 801.3.2 ORGANIZATIONAL NEED

In matters of immediate organizational need and to ensure adequate staffing levels, this procedure may be voided. Example include: A call-out prior to a shift and a block of time needs to be filled immediately. The Watch Commander has the discretion to hold over on-duty personnel (or first available).

- (a) Changes or cancellation of overtime assignments, once assigned, are to be made by the Director of Campus Safety or designee. Event changes or cancellations should be announced via text messaging and/or email.

##### 801.3.3 AFTER ACTION REPORTING

- (a) All special event overtime requires an after action report submitted by the Special Events Supervisor or supervisor working the shift in which the overtime occurred. It shall be submitted to the Captain and Administrative Assistant.
- (b) The content and length of the report is relative to the event and incidents that occurred.
- (c) Special Event after action reports shall contain identifying information for the event (name, date, time, location):
  - 1. Summary of the event;
  - 2. Any significant incidents, medical aids, and/or arrests;
  - 3. List of all personnel working the event and hours worked.

## Attendance and Recording of Time

### 802.1 PURPOSE AND SCOPE

The Department of Campus Safety relies heavily upon the timely, accurate and responsible reporting by all employees to demonstrate punctuality, reliability, and trustworthiness as part of the accurate reporting of time worked to provide appropriate compensation and consideration for employment.

The purpose of this policy is to provide the current procedures and recommendations for employment-related reporting, including scheduled time worked, leaves, and other scheduling necessities.

### 802.2 POLICY

It shall be the policy of the Campus Safety Department to record all time worked, or time accounted for via leave credits or other absences, as part of the Department's continued effort to properly compensate and record attendance.

### 802.3 PROCEDURE

#### (a) Attendance

1. Impeccable attendance is critical to the Department of Campus Safety's operation. Accordingly, every employee is expected to report for duty, on time, for each of their scheduled shifts.
2. The Department views punctuality and observance of posted schedules as indications of interest in the job and commitment to the team. Attendance is monitored and tardiness is not tolerated.
3. Staff who are unable to report for duty as scheduled must contact and speak with the on-duty Watch Commander and inform them of the situation at least two hours prior to the beginning of their scheduled shift.

#### (b) Unscheduled Leave

1. If an employee has a medical off-work order from a doctor for a period of time of more than one day, they shall call and inform the on-duty Watch Commander that they will be off for a specific number of future days. The employee is also required to provide the medical off-work order to the Assistant Vice President of Campus Safety/Director (AVP or Director) upon the employee's return to work. If no medical off-work order exists, the employee is required to contact the on-duty Watch Commander and inform them of the employee's absence at least two hours prior to the beginning of their scheduled shift on a daily basis, for each occurrence.
2. While we recognize that occasional sickness may occur, excessive absence creates a direct negative impact on our Campus Safety operations and causes increased burden on your fellow Campus Safety personnel who may have to be called in to cover your shift or instructed to stay for extended hours beyond the end of their shift to cover yours.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Attendance and Recording of Time*

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3. Accordingly, the AVP may require the employee to provide a signed statement from their physician verifying that they could not work due to illness or injury. In some instances, the employee may be required to provide confirmation from their physician that they are able to return to work and perform their duties.
  4. The AVP, in consultation with the appropriate TCCS department(s) will evaluate all medical requests for time off and/or for particular scheduling needs on a case-by-case basis. This evaluation will also be in consultation with the employee and the employee's healthcare provider to determine an appropriate accommodation or assistance that best fits the needs of Campus Safety and the employee.
- (c) **Mandatory Overtime**
1. At times, as stated in the "Minimum Requirements" for Campus Safety position, personnel may be instructed to work unscheduled overtime hours.
    - i. The on-duty Watch Commander must approve all unscheduled overtime.

#### **802.4 SCHEDULES**

- (a) **Schedules**
1. All schedules and deployments are made and distributed by the AVP or designee.
  2. Campus Safety personnel are to refrain from making any changes on the posted schedules. Schedules and assignments are subject to change as operational needs dictate. On-duty supervisors are authorized to make short-term changes to the schedule when necessary to accommodate urgent or emergency circumstances.
    - i. Any change(s) made shall immediately be reported to the Captain.
    - ii. Any changes(s) shall immediately be communicated to all scheduled Watch Commanders affected by the change.
  3. It shall be the responsibility of the employee to regularly check the schedule for any changes made after the schedule was initially posted.
- (b) **Responsibility to Duty; Availability**
1. As indicated in all Campus Safety Job Descriptions, all employees are expected to be available to work their assigned shifts and maintain excellent attendance.
  2. Availability and assignments for work may include being scheduled on weekend, evening, or night hours, including during holidays.
  3. In any situation in which an employee has a significant personal scheduling conflict, the AVP or their designee will attempt to find alternative shifts or assignments for a temporary period to assist the employee. These accommodations however are neither assured nor indefinite.
- (c) **Shift Exchange**
1. Campus Safety personnel may exchange, upon mutual agreement of the parties involved, scheduled shift lines, isolated shifts, days, or hours.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Attendance and Recording of Time*

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- i. These exchanges must have the approval of each involved employee's supervisor and the AVP or their designee prior to the change being made.
    - ii. Said changes will be documented and forwarded to the department payroll/timekeeping staff prior to the exchange taking place.
  2. No shift exchanges will be made less than seven (7) days prior to the first date of the proposed exchanged shifts.
  3. Schedules and assignments may rotate to provide Campus Safety personnel with a varied work assignment.
- (d) **Vacation Requests**
  1. All employees who earn leave credits to include vacation hours may submit requests to use their existing vacation hours.
  2. Any employee who does not earn vacation leave credits, or who has no existing leave credits, may request time off from their scheduled shifts, but will not be compensated for the absence.
  3. Sick leave hours may not be used for vacation purposes.
  4. Vacation requests shall be submitted no less than 14 days prior to the date(s) requested.
  5. While multiple employees may be scheduled for vacations at the same time, neither the Campus Safety Department nor The Claremont Colleges Services guarantee that a vacation request will be approved.
  6. The AVP determines minimum staffing levels. Minimum staffing shall be preserved in accordance with all prevailing schedule outlines, with consideration to time of year, special events, and other known information.
  7. Once a vacation request has been approved, no employee will be required to cancel that planned leave. Under only emergency conditions will the employee be consulted to determine if the vacation request can be delayed due to prevailing emergency conditions.
- (e) **Vacation Leave Restrictions Due to Operations Needs**
  1. Time off requests during the following periods are highly restricted due to the high demand for operational needs at peak periods of the academic terms:
    - i. 7 days prior to the first day of classes for the Fall Semester;
    - ii. 14 days after the first day of classes for the Fall Semester;
    - iii. 3 days prior to the first day of classes for the Spring Semester;
    - iv. 21 days prior to the first day of Graduations/Commencements;
    - v. 3 days after the last day of Graduations/Commencements.

## **802.5 TIMEKEEPING**

### (a) **Clocking In/Out**

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Attendance and Recording of Time*

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1. Non-exempt (hourly) employees are expected to and are responsible for accurately recording time worked as the start and end of their shift, and the start and end of meal breaks, each time they work a shift. See HR policy Attendance, Work Hours, and Time/Attendance Logging for additional information.
  2. If an employee fails or forgets to clock in/out for the hours worked, it is their responsibility to correct the error at their earliest opportunity. If these corrections do not take place, that employee's proper compensation may be delayed.
    - i. Campus Safety personnel who repeatedly fail to record their time will be subject to disciplinary action.
    - ii. Personnel are required to clock in, obtain the department issued baton and pepper spray, and then report to briefing. Personnel must be in full uniform/gear and ready for duty when arriving to briefing.
    - iii. Time spent dressing will not be considered working time. Personnel who are issued uniforms that can be laundered at home are required to arrive at work fully dressed, except for any equipment that may not be taken off the TCCS premises. If such employees choose to dress at work, they must clock in after they are dressed. Once employees are dressed, they should clock in and then retrieve any equipment that may not be taken off the premises; i.e. baton and pepper spray.
- (b) Meal Period/Breaks
1. An uninterrupted, unpaid, duty-free 30-minute meal period is provided to all non-exempt personnel for every five (5) hours that an employee works in a day. This means that employees must begin taking their meal period before the start of their fifth hour of work. Example: An employee who begins working at 8 am must begin their meal period no later than 12:59 pm.
    - i. In order to ensure adequate dispatch and patrol presence, patrol and dispatch staff will work with on-duty supervision to schedule their two meal breaks (as required for 10 hours shifts) of 30 minutes each.
    - ii. Employees may choose to waive their second meal break and leave at the end of their scheduled shift time.
    - iii. Employees who prefer to take their second meal break period must schedule it with their supervisor and may work until they have recorded ten (10) hours (½ hour longer than the scheduled shift of 10 and ½ hours. Employees may not work more than 10 hours without prior authorization from their supervisor.
  2. A 15-minute rest break period is provided for every four (4) hours that an employee works in a day or major fraction thereof. Rest breaks and meal periods may not be combined.
    - i. Personnel who work a ten (10)-hour shift during any given day, are to be given three 15-minute break periods in addition to their two 30-minute meal breaks.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Attendance and Recording of Time*

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3. All meal periods and rest breaks must be requested from and approved by an on-duty Watch Commander, as outlined in the Radio Use and Communications Protocol Policy 303.
  - i. The timekeeping system will be used to record the start and end times of meal periods only. Rest breaks are paid, and do not require the use of the timekeeping system.
  - ii. During all breaks, Campus Safety personnel are relieved of all duty and are not required to monitor their radios. Employees are strongly encouraged to turn off the department radio at the beginning of their break and turn it back on at the end of their break.
  - iii. Once approved, the employee is expected to respond to the location where they are taking their break and upon arrival, shall broadcast over the radio they are beginning their meal break, and shall utilize the timekeeping system to clock out for the meal break.
  - iv. Dispatchers will announce their breaks on the radio, after ensuring that the dispatch responsibilities are appropriately delegated through other dispatch or patrol staff.
  - v. When the rest break or meal period is completed, the employee will use Campus Safety Channel 1 to broadcast that their rest or meal period is concluded.
4. Campus Safety non-exempt (hourly pay) personnel who wish to leave the campus for their 30-minute meal break period may not take their department-issued baton and pepper spray off-campus with them.

#### **802.6 SMOKING**

- (a) Campus Safety adheres to the California regulations: No TCCS Campus Safety employee shall smoke any tobacco product inside a TCCS or Claremont Colleges building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a TCCS or Claremont Colleges building, or in a TCCS vehicle, including golf carts.
- (b) Campus Safety has established the following guidelines for smoking and/or use of tobacco-based products (chewing tobacco & electronic cigarettes):
  1. The use of tobacco products only takes place during the employee's authorized 15-minute break(s) and 30-minute meal break(s).
    - i. The use of tobacco products may be performed only at the designated Campus Safety smoking area.
    - ii. While consuming tobacco products the user shall maintain a 20' distance from structure windows, doors, and ventilation systems.
    - iii. The user of tobacco products is responsible for maintaining a clean and safe environment. All cigarette butts, including all tobacco byproducts,



# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Attendance and Recording of Time*

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shall be disposed of in an ashtray or other receptacle specifically designed for cigarette disposal.

#### **802.7 END OF WATCH/EARLY DEPARTURE**

Campus Safety personnel are not allowed to leave work without first being given permission from the on-duty Watch Commander.

#### **802.8 PAYROLL DISCREPANCIES**

- (a) Employees identifying a discrepancy in their paycheck and who believe they have not been properly paid shall bring it to the attention of the Campus Safety AVP. The payroll issue will be reviewed, and the employee will receive an answer or a resolution to the problem.
- (b) Employees shall be paid for all hours worked and should report any instances in which they believe they were underpaid.

## Verbal Counseling Supervisor's Observation

### 803.1 PURPOSE AND SCOPE

Supervisors shall review employee performance on a daily basis. Supervisors may commend or provide constructive criticism to employees through the use of verbal counseling or supervisor's written observations. Positive behavior that reflects or supports the Department's core values should be documented whenever possible. Additionally, employees demonstrating behavior contrary to our Department's core values or any provision of the Department Policy Manual can be reminded or instructed about how to improve behavior, performance or compliance with the Department Policy Manual, in a written Supervisor's Observation. Verbal counseling and/or Supervisor's Observations, even if the content addresses the need for improvement of performance, behavior or compliance are not considered discipline by the Department.

### 803.2 VERBAL COUNSELING PROCEDURE

All Supervisors should routinely seek opportunities to provide training and guidance to employees for the positive affect of increased knowledge, more proficient skills and adherence to the provision of the Policy Manual and Department Values. Verbal Counseling shall be considered anytime a supervisor discusses employee behavior or performance for the purpose of positively changing the behavior in the future. The first incidence of verbal counseling with a particular employee for a particular behavior or performance issue may or may not be documented in writing. However, nothing shall prohibit a supervisor from making reference to verbal counseling if the discussed behavior continues and additional efforts are needed for instruction, behavioral or performance modification as discussed below.

The Director of Campus Safety shall be made aware of the counseling as soon as practical.

### 803.3 PROCEDURES FOR SUPERVISOR'S OBSERVATIONS

Any Supervisor may issue a written Supervisor's Observation. The Supervisor's Observation should be presented to the employee in a private setting, free of interruption.

- (a) Present the Supervisor's Observation document and explain its purpose.
- (b) Discuss the issue and give the employee an opportunity to thoroughly read the document.
- (c) Require the employee to sign the document. If the employee refuses to sign, note the refusal on the document.
- (d) Provide the employee a copy of the Supervisor's Observation.
- (e) The original Supervisor's Observation shall be given to the Director of Campus Safety. It will then be scanned and kept in the involved employee's performance review file. A copy of the document shall also be forwarded to the employee's direct supervisor.
- (f) The Supervisor's Observation shall remain in an employee's performance review file until his/her next performance review at which time it shall be removed and deleted.

# The Claremont Colleges Services Campus Safety

Policy Manual

Policy Manual

## *Verbal Counseling Supervisor's Observation*

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### 803.3.1 SUPERVISOR OBSERVATION SAMPLES

**See attachment: [Supervisors Observation Example 1.pdf](#)**

**See attachment: [Supervisors Observation Example 2.pdf](#)**

# **Discriminatory Harassment**

## **804.1 PURPOSE AND SCOPE**

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

## **804.2 POLICY**

The Claremont Colleges Services (TCCS) Department of Campus Safety is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

## **804.3 DEFINITIONS**

Definitions related to this policy include:

### **804.3.1 DISCRIMINATION**

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes, stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Discriminatory Harassment*

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##### **804.3.2 SEXUAL HARASSMENT**

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

Members shall also be familiar with The Claremont Colleges Title IX Sexual Harassment Policy:

**[See attachment: Claremont Colleges Title IX Sexual Harassment Policy.pdf](#)**

##### **804.3.3 ADDITIONAL CONSIDERATIONS**

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Council guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with TCCS or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

##### **804.3.4 RETALIATION**

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

#### **804.4 RESPONSIBILITIES**

This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Director of Campus Safety, the Chief Human Resources Officer or the Chief Executive Officer.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Discriminatory Harassment*

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Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

##### 804.4.1 SUPERVISORS RESPONSIBILITY

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Director of Campus Safety or the Chief Human Resources Officer in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

##### 804.4.2 SUPERVISORS ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

##### 804.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Director of Campus Safety, the Chief Human Resources Officer, the Chief Executive Officer, or the California Civil Rights Department for further information, direction, or clarification (Government Code §12950).

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Discriminatory Harassment*

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##### **804.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated.

###### **804.5.1 SUPERVISORS RESOLUTION**

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

###### **804.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status, are encouraged to follow the chain of command but may also file a complaint directly with the Director of Campus Safety, the Chief Human Resources Officer, or the Chief Executive Officer.

###### **804.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

##### **804.6 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Director of Campus Safety. The outcome of all reports shall be:

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Discriminatory Harassment*

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- (a) Approved by the Director of Campus Safety, the Chief Human Resources Officer, or the Chief Executive Officer, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the department's established records retention schedule.

#### 804.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

#### **804.7 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by acknowledging the policy in the department's policy management system, Lexipol, that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by acknowledging the policy, in Lexipol, that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

#### 804.7.1 STATE-REQUIRED TRAINING

Human Resources should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code §12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b) All other employees shall receive at least one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code §12950.1.
- (c) All employees shall receive refresher training every two years thereafter.

Employees can also receive additional training if desired by the Civil Rights Department online training courses. Employees can go to the following website address for additional information and the training course:

**Civil Rights Department**

#### 804.7.2 TRAINING RECORDS

Human Resources shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years.



## Commendations and Awards

### 805.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of The Claremont Colleges Services Department of Campus Safety and individuals from the community.

### 805.2 POLICY

It is the policy of The Claremont Colleges Services Department of Campus Safety to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

### 805.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

#### 805.3.1 COMMENDATION INCIDENT REPORTS

The Commendation Incident Report shall be used to document the commendation of the employee and shall contain the following:

- (a) Employee name and assignment at the date and time of the commendation.
- (b) A brief account of the commendable action shall be documented on the form with report numbers, as appropriate.
- (c) Signature of the commending supervisor.

Completed reports shall be forwarded to the Lieutenant for his/her review. The Lieutenant shall sign and forward the report to the Director of Campus Safety for his/her review. The Director of Campus Safety will return the commendation to the employee for his/her signature. The report will then be returned to the Administrative Secretary for entry into the employee's personnel file.

### 805.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

## Personal Appearance Standards

### 806.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

### 806.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Director of Campus Safety has granted exception.

#### 806.2.1 HAIR

General Guidelines:

- (a) Hairstyles of all members shall be neat in appearance.
- (b) Members may not have two-toned or frosted hair.
- (c) Members may not wear unconventional hair colors.
- (d) Members are to refrain from the excessive use of hair gels, grease, hairspray, etc.
- (e) Members may not have hair that interferes with vision in any way. It is recommended that long hair be worn in a pulled-back style.
- (f) Notwithstanding the above, nothing in this policy is intended to prohibit members from having hair textures or hair styles that are historically associated with race, such as twists, braids, afros, dread locks, or corn rows.

#### 806.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

#### 806.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

#### 806.2.4 BEARDS

A short and neatly trimmed beard may be worn.

#### 806.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

# The Claremont Colleges Services Campus Safety

## Policy Manual

### Policy Manual

#### *Personal Appearance Standards*

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##### **806.2.6 JEWELRY**

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.

##### **806.2.7 TATTOOS**

Visible tattoos are allowed, however at no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

##### **806.2.8 BODY PIERCING OR ALTERATION**

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.

##### **806.3 EXEMPTIONS**

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated. A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Director of Campus Safety should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

## Chapter 9 - Resources

## Memorandum's of Understanding

### 900.1 MEMORANDUM'S OF UNDERSTANDING

The following MOU's set forth both the police department and Campus Safety responsibilities for the investigation of Part 1 Violent Crimes, as defined in and required by the California Education Code, Statutory jurisdiction Section §67381 (The Kristin Smart Campus Safety Act of 1998) and in accordance with the various requirements of the California Education Code, specifically sections §6601 0(b) and §67380; as well as the requirements and responsibilities set forth in California Penal Code Sections §830.6(c), §830.7(b), and §830.75. The MOU's establishes a standard procedure for the handling of incidents and reports of sexual assault and the issuance of Timely Warnings and Emergency Notifications, as required by and defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Title XI of the Higher Education Amendments of 1972.

Memorandum of Understanding with the Claremont Police Department:

[See attachment: Memorandum of Understanding TCCS and CPD\\_2023\\_Signed.pdf](#)

Memorandum of Understanding with the Upland Police Department:

[See attachment: Memorandum of Understanding TCCS and UPD\\_Signed.pdf](#)

# Emergency Operations Plan

## 901.1 EOP

The Emergency Operations Plan (EOP) of The Claremont Colleges Services (TCCS) was created in adherence to California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) guidelines, recommendations, and requirements. This comprehensive plan takes into account a wide range of emergencies and disasters, whether they are caused by natural events or human activities. While the plan provides valuable guidance, it is designed to allow Incident Commanders and the Incident Management Team the flexibility to adapt procedures and organizational structures as needed to effectively respond to and recover from specific hazard scenarios.

TCCS Emergency Operations Plan:

**[See attachment: Edition 6-2023 TCCS Emergency Operations Plan- signed.pdf](#)**

The Claremont Colleges  
Services Campus Safety Policy  
Policy Manual

## **Attachments**

## **TCCS Timely Warning Evaluation Form\_071223.pdf**



## TCCS Campus Safety Timely Warning Evaluation Form

### Timely Warning Regulations from the Department of Education

Timely Warnings require the campus community to be alerted to certain crimes in a manner that is timely and will aid in the prevention of similar crimes.

**WHEN:** A Timely Warning must be issued for any Clery crime if it is considered by TCCS Campus Safety to represent a serious or continuing threat to students and employees. A warning should be issued to the campus communities as soon as the pertinent information is available. Even if not all the facts surrounding an incident are available, a warning must still be issued.

**DECISION FACTOR:** A major factor for determining whether to issue a Timely Warning is whether students/employees are at risk of becoming victims of similar crimes. Compromising law enforcement efforts should only be taken into consideration in determining the content of the warning *when* issuing a Timely Warning. Compromising law enforcement efforts does not mean that a Timely Warning should not be issued.

**CONTENT:** The Timely Warning should include all information that would promote safety and that would aid in the prevention of similar crimes. You must include information about the crime that triggered the warning.

Case Number:	Occurred Date & Time:	Date & Time Reported to TCCS:
Type of Clery Crime:	Location:	Clery Reportable Location <input type="checkbox"/> Yes <input type="checkbox"/> No
Who reported the crime? <input type="checkbox"/> Victim <input type="checkbox"/> CSA <input type="checkbox"/> Witness <input type="checkbox"/> Parent <input type="checkbox"/> Friend <input type="checkbox"/> Perpetrator <input type="checkbox"/> Local law enforcement <input type="checkbox"/> Anonymous		
Is the crime a serious threat to persons or property? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe serious threat:		
Is the crime a continuing threat to persons or property? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe continuing threat:		
Is there a risk of students and employees becoming victims of similar crimes? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe risk:		
Is the suspect known by victim? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Is the suspect in custody? <input type="checkbox"/> Yes <input type="checkbox"/> No	Suspect affiliation w/TCCS? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Was a Timely Warning issued: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date & Time:	Method(s):
Additional Information:		
Reason(s) Timely Warning not issued:		
Does the Timely Warning contain crime prevention and safety tips? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Was an Immediate Emergency Notification issued? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a Timely Warning may not be required)		
Notified TCCS Communications: <input type="checkbox"/> Yes <input type="checkbox"/> No	Timely Warning Approval:	
<b>Supervisor</b>		
Name:	Signature:	Title:
		Date:



## **The Claremont Colleges Care Guide.pdf**

# The Claremont Colleges Care Guide

## Are you or someone you know in distress?

**Yes and there are safety concerns:**  
Call Campus Safety (909) 607-2000

**Yes and I need to speak with a counselor:**  
Call Monsour Counseling & Psychological Services (MCAPS) (909) 621-8202 or a Crisis Line

**Not sure, but I am concerned:** Call Monsour Counseling and Psychological Services (MCAPS) (909) 621-8202 or a Crisis Line

**No, but the person is having:**

- Personal concerns: Call the appropriate dean's office below or MCAPS (909) 621-8202
- Academic concerns: Call the appropriate dean's office below.

## 7C Campus Resources for Students

Campus Safety	(909) 607-2000
Monsour Counseling and Psychological Services	(909) 621-8202
Student Health Center	(909) 621-8222
The EmPOWER Center	(909) 607-0690
Queer Resource Center	(909) 607-1817
International Place	(909) 607-4571
Office of Black Student Affairs	(909) 607-3669
Office of Chicano/Latino Student Affairs	(909) 621-8044
Office of the Chaplains	(909) 621-8685
Health Education Outreach	(909) 607-3602
Student Disability Resource Center	(909) 607-7419
Title IX Website	<a href="https://services.claremont.edu/titleix">https://services.claremont.edu/titleix</a>

## 7C Campus Resources for Faculty/Staff

Employee Assistance Program	(800) 234-5465
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## Crisis Lines

Monsour Counseling and Psychological Services 24/7 crisis line	(909) 621-8202
National Suicide Prevention Hotline	(800) 273-8255
Project Sister	(909) 626-4357
The Trevor Lifeline (LGBTQ+)	(866) 488-7386
Crisis Text line	Text HELLO to 741741
Students of Color crisis text line	Text STEVE to 741741
Campus.Health	<a href="http://7C.Health">http://7C.Health</a>

Claremont Graduate University	(909) 607-9448 Dean of Students (909) 607-3318 Provost's Office (909) 607-9448 Title IX
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Claremont McKenna College	(909) 621-8114 Dean of Students (909) 621-8117 Dean of Faculty (909) 607-8131 Title IX
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Keck Graduate Institute	(909) 607-7150 Dean of Students (909) 607-4699 Dean of Faculty (909) 607-9649 Title IX
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Harvey Mudd College	(909) 621-8125 Dean of Students (909) 621-8122 Dean of Faculty (909) 607-3148 Title IX
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Pitzer College	(909) 621-8241 Dean of Students (909) 621-8217 Dean of Faculty (909) 607-2958 Title IX
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Pomona College	(909) 621-8017 Dean of Students (909) 621-8137 Dean of Faculty (909) 621-8017 Title IX
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Scripps College	(909) 621-8277 Dean of Students (909) 607-2822 Dean of Faculty (909) 607-7142 Title IX
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# Know the Signs: How to Help a Student in Distress

## SENSE A CONCERN

The Claremont Colleges' undergraduate and graduate staff, faculty, students and community are in a remarkable position to provide a caring and supportive response to students in distress. Claremont students may feel lonely, isolated, hopeless and overwhelmed while facing academic or life challenges. These feelings can lead to struggling academic performance, poor coping skills, fluctuating emotions and other serious issues. You may be the first person to notice something distressing or concerning because you have frequent interactions and contact with them. The Claremont Colleges requests that you act with compassion and kindness in your dealings with such students.

## SHARE A CONCERN

Sometimes students cannot or will not reach out for help for a variety of reasons. Do something! Your care, compassion and concern may be a pivotal factor in saving a student's academic career or even their life. The purpose of this guide is to help you determine signs of distress in students and identify appropriate on-campus resources and assistance. Students exhibiting behaviors described in the chart below are likely having similar issues in different settings on campus. Trust your gut and say something if a student leaves you feeling worried, alarmed, threatened or scared.

## FERPA Statement

It is important to be mindful of the Family Educational Rights and Privacy Act (FERPA) while helping students. FERPA allows communication regarding health and safety emergencies. Please refer to this website for more information: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### Academic Signs of Distress

Significant decline in quality of work and grades

Repeated absences

Bizarre or concerning content in writing, emails or presentations

Conversations with students center around personal concerns rather than academics

Disruptive in class

### Physical Signs of Distress

Changes in physical appearance such as a decline in hygiene or grooming, weight loss/gain or appetite changes

Fatigue, excessively tired or sleep issues

Substance abuse

Disoriented, confused, difficulty concentrating or "in a fog"

Bizarre/slurred speech or thinking patterns

### Psychological Signs of Distress

Disclosure of significant personal issues such as familial, financial, trauma, suicidal/homicidal ideas, grief

Excessive tearfulness, panic, irritability, disassociation or numbness

Verbal attacks or harassment such as taunting, intimidation, badgering or bullying

Bizarre, magical thinking or student seen excessively laughing or talking to themselves

Concern expressed by other students, faculty, staff or family

### Safety Risk Factors

Unprovoked anger or hostility

Direct or vague threats to harm self or others

Unable to care for themselves

Academic assignments displaying themes of violence, hopelessness, worthlessness, despair, suicidal thoughts, isolation or provocative statements that could be seen as threatening

Communicating threats via email, text, phone calls or other means

## **Claremont Colleges Policy 6001 Appropriate use of Campus Computing and Network Resources.pdf**

# THE CLAREMONT COLLEGES

## Claremont Colleges Policy 6001: Appropriate Use of Campus Computing and Network Resources Policy

*Approved August 20, 2004*

### POLICY

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges' students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges.

The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges' regulations and policies. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws or other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

Computing and network facilities resources users are required to use these resources within the Colleges' standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the Colleges extends to use of computing and network facilities resources, and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

- Computers and associated peripheral devices;
- Campus video cable;
- Classroom presentation systems;
- Voice messaging equipment;
- Data networking equipment systems, including remote and wireless access;
- Computer software;
- Electronically stored institutional data and messages;
- All other similar resources owned, controlled, and/or operated by the Colleges; and
- Services to maintain these resources.

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## OWNERSHIP

The Colleges retain absolute ownership rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources leased, licensed, or purchased under research contracts or grants, are administered under the terms of this Policy for as long as they remain within the lawful possession or control of the Colleges. CNF resources provided to on-campus residences are also owned, operated and provided by the Colleges.

## PRIVACY & SECURITY

### *File confidentiality*

Your documents, files and electronic mail stored on a College-owned networked computer or server are normally accessible only by you. However, any file or document placed on a College-owned computer or network is subject to access pursuant to this Policy, and thus, should not be regarded as private or confidential. The system managers at both CINE (Claremont Intercollegiate Network Effort) and within the individual campus IT organizations have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in information technology have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or e-mail. However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic, its contents, and examining files on any computer system connected to the network.

You should also know that all files on shared (i.e., networked) systems, including e-mail servers, are backed up periodically on schedules determined by each College. Backup tapes are preserved for lengths of time also determined by individual College operating procedures. These tapes can be used to restore files that you have deleted accidentally. This means that the files on the tapes are also available to someone else with reason and authority to retrieve them.

### *Network monitoring*

Troubleshooting on the campus network, as well as planning for enhancements, requires the collection of detailed data on network traffic. CINE regularly runs monitoring software that records and reports on the data that is transported across the campus networks. The reports include the origin and destination addresses, and other characteristics of files, including the URLs of the World Wide Web sites that are contacted. This data is accessed and used only by authorized IT staff members responsible for network performance, operations and planning. You should also be aware that many Web host machines on the

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Internet collect and log information about you and your identity when you visit their sites. This information may include, but is not limited to, information about the computer you are using, its address, and your e-mail address.

Many educational and business activities at the Colleges require network access to resources on the Internet. To ensure adequate bandwidth to these sites for the Colleges' primary educational and business purposes, CINE and campus IT staff may restrict the amount of traffic to particular sites and the amount of traffic of specific types.

From time to time these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, a CINE staff member or a member of your own College's IT staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate College authorities may be notified. In extreme cases, network privileges may be revoked on an interim basis pending resolution of the issue. The individual campuses determine specific corrective or disciplinary actions.

### ***Passwords and Codes***

Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator of those codes/passwords. Passwords may be used for the purpose of security, but the use of the password does not affect the Claremont Colleges ownership of electronic information.

## **ACCESS TO RESOURCES**

Access to CNF resources is a privilege, which is allowed only to the Colleges' authorized personnel and students. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

1. You must understand and comply with all applicable federal, state, and local laws.
2. You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere. You must not attempt to "sniff" or eavesdrop on data on the network that are not intended for you.
3. You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer

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system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.

4. Each College's Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
5. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
6. Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., "spam") are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.
7. Spoofing, or attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.
8. You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals. You must not prevent others from using shared resources by running unattended processes, by playing games or by "locking" systems without permission from the appropriate system manager.
9. You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
10. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.
11. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or

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distribute information or materials in violation of other Colleges' policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

12. You must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. You must take reasonable steps to prevent your system from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signatures files.
13. Use of CNF resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of the Colleges. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.
14. The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.
15. Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

The respective Information Technology organization of one of the Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

Note: The provisions of this Policy apply to the institutions comprising The Claremont Colleges, including the Claremont University Consortium.

***Policy History:*** Original Policy approved by the Council of The Claremont Colleges, August 20, 2004  
Formatting revisions approved by Council, May 2, 2023

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## **Supervisors Observation Example 1.pdf**

DATE: MAY 10, 2023

TO: ROBERT SMITH, CAMPUS SAFETY OFFICER

FROM: JOHN GREEN, CAMPUS SAFETY SERGEANT

SUBJECT: STUDENT ASSIST

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On May 9, 2023 at about 2311 hours, Campus Safety Officer Smith was driving through the parking lot Scripps College when he observed three college aged males standing next to a black sedan that was parked on the street. Officer Smith noticed one of the subjects was upset so he decided to make contact and see if he could help the situation.

Officer Smith saw Braden Jones was crying and he asked if he was okay. The other subjects responded everything was fine and Officer Smith was able to speak to Jones alone. Jones said he just learned his uncle has been diagnosed with cancer and was about to die. Officer Smith was able to make an immediate connection and made Jones feel comfortable. He asked Officer Smith if they can sit on the curb and talk. Jones told him about how important his uncle was to him and that he was more like a father figure to him than his own father.

Officer Smith explained about all the campus resources that can provide help. He also asked what he could do for him and Jones said he just wanted to sit and talk with him. Officer Smith spent time talking to Jones providing comfort and support. He ultimately asked if Officer Smith would just walk back to his campus housing with him so he wasn't alone.

Officer Smith's commitment to his role as a community protector rang out loud and clear through his quiet gesture of simply listening and providing compassion and empathy to this student at a time of need. Officer Smith could have driven past these students and not stopped. Robert is to be commended for his professionalism, compassion, and continued contributions to the organization and the TCC's community.

## **Supervisors Observation Example 2.pdf**

DATE: MAY 10, 2023

TO: ROBERT SMITH, CAMPUS SAFETY OFFICER

FROM: JOHN GREEN, CAMPUS SAFETY SERGEANT

SUBJECT: SUPERVISOR'S OBSERVATION - ATTENDANCE

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On May 9, 2023 Campus Safety Officer Smith was assigned to day shift with a start time of 0600 hours. At 0545 hours, Officer Smith called dispatch and advised he was going to be late to work because of traffic on the freeway. Officer Smith arrived to work at 0636 hours.

This supervisor's observation is to remind you that it is your responsibility to report for your schedule shift on time.

This memorandum is not intended as discipline or as a basis for disciplinary action. It will not be maintained following completion of your performance evaluation for the applicable period.

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Signature

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Date

**Claremont Colleges Policy 1301  
Governing Unmanned Ariel Vehicles.pdf**

# THE CLAREMONT COLLEGES

## Claremont Colleges Policy 1301: Governing Unmanned Aerial Vehicles (Drones)

*Approved May 1, 2018*

### **POLICY**

The undergraduate Claremont Colleges - Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College - together with Claremont Graduate University and Keck Graduate Institute (collectively, The Claremont Colleges), seek to integrate the exciting technological advances made possible by the use of Unmanned Aerial Vehicles into classroom instruction, institutional research, recreational and commercial uses while still maintaining a safe environment for their campuses and the surrounding community.

Unmanned Aerial Vehicles are governed by the Federal Aviation Administration, which regulates their use generally and imposes additional requirements on those operating close to airports. The Claremont Colleges are located close to Cable and Brackett Airports.

### **Entities Covered by this Policy**

- All members of The Claremont Colleges, including faculty, staff, and students.
- Third party operators who fly Unmanned Aerial Vehicles in any airspace above The Claremont College's property, including vendors contracted by any member of The Claremont Colleges but excluding law enforcement agencies that fly drones over The Claremont Colleges' property during the course and scope of law enforcement activities.

### **Contacts**

Please direct any questions about this Policy to:

The Claremont Colleges Services [Risk Management Department](#); telephone (909) 621-8050.

### **Definitions**

**Commercial User** – A person who flies an Unmanned Aerial Vehicle for hire, compensation, or as part of or incidental to a business. This includes faculty or paid teacher's assistant use when flown as part of a class or for the faculty member's own research.

**Recreational/Hobbyist User** – A person who flies an Unmanned Aerial Vehicle for fun, relaxation or recreation and not for compensation/hire or in furtherance of a business or incidental to a business. This includes student use for classroom or educational purposes

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(but not when assisting a faculty member in his/her research).

Unmanned Aerial Vehicle (UAV) – Any contrivance invented, used, or designed to navigate or fly in the air without the possibility of direct human intervention from within or on the aircraft. This includes model aircrafts, which are unmanned aircrafts capable of sustained flight, flown within the visual line of sight of the person operating the aircraft, which are flown for hobby or recreational purposes. These are also called unmanned aircraft systems (UAS) and are more commonly referred to as “drones.” For purposes of this Policy, they will be referred to as “drones.”

The Claremont Colleges’ Property – All domestic and international buildings, ground and land owned by any member of The Claremont Colleges or controlled by any member of The Claremont Colleges by lease or other contractual agreement. A map of The Claremont Colleges’ Property located in Claremont, California is attached as Exhibit A.

FAA – the Federal Aviation Authority.

### **Rules Regarding the use of Drones on the Claremont Colleges Property**

1. All drone operators are personally responsible for becoming familiar with, understanding, and complying with all federal, state and municipal rules and guidelines for safe drone use. The FAA is the federal governing body that manages drone operations. The [FAA's website](#) contains helpful and essential information for all drone users, including safety and privacy considerations; registration rules; how to report an accident; a FAQ section; and information about its mobile app, [B4UFLY](#), which provides information on airspace restrictions.
2. Drones flown on TCC Property may not exceed 55 pounds.
3. All drone flights must be registered with Campus Safety through a simple online form at least 24 hours prior to the drone being flown on TCC Property. The form can be located on the [Campus Safety website](#).
4. Unless a flight is conducted by a third party operator consistent with paragraph 9, below, only drones which are owned by one of The Claremont Colleges and registered with The Claremont Colleges Services Risk Management Department (who will list the drones on the governing insurance policy’s schedule) may be flown on TCC Property.
5. Students who fly drones as part of ongoing, credited coursework are not required to obtain a FAA Drone Operator Certificate. Faculty may assist students in drone operations so long as the operation is part of credited coursework, the student retains primary operational control, and any faculty control is incidental and secondary to the

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student's (e.g. momentarily taking control if student loses control or to terminate the flight). Faculty use on campus as part of their professional duties as an employee of TCC but outside of student coursework are required to obtain [certification as a drone operator](#) from the FAA.

6. The drone user may not use the drone's technology to monitor or record areas where people have a reasonable expectation of privacy based on societal norms (e.g. the interior of a building, through a window).
7. Because portions of TCC are within a five mile radius of two local airports (Cable and Brackett), before operating a drone on TCC Property, drone users must abide by the following protocols:
  - A. Cable Airport - Recreational
    - Notify airfield management in advance of the flight. From 8 am - 5 pm Monday through Friday, airfield management can be reached at 909-982-6021. After hours, airfield management can be reached via call or text to 951-315-9224 or by email to [sdunn@cableairport.com](mailto:sdunn@cableairport.com). Drone users must also understand and abide by Cable's Safety Zones (attached as Exhibit B), which prohibits flight in Zones 1-5 without prior FAA clearance and limits flight to no higher than 200 feet above the ground while in Zone 6. Drone operators who desire an exception to the Safety Zones must contact Campus Safety 24 hours prior to the flight. Campus Safety will contact Cable Airport to request an exception and notify the drone operator prior to the flight of Cable's response.
  - B. Cable Airport - Commercial
    - No Notice/Waiver Required
  - C. Brackett Airport - Recreational
    - If any portion of the flight enters the orange area signifying a five mile radius from Brackett (see Exhibit C), you must notify airport management and the control tower. From 7 am - 10 pm, the control tower can be reached at 909-593-2530. Airport operations can be reached at 909-844-7805. Employees at both numbers need to be provided with notice during those time frames, and no notice is required outside of those time frames. Flights within the blue area (signifying Class D airspace) are prohibited.
  - D. Brackett Airport - Commercial
    - If any portion of the flight enters the blue area signifying Brackett's controlled Class D airspace (see Exhibit C), a [waiver to fly in Class D from the FAA](#) must be obtained in advance of the flight. Please note that an average time to obtain the required waiver is 30-45 days from submission. Otherwise, notice or waivers are not required if flying in Class G airspace.

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8. In addition to the limitations specified in paragraph 5 for the airspace around Cable, drones must be flown no higher than 400 feet above the ground on all Claremont Colleges' Property.
9. Any Claremont Colleges member who contracts with a third party to operate a drone on The Claremont Colleges' Property must ensure the contractor: a) has the required FAA certificates and registration; b) provides proof of general liability insurance in the amount of \$1,000,000 and worker's compensation insurance; c) adds its college as well as all other member institutions of The Claremont Colleges as additional insureds on its general liability insurance and obtains an additional insured endorsement naming its college as well as all other member institutions of The Claremont Colleges as additional insureds; and d) is aware that The Claremont Colleges are within five miles of Cable and Brackett Airports.
10. FAA safety guidelines include: keeping the drone within your line of sight; never flying near other aircraft; never flying near emergency response efforts; never flying while under the influence of drugs or alcohol; flying during daylight hours; and being aware of airspace requirements at all times.
11. Any drone user which demonstrates unsafe or inappropriate flying behavior may be asked to immediately cease flying by any employee of The Claremont Colleges.
12. Several of TCC own or lease property beyond the parameters of the main campus locations in Claremont. Contact the institution directly for any rules regarding drone use at locations outside the main campus in Claremont.

## Links

- A - [Map of TCC Property in Claremont, California](#)
- B - [Cable Safety Zone Definitions](#)
- C - [Cable Safety Zone Map](#)
- D - [Brackett](#)

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**Claremont Colleges Title IX  
Sexual Harassment Policy.pdf**

# THE CLAREMONT COLLEGES

## Title IX

# Sexual Harassment Policy

Effective August 14, 2020

Revised February 15, 2021



## Table of Contents

I.	Introduction.....	2
II.	Title IX Coordinator and TCC Title IX Process Administrator.....	6
III.	Relevant Terms.....	7
IV.	Sexual Harassment and Retaliation.....	12
V.	Behavior That Does Not Constitute “Sexual Harassment” Under This Policy.....	15
VI.	Supportive Measures .....	15
VII.	Emergency Removal .....	16
VIII.	Administrative Leave (Employees Only).....	17
IX.	Title IX Grievance Process .....	17
A.	General Information .....	18
B.	Step One: Initiation of the Title IX Grievance Process.....	22
C.	Step Two: Investigation Process .....	24
D.	Step Three: Hearing.....	27
E.	Step Four: Sanctioning.....	32
F.	Step Five: Appeal Rights .....	35
G.	Final Sanctioning Determination .....	38
H.	Alternative Resolution Process.....	38
X.	Recordkeeping.....	41
XI.	Clery Act Reporting .....	41
XII.	Periodic Review .....	42
XIII.	Revocation by Operation of Law .....	42
XIV.	Non-Discrimination in Application .....	42
XV.	Effective Date .....	42

## I. Introduction

The Claremont Colleges believe all members of our community – including students, faculty, and staff – should pursue their work and education in a safe environment, free from discrimination, harassment, and retaliation. The purpose of this Policy is to prevent and respond to Sexual Harassment, as defined within this Policy.

Sexual Harassment, as defined by this Title IX Sexual Harassment Policy (Policy), is prohibited within all of The Claremont Colleges.<sup>1</sup> The Claremont Colleges will respond promptly and effectively to reports of Sexual Harassment. Other forms of sexual discrimination, sexual harassment, and sexual exploitation that do not meet the definition of Sexual Harassment under this Policy, remain prohibited by each Institution in its individual policies.

This Policy addresses the member Institutions' (see below) responsibilities and procedures related to Sexual Harassment, as defined in this Policy, to ensure an equitable and inclusive education and employment environment. The Policy defines Sexual Harassment and Retaliation, and explains the administrative procedures member Institutions use to resolve reports of such conduct.

***Which Institutions have adopted this Policy?*** This Policy applies to member Institutions that compose The Claremont Colleges.

The Claremont Colleges is composed of seven (7) individual Institutions<sup>2</sup>:

- Pomona College
- Claremont Graduate University
- Scripps College
- Claremont McKenna College
- Harvey Mudd College
- Pitzer College
- Keck Graduate Institute

Collectively, the member Institutions are referred to as TCC throughout this Policy.

The Policy, while identical across TCC, is adopted and overseen by each individual Institution.

This Policy does not alter any institutional obligations under federal disability laws, including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties and witnesses may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator or Human Resources professional at any point before or during the Title IX Grievance Process. The Title IX Coordinator and/or Human

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<sup>1</sup> Title IX Sexual Harassment now refers to specific forms of sexual misconduct (see Section IV). Conduct that does not meet the definition of Sexual Harassment, as defined by this Policy, may still be addressed through other policies and processes, such as those under the Institution's student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution. Interrelated conduct that includes allegations of conduct prohibited by this Policy, as well as conduct outside of this policy, may be joined in one investigation and hearing, as outlined in Section IX.A.11.

<sup>2</sup> Each Institution has its own formal governance structure and independent board. As a consortium, the Institutions work together to resolve concerns that cross the boundaries of individual Institutions.

Resources professional will submit any request for reasonable accommodation to the appropriate department for review and response. The Title IX Coordinator and/or Human Resources professional will not affirmatively provide disability accommodations that have not been specifically requested by an individual, even where the individual may be receiving accommodations in other institutional programs and activities.

**Who does this Policy apply to?** This Policy applies to any allegation of Sexual Harassment and/or Retaliation, brought against a student within TCC. Some Institutions also apply this Policy to matters involving staff and faculty. This Policy is applicable as follows:

TCC Institution	Allegations Against Students	Allegations Against Faculty	Allegations Against Staff
Claremont Graduate University	X	X	X
Claremont McKenna College	X		
Harvey Mudd College	X		
Keck Graduate Institute	X	X	X
Pitzer College	X	X	X
Pomona College	X		
Scripps College	X	X	X

**What is the purpose of this Policy?** This Policy is enacted to comply with Title IX of the Educational Amendments of 1972 and its subsequent accompanying regulations. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student, staff, or faculty member's participation in our educational programs and opportunities.

On May 6, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 (the Final Rule). The Final Rule did a number of things, including:

- Specifically redefined "Sexual Harassment," (including forms of sex-based violence), for purposes of Title IX.



- Addressed how an educational institution must respond to reports of Sexual Harassment, as defined by the Final Rule.
- Mandated the grievance process an educational institution must follow before issuing disciplinary sanctions against a person accused of Sexual Harassment, as defined by the Final Rule.

Based on the requirements of the Final Rule, TCC implemented this TCC Title IX Sexual Harassment Policy effective August 14, 2020, and revised effective February 15, 2021.<sup>3</sup>

This Policy outlines the procedures TCC will follow to ensure a prompt and equitable resolution of student and employee complaints alleging Sexual Harassment. The Institutions are not precluded from investigating other conduct that, if proven, would not constitute Sexual Harassment under this Policy but may constitute a violation of other Institution policies.

***How does this Policy impact other campus disciplinary policies?*** Only incidents that would qualify as Sexual Harassment, as defined by this Policy, will be investigated and, if appropriate, brought to a live hearing through the process defined below.

Each Institution covered by this Policy remains committed to addressing any violations of its policies, even those that do not meet the narrow standards defined under the Final Rule.

If alleged misconduct falls outside this Policy (including alleged misconduct discovered in the course of investigating conduct falling within this Policy), each Institution retains authority to investigate and adjudicate the allegations under their individual policies and procedures.

The elements and process established in this Policy, and as required under the Final Rule, have no effect on any other Institution policy or Code of Conduct. This Policy does not set a precedent for other policies or processes of the Institutions and may not be cited for or against any right or aspect of any other policy or process.

***How does this Policy impact the handling of complaints?*** Institutions' existing Title IX Offices and reporting structures remain in place. This Policy changes the way the Title IX Offices handle reports alleging Sexual Harassment, as defined by this Policy.

Further, as outlined in Section XV., this Policy applies only to Sexual Harassment (as defined by this Policy) alleged to have occurred on or after August 14, 2020. Incidents of Sexual Harassment alleged to have occurred before August 14, 2020 will be investigated and adjudicated according to the process and definitions in place at the time of the alleged incident.

***What is the difference between reporting and disclosing Sexual Harassment?*** Some individuals within TCC are required to report alleged misconduct, including Sexual Harassment, when they learn of the alleged behavior. Other individuals, including Confidential Resources, are not required to report Sexual Harassment. The information below provides additional clarification:

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<sup>3</sup> See Footnote 17.

- **Reporting Sexual Harassment.** Any person may report misconduct, including Sexual Harassment. The reporting party need not be the purported victim of the Sexual Harassment.

Any person wishing to report Sexual Harassment may do so utilizing the contact information of the Title IX Coordinator for their individual Institution (Home Institution). These reports shall be accepted when received in-person, via mail, electronic mail, telephone, and/or by any other means clearly defined by TCC. Any person can report alleged Sexual Harassment verbally or in writing.

If an individual communicates with a Responsible Employee (defined in Section III) that they experienced or are aware of specific incidence(s) of alleged Sexual Harassment, that communication is considered a report of Sexual Harassment and the Responsible Employee is required to inform their Title IX Coordinator. The Responsible Employee is expected to keep information about any report in confidence, meaning they are not to share with anyone other than the Title IX Coordinator.

If an individual communicates with their Title IX Coordinator that they experienced or are aware of specific incidence(s) of alleged sexual misconduct, harassment and/or discrimination, that communication is also considered a report of a possible Policy violation. The Title IX Coordinator is also obligated to keep information about a report in confidence to every extent possible by law.

Upon receipt of a report of Sexual Harassment, the Institution is required to respond. This response **may** include the initiation of the Title IX Grievance Process.<sup>4</sup> Reports of Sexual Harassment do not automatically initiate the Title IX Grievance Process. The Title IX Grievance Process is only initiated upon receipt of a signed Formal Complaint, as defined in Section III.

- **Disclosing Sexual Harassment.** A disclosure is made when an individual communicates with a Confidential Resource (defined below) or someone who is not a Responsible Employee (defined below) about misconduct, including Sexual Harassment, that they either experienced or became aware of. A disclosure to a Confidential Resource will be kept confidential unless otherwise requested by the disclosing individual. A disclosure does not result in any formal report or initiation of the Title IX Grievance Process unless requested by the disclosing individual. Each Institution's Title IX Coordinator maintains a list of all Confidential Resources available to students, staff, and faculty.

Accordingly, if an individual wishes to discuss alleged Sexual Harassment without initiating the Title IX Grievance Process, they may disclose the conduct to a Confidential Resource.

**Publication.** This Policy shall be distributed and made available to all members of the TCC community. The Policy, and contact information for each Title IX Coordinator, shall be present on each Institution's website. Every handbook and/or catalog made available to the members of each Institution's community shall contain a link to this Policy and the contact information for the Institution's Title IX Coordinator.

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<sup>4</sup> "The Title IX Grievance Process" refers to the process initiated upon receipt of a Formal Complaint. The Title IX Grievance Process is explored in detail in Section IX.

## II. Title IX Coordinator and TCC Title IX Process Administrator

**Title IX Coordinator.** Each Institution within TCC shall designate a Title IX Coordinator to oversee and ensure compliance with this Policy. Each Title IX Coordinator is responsible for ensuring compliance with Title IX and this Policy within their Institution.

The name and contact information (phone number, email address, and office address) for each Institution's Title IX Coordinator is as follows:

Institution	Title IX Coordinator	Email	Address
Claremont Graduate University	Jami Hinshaw Title IX and Clery Coordinator	<a href="mailto:jami.hinshaw@cgu.edu">jami.hinshaw@cgu.edu</a> (909) 607-1887	160 E. 10th Street Harper Hall East Claremont, CA 91711
	Alejandra Gaytan, Director of Human Resources	<a href="mailto:alejandra.gaytan@cgu.edu">alejandra.gaytan@cgu.edu</a> (909) 607-4404	
	Dr. Patricia Easton Executive Vice President and Provost	<a href="mailto:patricia.easton@cgu.edu">patricia.easton@cgu.edu</a> (909) 607-3318	
Claremont McKenna College	Lynzie DeVeres, Assistant VP for Diversity and Inclusion  Title IX Administrator	<a href="mailto:ldeveres@cmc.edu">ldeveres@cmc.edu</a> (909) 607-8131 and (909) 607-2000	385 E. 8 <sup>th</sup> Street Marian Miner Cook Athenaeum, Second Floor Claremont, CA 91711
Harvey Mudd College	Dr. Jennifer Alanis  Title IX Coordinator	<a href="mailto:jalanis@hmc.edu">jalanis@hmc.edu</a> (909) 607-3470	301 Platt Boulevard Platt Campus Center Claremont, CA 91711
Keck Graduate Institute	Veronica Clairmont Interim Title IX Coordinator	<a href="mailto:veronica_clairmont@kgi.edu">veronica_clairmont@kgi.edu</a> (909) 607-0101	535 Watson Drive Claremont, CA 91711
	Cheryl Merritt Assistant Vice President of Human Resources and Employee Engagement	<a href="mailto:cheryl_merritt@kgi.edu">cheryl_merritt@kgi.edu</a> (909) 607-7853	

Institution	Title IX Coordinator	Email	Address
Pitzer College	Alyssa-Rae McGinn Title IX Coordinator	<a href="mailto:titleix@pitzer.edu">titleix@pitzer.edu</a> (909) 607-2958	1050 N. Mills Avenue Broad Center, Room 212 Claremont, CA 91711
Pomona College	Erica Moorner Associate Dean Title IX Coordinator	<a href="mailto:Erica.Moorner@pomona.edu">Erica.Moorner@pomona.edu</a> (909) 621-8017	333 N. College Way Alexander Hall: Suite 113 Claremont, CA 91711
Scripps College	Sara Miller Title IX Coordinator	<a href="mailto:titleix@scrippscollege.edu">titleix@scrippscollege.edu</a> (909) 607-7142	919 North Columbia Avenue McAlister Center, Lower Level Claremont, CA 91711

Each Institution's Title IX Coordinator, or their designee, serves as the primary point of contact for individuals from their campus involved in the Title IX Grievance Process.

**TCC Title IX Process Administrator.** The TCC Title IX Process Administrator (referred to as the "TCC Title IX Administrator") oversees the Title IX Grievance Process for TCC. As outlined throughout this Policy, the TCC Title IX Administrator is responsible for a variety of tasks, including, but not limited to, the following:

- Managing the Title IX Grievance Process across the six above-listed Institutions.
- In consultation with the Title IX Coordinators, evaluating and assigning Investigators, Hearing Officers, and Appeal Authorities in the Title IX Grievance Process.
- Confirming and documenting the training of all individuals involved in the Title IX Grievance Process.

The TCC Title IX Administrator can be reached at: [TitleIXAdmin@claremont.edu](mailto:TitleIXAdmin@claremont.edu)

### III. Relevant Terms

**Advisor:** An Advisor is an individual who provides guidance to the Complainant or Respondent throughout the Grievance and Alternative Resolution process, as set forth in this Policy. Each party is entitled to one Advisor through every stage of the Grievance process (including the Alternative Resolution process, when applicable). A party can select an Advisor of their choice at any time in the process. An Advisor can be any person, including an attorney, who is not otherwise a party or a witness.

A party does not have to have an Advisor during the investigation and Alternative Resolution process. TCC will not provide any party with an Advisor during the investigation process. However, as outlined below, each party is required to have an Advisor during the hearing. If a party has not already obtained an Advisor prior to the start of the hearing, the party's Home Institution's Title IX Coordinator will be responsible for ensuring their

respective Respondent and/or Complainant is appointed an Advisor at no fee or charge to the party. TCC will not pay for, nor will TCC reimburse any party for the cost of, an Advisor selected by the party.

The Advisor is responsible for questioning witnesses and other parties during the hearing. Other than this responsibility, the Advisor's role is limited. See Section IX.D.7 for a full overview of the Advisor's role. Outside the role of questioning during a hearing, an Advisor may never speak on behalf of a party or otherwise disrupt any meetings or hearings in any manner. TCC reserves the right to exclude an Advisor who does not abide by these procedures.

**Support Person:** A Support Person is an individual who provides emotional support to a Complainant or Respondent throughout the Grievance and Alternative Resolution process, as set forth in this Policy. Parties are entitled to one Support Person through every stage of the Grievance and Alternative Resolution process.

The Support Person may never speak on behalf of a party or otherwise disrupt any meetings or hearings in any manner. See Section IX.A.7 for a full description of the Support Person's role. TCC reserves the right to exclude a Support Person who does not abide by these procedures.

**Complainant:** A Complainant is an individual alleged to be the victim of conduct that could constitute Sexual Harassment, as defined by this Policy. For purposes of this Policy, a Complainant must be participating in, or attempting to participate in, an education program or activity of TCC. An individual who is on leave from their TCC employment or TCC student status is considered to be a person attempting to participate in an education program or activity for purposes of this Policy.

**Confidential Resource:** A Confidential Resource is a campus- or community-based resource that has the duty of confidentiality. The duty of confidentiality is an obligation on the part of the resource provider to keep a person's information private and confidential unless consent to release or share the information is provided by the disclosing person. Each Institution's Title IX Coordinator maintains a list of Confidential Resources.

There are two types of Confidential Resources at TCC:

- ***Confidential Resources with the legal privilege of confidentiality.***

Communications with these resources have legal protections from disclosure in court. These resources also possess professional obligations (the duty of confidentiality) to hold such communications in confidence and they cannot divulge information about an individual seeking their services to a third party without that individual's consent. There are established limits to confidentiality and these must be communicated to the individual seeking services.

Examples include, but are not limited to: Chaplains, Monsour and Project Sister Counselor at EmPOWER. **Some** campus Advocates are Confidential Resources with legal privilege – please check with your individual Institution for a definitive list of confidential resources with legal privileges.

- ***Institution-designated Confidential Resources.***

Communications with these resources do not have legal privilege and as such are not provided legal protections from disclosure in court. These individuals and/or offices do possess professional obligations (the duty of confidentiality) to hold communications in confidence and they cannot divulge information about an individual seeking their services to a third party without that individual's consent.

In addition to established limits to confidentiality that must be communicated to the individual seeking services, Institution-designated Confidential Resources also have limited reporting responsibilities federally mandated by the Clery Act. Under the Clery Act, their reporting obligation arises when they become aware of information or allegations of criminal behavior and must report the information regarding an incident to the Institution's Clery Coordinator. They do not have to report identifying information about the individuals involved in an incident. Institution-designated Confidential Resources are not obligated to inform the Title IX Coordinator of a report/disclosure unless requested by the individual seeking their services.

Examples include, but are not limited to: the EmPOWER Center and the Director at the Queer Resource Center (QRC).

**Consent:** Consent is affirmative, clear, knowing, voluntary, conscious, and revocable permission. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity, and the physical conditions of sexual activity (e.g., use of a condom).<sup>5</sup>

Affirmative Consent must be ongoing and can be revoked at any time during sexual activity. It is the responsibility of each person to ensure they have the Affirmative Consent of the other to engage in the sexual activity. The existence of a dating relationship between the persons involved, or the fact of past or subsequent sexual relations between them, should never by itself be presumed to be an indicator of consent.

- Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
- Consent can be withdrawn at any time.
- Previous relationships or prior consent does not imply consent to future sexual acts; this includes "blanket" consent (i.e., permission in advance for any/all actions at a later time/place).
- It is the obligation of the person initiating the sexual activity to obtain consent.
- An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or, who is coerced by a supervisory or disciplinary authority.
  - Force: violence, compulsion, or constraint physically exerted by any means upon or against a person.
  - Coercion: the application of pressure by the Respondent that unreasonably interferes with the Complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct.

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<sup>5</sup> "Condom stealthing" refers to a person's knowing or intentional removal of, or failure to use, a condom during sexual activity without the consent of the other person(s), when consent to the sexual activity was conditioned on the use of a condom.

- A person who does not want to engage in sexual activity is not required to resist or to verbally object.
- Withdrawal of consent can be manifested through conduct and need not be a verbal withdrawal of consent (e.g., crying, pulling away, not actively participating, uncomfortable or upset facial expressions).
- Consent may not be given by an individual who has not reached the legal age of consent under applicable law.

Affirmative Consent cannot be given by a person who is asleep, unconscious, or incapacitated. A person with a medical or mental disability may also lack the capacity to give consent. The definition of incapacitation follows.

**Incapacitation.** A person is unable to consent when incapacitated due to the influence of drugs, alcohol, or medication so that the person could not understand the fact, nature, or extent of the sexual activity.

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction) or is physically unable to consent (e.g., asleep or unconscious).

Incapacitation may result from the use of alcohol or drugs. However, consumption of alcohol or other drugs alone is insufficient to establish incapacitation. Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making ability, awareness of consequences, and ability to make informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish that person's responsibility to obtain Affirmative Consent before engaging in sexual activity.

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for Sexual Harassment, sexual violence, stalking, or intimate partner violence, and does not diminish one's responsibility to obtain consent.

The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol or drugs impacts an individual's:

- Decision-making ability;
- Awareness of consequences;
- Ability to make informed judgments; and/or,
- Capacity to appreciate the nature and the quality of the act.

A Respondent must either have known, or reasonably should have known, that a Complainant was unable to consent to sexual activity under any of the following circumstances:

- The person was asleep or unconscious;

- The person was incapacitated due to the influence of drugs, alcohol or medication, so that the person could not understand the fact, nature or extent of the sexual activity; or,
- The person was unable to communicate due to a mental or physical condition.

It shall not be a valid excuse that the Respondent believed the Complainant consented to sexual activity under either of the following circumstances:

- The Respondent's belief in Affirmative Consent arose from the intoxication or recklessness of the Respondent; and/or,
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

**Education Program or Activity:** Alleged Sexual Harassment is only covered under this Policy if the alleged conduct occurred within TCC's "Education Program or Activity."

For purposes of this Policy, "Education Program or Activity" refers to all the operations of TCC, including, but not limited to: in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by TCC. It also includes off-campus locations, events, or circumstances over which TCC exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by TCC.

**Conduct that does not occur within TCC's Education Programs or Activities, as defined by this Policy, including conduct that takes place off-campus or within a TCC study abroad program, may still be addressed through other policies and processes, such as those under the Institution's student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution.**

**Formal Complaint:** A document – including an electronic submission – filed and signed by a Complainant (or with other indication that the Complainant is the person filing the Formal Complaint) or signed by the Title IX Coordinator, alleging Sexual Harassment against a Respondent that occurred within TCC's Education Programs or Activities, and requesting initiation of the procedures consistent with this Policy to investigate the allegations.

Any individual may make a report of Sexual Harassment. This individual is known as a Reporting Party. If the Reporting Party is not the Complainant, the Title IX Coordinator may initiate and sign the complaint. If the Formal Complaint is signed by the Title IX Coordinator, the Title IX Coordinator is not treated as a Complainant, nor is the Title IX Coordinator treated as a party to the complaint. At the time of filing the Formal Complaint, the Complainant must be participating in, or attempting to participate in, an education program or activity of TCC.<sup>6</sup>

Individuals can report alleged Sexual Harassment verbally or in writing.

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<sup>6</sup> The Complainant need not initiate nor sign the Formal Complaint (see definition of "Complainant" in Section III., above) to be designated a Complainant.



**Reporting Party:** An individual who makes a report of alleged Sexual Harassment, as defined by this Policy. This can be any person, including an individual unassociated with TCC. A Reporting Party is not considered a Complainant for purposes of this process.

**Respondent:** A Respondent is an individual who has been reported to have engaged in conduct that could constitute Sexual Harassment, as defined by this Policy. An individual does not have to be enrolled or employed by TCC to qualify as a Respondent under this Policy. TCC may dismiss a Formal Complaint if the Respondent is no longer enrolled or employed by TCC; however, the decision to dismiss will be made on an individual basis, with consultation between each involved Institution's Title IX Coordinators.

**Responsible Employee:** Responsible Employees are TCC employees who, upon receipt of a disclosure or report of Sexual Harassment, are required to report the alleged conduct to the Institution's Title IX Coordinator. Responsible Employees will maintain confidentiality to the greatest extent possible and will only relay the disclosed or reported information to the Title IX Coordinator or designee.

A Responsible Employee is defined by each Institution. Please refer to your Home Institution for their definition of this term.

**Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge, to the Complainant and/or the Respondent. The range of Supportive Measures available is listed in Section VI. of this Policy.

**Violence:** For purposes of this Policy, violence can be physical violence or patterns of abusive behavior.

- *Physical violence:* Physical conduct that intentionally or recklessly threatens the health and safety of the recipient of the behavior.
- *Patterns of Abusive Behavior:* This may consist of, or include, non-physical tactics such as threats, isolation, property destruction, abuse of pets, economic control, displaying weapons, degradation, or exploitation of a power imbalance.

Conduct by an individual in defense of self or another is not violence under this Policy. If either party asserts that they acted in defense of self or another, the Adjudicator (see Section IX.D.) will use all available, relevant evidence to evaluate the assertion, including reasonableness of the defensive actions and which party is the predominant aggressor.

## IV. Sexual Harassment and Retaliation

Only allegations of Sexual Harassment, alleged to have occurred within TCC's Education Programs or Activities, and Retaliation (as defined by this Policy) are addressed under this Policy. Sexual Harassment and Retaliation, as defined by this Policy, are prohibited within all of TCC. TCC will respond promptly and effectively to reports of Sexual Harassment and/or Retaliation, as outlined in this policy. *Other forms of sex discrimination, sexual harassment, and sexual misconduct remain prohibited by each Institution in its individual policies.*<sup>7</sup>

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<sup>7</sup> Behavior which does not fall under this Policy's definition of Sexual Harassment may be addressed through other policies and processes, such as those under the Institution's student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution.

This section provides the definitions of Sexual Harassment and Retaliation, for purposes of this Policy.

**Sexual Harassment** is conduct on the basis of sex that satisfies one or more of the following:

- a) An employee of TCC conditioning the provision of an aid, benefit, or service of the Institution on an individual's participation in unwelcome sexual conduct (also known as *quid pro quo Sexual Harassment*).
  - Complainant's statement that they found the conduct to be unwelcome is sufficient to constitute "unwelcome conduct."
- b) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to TCC's Education Programs or Activities.
  - "Unwelcome conduct" depends on a variety of factors and must be evaluated in light of the known circumstances.
  - "Severe, pervasive, and objectively offensive" must be evaluated in light of the known circumstances, and is dependent on the facts in each situation. However, this element must be determined from the perspective of a reasonable person standing in the shoes of the Complainant.
- c) Sexual assault (as defined in the Clery Act), or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).
  - A single instance of any conduct as defined below is sufficient to constitute Sexual Harassment. Any instance of any of the conduct defined below does not need to demonstrate severity, pervasiveness, objective offensiveness, or denial of equal access to education or employment, because denial of equal access is assumed.

**Sexual Assault.** As defined in the Clery Act (20 USC 1092(f)(6)(A)(v)), Sexual Assault is: an offense that meets the definition of rape, fondling, incest, or statutory rape, as used in the FBI's Uniform Crime Reporting (UCR) Program. The relevant FBI UCR definitions are as follows:

*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 Complainant.

*Fondling.* The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of age or permanent mental incapacity.

*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. In California, the statutory age of consent is 18.

**Dating Violence.** As defined in VAWA (34 USC 12291(a)(10)), Dating Violence is: violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and,
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship; and,
  - The frequency of interactions between the persons involved in the relationship.

**Domestic Violence.** As defined in VAWA (34 USC 12291(a)(8)), Domestic Violence is: acts that include felony or misdemeanor crimes of violence committed by one of the following:

- A current or former spouse or intimate partner of the Complainant;
- A person with whom the Complainant shares a child in common;
- A person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner;
- A person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the state of California; or,
- Any other person whose acts an adult or youth Complainant is protected from under the domestic or family violence laws of the state of California.

**Stalking.** As defined in VAWA (34 USC 12291(a)(30)), Stalking is: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their safety or the safety of others; or,
- Suffer substantial emotional distress.

**Retaliation.** No recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or this Policy, constitutes Retaliation.

## V. Behavior That Does Not Constitute “Sexual Harassment” Under This Policy

Behavior which does not fall under this Policy’s definition of Sexual Harassment may be addressed through other policies and processes, such as those under the Institution’s student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution.

Each Institution maintains individual policies addressing sexual misconduct, harassment, and discrimination. These policies might address conduct constituting sexual misconduct, sexual harassment, and/or sex discrimination, as defined by those individual policies. Any conduct that constitutes Sexual Harassment, as defined by this Policy, is addressed using the process established in this Policy. Other conduct, as defined under other Institution policies, may be addressed using the processes established in those individual policies.<sup>8</sup>

## VI. Supportive Measures

Supportive Measures are designed to restore or preserve equal access to a Complainant’s and Respondent’s educational program or activity without unreasonably burdening the other party.

The Complainant’s Home Institution Title IX Coordinator shall, upon becoming aware of alleged Sexual Harassment, promptly contact the Complainant if their identity is known to discuss the availability of Supportive Measures as well as other rights and options in accordance with the Institution’s policies. Supportive Measures shall be offered to the Complainant regardless of whether they wish to file a Formal Complaint. In implementing any Supportive Measures, the Title IX Coordinator shall consider the Complainant’s wishes.

The Respondent’s Home Institution Title IX Coordinator shall offer Supportive Measures to a Respondent upon notification to the Respondent that there has been a Formal Complaint, or earlier as appropriate if a Respondent is aware of a potential complaint against them.

Supportive Measures provided to a Complainant or Respondent shall remain confidential to the extent that maintaining such confidentiality will not impair the Institution’s ability to provide the Supportive Measures. For complaints involving parties from more than one Institution, each party’s Home Institution Title IX Coordinator shall promptly notify the other party’s Home Institution Title IX Coordinator of any Supportive Measures implemented on behalf of a party or witness. This information will not be shared with the other party unless it specifically impacts that party. If there is disagreement about whether information about a specific supportive measure for one party will be shared with the other party, the parties’ Home Institution Title IX Coordinators shall confer with the TCC Title IX Administrator.

Supportive Measures may include, but are not limited to, the following:

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<sup>8</sup> Where allegations made in a Formal Complaint include both conduct that falls under this Policy and conduct that is outside of this Policy but is interrelated to Policy-covered conduct, the allegations may be joined. If the allegations under this Policy and under an Institution’s other policies are joined, during the hearing direct cross-examination by a Party’s Advisor will be limited to questions relating to the allegation of conduct falling under this Policy. Determinations as to when a question is appropriate to be posed by a party’s Advisor or through the Hearing Officer shall be made at the sole discretion of the Hearing Officer.

- Counseling;
- Extensions of deadlines or other course-related adjustments, in coordination with the relevant Faculty member;
- Modifications of work or class schedules, in coordination with the relevant Faculty member and/or supervisor;
- Campus escort services;
- Mutual restrictions on contact between the parties;
- Changes in work or housing locations;
- Leaves of absence;
- Increased security and monitoring of certain areas of campus; and,
- Other similar measures determined by the parties' Home Institution Title IX Coordinator(s) based on the specific facts of each case.

## VII. Emergency Removal

In certain circumstances, a Respondent's Home Institution may remove a Respondent from an education program or activity before the completion of the Title IX Grievance Process. Such removal will only occur on an emergency basis. The Complainant's Home Institution Title IX Coordinator or designee shall be consulted and given the opportunity to participate in every step of the emergency removal process, including participating in all communications, meetings, and correspondence regarding the individualized safety and risk assessment. An emergency removal is not equivalent to a determination of responsibility, nor is it a sanction for alleged behavior. The Respondent's Home Institution can pursue an emergency removal of a student and/or employee Respondent before or after the filing of a Formal Complaint.

Emergency removals will occur only after the Respondent's Home Institution determines there is an emergency situation. This determination occurs only after the Respondent's Home Institution has completed the following steps:

- **Completion of an individualized safety and risk analysis.** This analysis will focus on the specific Respondent and the specific circumstances arising from the allegations of Sexual Harassment.<sup>9</sup>
- **Determination that the following three components are present:**
  - *An "immediate threat" justifying emergency removal.* This analysis should focus on the Respondent's propensity, opportunity, and/or ability to effectuate a stated or potential threat. This determination will be fact-specific.

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<sup>9</sup> If a Respondent's behavior does not arise from the allegations of Sexual Harassment, the Institution may still address the behavior under other policies and processes, such as the Institution's student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution.

- *The threat is “to the physical health or safety of any student or other individual.”* This may be the Complainant, the Respondent, or any other individual.
- *And the threat “arises from the allegations of Sexual Harassment.”* The emergency situation must specifically arise from the allegations of Sexual Harassment.
- **Consideration of the appropriateness of Supportive Measures in lieu of an emergency removal.** Emergency removals should only occur when there are genuine and demonstrated emergency situations.
- **Providing the Respondent with notice and an immediate opportunity to challenge the emergency removal.** The Respondent’s Home Institution will provide the Respondent with a sufficiently detailed notice, notifying the Respondent of the identified emergency threat of physical safety or harm. The Respondent is not entitled to a full evidentiary hearing (as set forth in Section IX.D.) to challenge an emergency removal.

## VIII. Administrative Leave (Employees Only)

An Institution may place a non-student, employee Respondent on administrative leave during the pendency of the Title IX Grievance Process. A student who is also an employee can be placed on administrative leave with respect to their employment, but administrative leave cannot impact their educational access.

An employee can be placed on administrative leave only after a Formal Complaint has been filed against a Respondent and the Title IX Grievance Process has begun. Administrative leave is intended for situations that do not qualify for Emergency Removal as outlined in Section VII.

Each Institution has its own process for administrative leave. The Complainant’s Home Institution’s Human Resources Professional or Title IX Coordinator will work in coordination with the Respondent’s Home Institution Human Resources Professional or Title IX Coordinator to facilitate the administrative leave process.

## IX. Title IX Grievance Process

The Title IX Grievance Process is initiated upon the receipt of a Formal Complaint. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the Education Programs or Activities of TCC within the United States, including as an employee.<sup>10</sup>

If a Complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. In these circumstances, the Title IX Coordinator will inform the Complainant of this decision in writing. The correspondence will include notice that the Complainant need not participate in the process further, but will receive all notices issued under this Policy and Title IX Grievance Process.

Nothing in the Title IX Policy prevents a Complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

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<sup>10</sup> For Complainants who do not meet these criteria, the Institution will review the allegations under other existing policies.

Throughout the Title IX Grievance Process, the Complainant's and Respondent's Home Institution Title IX Coordinators, as well as the TCC Title IX Administrator, will work closely and cooperatively together. They will maintain open communication during all phases of the Title IX Grievance Process, including the investigation, hearing, and appeal stages.

TCC does not make determinations of responsibility prior to the completion of the Title IX Grievance Process. All evidence gathered will be objectively evaluated. This includes both inculpatory and exculpatory evidence. Credibility determinations will not be made based solely on a person's status as a Complainant, Respondent, or witness. Respondents are presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Title IX Grievance Process.

TCC, not the parties, has the burden of proof and the burden of gathering evidence, i.e., the responsibility of showing whether a violation of this Policy has occurred.

## A. General Information

### 1. Standard of Evidence

TCC will utilize a "Preponderance of the Evidence" standard in evaluating all allegations of Sexual Harassment (as defined by this Policy). "Preponderance of the Evidence" means the evidence on one side outweighs, or is more than, the evidence on the other side. This is a qualitative, not a quantitative, standard.

### 2. Initial Meetings and the Intake Process

**Initial Meetings.** A Complainant may meet with their Home Institution's Title IX Coordinator for the purposes of discussing their reporting options, Supportive Measures, etc. Below is a summary of the topics the Complainant's Home Institution's Title IX Coordinator will address during initial meetings with the Complainant:

- Assistance with care and support resources, medical providers, and law enforcement;
- Supportive Measures;
- Procedures for determining next steps and appropriate resolution process; and,
- Options for participating in an Alternative Resolution or Title IX Grievance Process.

The Title IX Grievance Process is initiated upon receipt of a Formal Complaint.

**Intake Process.** Upon receipt of such a Formal Complaint, the Complainant's Home Institution's Title IX Coordinator will engage in the Intake Process, in which they meet with the Complainant, gather preliminary information about the allegation(s), and write the information gathered in an Intake Report. The Intake Process might take place during the Title IX Coordinator's initial meeting with the Complainant, or it might take place during a subsequent meeting. The Intake Process commences when a Complainant has decided to make a Formal Complaint, and/or when the Institution has been provided sufficient information to proceed with a complaint signed by the Title IX Coordinator.

The Intake Process is not intended to serve as an exhaustive interview, but rather to provide TCC with sufficient contextual information to determine the appropriate next steps to support the Complainant and to guide TCC's response.

The Complainant's Home Institution's Title IX Coordinator will send a copy of the Formal Complaint and Intake Report to the Respondent's Home Institution's Title IX Coordinator and the TCC Title IX Administrator.

The Complainant's and Respondent's Home Institution Title IX Coordinators will jointly make an initial determination of whether the Title IX Grievance Process is applicable to the Formal Complaint, as outlined in Section IX.B., below.

### 3. Timing

Absent extensions for good cause, the entire Title IX Grievance Process should be completed within 90 to 100 business days from the issuance of the Notice of Allegations to the Respondent(s), which shall occur upon initiation of the Title IX Grievance Process. This includes the investigation, hearing, and any appeal process. A thorough investigation and/or procedurally proper hearing and appeal may necessitate one or more extensions for good cause. Extension requests will be evaluated and denied or granted by the TCC Title IX Administrator. The TCC Title IX Administrator will provide notice to both parties of any timeline extensions.

Failure to complete the Title IX Grievance Process within this time period does not, in and of itself, constitute a procedural error. Any such argument of procedural error (as set forth in Section IX.F.) must also include an explanation as to how the delays materially impacted the outcome of the Title IX Grievance Process.

### 4. Concurrent Criminal Investigations

On occasion, a criminal investigation may be initiated by a law enforcement agency over the same allegations that are reported in a Formal Complaint submitted to TCC. A pending police investigation is a separate investigation and it does not relieve TCC of its responsibility to timely investigate complaints under this Policy. A temporary delay for the length of the fact-finding portion of a criminal investigation may constitute good cause for extending the timeline of TCC's investigation.

### 5. Confidentiality

Parties may share confidential information received through the process with their Support Person and Advisor. TCC shall not restrict the ability of the parties to discuss the allegations under investigation for the purpose of gathering and presenting relevant evidence.

TCC is permitted to share confidential information amongst other Institution representatives who have a reasonable need to know. TCC will endeavor to respect any requests for confidentiality, but will also weigh those requests against TCC's responsibility to maintain a safe environment for its community. Complete confidentiality cannot be guaranteed.

### 6. Right to an Advisor

Parties may elect to be accompanied by an Advisor during meetings and proceedings related to the investigation and hearing process outlined in this Policy. Parties are limited to one Advisor. Parties may be accompanied by a Support Person (see below) in addition to an Advisor. An Advisor can be anyone, including an attorney. The Advisor may not speak on behalf of the party or otherwise disrupt any interviews or proceedings.

Specific guidelines regarding the Advisor role at the hearing are outlined in Section IX.D.7. TCC reserves the right to exclude or remove an Advisor who does not comply with this Policy.



A party does not have to have an Advisor during the investigation process. TCC will not provide any party with an Advisor during the investigation process. However, as outlined below, the party's Home Institution will provide the party with an Advisor during the hearing, if the party has not already obtained an Advisor.

## 7. Support Persons

Parties may elect to be accompanied by a Support Person during the hearing process, in addition to an Advisor. Parties are limited to one Support Person. A Support Person may not be a party or a witness in the case. The Support Person's role is to provide emotional support throughout the process. The Support Person may not speak on behalf of the party or otherwise disrupt any interviews or proceedings. TCC reserves the right to exclude or remove a Support Person who does not comply with this Policy.

## 8. Accepting Responsibility

At any time prior to the commencement of a hearing, a Respondent may waive the right to a hearing and instead accept responsibility for the alleged Policy violation. A Respondent may do so by providing the TCC Title IX Administrator with a signed, written notice, stating the Respondent accepts responsibility for the alleged violation and waives the right to a fact-finding hearing on this issue. If a Respondent accepts responsibility in writing in advance of a hearing, the Complainant and Adjudicator shall be provided a copy of the waiver and a hearing will be conducted only on the question of sanctions. Each party retains all rights with regard to sanctioning.

The parties will be given an opportunity to be heard at the sanctions hearing, including but not limited to the submission of impact statements. The parties may be accompanied by their Advisors, but questioning of parties or witnesses by Advisors will not be permitted. The parties will receive simultaneous written notification of the decision regarding sanctions and remedies, which may be appealed according to the process described in Section IX.F.

## 9. Closure

Not all reports of alleged Sexual Harassment constitute a report of prohibited conduct that may be resolved through this Policy.

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

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment as defined above, even if proved; and/or,
- The conduct did not occur in an educational program or activity controlled by TCC (including buildings or properties controlled by officially recognized student organizations); and/or,
- The alleged conduct did not occur against a person in the United States; and/or,
- At the time of filing a Formal Complaint, a Complainant was not participating in or attempting to participate in an education program or activity of TCC.

Additionally, TCC may close and dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- A Complainant notifies their Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; or,
- It is determined that the Respondent is no longer enrolled in or employed by TCC; or,
- Specific circumstances prevent TCC from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

A decision to close a matter based on any of the above-listed factors is made at the discretion of the TCC Title IX Administrator.

Upon termination of the process, the TCC Title IX Administrator will provide written notice to the parties describing the reason for the dismissal. The Respondent's Home Institution may continue to investigate the allegations as a potential violation of another policy. If the Respondent's Home Institution elects to continue the investigation outside of this Policy, the TCC Title IX Administrator shall provide written notice to the parties describing the determination.

The dismissal determination is appealable by any party under the procedures for appeal outlined in Section IX.F. The decision not to dismiss is also appealable by any party claiming a dismissal is required or appropriate.

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

## 10. Amnesty

Any individual (including a witness or a third party) who shares information in the interest of any individual's health and safety will not be subject to disciplinary action by TCC for student conduct policy violations that occur around the time of the alleged prohibited conduct, including their own personal consumption of alcohol or other drugs at or near the time of any incident, provided they did not harm another or place the health or safety of any other person, or the community, at risk. TCC may suggest an educational conference where support, resources, and educational counseling options may be discussed and potentially required with a learning action plan for an individual who has engaged in the illegal or prohibited use of alcohol or drugs.

## 11. Consolidation of Formal Complaints and Allegations

TCC may consolidate Formal Complaints under two circumstances:

- Where there is a complaint involving more than one Complainant and/or Respondent, stemming from the same facts or circumstances; or,
- Where a cross-complaint has been filed by a Respondent against a Complainant.

A decision to consolidate matters based on any of the above-listed factors is made at the discretion of the TCC Title IX Administrator in consultation with the parties' Home Campus Title IX Coordinator(s). If the TCC Title IX Administrator determines consolidation is appropriate, they must send notice to all involved parties.

Where allegations made in a Formal Complaint include both conduct that falls under this Policy and conduct that is outside of this Policy but is interrelated to Policy-covered conduct, the allegations may be joined. If the allegations under this Policy and under an Institution's other policies are joined, during the hearing direct cross-examination by a Party's Advisor will be limited to questions relating to the allegation of conduct falling under this Policy. Determinations as to when a question is appropriate to be posed by a party's Advisor or through the Hearing Officer shall be made at the sole discretion of the Hearing Officer.

## 12. Interpretation

This Policy is intended to be self-explanatory. The Adjudicator (defined in Section IX.D.2) is responsible for interpretation of policy definitions of prohibited conduct. Should a disagreement arise over interpretation of another area of this Policy, exclusive authority to interpret the Policy lies with the TCC Title IX Administrator. Any such interpretation shall be final. In reaching a final interpretation, the TCC Title IX Administrator shall consult with the Title IX Coordinators, unless not feasible or practicable.

### B. Step One: Initiation of the Title IX Grievance Process

The Complainant's and Respondent's Home Institution Title IX Coordinators will jointly make an initial determination of whether the Title IX Grievance Process is applicable to the Formal Complaint. The Title IX Coordinators will make a reasonable determination as to whether or not the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in TCC's Education Programs or Activities; and,
4. The alleged conduct, if true, would constitute Sexual Harassment, as defined in this Policy.

If the Title IX Coordinators disagree whether these elements are met, the Title IX Coordinators agree to confer with the TCC Title IX Administrator, who will make the final determination.

If it is determined all of the elements are met (either through consensus by the Title IX Coordinators or review by the TCC Title IX Administrator), TCC will initiate the Title IX Grievance Process.

**Initiation of the Title IX Grievance Process.** If it is determined (through the process above) that the Formal Complaint will proceed under this Policy, the TCC Title IX Administrator will initiate the Title IX Grievance Process.<sup>11</sup>

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<sup>11</sup> If the conduct alleged would not meet the definition of Sexual Harassment, even if sustained, the Title IX process will be terminated. However, the conduct may continue to be investigated under other policies and processes, such as those under the Institution's student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution.

When a Formal Complaint is filed, the TCC Title IX Administrator will notify the parties of their option to participate in the Alternative Resolution Process (see Section IX.H). If either party declines to participate in the Alternative Resolution Process, the Title IX Grievance Process will proceed, as set forth in this Section.

In instances where a Formal Complaint is signed by the Title IX Coordinator, the person alleged to be harmed (the Complainant) will still retain all rights of a Complainant in this process, if they should choose to exercise them, including the choice to participate or not participate at any step of the process and in receiving notification of the outcome.

Finally, in instances where it is determined a Formal Complaint will not proceed under this Policy, the parties may appeal the determination using the procedures outlined in Section IX.F.

### 1. Notice of Allegations

Once an investigation has been initiated, the TCC Title IX Administrator will send a written notice to both parties, which will include:

- The identities of the parties (if known);
- A summary of the alleged conduct, including the date(s), time(s), and location(s) of incident(s) (if known);
- Policy sections alleged to be violated by the conduct;
- An outline of the Title IX Grievance Process, including any available Alternative Resolution Processes;
- A statement that Respondent is presumed not responsible until a determination of responsibility is made following the investigation and hearing;
- A statement that TCC will not make a determination of responsibility until the conclusion of the Title IX Grievance Process;
- A notice regarding whether interviews will be recorded, and that only the Investigator is permitted to record interviews;
- A description of the parties' opportunities to present, inspect, and review evidence;
- A statement that the parties may have an Advisor of their choice, who is permitted to be an attorney;
- A statement that the parties may have a Support Person of their choice;
- A statement urging the parties to maintain discretion as to the details of the matter, both in recognition of the sensitive nature of the matter, and to ensure they do not influence other individuals' statements;
- A summary of the hearing process and a statement that the Hearing Decision will make factual and policy findings regarding the allegations;
- A statement that findings will be based on a Preponderance of the Evidence Standard;
- A notice admonishing the parties against Retaliation; and,

- A notice informing the parties they are prohibited from making false statements or knowingly submitting false information based on the Institution's conduct codes.

The Notice of Allegations shall be amended any time during the investigation to include additional allegations of Policy violations identified during the investigation. An amended Notice of Allegations should include all required information described above.

### C. Step Two: Investigation Process

#### 1. Designation of the Investigator

The TCC Title IX Administrator, in consultation with the parties' Home Institution's Title IX Coordinators, will designate an Investigator to conduct a fair, thorough, and impartial investigation. If either party believes the assigned Investigator has an actual conflict of interest or bias, they should immediately notify the TCC Title IX Administrator. The TCC Title IX Administrator will consider and resolve any objections to the selection of an Investigator.

The Investigator will have had appropriate training in the definitions of Sexual Harassment, bias, the scope of TCC's education programs and activities, the investigation and hearing processes, the Alternative Resolution Process, and investigative report writing.

#### 2. Investigation

Both parties will be provided equal opportunity to meet with the Investigator, submit evidence, and identify relevant witnesses. The Investigator will meet separately with the Complainant, Respondent, and witnesses. The Investigator has discretion regarding which witnesses to interview and when to conduct follow-up interviews with parties and witnesses.

The Investigator will prepare a written summary of each interview and send the same to the witness or party for a review of accuracy. Unless the individual requests additional time, the written summary will be deemed accurate if the individual does not provide feedback on the written summary within two (2) business days of the Investigator emailing it to the individual.

The Investigator will take reasonable steps to gather relevant available evidence. The Investigator may exclude evidence they determine to be irrelevant or immaterial. Parties may provide the Investigator with any evidence they believe to be relevant, including expert and polygraph evidence. It is ultimately the role of the Adjudicator (Section IX.D.) to determine what weight, if any, to give to the evidence gathered. The Investigator will not consider evidence which requires seeking information protected by a legally recognized privilege, unless the person holding the privilege has waived the privilege.

TCC shall not restrict the ability of the parties to discuss the allegations under investigation for the purpose of gathering and presenting relevant evidence.

The Investigator may gather information related to prior or subsequent conduct of the Respondent in determining pattern, knowledge, intent, motive, or absence of mistake.

The Investigator will not gather evidence or ask questions related to the parties' sexual predisposition or prior sexual behavior unless:

- The evidence and/or questions are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant;
- They concern specific incidents of the Complainant's or Respondent's prior sexual behavior with respect to one another and are offered to prove or disprove consent (with the understanding that consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity and that previous relationships or prior consent does not imply consent to future sexual acts);
- The sexual history is relevant to explain an injury; and/or,
- The sexual history is relevant to show a pattern of behavior.

The Investigator will not gather sexual history as it pertains to a party's reputation or character.

Prior to any meeting, including an investigative interview meeting with a party, the Investigator shall provide the party with written notice of the date, time, location, participants, and purpose of the meeting. The Investigator shall provide the written notice with sufficient time for the party to prepare for the meeting. An Advisor and a Support Person may accompany a party to every meeting.

### 3. Recording

TCC may elect to electronically record investigative interviews. The Investigator may only record investigative interviews with the consent of each individual being recorded. TCC will retain any recordings it has made as the only authorized recording of the interviews. A recorded party may request to review the transcript or audio of their interview in-person and under supervision by a TCC representative. A party may request to review the transcript of the other party's interview in-person and under supervision by a TCC representative.

Investigation recordings will be maintained for seven (7) years after the conclusion of the Title IX Grievance Process, the Respondent's graduation, separation from TCC, or separation from Institutional employment, whichever is latest.<sup>12</sup>

### 4. Evidence Review

Before issuing the final Investigation Report, the TCC Title IX Administrator will provide a preliminary Investigation Report to the parties, and provide the parties with an equal opportunity to respond to the relevant evidence, including allowing parties to present additional relevant evidence or information. This is known as the Evidence Review Process. This opportunity should be provided to each party regardless of whether the party participated in the investigation. Absent good cause, parties are provided with ten (10) business days to review and respond to the evidence.

The TCC Title IX Administrator will have discretion to determine how to provide access to the preliminary Investigation Report to the parties based on the particular circumstances of the case and any party or witness privacy concerns. Neither Complainant, Respondent, nor anyone on either party's behalf may copy, remove, photograph, print, record, or in any other manner duplicate the information contained in the preliminary Investigation Report (unless a party is describing the material in a written response to the evidence).

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<sup>12</sup> Interviews that take place via videoconference, and are recorded, may include both an audio and visual recording. Both recordings shall be retained in the same manner as other grievance materials, in accordance with Section X.

As part of this Evidence Review Process, the parties may submit proposed questions for the Investigator to ask of the other party or any witness, request additional interviews and information-gathering, and/or suggest additional witnesses. The Investigator has discretion to determine if the responses warrant additional information-gathering. If the Investigator determines it is unnecessary to ask individuals additional questions, interview new witnesses, and/or gather additional evidence, the Investigator will explain their decision in the final Investigation Report.

If additional evidence is provided, the parties submit a written response to the evidence, or new evidence is gathered, it will be included in either a revised preliminary Investigation Report or a separate addendum, as deemed appropriate by the Investigator. Both parties will be provided a reasonable opportunity to review and respond to any new evidence. The Investigator will determine when it is appropriate to conclude the Evidence Review Process. The TCC Title IX Administrator will notify the parties when the Evidence Review Process is complete and the Investigation Report is finalized.

## 5. Final Investigation Report

At the conclusion of the Evidence Review Process, the Investigator will prepare a final written Investigation Report that includes:

- The identities of the parties;
- The identities of the witnesses;
- The dates of conducted interviews;
- A summary of the allegations;
- The policy alleged to be violated by the conduct;
- A summary of the investigation process;
- The relevant statements of the parties and witnesses;
- A summary of the relevant evidence gathered by the Investigator;
- A description of the relevant, material undisputed facts;
- A description of the relevant, material disputed facts;
- A statement describing how and when the parties were given the opportunity to review the evidence; and,
- Explanations for why evidence or witnesses submitted by the parties were not considered.

The Investigation Report will not include findings of fact, findings of policy, or credibility determinations for parties or witnesses (other than to note when credibility is not disputed).

The TCC Title IX Administrator will provide the parties with a final copy of the Investigation Report, including all attachments, at least ten (10) days prior to a hearing. The parties may submit a written response to the final Investigation Report. Written responses are incorporated into the materials that can be reviewed and

considered by the Adjudicator. Each party will receive a copy of the other party's written response to the Investigation Report.

#### D. Step Three: Hearing

Upon receipt of the final Investigation Report, the TCC Title IX Administrator will evaluate the evidence gathered and determine if the Title IX Grievance Process is still applicable to the Formal Complaint. The TCC Title IX Administrator will consider if the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in TCC's education program or activity; and,
4. The alleged conduct, if true, would constitute Sexual Harassment, as defined in this Policy.

If the TCC Title IX Administrator determines that the required elements are met, the matter shall proceed to a hearing. A hearing will be held in which an Adjudicator will make credibility determinations, findings of fact on disputed facts, and findings of policy on the relevant Policy the Respondent is alleged to have violated. In reaching findings, the Adjudicator may consider the final Investigation Report, all evidence gathered by the Investigator, and testimony provided at the hearing.

Individuals may choose not to participate in the hearing. ~~If any individual – Complainant, Respondent, and/or witnesses – chooses not to participate in the hearing, the Adjudicator may not consider any statement made by the individual to the Investigator.~~<sup>13</sup> Parties (Complainants and Respondents) may also choose to attend the hearing and not answer questions. The Adjudicator will not draw any adverse inference solely from an individual's decision to not participate in the hearing, although this decision may impact the information available to the Adjudicator in reaching their decision. However, the Adjudicator may draw adverse inferences if an individual selectively participates in the hearing (for example, answering some questions but declining to answer others).

The hearing is a closed proceeding and will not be open to the public. The witnesses will only be present in the hearing for the duration of their testimony.

The Adjudicator will permit breaks, as needed, throughout the hearing. All participants in the hearing will behave in a respectful manner, as outlined in TCC's Rules of Decorum. The Rules of Decorum will be shared with the parties, their Advisors, and Support Persons prior to the hearing. The Adjudicator has the discretion to remove any participant or observer who is not conducting themselves according to the Rules of Decorum.

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<sup>13</sup> The sentence removed from the Policy set specific parameters on what an Adjudicator could not consider related to party and witness statements. Those parameters were mandated by a provision of the Final Rule. On July 28, 2021, a federal court district court ruled the provision mandating the now-removed sentence was "arbitrary and capricious." On August 24, 2021, the Department of Education released guidance, notifying institutions that the Department will cease enforcement of that particular provision of the Final Rule and that postsecondary institutions are no longer subject to the provision. In accordance with Section XIII of this Policy, the language was struck.



TCC expects the parties will wish TCC to share documentation related to the allegations with their Support Person and/or Advisor. TCC provides a FERPA release form that authorizes such sharing and participation. The parties must complete this form before TCC is able to share records with a Support Person and/or Advisor. Parties must also complete this form before the commencement of the hearing. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Support Persons and/or Advisors are expected to maintain the privacy of the records shared with them by TCC. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by TCC. TCC may seek to restrict the role of any Support Person and/or Advisor who does not respect the sensitive nature of the process or who fails to abide by TCC's privacy expectations.

### 1. Hearing Coordinator

The TCC Title IX Administrator will be responsible for designating a Hearing Coordinator who will coordinate the hearing process. The Hearing Coordinator will ensure the Adjudicator is provided with all necessary materials, including the Investigation Report and attachments, as well as any party's written responses to the final Investigation Report. The Hearing Coordinator will also arrange a location for the hearing and coordinate a date and time for the hearing.

The Hearing Coordinator will act as a liaison between the parties and the Adjudicator on all procedural matters.

### 2. Designation of Adjudicator

The TCC Title IX Administrator, in consultation with the parties' Home Institution's Title IX Coordinators, will designate an Adjudicator, distinct from the Hearing Coordinator and any Title IX Coordinator, who will preside over the hearing and draft the Hearing Decision. The Adjudicator is a single individual, either internal or external to TCC. The Adjudicator is responsible for overseeing the hearing, making procedural determinations, managing the questioning process, and issuing the Hearing Decision.

The Adjudicator will have had appropriate training in the definitions of Sexual Harassment, the scope of TCC's education programs and activities, the investigation and hearing processes, bias, the Alternative Resolution Process, and hearing decision writing.

Additionally, the Adjudicator will be trained on the following:

- Any technology to be used at the hearing; and,
- Issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

The Hearing Coordinator will provide the parties with written notice of the Adjudicator's identity. If either party believes the assigned Adjudicator has an actual conflict of interest or bias, they should immediately notify the TCC Title IX Administrator. The TCC Title IX Administrator will consider and resolve any objections to the selection of an Adjudicator.

### 3. Witnesses

The Adjudicator has ultimate discretion to call witnesses and may determine not to call witnesses submitted by the parties, and/or to call witnesses who were not submitted by the parties. The Adjudicator will communicate to the Hearing Coordinator the witnesses they have determined should be called for the hearing, what their expected relevant testimony will be, and their explanations for determining not to call witnesses submitted by the parties if they make such determinations.

The Hearing Coordinator will request the attendance of all the witnesses whose testimony the Adjudicator determined was within the hearing scope. The Hearing Coordinator will coordinate to have the Investigator present at the hearing for questions regarding the Investigation and the Investigation Report.

TCC cannot compel parties or witnesses (with the exception of the Investigator) to testify in the hearing. Any witness' decision not to participate will not be a reason to cancel or postpone a hearing. Investigators who are current employees of TCC are expected to participate in the hearing, if requested. Non-employee Investigators, including Investigators who have left employment with TCC, can be requested, but cannot be compelled, to participate in the hearing.

The Complainant's and Respondent's Home Institution's Title IX Coordinators can be present in a silent role during the entirety of the hearing.

### 4. Hearing Notice

At least five (5) business days prior to the scheduled hearing, the Hearing Coordinator shall send the parties written notice of the hearing. The written notice will include the following information:

- The identity of the Adjudicator;
- The time, date, and location of the hearing, including if the hearing will be conducted entirely via videoconference;
- The identity of all parties participating in the hearing, including witnesses approved by the Adjudicator;
- A list of all documents the Adjudicator may consider in reaching their determination;
- TCC's Live Hearing Expectations; and,
- A general overview of the hearing process.

### 5. Recording

The Hearing Coordinator is responsible for ensuring the hearing is audio recorded.<sup>14</sup> TCC shall retain the recording as the only authorized recording of the hearing. A recorded party may request to review the transcript or audio of the hearing in-person and under supervision by a TCC representative.

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<sup>14</sup> Hearings that take place via videoconference may include both an audio and visual recording. Both recordings shall be retained in the same manner as other grievance materials, in accordance with Section X.

Hearing recordings will be maintained for seven (7) years after the conclusion of the Title IX Grievance Process, the Respondent's graduation, separation from TCC, or separation from Institutional employment, whichever is latest.

## 6. Separation of Parties

Hearings may be conducted with any or all parties, witnesses, and other participants appearing virtually, with technology enabling participants to simultaneously see and hear one another, or with parties physically present in the same geographic location.

As standard practice, the parties will be physically separated during the hearing and participate virtually unless both parties request otherwise. The Adjudicator is responsible for making a final decision about the location of the parties during the hearing.

## 7. Hearing Questioning and Role of the Advisor

The Adjudicator will determine the order of questioning at the hearing. The Adjudicator may change the order of questioning, with appropriate verbal notice to the parties, if the Adjudicator determines a change is necessary to accommodate a witness' schedule, or for other procedural reasons. The Adjudicator may ask questions at any time of any party providing testimony during the hearing.

The Adjudicator will permit each party's Advisor to ask the other party or parties and any witnesses relevant questions, including questions challenging credibility. This questioning will be conducted directly, orally, and in real-time by the party's Advisor and never by a party personally. The questions must be relevant to the hearing scope, not be repetitive of information already gathered, and/or not be harassing of any individual providing testimony.<sup>15</sup> The Adjudicator will evaluate each question asked. If the Adjudicator determines the question should not be asked, the Adjudicator will direct the party/witness not to answer the question and state their reasoning for this determination on the record. The Adjudicator also has the authority to pause questioning by an Advisor at any time to ask follow-up questions, or as otherwise deemed necessary. All determinations made by the Adjudicator are final, including determinations on questioning.

Should a party choose not to question a party or witness, the party shall affirmatively waive their right to question through a written or oral statement to the Adjudicator either before or during the hearing. A party's waiver of their right to question an individual providing testimony does not eliminate the ability of the Adjudicator to consider the testifying individual's statements made during the hearing and/or to the Investigator.

Parties are expected to notify the Hearing Coordinator of the identity of their Advisor and Support Person in advance of the Hearing. The Hearing Coordinator will share this information with the other party.

Parties are required to have an Advisor present during the hearing, even if the party does not wish to ask questions of any individual testifying. If a party does not have an Advisor at the commencement of the hearing,

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<sup>15</sup> If the Hearing involves allegations of conduct falling outside this Policy, the party's Advisor may only directly ask questions of the other party or parties or witnesses that relate to the conduct falling under this Policy. The party's Advisor may propose questions related to other, non-covered Policy conduct, by submitting them in writing to the Hearing Officer. The Hearing Officer will evaluate the questions and ask the questions they deem relevant, non-repetitive, and non-harassing.

that party's Home Institution will provide the party with an Advisor trained in the hearing process and in the development and posing of relevant questions. The party must utilize the Advisor provided by their Home Institution for purposes of questioning during the hearing.

If parties know they will not have their own Advisor at the hearing, they are encouraged to notify the Hearing Coordinator of this fact as soon as possible.

If a party does not participate in, or attend, the hearing, their Advisor may still appear at the hearing and ask questions of the other party(ies) and witnesses.

Absent their role in questioning, Advisors will remain silent during the hearing. They may not answer questions on behalf of any party, nor may they make closing statements on behalf of any party.

All participants at the hearing will behave in a respectful manner. The Adjudicator has discretion to remove any participant or observer who is not conducting themselves in a manner conducive to a fair, safe, and orderly hearing.

## 8. Party Mitigation and Impact Statements

Within five (5) business days after the last day of the hearing, the parties may provide to the TCC Title IX Administrator written statements related to potential sanctions. Specifically, parties may submit a written impact and/or mitigation statement.

If the Adjudicator determines there was a violation of Policy, the Adjudicator will notify the TCC Title IX Administrator before issuing their Hearing Decision. The TCC Title IX Administrator will provide the Adjudicator with copies of the party statements, in accordance with Section IX.E. The TCC Title IX Administrator will also provide copies of the statements to the parties' Home Institution Title IX Coordinators. If the Adjudicator determines there was not a violation of Policy, the TCC Title IX Administrator will not release the party statements to the Adjudicator.

## 9. Hearing Decision

The Adjudicator will consider the investigation record, including the Investigation Report and attachments, and the evidence accepted at the hearing in drafting their Hearing Decision. The Adjudicator will use a preponderance of the evidence standard to determine whether a Policy violation occurred. The Adjudicator will make their own findings and credibility determinations based on a preponderance of the evidence.

[REDACTED]

The Adjudicator will not draw an inference regarding a person's decision not to participate in the hearing, nor

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<sup>16</sup> The sentence removed from the Policy set specific parameters on what an Adjudicator could not consider related to party and witness statements. Those parameters were mandated by a provision of the Final Rule. On July 28, 2021, a federal court district court ruled the provision mandating the now-removed sentence was "arbitrary and capricious." On August 24, 2021, the Department of Education released guidance, notifying institutions that the Department will cease enforcement of that particular provision of the Final Rule and that postsecondary institutions are no longer subject to the provision. In accordance with Section XIII of this Policy, the language was struck.

will they draw an inference regarding a person's decision not to answer questions posed during the hearing. However, the Adjudicator may consider a person's selective participation during the hearing in assessing credibility. Selective participation, for purposes of this Policy, means a party chooses to answer some questions and declines to answer others.

If the Adjudicator finds a violation of Policy, the Adjudicator and TCC shall follow the procedures set forth in Section IX.E. – Sanctioning.

If the Adjudicator does not find a violation of Policy (and the Appeal process, as outlined in Section IX.F has concluded), the Adjudicator will finalize the Hearing Decision and submit the Hearing Decision to the TCC Title IX Administrator.<sup>17</sup>

The final Hearing Decision will include the following:

- The allegations allegedly constituting Sexual Harassment, as defined by this Policy;
- A description of the procedural steps taken from receipt of the Formal Complaint through the determination;
- Findings of fact;
- Policy findings;
- Rationale for each finding;
- Sanctioning determination (if applicable); and,
- Rationale for the sanctioning determination (if applicable).

Within fifteen (15) business days of the hearing, the TCC Title IX Administrator will send written notice to both parties of the Adjudicator's policy and sanctioning determinations. The TCC Title IX Administrator will include a copy of the Adjudicator's decision.

The TCC Title IX Administrator will explain the Appeal Process, including the permissible bases for appeal, in their written notice to the parties. The Adjudicator's determination becomes final on the date on which an appeal would no longer be considered timely (see Section IX.F.).

For potential enhancements to sanctions, occurring when a Respondent has instances of prior conduct, please see Section IX.G.

#### E. Step Four: Sanctioning

This section sets forth the procedures to be followed should the Adjudicator find that a Policy violation(s) occurred. This section applies to instances involving both student and employee Respondents.

In cases involving employee Respondents, the TCC Title IX Administrator will refer the matter to the Title IX Coordinator of Respondent's Institution for sanctions and appeals.

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<sup>17</sup> If there is no finding of a Policy violation, no sanctions will be issued.

In cases involving student Respondents, if the Adjudicator determines there was a Policy violation, the Adjudicator will notify the TCC Title IX Administrator. The TCC Title IX Administrator will take two steps:

- They will notify the Title IX Coordinator and the appropriate Administrator of each parties' Home Institution. The parties' Home Institutions may submit written recommendations related to sanctions. The parties' Home Institutions will provide those recommendations to the TCC Title IX Administrator, who will transmit them to the Adjudicator; and,
- They will provide the Adjudicator with any written party statements, as set forth in Section IX.D.8. If the parties did not provide written statements in accordance with Section IX.D.8., above, they will not be provided an additional opportunity to submit a written statement to the Adjudicator.

The Adjudicator will decide if remedies are appropriate in order to restore or preserve equal access to the party's education and/or employment. Such remedies may include the same individualized services described as "Supportive Measures." However, unlike Supportive Measures, remedies need not be non-disciplinary or non-punitive, and need not avoid burdening the Respondent.

The Adjudicator will make a sanctioning determination based on the factual and Policy findings, written party statements, written Institution recommendations, and other factors relevant to sanctioning. The Adjudicator shall give significant weight to the written Institution recommendations in issuing a sanction. The factors an Adjudicator may consider include, but are not limited to:

**Severity of the violation:** The duration of the conduct; whether the conduct was repeated; the number of Policy violations; abuse of power; use of intimidation; use of force; level of endangerment to the Complainant; level of injury to the Complainant; presence of a weapon; deliberate embarrassment; exploitation of level of intoxication

**Aggravation:** Whether the Respondent used force, threat, violence, duress, or intentionally caused intoxication to engage in conduct without Complainant's consent.

**Intent:** Whether Respondent intended to cause harm; whether Respondent premeditated the conduct; whether Respondent pressured others to engage in the conduct or similar conduct; whether Respondent was pressured by others to engage in the conduct.

**Retaliation:** Whether Respondent complied with No Contact Orders and other interim measures in place during the investigation and hearing process; whether Respondent engaged in conduct meant to intimidate or harass participants for their participation in the investigation or hearing process; whether Respondent was forthcoming during the investigation and hearing process; whether Respondent engaged in any other conduct which would obstruct the investigation or hearing process, or impacted the fairness of the processes.

**Impact:** The impact of Respondent's conduct and presence on the Complainant's safety and participation in TCC's programs; the impact of Respondent's conduct on TCC's community; the impact of sanctions on Respondent's access to participation in TCC's programs.

Possible sanctions are as follows:

**Warning:** Written notice that the Respondent's behavior was in violation of TCC Policy and that future violations will result in more severe sanctions.

**Restitution:** Reimbursement by the Respondent(s) to the Institution, another Claremont College, TCC, the Complainant(s), or a member of TCC's community to cover the cost of property damage or other loss.

**Service Hours:** A set number of work hours the Respondent must complete. The Title IX Coordinator will determine the nature of the work to be performed. Generally, service hours are conducted within TCC.

**Educational Program/Project:** Programs and activities designed to help the Respondent become more aware of Institution policies and help the Respondent understand the inappropriateness of their behavior, including, but not limited to, participation in an educational program or completion of an online program.

**Referral for Assessment:** A referral for an assessment with an appropriately trained therapist who will recommend a process for treatment. Reinstatement is conditioned upon receiving proof of completion of the recommended treatment.

**Loss of Privileges:** Denial of specific privilege(s) for a defined period of time. Privileges include, but are not limited to, participation in extracurricular activities and events such as social events, intercollegiate athletics, intramural programs, student organizations, and student government, as well as the privilege of living on campus, living in a specific residence hall, participation in commencement ceremonies, or having a vehicle on campus.

**Restricted Access:** Conditions which specifically dictate and limit the Respondent's presence on campus and/or participation in Institution-sponsored activities. The restrictions will be clearly defined and may include, but are not limited to, presence in certain buildings or locations on campus or a No Contact Order. In cases involving parties from different Claremont Colleges, restricted access may extend to exclusion from another Institution's campus.

**Removal of Offending Cause:** Requirement to remove the item which was the subject of the complaint.

**Relocation or Removal from Residence Halls:** Requirement that the Respondent relocate to another residence hall, or off-campus residence, by a specified date.

**Probation:** Formal, written notice that the Respondent's behavior is in violation of Institution Policies and an expectation that the Respondent exhibit good behavior for a defined period of time. Any violation during the probationary period will be referred back to the Respondent's Home Institution for appropriate review and response. Notice of Conduct Probation is sent to the Respondent's academic advisor as well as to the Respondent's parent(s)/guardian if the Respondent is a minor.

**Employment Probation:** Formal, written notice that the employee's conduct is in violation of Institution Policies and an expectation that the employee exhibit good behavior for a defined period of time. Any further violations during the probationary period will result in increased sanctioning and may result in employment suspension without pay or termination of employment.

**Suspension of One, Two, Three, Four, Five, Six, Seven, or Eight Semesters:** Separation from the Institution for one, two, three, four, five, six, seven, or eight semesters. During the suspension period,

the Respondent is not permitted on campus, is not permitted to participate in any Institution-sponsored or affiliated program or activity, and is not permitted to earn any credits towards the Respondent's degree. The terms of the suspension may include the designation of special conditions affecting eligibility for re-enrollment or special conditions to be in effect upon re-enrollment, including a term of Conduct Probation.

***Suspension without Pay (staff and faculty):*** Separation of employment for a defined period of time without pay for the time of separation.

***Employment Termination:*** Permanent separation of the employee from their position. If the Respondent is a student, they may be permanently separated from their student position. A staff or faculty member who is terminated from their employment is not permitted to participate in any Institution-sponsored or affiliated program or activity.

***Expulsion:*** Permanent separation from the Institution. A Respondent who has been expelled is not permitted on campus and is not permitted to participate in any Institution-sponsored or affiliated program or activity.

For student Respondents, the Respondent's Home Institution's Title IX Coordinator is responsible for ensuring completion of the sanction. For employee Respondents, the Respondent's Home Institution's designated official is responsible for ensuring completion of the sanction.

## F. Step Five: Appeal Rights

A Complainant or Respondent who is not satisfied with the determinations made as to closure of a Formal Complaint under this Policy and/or the Policy findings or sanctions imposed at the completion of the hearing process may submit an appeal to the TCC Title IX Administrator. The TCC Title IX Administrator, in consultation with the parties' Home Institution's Title IX Coordinators, will identify an appropriately trained Appeal Authority to review and make a determination of the appeal(s).

When the TCC Title IX Administrator identifies an Appeal Authority, they will provide written notice of the individual's identity to the parties. If either party believes the assigned Appeal Authority has an actual conflict of interest or bias, they should immediately notify the TCC Title IX Administrator. The TCC Title IX Administrator will consider and resolve any objections to the selection of an Appeal Authority.

Appeals must be submitted within five (5) business days of the Notice of the Hearing Decision (or the Notice of Case Dismissal) to the TCC Title IX Administrator. The appeal must specify which grounds the appeal is based upon and include any arguments the party wishes to make in support of their appeal.

### 1. Appeal Grounds

Each party has a right to appeal:

- The dismissal of a formal complaint or any included allegations;
- A determination regarding responsibility; and/or,
- Any sanctions.



To appeal, a party must electronically submit their written appeal to the TCC Title IX Administrator within five (5) business days of the notice of the decision being appealed. The appeal must state the grounds for the appeal.

A party may appeal based on one or more of the following grounds:

***Procedural Error:*** There was a procedural error(s) which materially affected the outcome of the matter (i.e., failure to follow the process outlined in this Policy). The appealing party must describe in their appeal how the procedural error impacted the outcome.

***Conflict of Interest:*** The Title IX Coordinator, TCC Title IX Administrator, Investigator(s), and/or Adjudicator(s) had a conflict of interest or bias for or against an individual party, or for or against Complainants or Respondents in general, that affected the outcome of the matter. The appealing party must describe in their appeal the alleged conflict of interest or bias held by the individual and how this altered or impacted the outcome.

***New Evidence:*** There is new evidence which was not available or known (and could not have reasonably been known) at the time of the final determination which materially affected the outcome of the process. The appealing party must describe in their appeal how the new evidence would have altered the outcome of the process and why the new evidence was not available or reasonably known prior to the appeal.

***Disproportionate Sanctions:*** The sanctions are disproportionate to the Adjudicator's findings.

The submission of an appeal pauses the implementation of any sanctions during the pendency of the appeal(s). Supportive Measures remain available during the appeal process.

## 2. Appeal Authority

As noted above, the TCC Title IX Administrator will designate an appropriate Appeal Authority to conduct a prompt, thorough, and impartial review of the appeal. The Appeal Authority will not be the same person as the Adjudicator, Investigator, TCC Title IX Administrator, or the Title IX Coordinator from either parties' Home Institution.

The Appeal Authority will have had appropriate training in the definitions of Sexual Harassment and sexual misconduct, bias, the scope of TCC's education programs and activities, the investigation and hearing processes, the Alternative Resolution Process, and appeal decision writing.

## 3. Appeal Response

The TCC Title IX Administrator will send a written notice of the appeal to the non-appealing party and provide them with a copy of the appeal. The non-appealing party may issue a response to the appeal. The appeal response is limited to ten (10) pages, including attachments, and may address only the issues raised in the appeal. The non-appealing party will have five (5) business days to submit their appeal response after receiving the notice of the appeal.

#### 4. Appeal Clarification

If the Appeal Authority needs clarification on any point raised in the appeal, they may make a written request for clarification from the appealing party, through the TCC Title IX Administrator. The appealing party may respond in writing. The TCC Title IX Administrator will transmit the written communications to the Appeal Authority. The Appeal Authority may not communicate directly with either party. The TCC Title IX Administrator will provide copies of the written communications to the non-appealing party and to the parties' Home Institution Title IX Coordinators.

#### 5. Appeal Record

The review of an appeal will not involve any additional investigation by the Appeal Authority. The review will be based upon evidence introduced during the investigation process and presented at the hearing, as well as the arguments made during the appeal process. The Appeal Authority will not consider new evidence for the purposes of upholding, overturning, or modifying the findings. Appeals submitted under the ground of new evidence will be considered only to determine whether the new evidence could likely change the determination of responsibility.

#### 6. Appeal Decision

The Appeal Authority will draft a written report which summarizes their decision regarding the appeal. The Appeal Decision will include a description of the ground(s) for the appeal, a summary of the issues raised on appeal, a statement regarding the evidence considered, a statement describing the decision was made based on the preponderance of the evidence standard, and the determination regarding the appeal.

The Appeal Authority may decide to do the following:

- Uphold the findings and sanctions;
- Overturn the findings and/or sanctions;
- Modify the findings and/or sanctions; or,
- Remand the case for a second hearing based on new evidence which could likely affect the outcome of the matter.

#### 7. Notice of the Appeal Decision

The TCC Title IX Administrator will send written notice of the Appeal Decision to both parties within ten (10) business days of the submission of an appeal response from the non-appealing party (or the deadline for the non-appealing party to submit a response). The Notice of the Appeal Decision will include a copy of the written Appeal Decision. The notice will inform the parties there is no further review of the matter, no further right to appeal, and that the matter is closed.

The determination regarding responsibility and sanctioning becomes final on the date of the Appeal Decision, unless the Appeal Decision determines further investigation and an additional hearing is necessary based on new evidence discovered.

### G. Final Sanctioning Determination

After the issuance of the final decision (the Hearing Decision if there is no appeal, or the Appeal Decision), the TCC Title IX Administrator will send matters involving findings of Policy violation(s) to the Dean of Students or designated official within the Respondent's Home Institution. The Dean of Students or designated official will review the issued sanctions and determine if any enhancements are warranted based on a Respondent's disciplinary history. Enhancements based on a prior disciplinary history are not shared with the other party.

For student Respondents, the Respondent's Home Institution's Title IX Coordinator is responsible for ensuring completion of the sanction(s). For employee Respondents, the Respondent's Home Institution's designated official is responsible for ensuring completion of the sanction(s).

### H. Alternative Resolution Process

TCC recognizes some parties may want resolution of their matter through an Alternative Resolution Process, instead of through the Title IX Grievance Process. Accordingly, parties can mutually agree to resolve a complaint through an Alternative Resolution Process, instead of undergoing the Title IX Grievance Process. Generally speaking, these resolution options are less time intensive than an investigation and live hearing, while still affording parties an opportunity to actively participate in a process led by their Home Institution for resolution of their complaints.

Alternative Resolution is not available in situations involving a student Complainant and an employee Respondent(s). Any allegation of Sexual Harassment made by a student against an employee must proceed under the Title IX Grievance Process. Alternative Resolution is available when there is a student Respondent and/or when both involved parties are employees.

The parties may, in writing, elect to enter TCC's Alternative Resolution Process. This will include a statement that any agreement reached through the process is binding on the parties. This will also include a statement that the parties understand the Alternative Resolution Process will not result in a notation on either party's disciplinary record.

No party may be required to participate in Alternative Resolution, and it may never be a condition of enrollment, employment, or enjoyment of any other right or privilege. Participation in Alternative Resolution is voluntary, meaning both the Complainant and the Respondent must agree to participate. If Alternative Resolution is selected, the Title IX Coordinator will provide timely written notice to both parties that includes:

- The allegations;
- A statement that the Title IX Coordinator has begun the process;
- The process is voluntary and will end upon either party's request;
- Termination of the Alternative Resolution Process may result in initiation of the Title IX Grievance Process;
- Each party may be accompanied throughout the process by an Advisor (who may be an attorney);
- The Title IX Coordinator will notify both parties of the process' outcome; and,

- The process is confidential; however, the Title IX Coordinator will maintain a record of the process and may share information with others if needed to carry out the resolution of the Alternative Resolution Process. Should the parties withdraw from the Alternative Resolution Process, information disclosed or obtained for purposes of the Alternative Resolution Process remains confidential.

The parties may elect to leave the Alternative Resolution Process at any point until the Alternative Resolution Process is concluded. The process is considered concluded when all parties have signed the agreement. If a party elects to leave the Alternative Resolution Process, the TCC Title IX Administrator will determine the next steps under the Title IX Grievance Process, and will notify the parties of such. In participating in the Alternative Resolution Process, the parties understand that the timeframes governing the formal process temporarily cease, and only recommence upon reentry into the formal process.

**Determination to Approve Entry into Alternative Resolution Process.** Even where the Parties agree to submit a matter to Alternative Resolution, the Home Institution Title IX Coordinator and/or Human Resources Professional must approve the decision to move the matter to the Alternative Resolution Process and may determine that Alternative Resolution is not appropriate under the circumstances.

Factors that the Home Institution Title IX Coordinator and/or Human Resources Professional may weigh in considering the appropriateness of the Alternative Resolution Process include, but are not limited to, the gravity of the allegations, whether there is an ongoing threat of harm or safety to the campus, whether the Respondent is a repeat offender, and whether the parties are participating in good faith. This determination is not subject to appeal.

Alternative Resolution is permitted to address allegations of student-on-student and employee-on-employee sexual harassment, as well as allegations that a student sexually harassed an employee. Alternative Resolution is never allowed as an option to resolve allegations that an employee sexually harassed a student. See, 85 Fed. Reg. 30026, 30054 (May 19, 2020).

At any time after the commencement of the Alternative Resolution Process, the Home Institution Title IX Coordinator and/or Human Resources Professional may determine that the Alternative Resolution Process is not an appropriate method for resolving the matter, and may require that the matter be resolved through the Title IX Grievance Process. This determination is not subject to appeal.

**Role of the Facilitator.** Alternative Resolution Processes are managed by Facilitators, who may not have a conflict of interest or bias in favor of or against Complainants or Respondents generally or regarding the specific parties in the matter. A Title IX Coordinator may serve as the Facilitator.

All Facilitators must have training in the definition of Sexual Harassment under this Policy, the scope of the Institution's education program or activity, how to conduct an Alternative Resolution Process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

**Confidentiality.** In entering the Alternative Resolution Process, the parties agree the process is confidential, related to any testimony and evidence (including admissions of responsibility) they share or receive during the Alternative Resolution Process concerning the allegations of the Formal Complaint. No evidence concerning the allegations obtained within the Alternative Resolution Process may be disseminated to any person, provided that any party to the Alternative Resolution Process may generally discuss the allegations under investigation

with a parent, friend, advisor, or other source of emotional support, or with an advocacy organization. Should the parties withdraw from the Alternative Resolution Process, information disclosed or obtained for purposes of the Alternative Resolution Process remains confidential.

**Alternative Resolution Options.** TCC offers Alternative Resolution options for addressing Formal Complaints of Sexual Harassment covered under this Policy. These options include, but are not limited to:

- **Mediation.** The purpose of mediation is for the parties who are in conflict to identify the implications of a student's actions and, with the assistance of a trained Facilitator, identify points of agreement and appropriate remedies to address them. Either party can request mediation to seek resolution. Mediation will be used only with the consent of both parties, who will be asked not to contact one another during the process. The Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals will also review any request for mediation, and may decline to mediate based on the facts and circumstances of the particular case. Either party has the right to terminate the mediation process and choose or resume another option for resolution at any time.

The mediation process will typically commence within thirty (30) business days after the initial report is received and both parties have consented to mediation, and will continue until concluded or terminated by either party or the Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals. During mediation, any potential investigation will halt, and calculations for time frames will be paused. If the mediation results in a resolution, the disciplinary process will be concluded and the matter will be closed. If a resolution cannot be reached, the matter will be referred to the Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals to re-evaluate other options for resolution, including initiation of the Investigation and/or Hearing process.

During mediation, a Facilitator will guide a discussion between the parties. In circumstances where the parties do not wish to meet face to face, either party can request "caucus" mediation, and the Facilitator will conduct separate meetings. Whether or not the parties agree to meet face to face, each party will be permitted to bring to any meetings an Advisor and a Support Person of their choice, who may be, but is not required to be, an attorney.

At the conclusion of the mediation, the Facilitator will memorialize in writing the agreement that was reached between the parties. The Respondent's Home Institution Title IX Coordinator and/or Human Resources Professional will monitor adherence to the proposed solution and close the matter when compliance is satisfactory.

The Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals will keep records of all reports and conduct addressed through Alternative Resolution.

- **Restorative Justice.** A Restorative Justice ("RJ") Conference is a dialogue, facilitated by an employee or contractor with appropriate training, intended to restore relationships and repair harm after a conflict has occurred. Both the responsible party and the individual(s) affected by the conflict come together to identify what harm was caused and, collaboratively, determine how conflict and trust might be, respectively, resolved and repaired.

A party may request to engage in RJ at any stage of the disciplinary process; however, RJ may not be an appropriate mechanism for all conflicts. To qualify for RJ, the student accused of wrongdoing must

accept responsibility and express remorse for the harm that was caused. Additionally, all involved parties must agree to and abide by measurable and timely actions within the scope of this Policy and directives. The Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals will review any request for RJ, and may decline to initiate RJ based on the facts and circumstances of the particular case.

The RJ conference proceeds only if all parties agree to participate willingly. The RJ process typically commences within thirty (30) business days after the initial report and receipt of written agreements from all involved parties. The conference will continue until the conference is successfully concluded or until the Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals determines that the conference will not be successful. If successful, an agreeable resolution is reached by all involved parties, at which time the process is concluded, and the matter is resolved. If a resolution cannot be reached, the matter will be referred to the Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals to re-evaluate other options for resolution.

The Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals will monitor the parties' adherence to their proposed solution and reserves the right to close the matter when compliance is satisfactory.

The Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals will keep records of all reports and conduct addressed through Alternative Resolution.

## X. Recordkeeping

TCC and the relevant Institutions (as defined in Section I., above) will retain documents related to this process for a period of seven (7) years. Documents related to this process include: Formal Complaints, remedies provided to the Complainant, the Investigation Report and attachments, the hearing record, including accepted documents and the Hearing Decision, any sanctioning determination, and all appeal-related documents, as well as any audio recording or transcript of the hearing.

TCC and the relevant Institutions will also retain, for a period of seven (7) years, all materials used to train the Title IX Administration, Title IX Coordinators, Deputy Title IX Coordinators, Hearing Coordinators, Investigators, decision-makers, and any person(s) facilitating the Alternative Resolution or appeal process. TCC shall make this training material publicly available on its website.

## XI. Clery Act Reporting

Pursuant to the Clery Act, the Institution includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the Institution to issue timely warnings to the Institution's community about certain crimes that have been reported and which may continue to pose a serious or continuing threat to campus safety. Consistent with the Clery Act, the Institution withholds the names and other personally identifying information of Complainant(s) when issuing timely warnings to the Institution's community.

## XII. Periodic Review

This Policy and its procedures supersede previous policies addressing Title IX Sexual Harassment and Retaliation, and is maintained by The Claremont Colleges Services. Upon direction by the member Institutions' Presidents, there will be periodic reviews conducted of this Policy.

## XIII. Revocation by Operation of Law

Should any portion of the Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Final Rule be withdrawn or modified to not require the elements of this Policy, then this Policy, or the invalidated elements of this Policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Sexual Harassment Policy be revoked in this manner, any conduct covered under the Title IX Sexual Harassment Policy shall be investigated and adjudicated under the Institution's existing policies.

## XIV. Non-Discrimination in Application

The requirements and protections of this Policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or witness. Individuals who wish to file a complaint about the Institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

## XV. Effective Date

This Policy is effective as of August 14, 2020, and only applies to Sexual Harassment alleged to have occurred on or after August 14, 2020. Incidents of Sexual Harassment alleged to have occurred before August 14, 2020 will be investigated and adjudicated according to the process in place at the time the incident allegedly occurred.

This Policy was last updated on February 15, 2021.<sup>18</sup>

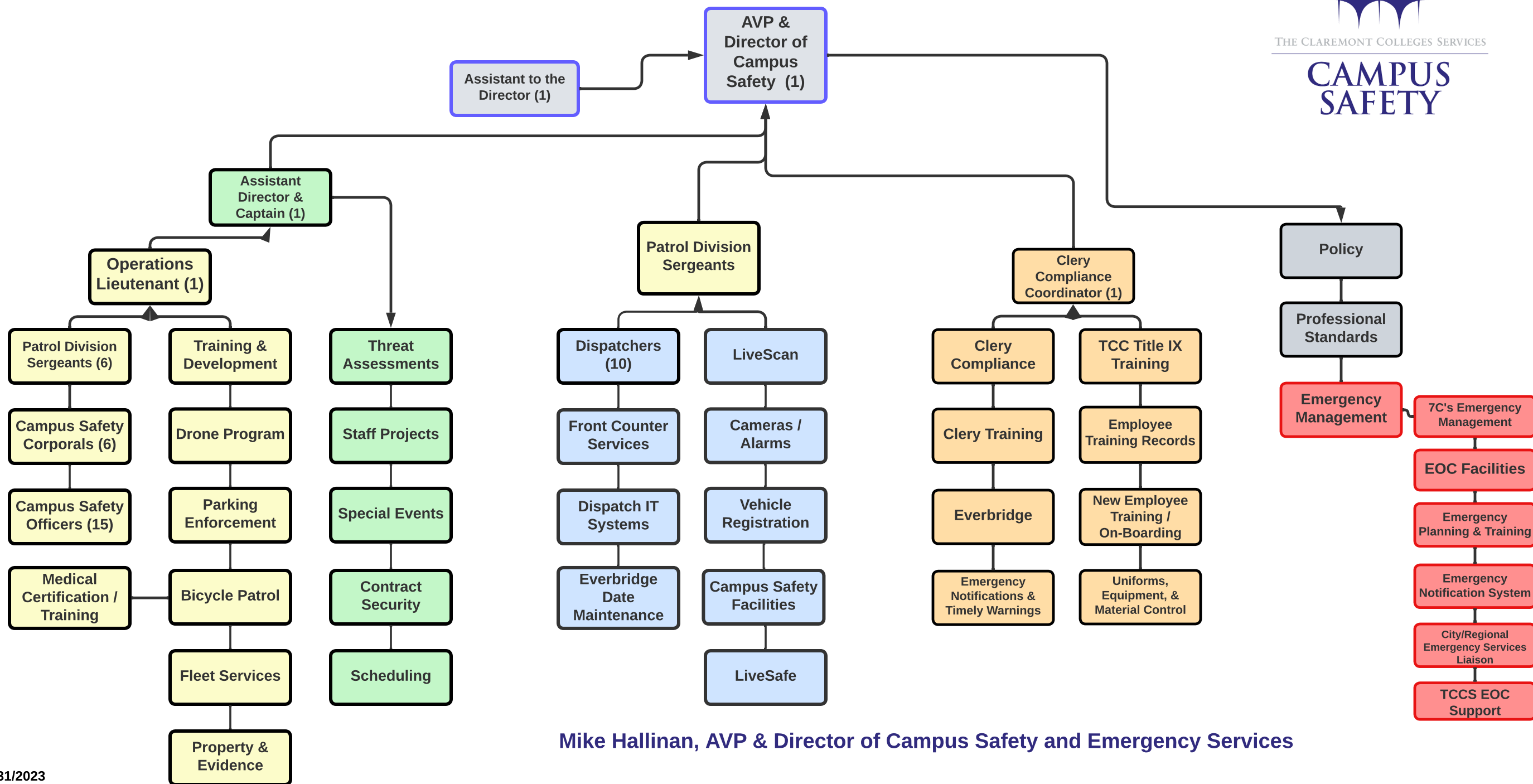
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<sup>18</sup> Non-substantive, clarifying revisions were made on April 12, 2021. On September 30, 2021, contact information for a Title IX Coordinator was updated, and language was removed from Section IX.D.9 in accordance with Section XIII of this Policy. On December 21, 2021, additional non-substantive, clarifying revisions were made, as were adjustments to the Institutions who adopted this Policy, and Title IX Coordinator contact information. On June 10, 2022, Title IX Coordinator and Deputy Coordinator contact information was updated.

## **Campus Safety Organizational Chart\_063123.pdf**



# TCCS Department of Campus Safety



Mike Hallinan, AVP & Director of Campus Safety and Emergency Services

## **TCCS Timely Warning Evaluation Form.pdf**

## TCCS Campus Safety Timely Warning Evaluation Form

### Timely Warning Regulations from the Department of Education

Timely Warnings require the campus community to be alerted to certain crimes in a manner that is timely and will aid in the prevention of similar crimes.

**WHEN:** A Timely Warning must be issued for any Clery crime if it is considered by TCCS Campus Safety to represent a serious or continuing threat to students and employees. A warning should be issued to the campus communities as soon as the pertinent information is available. Even if not all the facts surrounding an incident are available, a warning must still be issued.

**DECISION FACTOR:** A major factor for determining whether to issue a Timely Warning is whether students/employees are at risk of becoming victims of similar crimes. Compromising law enforcement efforts should only be taken into consideration in determining the content of the warning *when* issuing a Timely Warning. Compromising law enforcement efforts does not mean that a Timely Warning should not be issued.

**CONTENT:** The Timely Warning should include all information that would promote safety and that would aid in the prevention of similar crimes. You must include information about the crime that triggered the warning.

Case Number:	Occurred Date & Time:	Date & Time Reported to TCCS:
Type of Clery Crime:	Location:	Clery Reportable Location <input type="checkbox"/> Yes <input type="checkbox"/> No
Who reported the crime? <input type="checkbox"/> Victim <input type="checkbox"/> CSA <input type="checkbox"/> Witness <input type="checkbox"/> Parent <input type="checkbox"/> Friend <input type="checkbox"/> Perpetrator <input type="checkbox"/> Local law enforcement <input type="checkbox"/> Anonymous		
Is the crime a serious threat to persons or property? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe serious threat:		
Is the crime a continuing threat to persons or property? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe continuing threat:		
Is there a risk of students and employees becoming victims of similar crimes? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe risk:		
Is the suspect known by victim? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Is the suspect in custody? <input type="checkbox"/> Yes <input type="checkbox"/> No	Suspect affiliation w/UCI? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Was a Timely Warning issued: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date & Time:	Method(s):
Additional Information:		
Reason(s) Timely Warning not issued:		
Does the Timely Warning contain crime prevention and safety tips? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Was an Immediate Emergency Notification issued? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a Timely Warning may not be required)		
Notified TCCS Communications: <input type="checkbox"/> Yes <input type="checkbox"/> No	Timely Warning Approval:	
<b>Supervisor</b>		
Name:	Signature:	Title:
		Date:



**Edition 6-2023 TCCS Emergency  
Operations Plan- signed.pdf**



# EMERGENCY OPERATIONS PLAN





*The Emergency Operations Plan (EOP) of The Claremont Colleges Services (TCCS) was created in adherence to California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) guidelines, recommendations, and requirements. This comprehensive plan takes into account a wide range of emergencies and disasters, whether they are caused by natural events or human activities. While the plan provides valuable guidance, it is designed to allow Incident Commanders and the Incident Management Team the flexibility to adapt procedures and organizational structures as needed to effectively respond to and recover from specific hazard scenarios.*

## TABLE OF CONTENTS

<a href="#">Table of Contents</a>	ii
<a href="#">Plan Promulgation</a>	iv
<a href="#">Record of Changes and Plan Distribution</a>	v
<a href="#">Claremont Colleges Services Map</a>	vi

### Part I – Plan Foundation

<a href="#">Introduction</a>	1
<a href="#">Purpose</a>	1
<a href="#">Assumptions</a>	1
<a href="#">Plan Activation</a>	2
<a href="#">Organization of Emergency Operations Plan</a>	2
<a href="#">Incident Command System (ICS)</a>	2
<a href="#">Standardized Emergency Management System (SEMS)</a>	3
<a href="#">National Incident Management System (NIMS)</a>	3
<a href="#">TCCS Incident Management Team (IMT) Organization</a>	3
<a href="#">Emergency Operations Center (EOC)</a>	4
<a href="#">Plan Maintenance</a>	4
<a href="#">Authority and References</a>	4
<a href="#">Claremont Colleges Services Risk and Threat Assessment</a>	5

### Part II - Emergency Plans

<a href="#">Disaster Response Plan</a>	6
<a href="#">Disaster Mitigation Plan</a>	11
<a href="#">Disaster Preparedness Plan</a>	13
<a href="#">Disaster Recovery Plan</a>	15

### Part III – Functional Emergency Response Annex

<a href="#">Joint Information System</a>	17
<a href="#">Public Safety Unit</a>	18
<a href="#">Medical Response Function</a>	18
<a href="#">Triage Operations Team</a>	18
<a href="#">Medical Treatment Team</a>	18
<a href="#">Facilities Operations Function</a>	19
<a href="#">Search and Rescue Team</a>	19
<a href="#">Fire Suppression Team</a>	19
<a href="#">Care and Shelter Team</a>	19
<a href="#">Chaplain Services Function</a>	20
<a href="#">Status and Intelligence Function</a>	20

## Part IV – Incident Management Team Roles and Responsibilities

### Management/Command

<u>Executive Oversight</u> .....	22
<u>EOC Director</u> .....	23
<u>Public Information Officer</u> .....	25
<u>Safety Officer</u> .....	26
<u>Liaison Officer</u> .....	27
<u>EOC Technician</u> .....	28

### Operations Section

<u>Operations Section Chief</u> .....	29
<u>Public Safety Unit Leader</u> .....	30
<u>Medical Unit Leader</u> .....	32
<u>Facilities Unit Leader</u> .....	33
<u>Chaplain Services Unit Leader</u> .....	34
<u>Incident Status/Intelligence Unit Leader</u> .....	35

### Planning Section

<u>Planning Section Chief</u> .....	36
<u>Administration Unit</u> .....	38
<u>TCCS Unit</u> .....	39
<u>City Liaison Officer</u> .....	40

### Logistics Section

<u>Logistics Section Chief</u> .....	41
<u>Supply and Equipment Unit</u> .....	42
<u>Food and Water Unit</u> .....	43
<u>Care and Shelter Unit</u> .....	44
<u>Personnel Unit</u> .....	45
<u>Telephone Unit</u> .....	47

### Finance Section

<u>Finance Section Chief</u> .....	48
<u>Accounting Unit</u> .....	50
<u>Purchasing Unit</u> .....	51
<u>Contracts Unit</u> .....	52
<u>Time Unit</u> .....	53
<u>Claims and Risk Management Unit</u> .....	54



## PLAN PROMOLGATION

The Claremont Colleges Services Emergency Operations Plan describes the duties and responsibilities of designated emergency response personnel in the event of a disaster.

The plan directs individuals to provide guidance, relief, and assistance as necessary to mitigate, prepare for, respond to, and recover from the effects of a disaster that might or has occurred at The Claremont Colleges (TCC). The plan is written with explicit interest in the welfare and safety of the faculty, staff, students, and visitors of The Claremont Colleges. It provides the opportunity to be better prepared for and to quickly recover from disaster(s), thereby saving lives, resources and assets. In accordance with the Homeland Security Presidential Directive (HSPD) 5, The Claremont Colleges Services (TCCS) will utilize the components of the National Incident Management System (NIMS), and California's Standardized Emergency Management System (SEMS) for emergency management activities. NIMS and SEMS allows and insures proper coordination between local, state, and federal organizations in emergency response. Furthermore, the Incident Command System (ICS) will be utilized in all on-scene management of emergency events.

Under the authority of the Chief Executive Officer of The Claremont Colleges Services, this emergency operations plan, its attachments, appendices, and annexes are adopted as policy. Each TCCS manager is directed to take the necessary actions to support the plan and promote disaster preparedness. All previous TCCS Emergency Planning documents should be destroyed.

The Emergency Preparedness Program Manager is designated as the responsible official to coordinate, implement, and supervise emergency operations on behalf of the Chief Executive Officer, and other Administrative Officers of the Consortium. The Emergency Preparedness Program Manager is empowered to coordinate with other local, state, and federal emergency operations agencies in the event of disasters that may require implementation of this plan.

This plan and its provisions will become official when it has been signed and dated below by the concurring officials.

*Stig Lanesskog*

**Stig Lanesskog**  
CEO

June 12, 2023

Date

*Michael Hallinan*

**Mike Hallinan**

AVP & Director of Campus Safety and Emergency Services

June 8, 2023

Date

## RECORD OF CHANGES

## Change

[illegible]

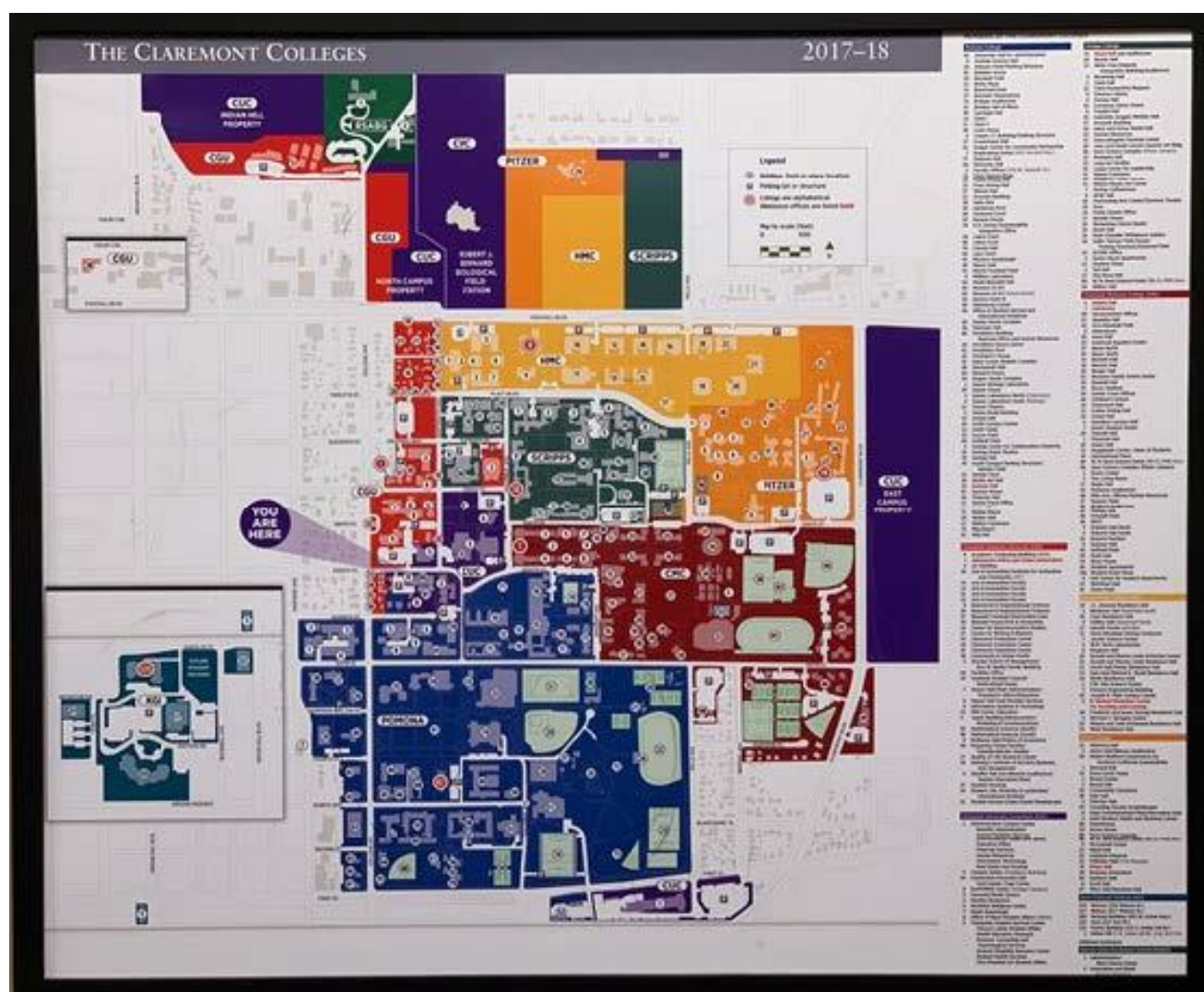
## PLAN DISTRIBUTION

A copy of The Claremont Colleges Services Emergency Operations Plan has been distributed to all Emergency Response Personnel staff listed below as well as their alternates. Emergency Response Personnel have access to the plan through the Rapid Responder System.

## Distribution List

Executive Oversight  
EOC Director  
Public Information Officer  
Safety Officer  
Liaison Officer  
EOC Technician  
Operations Section Chief  
Public Safety Unit Leader  
Medical Unit Leader  
Facilities Unit Leader  
Chaplain Services Unit Leader  
Incident Status/Intel Unit Leader  
Planning Section Chief  
Administration Unit

TCCS Unit  
City Liaison Officer  
Logistics Section Chief  
Supply and Equipment Unit  
Food and Water Unit  
Care and Shelter Unit  
Personnel Unit  
Telephone Unit  
Finance Section Chief  
Accounting Unit  
Purchasing Unit  
Contracts Unit  
Time Unit  
Claims and Risk Management Unit



## **PART I – PLAN FOUNDATION**

### **1. INTRODUCTION**

The Claremont Colleges Services Emergency Operations Plan establishes the core structure, functional organization, key roles, protocols, and procedures for disaster mitigation, preparedness, response, and recovery. The plan also addresses the integration and coordination with The Claremont Colleges, and local, county, state, and federal governmental levels when required.

The plan is based on the concepts and principles of the National Incident Management System (NIMS) and California's Standardized Emergency Management System (SEMS) which are based on the Incident Command System (ICS), and identifies how the consortium fits within the overall national emergency response structure.

The plan addresses how the campus will mitigate against, prepare for, respond to, and recover from all-hazard situations that might occur. A risk assessment has been included on page 5 which provides a subjective ranking of possible threats that may impact the Consortium based on the threats likelihood of occurring over the next 10 years, and the impact it would have on human, facility, and normal operations. This assessment provides a basis for prioritizing planning activities and resource acquisition.

### **2. PURPOSE**

The purpose of the Emergency Operations Plan is to establish the system in which TCCS may implement, and continually improve, in order to effectively mitigate against, prepare for, respond to, and recover from manmade and natural disasters.

### **3. ASSUMPTIONS**

This plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as guidelines and may require on the spot modification in order to meet the requirements of the incident. Additional assumptions include:

- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- Disasters may affect a larger geographic area than just The Claremont Colleges, therefore, city, county, state, and federal emergency assistance may not be available for an extended period of time.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, cellular telephones, and information systems.
- Public safety fire departments, police, and full medical facilities may not be available.
- Major roads and local streets will be damaged.
- Buildings and structures, including student housing, may be damaged.
- Normal suppliers may not be able to deliver materials.
- Hundreds and possibly thousands of TCC faculty, staff, students, and visitors may not be able to leave the campus for several days due to wide-spread transportation system damage.

- A large number of the surrounding community may arrive at TCC seeking care and shelter including medical treatment. These individuals may likely arrive in procession of various weapons.
- Emergency conditions may last weeks or months, and full recovery could take years.

#### **4. PLAN ACTIVATION**

The plan is activated whenever an emergency condition exists in which normal operations cannot be performed and immediate emergency action is required. The incident may impact TCCS, or one or more of TCC campuses. Activation of the plan may result in the activation of the Emergency Operations Center to provide support for mitigation, preparedness, response, and recovery activities. At any time that one or more of TCC campuses has activate an emergency operations center, TCCS Emergency Operations Center will be activated. Immediate goals are to:

1. Protection of Life Safety
2. Incident Stabilization
3. Protection of Facilities and the Environment

#### **5. ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN**

The Claremont Colleges Services Emergency Management Plan is organized into four main sections:

- Part I. The Plan Foundation section describes planning requirements and background.
- Part II. The Emergency Plans section establishes protocols and procedures for disaster mitigation, preparedness, response, and recovery activities.
- Part III. The Emergency Response Functional Annexes section provides detailed procedures for how supporting disaster resources will be organized and deployed.
- Part IV. The Incident Management Team (IMT) Roles and Responsibilities section contains position checklists for each position to be used for training and guidance during disaster response operations.

#### **6. INCIDENT COMMAND SYSTEM (ICS)**

The Emergency Operations Plan incorporates operating procedures from the Incident Command System (ICS) for handling all-hazard emergencies, as well as potential disasters. ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity and size. It also provides the flexibility needed to respond to an incident as it escalates in severity. All TCCS Incident Management Team personnel must be training and be able to function within the Incident Command System.

The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;
- Provide management with the control necessary to direct and coordinate all operations and all

- agencies responding to emergency incidents;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Allow the activation of only those positions needed to manage a particular incident or level of emergency; and
- Promote proper span of control and unity of command.

The organizational structure of ICS includes the Command Staff supported by four Sections: Planning, Operations, Logistics, and Finance. The appropriate TCCS departments will be tasked with supplying personnel to fill the Incident Management Team (IMT) functions within the ICS organizational structure. (Refer to IMT Organization Chart, page 9)

## 7. STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Emergency Operations Plan utilizes the Standardized Emergency Management System (SEMS), as described by Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS, adopted by California in 1995, incorporates the use of ICS, the Master Mutual Aid agreement, existing mutual aid systems, and county operational area concept, and inter-agency coordination. SEMS, by promoting the use of common terminology and command structure, facilitates better flow of information and coordination between responding agencies. SEMS is continuously updated for compliance with the National Incident Management System (NIMS).

## 8. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System is a nationwide standardized approach to incident management and response. It was developed by the Department of Homeland Security and announced in March 2004 (Homeland Security Presidential Directive-5: Management of Domestic Incidents). NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

## 9. INCIDENT MANAGEMENT TEAM ORGANIZATION

The Claremont Colleges Services will be responsible for directing and coordinating available resources at all phases of emergency management through a predefined emergency organization. The emergency organization follows the Incident Command System in establishing a structure of TCCS personnel who will be utilized for emergency mitigation, preparedness, response, and recovery activities. The organizational components are comprised of Command (EOC Director), Planning, Operations, Logistics, and Finance functions. These functions as well supporting components of these functions may be activated as needed to support any mitigation, preparedness, response, and recovery activity.

Complete position check lists for each function identified in the emergency organization can be found in Part IV of this plan.





## **10. EMERGENCY OPERATIONS CENTER (EOC)**

The Emergency Operations Center (EOC) is a location where the emergency organization may conduct all necessary functions involved in supporting the mitigation, preparedness, response, and recovery activities. TCCS has a primary and backup Emergency Operations Center which may be activated during an incident which may require resources beyond normal day-to-day operations, or whenever necessary to support a planned or unplanned event. When activated, the EOC will be supported by the emergency organization to the extent required as determined by the EOC Director and the Section Chiefs. The EOC Director and Section Chiefs are expected to report to the EOC following an emergency as soon as it is appropriate depending on the nature of the incident. Additional personnel will be activated by the Section Chiefs based on the needs of the incident.

## **11. PLAN MAINTENANCE**

TCCS Emergency Operations Plan will be a fluid document which will be updated and revised as often as areas for improvements are identified. The plan will be reviewed and revised if necessary on at least an annual basis by the Emergency Preparedness Program Manager. The areas for plan improvements will arise from Incident Management Team exercises, disaster drills, and interactions with Campus Safety, TCC campuses, and external emergency response agencies.

## **12. AUTHORITY AND REFERENCES**

### **Federal**

- National Incident Management System (NIMS)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
- Federal Civil Defense Act of 1950
- Homeland Security Presidential Directives 5 & 8

### **State**

- Standardized Emergency Management System (SEMS) Regulations
- California Emergency Services Act (Chapter 7, Division 1 of Title 2 Government Code)
- California Natural Disaster Act (Chapter 7.5, Division 1 of Title 2 Government Code)
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117

### **References**

- National Incident Management System, U.S. Department of Homeland Security
- National Response Framework, U.S. Department of Homeland Security
- Disaster Assistance Procedure Manual (State CalEMA)
- California Emergency Plan

TCCS RISK AND THREAT ASSESSMENT TABLE

A	B	C	D	E	F
PROBABILITY (10 YEAR PERIOD)	HUMAN IMPACT 50%	FACILITIES IMPACT 25%	OPERATIONAL IMPACT 25%	SEVERITY	RELATIVE RISK
RELATIVE LIKELIHOOD THIS WILL OCCUR	POTENTIAL DEATH OR INJURY	PHYSICAL LOSSES AND DAMAGES	OPERATIONAL INTERRUPTION	RELATIVE SEVERITY (OVERALL IMPACT)	(PROBABILITY TIMES SEVERITY)
1 = NEVER 2 = VERY LOW 3 = LOW 4 = MEDIUM 5 = HIGH	1 = MINIMAL 2 = MINOR 3 = MODERATE 4 = SIGNIFICANT 5 = SEVERE	1 = MINIMAL 2 = MINOR 3 = MODERATE 4 = SIGNIFICANT 5 = SEVERE	1 = MINIMAL 2 = MINOR 3 = MODERATE 4 = SIGNIFICANT 5 = SEVERE	IMPACTED WEIGHTED SUM	1 = LOWEST 25 = HIGHEST
<b>RISK EVENT</b>					
1 EARTHQUAKE (MAJOR)	4	4	5	4.25	17
2 CONTAGIOUS DISEASE (Pandemic)	4	1	4	3.25	16.25
3 PLANE CRASH (SMALL)	5	2	1	3.25	16.25
4 SINGLE BUILDING FIRE	4	3	2	3.25	13
6 HAZMAT INCIDENT	5	1	2	2.25	11.25
7 SEVERE WEATHER (100 YEAR FLOOD)	3	4	4	3.5	10.5
5 CAMPUS SUICIDE	5	1	1	2	10
8 VIOLENT PROTEST/CIVIL UNREST	3	2	2	2.5	10
9 EXPLOSION	4	3	2	3.25	9.75
10 EARTHQUAKE (MODERATE)	5	2	1	1.75	8.75
11 TERRORIST EVENT	2	4	3	4.25	8.5
12 ACTIVE ASSAILANT	2	5	3	4	8
13 POWER FAILURE (12+ HOURS)	5	1	3	1.5	7.5
14 WATER SUPPLY DISRUPTION	4	1	2	1.75	7
15 TELECOM FAILURE (12+ HOURS)	5	1	2	1.25	6.25
16 IT FAILURE (12+ HOURS)	5	1	2	1.25	6.25
17 MULTIPLE BUILDING/LARGE SCALE FIRE	2	5	3	3	6
18 CAMPUS HOMICIDE	2	1	1	2.5	5
19 BOMB THREAT/SUSPICIOUS PACKAGE	3	1	1	1	3
PROBABILITY SCALE (10 YEAR PERIOD)	HUMAN IMPACT SCALE	FACILITIES IMPACT SCALE	OPERATIONAL IMPACT SCALE	COLLEGE OPERATIONAL IMPACT SCALE	
1. Never - Will not occur in next 10 years 2. Very Low - Not likely to occur in 10 years 3. Low - Low possibility of occurring in 10 years 4. Medium - May possibly occur in 10 years 5. High - Likely to occur in 10 years	1. None 2. Few minor injuries 3. Multiple minor injuries or possible major injury 4. Multiple major injuries or possible death 5. Multiple deaths and major injuries	1. Little or no damage 2. Mild damage to several facilities 3. Moderate damage to multiple/severe to one 4. Severe damage to multiple facilities 5. Extensive damage to most facilities	1. Hours 2. Days 3. Weeks 4. Months 5. Year or longer		

Revised 9/15/2019



## PART II – EMERGENCY PLANS

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific emergency situations. In coordination with the Operations Executive, the Incident Commander will determine the phase and initiate the appropriate level of response from campus emergency service agencies, including the activation of the Emergency Operations Center (EOC) as required.



### DISASTER RESPONSE PLAN

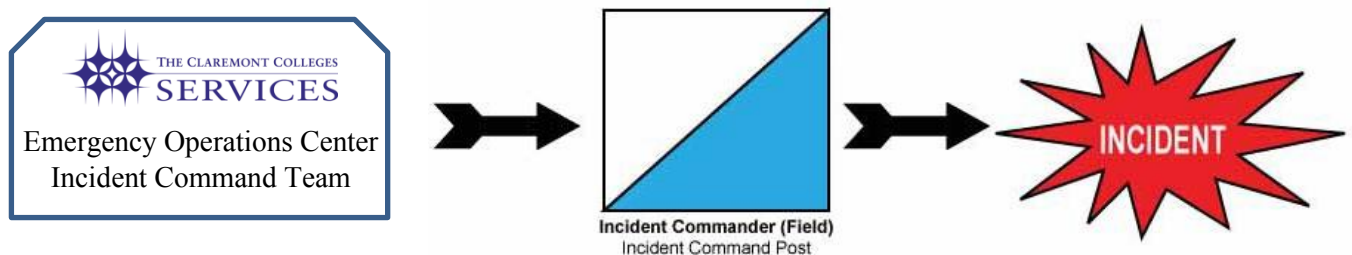
#### 1. RESPONSE PRIORITIES

The Claremont Colleges Services must be prepared for all- hazard incidents and be able to respond effectively to every emergency situations in a safe and timely manner. The priorities for disaster response will always follow:

- **Priority 1:** Life Safety - Protect and save the lives of staff, students, faculty, and visitors.
- **Priority 2:** Incident Stabilization – Control the threat or hazard from escalating and presenting additional risks to health and safety.
- **Priority 3:** Preservation of TCCS property and structures.
- **Priority 4:** Restoration of normal operations.

#### 2. CONCEPT OF OPERATIONS

The Disaster Response Plan provides the organized management system for The Claremont Colleges Services to follow during incidents, emergencies, and disasters. It is designed as a flexible plan in which part or all of the Disaster Response Plan may be activated, as appropriate to the situation. It establishes a support structure which may be activated to respond to and manage a worst-case scenario, and provides for the critical functions and roles of the Consortium during a response. This plan is a management tool that provides a structured organization and general procedures for the management of information, activities, and operations during an emergency.

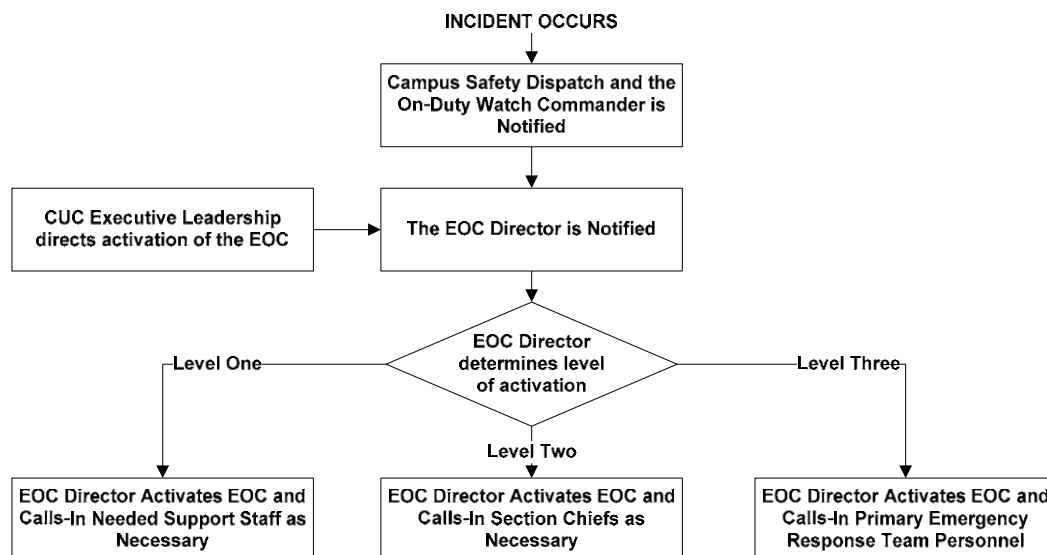


This Emergency Response Plan may be activated fully or in part depending on the type or severity of the event. The Claremont Colleges Services emergency response will generally be classified into one of four activation levels.

RESPONSE ACTIVATION LEVELS	
Level	Incident/Event <i>(example)</i>
<b><u>Emergency Watch Level (Advisory):</u></b> Precautionary notice or watch. Campus Safety staff, and EOC Incident Management Team put on alert status.	Advance warning of severe weather, power outages or similar events. Advanced notice of large events that may require EOC activation should an incident occur.
<b><u>Level 1 (Standby/Alert):</u></b> Incidents that are usually managed using normal response operations. EOC may or may not be activated at a minimal level. Campus Safety and EOC Incident Management Team put on alert status.	Severe weather, power outages or similar events that can disrupt campus operations. Moderate incidents involving multiple campuses. Special events. Public relations or communication incidents.
<b><u>Level 2 (Partial Activation):</u></b> The emergency can no longer be managed using normal day-to-day procedures. The EOC is activated to coordinate and support response to the incident. EOC staffing decisions are made by the EOC Director and Section Chiefs depending on the circumstances surrounding the event.	Events that cause significant damage or disruption to campus infrastructure or business operations.
<b><u>Level 3 (Full Activation):</u></b> The EOC is activated at either its primary or secondary location. All or most Incident Management Team positions are activated. A campus declaration of emergency is declared.	Events that threaten life safety, cause major damage to campus infrastructure or business operations. Regional events that effect the campus

### 3. CRITERIA FOR ACTIVATING EOC

The EOC is normally activated solely for substantial events when the establishment of resource management is required. The EOC will be activated at the discretion of Campus Safety or TCCS Executive Leadership.



#### 4. NOTIFICATION AND COMMUNICATION

Emergency response varies according to the type of emergency and the time of day the emergency first occurs. Most emergencies will be reported directly to the Department of Campus Safety. Communication in a major phone outage will be maintained through the Campus Safety two-way radio system, satellite phones, amateur radio, or handwritten communications via runners. For most emergencies Campus Safety will initiate appropriate notification to activate Incident Management Team personnel utilizing the Connect-ED system, or by direct phone calls. The EOC will communicate with non-campus emergency response personnel via the Public Information Officer if required.

#### 5. INCIDENT COMMAND SYSTEM & INCIDENT MANAGEMENT TEAM

Campus emergency response activities are primarily performed at the field level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command System (ICS) to organize response to the emergency or disaster, incorporating the functions, principles, and components of ICS (i.e. unified command, incident action planning, span of control, unity of command, etc.). ICS uses common terminology and a standard organizational structure that allows quick mobilization and deployment of resources that can be adapted to any emergency.

It also allows for efficient communication between incident locations, emergency responders, and the Emergency Operations Center (EOC) if the EOC needs to be activated. The Claremont Colleges Services Incident Management Team is structured in line with the Incident Command System in order for effective utilization of response resources and to permit seamless integration of responders from all colleges and external emergency response agencies.

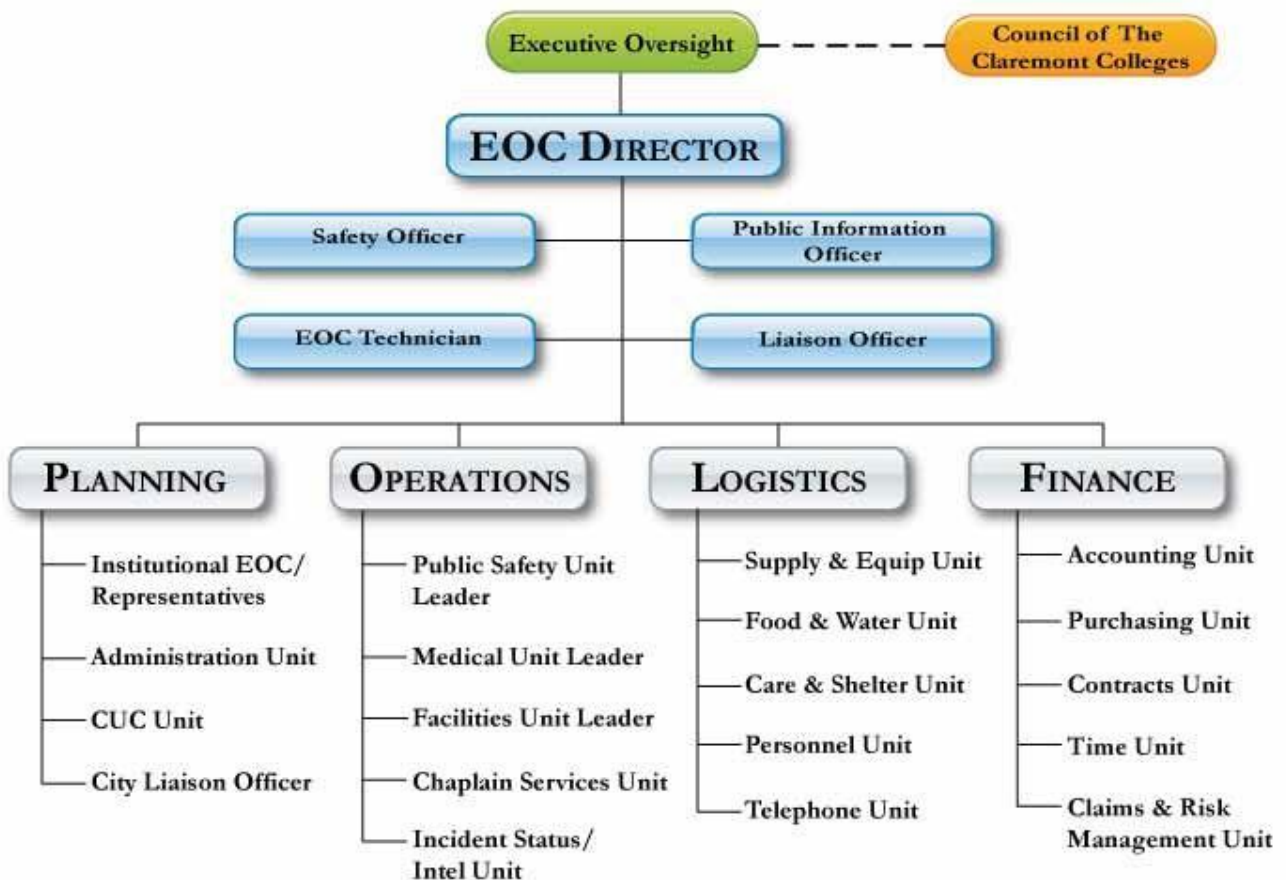
Utilizing the concepts and principles of the Incident Command System, the TCCS Incident Management Team will operate out of the Emergency Operations Center when any activation occurs. The Incident Management Team does not handle on-scene emergency operations, but provides support to the Incident Commander at the incident. The primary function of the Incident Management Team as a whole during an EOC activation and emergency response is to support the Incident Commander and the on-scene field response operations.

Incident Management Team/EOC responsibilities may include, but are not limited to, the following:

- Making all necessary notifications.
- Disseminating warnings, emergency public information, and instructions to campus community
- Conducting initial damage assessments and surveys.
- Assessing need for mutual aid assistance.
- Developing and implementing incident action plans.
- Preparing detailed damage assessments.
- Prioritizing resource allocation.
- Procuring required resources to sustain operations.
- Documenting situation status.
- Protecting, controlling, and allocating vital resources.
- Tracking resource allocation.
- Conducting advance planning activities.
- Documenting expenditures.
- Developing and implementing action plans for extended operations.
- Dissemination of emergency public information.

The Incident Management Team should have the resources, equipment, and supplies necessary to carry out the roles and responsibilities within the Emergency Operations Center. These resources include but are not limited to redundant communication capabilities, situational awareness capabilities, mass notification capabilities, emergency power, and care and shelter supplies.

The Incident Management Team organizational structure is pictured below.



## 6. ON-SCENE INCIDENT MANAGEMENT

The on-scene incident management is conducted at an Incident Command Post which is positioned close enough to the incident to monitor the situation, but at a safe distance generally up hill and up wind. The on-scene response is managed by the Incident Commander whose responsibilities may include, but are not limited to, the following:

- Conducting life safety and/or rescue operations.
- Clearing buildings and conducting evacuation operations.
- Conducting initial damage assessments and surveys.
- Protecting, controlling, and allocating vital resources.
- Restoring vital utility services.
- Restricting movement of traffic/people and unnecessary access to affected areas.

## 7. RESPONSIBILITIES OF ICS ROLES

<b>EOC Command Positions</b>	
<b>Position</b>	<b>Responsibility</b>
EOC Director	<ul style="list-style-type: none"> <li>Determines the level and staffing of the EOC activation.</li> <li>Provides leadership to the overall response effort, and serves as the point of contact for Executive Oversight.</li> <li>Direct activities and organization of the EOC.</li> </ul>
Public Information Officer	<ul style="list-style-type: none"> <li>Central point for dissemination of information to the media, campus population and general public.</li> <li>Organizes and distributes information required to be provided to local, county, state, or federal governmental representatives, assists Policy Group in coordination of any political representative site visits.</li> </ul>
Safety Officer	<ul style="list-style-type: none"> <li>Assesses hazardous and unsafe conditions.</li> <li>Develops measures for assuring the personal safety of responders.</li> <li>Has authority to stop unsafe acts if people are in life-threatening danger.</li> </ul>
Liaison Officer	<ul style="list-style-type: none"> <li>Central point of contact at incident for personnel from assisting or cooperating agencies, such as the local Fire Department, Police or Sheriff, California Highway Patrol, American Red Cross, or public utility agencies.</li> </ul>
EOC Technician	<ul style="list-style-type: none"> <li>Provides technical support to EOC operations.</li> <li>Ensures communications and support equipment are operational.</li> </ul>
<b>EOC General Staff Positions</b>	
<b>Position</b>	<b>Responsibility</b>
Planning Section Chief	<ul style="list-style-type: none"> <li>Collects, evaluates and distributes incident information.</li> <li>Maintains status of resources.</li> <li>Prepares incident action plans.</li> <li>Brings in Institutional EOC Representatives, Administration Unit, TCCS Unit, and City Liaison Officer as needed.</li> </ul>
Operations Section Chief	<ul style="list-style-type: none"> <li>Responsible for directing tactical actions to meet incident objectives.</li> <li>Brings in Public Safety, Medical, Facilities, Chaplain Services, and Incident Status/Intelligence Units as needed.</li> </ul>
Logistics Section Chief	<ul style="list-style-type: none"> <li>Provides service and support to meet incident needs.</li> <li>Brings in the Supply &amp; Equipment, Food &amp; Water, Care &amp; Shelter, Personnel, and Telephone Units as needed.</li> </ul>
Finance Section Chief	<ul style="list-style-type: none"> <li>Tracks all incident-related costs including personnel hours and equipment used.</li> <li>Provides payment to vendors for supplies/equipment.</li> <li>Provides documentation for required post-event reporting.</li> <li>Brings in Accounting, Purchasing, Contracts, Time, and Claims &amp; Risk Management Units as needed.</li> </ul>
<b>On-scene Incident Management</b>	
<b>Position</b>	<b>Responsibility</b>
Incident Commander	<ul style="list-style-type: none"> <li>Responsible for the incident.</li> <li>Has authority and responsibility over operation and incident.</li> <li>Establishes a command post.</li> <li>Determines level of response needed and develops initial organization.</li> <li>Develops and implements strategic decisions.</li> </ul>

Comprehensive position checklists for each Incident Management Team role is located in Part IV – Incident Management Team Roles and Responsibilities section of the Emergency Operations Plan. These checklists provide the primary reference and guidance for Incident Management Team personnel during an incident response.

## **8. EMERGENCY RESPONSE FUNCTIONS**

In order to effectively provide the greatest level of assistance following an emergency or disaster, it is essential to establish specific functions which may be performed utilizing available TCCS resources. Depending on the requirements of the incident, the Emergency Operations Center may activate one or more of the following emergency support functions:

- Joint Information System Function
- Public Safety Function
- Medical Response Function
  - Triage Operations Team
  - Medical Treatment Team
- Facility Operations Function
  - Search and Rescue Team
  - Fire Suppression Team
  - Care and Shelter Team
- Chaplain Services Function
- Status and Intelligence Function

Plans for how each of these support functions may be structured and utilized for emergency response is located in Part III – Emergency Response Functional Annexes of this Emergency Operations Plan.

## **DISASTER MITIGATION PLAN**

The primary purpose of The Claremont Colleges Services' Disaster Mitigation Plan is to establish an ongoing process in order to identify various hazards and anticipated risks and damages, and where feasible and cost effective bring forward possible actions that may be taken to reduce risks. The Claremont Colleges Services Disaster Mitigation Plan contains the following components:

- Adoption of the local Hazard Mitigation Plan
- Establishment of the Disaster Mitigation Committee
- Maintenance of a Hazard Vulnerability Analysis
- Annual assessment and reporting

Engaging in mitigation activities provides The Claremont Colleges Services with a number of benefits, including reduced loss of life, property, essential services, critical facilities and economic hardship; reduced short-term and long-term recovery and reconstruction costs; increased cooperation and communication within the community through the planning process; and increased potential for state and federal funding for recovery and reconstruction projects.



#### **A. ADOPTION OF THE LOCAL HAZARD MITIGATION PLAN**

Currently the City of Claremont has not submitted and received approval of a local hazard mitigation plan with the California Emergency Management Agency. Therefore, The Claremont Colleges Services will adopt and maintain awareness of the approved Los Angeles County Hazard Mitigation Plan until the City of Claremont receives local plan approval. The Emergency Preparedness Program Manager will regularly review the Los Angeles County Hazard Mitigation Plan and report relevant issues regarding The Claremont Colleges as well as plan updates and changes at an annual TCCS Disaster Mitigation Committee meetings.

#### **B. ESTABLISHMENT OF THE DISASTER MITIGATION COMMITTEE**

The Claremont Colleges Services will establish a Disaster Mitigation Committee with the purpose of reviewing, analyzing, and providing awareness of various hazards and threats that may impact The Claremont Colleges Services. The committee will be comprised of select Incident Management Team members or designees whose day-to-day responsibilities and expertise may be valuable to the success of the committee. Committee members will be appointed by the Emergency Preparedness Program Manager and should number no more than six members.

#### **C. MAINTENANCE OF A DISASTER RISK ASSESSMENT**

The Emergency Preparedness Program Manager will develop and maintain a disaster risk assessment which will be provided to the Disaster Mitigation Committee and members of the Incident Management Team as necessary. The maintenance of a disaster risk assessment will assist the Claremont Colleges Services in understanding, and remaining vigilant on the most critical disaster mitigation and preparedness activities. The disaster risk assessment will include the most hazardous natural, technological, and man-made disaster threats which are known, understood, or prevalent at any time. The disaster risk assessment will be reviewed and adjusted as knowledge of existing threats changes, or as the disaster environment of The Claremont Colleges Services changes. This review shall be conducted by the Emergency Preparedness Program Manager on at least an annual basis.

#### **D. ANNUAL ASSESSMENT AND REPORTING**

An annual hazard mitigation assessment will be conducted by the Disaster Mitigation Committee at every meeting. Should any mitigation issues be identified by the committee, it will be reported to The Claremont Colleges Services Executive Leadership (G5) following the annual meeting. The committee may also provide recommendations to G5 on matters that may prevent or reduce the likeness of manmade or natural disasters from occurring.

## DISASTER PREPAREDNESS PLAN

The primary purpose of The Claremont Colleges Services' Disaster Preparedness Plan is to establish a continual process of preparing for and readying all available resources in order to effectively deal with manmade or natural disasters. The Claremont Colleges Services Disaster Preparedness Plan contains the following components:

- Planning
- Organizing
- Training
- Equipping
- Exercising
- Evaluating
- Corrective Action



### A. PLANNING

Planning for manmade and natural disasters that may impact The Claremont Colleges Services is a constant endeavor. The establishment of this Emergency Operations Plan is the cornerstone of all planning activities. The Emergency Operations Plan is the result of extensive planning, and will be reviewed, tested, and adjusted to meet specific and changing needs of the consortium's disaster mitigation, preparedness, response, and recovery efforts. Planning activities will also include establishing function response capabilities, identifying external resources, building critical relationships with support agencies, establishing emergency agreements, and ensuring processes are in place to sufficiently equip and supply for emergency operations.

### B. ORGANIZING

The Claremont Colleges Services will prepare for manmade and natural disasters by organizing available personnel and resources in a fashion that will allow for effective response to all-hazard situations. The organizing phase of preparedness involves identification of Incident Management Team personnel and function support personnel.

### C. TRAINING

All of The Claremont Colleges Services emergency personnel will maintain the appropriate level of training as required to fulfill their individual responsibilities within the TCCS Emergency Management Program. Emergency personnel training requirements are outlined in the TCCS Training and Exercise Plan. Training will be provided on a regular basis throughout each year to ensure that emergency personnel are able to receive the necessary trainings.

### D. EQUIPMENT

The Claremont Colleges Services will strive to maintain appropriate levels of disaster equipment and supplies that will aid in the response to a manmade or natural disaster. The Emergency Preparedness Program Manager will conduct an inventory on existing equipment and supplies on at least an annual basis and will make recommendations for improvements as necessary to G5.



## **E. EXERCISING**

Disaster drills and exercises are an extremely valuable tool for preparing The Claremont Colleges Services for effectively managing all-hazard situations that may be experienced. Exercises assess and validate the speed, effectiveness and efficiency of capabilities, and test the adequacy of policies, plans, procedures, and protocols in a risk-free environment. Aside from actual events, they provide the best means of evaluating TCCS emergency management capabilities. TCCS emergency personnel will participate in emergency drills and exercises on a regular basis as outlined in the TCCS Training and Exercise Plan.

## **F. EVALUATING**

The evaluation of the TCCS Emergency Management Program is critical for continual program improvement. Program evaluation will be regularly conducted by the Emergency Preparedness Program Manager through tests, drills, exercises, and real-world disaster situations.

## **G. CORRECTIVE ACTION**

The Claremont Colleges Services Emergency Management Program will strive for continual advancement by identifying program deficiencies and areas for improvement by conducting disaster drills, exercises, and response to actual emergencies. Following the completion of drills, exercises, and actual emergency response, a participant debrief will be conducted and After-Action Reports (AAR) will be developed identifying corrective actions to be performed. The Emergency Preparedness Program Manager will work towards addressing identified corrective actions and where necessary make recommendations to G5 to address program improvement needs.

## DISASTER RECOVERY PLAN

As soon as possible during the emergency response phase, disaster recovery activities will commence. The Claremont Colleges Services will have the following recovery goals for the varying levels of disasters:

SEVERITY	RECOVERY GOAL
<b>Minor</b>	<b>24 Hours</b>
<b>Moderate</b>	<b>72 Hours - 1 Week</b>
<b>Major</b>	<b>2 Weeks – 1 Month</b>

The Claremont Colleges Services will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to The Consortium and provide for the basic needs of TCCS staff and The Claremont Colleges. Long-term recovery focuses on restoring the Consortium to normal operations.

- A. As the immediate threat to life, property, and the environment subsides, restoration of the ongoing mission of TCCS will begin through various recovery activities.
- B. Recovery activities involve restoring services to TCCS and resuming essential operations. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power to mitigation measures designed to prevent future occurrences of a given threat facing TCCS.
- C. Extended response activities may include, but are not limited to, the following:
  - Inspecting all facilities for safety, health, and structural integrity.
  - Restoring all utilities.
  - Establishing and returning to TCCS mission.
  - Applying for State and Federal assistance programs.
  - Conducting hazard mitigation analyses.
  - Identifying residual hazards.
  - Determining and recovering costs associated with response and recovery if available.

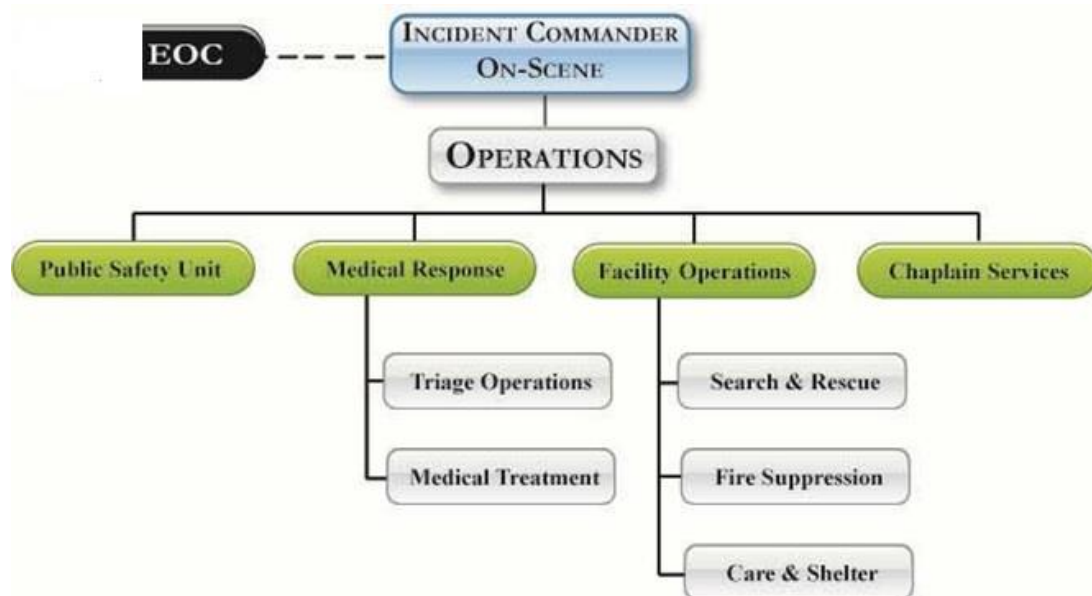
As disaster response transitions to disaster recovery, the existing Incident Management Team may be utilized to manage the recovery activities, or a custom recovery structure may be implemented based on the unique needs of the recovery process. The recovery activities may be coordinated within the TCCS Emergency Operations Center or any other feasible location.

A comprehensive business continuity program which includes planning for the recovery of individual TCCS departments and services will be implemented, and may be referred to as part of post-disaster recovery activities when available.

### PART III – FUNCTIONAL EMERGENCY RESPONSE ANNEX

The Functional Emergency Response Annex of the Emergency Operations Plan identifies functional resources that will be utilized by The Claremont Colleges Services during emergency response. When necessary, these functional resources will be activated by the Emergency Operations Center, staged at an appropriate location, and deployed as necessary by the Incident Commander during field operations. Field operations will be managed by the Incident Commander.

On-scene field command may be organized in the following structure or adjusted by the Incident Commander based on the unique requirements of the incident.



The Claremont Colleges Services has established the following functional response resources which may be utilized as necessary for on-scene field response:

- Joint Information System Function
- Public Safety Function
- Medical Response Function
  - Triage Operations Team
  - Medical Treatment Team
- Facility Operations Function
  - Search and Rescue Team
  - Fire Suppression Team
  - Care and Shelter Team
- Chaplain Services Function
- Status and Intelligence Function

## **JOINT INFORMATION SYSTEM**

The Joint Information System is a process that Public Information Officers within The Claremont Colleges may utilize to ensure consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The Joint Information System provides a structure and system for developing and delivering coordinated messages; developing, recommending, and executing public information strategies on behalf of The Claremont Colleges; advising the Incident Commanders and Emergency Operations Centers concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response and recovery effort.

The use of a Joint Information System will be beneficial where more than one of The Claremont College entities is impacted by the incident. The Claremont Colleges Joint Information System is comprised of the following elements.

### **A. Activation**

The Joint Information System will be activated by the Public Information Officer when multiple institutions of The Claremont Colleges are impacted by an incident requiring a coordinated and consistent public information effort.

### **B. Joint Information Center**

The Joint Information Center (JIC) is a central location that facilitates operation of the Joint Information System. The Claremont Colleges Joint Information Center's primary and secondary locations provide an environment where two or more Public Information Officers may coordinate and accomplish their responsibilities during emergency response and recovery operations. These locations will be made aware and understood by each of the campuses emergency operations centers prior to an incident occurring. Public Information Officers from The Claremont Colleges should practice utilizing the primary and secondary Joint Information Center and conduct exercises together at least once per year.

### **C. Procedures and Protocols**

When an incident occurs which impacts two or more institution of The Claremont Colleges and may require public information operations, the Joint Information System shall be utilized. The TCCS Public Information Officer will activate the Joint Information Center at an appropriate location considering the incident and will notify Public Information Officers from all colleges of the effective activation. All colleges interested in participating in the Joint Information System to assist in coordinated and consistent public information operations may staff public information personnel at the Joint Information Center. The Joint Information Center will coordinate with all emergency operation centers of The Claremont Colleges in drafting, approving, and disseminating media releases, and organizing all activities necessary for providing press briefings.

### **D. Pre-scripted Releases**

Pre-scripted public information releases, message templates, and sample releases from prior events should be available to assist the Joint Information System with the Joint Information Center.

## **PUBLIC SAFETY UNIT**

### **A. Activation**

The Public Safety Unit will be activated at the direction of the Operations Section Chief and supervised by the Public Safety Unit Leader when the incident requires the support of Campus Safety resources.

### **B. Procedures and Protocols**

The Public Safety Unit will be supervised by the Public Safety Unit Leader which is identified at any time as the on-duty Campus Safety Watch Commander. The Public Safety Unit Leader will utilize all available Campus Safety resources which includes equipment and personnel to achieve all tactical response objective identified by the Operations Section Chief and the Emergency Operations Center.

Based on the tactical objectives identified for the Public Safety Unit, the Public Safety Unit Leader will activate all on-duty Campus Safety Personnel and well as call in all necessary off-duty Campus Safety Sergeants and Officers. The Public Safety Unit Leader will direct all responding personnel to an appropriate staging area at a safe distance from the incident scene. Once personnel have arrived at the staging area they will be briefed on the situation, assigned responsible tasks, receive safety information, and will be dispatched to assist in accomplishing the tactical objectives.

The Public Safety Unit Leader will maintain regular communication with the Operations Section Chief and will provide status reports and resource requests as often as possible. The Public Safety Unit Leader will establish the operational period that will be followed by Public Safety Unit personnel and shall anticipate multi-operational period staffing requirements.

## **MEDICAL RESPONSE FUNCTION**

The Claremont Colleges Services' Medical Response Function is intended to be utilized when The Claremont Colleges experience an emergency which results in injuries, and external medical response support is limited or unavailable. There are two teams which comprise the Medical Response Function, the Triage Operations Team, and the Medical Treatment Team. These teams will be identified, organized, and trained by the TCCS Medical Unit Leader before emergencies occur. Each team will be comprised of a team leader, TCCS staff, and if necessary external resources to support effective medical response.

The Medical Response Function will be activated at the direction of the Operations Section Chief, and supervised by the Medical Unit Leader, when the incident involves injuries among students, faculty, staff, or visitors and external medical resources are limited or unavailable.

### **A. Triage Operations Team**

The Triage Operations Team is comprised of a team leader, a resource of TCCS staff, and if necessary external resources that may be activated by the Medical Unit Leader to assist the team leader in facilitating on-scene triage operations. The Triage Operations Team will be trained on triage procedures and will conduct exercises at least once a year.

### **B. Medical Treatment Team**

The Medical Treatment Team is comprised of a team leader, a resource of TCCS staff, and if necessary external resources that may be activated by the Medical Unit Leader to assist the team leader in

facilitating on-scene medical treatment. Agreements may be established with external medical professionals in order to provide support for the Medical Treatment Team should additional personnel be required. The Medical Treatment Team will conduct exercises at least once a year.

## **FACILITIES OPERATIONS FUNCTION**

The Facilities Operations Function is comprised of all available personnel and resources available within Central Facility Services. As needed these available resources may be activated and organized into one or more functional response teams. These functional response teams include a Search and Rescue Team, a Fire Suppression Team, and a Care and Shelter Team. To the greatest extent possible these teams will be established with designated personnel, will be trained to effectively perform the assigned operations, and appropriately equipped.

The Facilities Operations Function will be activated at the direction of the Operations Section Chief, and supervised by the Facilities Unit Leader, when Search and Rescue, Fire Suppression, or Care and Shelter operations are required and external emergency assistance is unavailable.

### **A. SEARCH AND RESCUE TEAM**

The Search and Rescue Team will be comprised of all available Central Facility Services staff that have completed training on search and rescue operations and relevant safety procedures. The Search and Rescue Team may perform various pre and post disaster activities including but not limited to, training and exercising, locating, extracting, and providing basic first aid to victims trapped in limited accessible locations. The Search and Rescue Team may be utilized during emergency incidents that involve locating missing persons, extrication of individuals if necessary, and relocating extricated individuals to areas for treatment.

### **B. FIRE SUPPRESSION TEAM**

The Fire Suppression Team will be comprised of all available Central Facility Services staff that have completed training on fire suppression operations and relevant safety procedures. The Fire Suppression Team may perform various pre and post disaster activities including but not limited to, training and exercising, firefighting, and utility shut-off operations when necessary. The Fire Suppression Team may be utilized during emergency incidents that involve uncontrolled fires when external fire support is unavailable.

### **C. CARE AND SHELTER TEAM**

The Care and Shelter Team will be comprised of all available Central Facility Services and TCCS Staff Volunteers that have completed training on care and shelter operations or are available and willing to assist in post disaster care and shelter operations. Untrained volunteers interested in assisting in care and shelter operations post-disaster will be supervised and provided guidance by previously trained Search and Rescue Team personnel. The Care and Shelter Team may perform various pre and post disaster activities including but not limited to, training and exercising, tent and shelter setup, food preparation and water distribution. The Care and Shelter Team may be utilized during emergency incidents that involve members of the community who are unable to utilize their normal shelter locations such as dormitories, offices, and buildings, and are unable to transit away from The Claremont Colleges for an extended period of time (8-12 hours or greater).

## **CHAPLAIN SERVICES FUNCTION**

The Chaplain Services Function is intended to provide counseling and support services to students, faculty, and staff of The Claremont Colleges during and following a disaster. The Chaplain Services Function will be activated at the direction of the Operations Section Chief, and supervised by the Chaplain Services Unit Leader. The Chaplain Services Function is facilitated by the Interfaith Chaplaincy at the Claremont Colleges and any pre-identified external resources that may be available to provide assistance. The Chaplain Services Unit Leader will provide activated Chaplain Services members an incident briefing, and will provide direction and guidance in establishing counseling and support services at needed locations as determined by the available intelligence.

The Chaplain Services Unit Leader may reach out to the individual colleges to assess the need for chaplain support, or may establish a centralized location to provide services. Once the plan for providing Chaplain Services has been identified, each of The Claremont Colleges' Emergency Operations Centers should be informed by the Chaplain Services Unit Leader.

## **STATUS AND INTELLIGENCE FUNCTION**

The Status and Intelligence Function is intended to provide additional means of gathering situational awareness for the Emergency Operations Center during an activation, where primary methods of communication and information gathering are limited or nonexistent. The Status and Intelligence Function is facilitated by the Status and Intel Team comprised of TCCS staff that will be called upon to assist the Incident Status/Intelligence Unit Leader in obtaining valuable situational awareness during an incident.

The Status and Intelligence Function will be activated at the direction of the Operations Section Chief, and supervised by the Incident Status/Intelligence Unit Leader. The Incident Status/Intelligence Unit Leader will provide activated team members an incident briefing, a two-way radio, and assign an area of responsibility for gathering on-scene intelligence and communicating back to the Incident Status/Intelligence Unit Leader in the Emergency Operations.

## **PART IV – INCIDENT MANAGEMENT TEAM ROLES AND RESPONSIBILITIES**



**POSITION CHECKLIST  
EXECUTIVE OVERSIGHT**

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**Actions**

Start Up:

- Make contact with the EOC Director for status report.
- Notify The Council of The Claremont Colleges of the situation.
- Declare a TCCS State of Emergency when warranted.
- Confer as needed with the EOC and other local and state officials.

Operational Duties:

- Maintain contact with the TCCS Emergency Operations Center.
- Provide policy direction and decisions on behalf of TCCS.
- Provide the delegated authority as appropriate to the TCCS Emergency Operations Center so that critical response activities may be efficiently executed.
- Evaluate the need for and length of TCCS closures.
- Review and approve media releases if necessary.
- Direct the EOC Director to initiate the TCCS recovery processes.

Deactivation/Demobilization:

- Be prepared to provide input to the After-Action Report.

**POSITION  
CHECKLIST EOC  
DIRECTOR**

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**Actions**

Activation

- Notify Executive Oversight and the Incident Management Team and determine appropriate level of activation based on the situation known (if time permits).
- Mobilize appropriate personnel for initial activation of the EOC.
- Respond immediately to the EOC and determine operational status.
- Obtain briefing from available sources.

Start Up:

- Assign staff to initiate check-in (SECURITY) procedures.
- Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.
- Ensure that the EOC is properly set up and ready for operation.
- Ensure that Section Chiefs are in place as soon as possible and are staffing their respective sections (as required).
- Ensure that all necessary command staff are activated.
- Ensure that telephone and radio communications with response personnel and other activated emergency operation centers at The Claremont Colleges are established and tested.
- Open and maintain a position log.
- Schedule the first planning meeting.
- If appropriate, confer with Operations Section Chief (if activated and assigned) and other general staff to determine what representation, if any, is needed at the EOC from other agencies.
- Request additional personnel support as needed for the organization. Operational

Duties:

- Establish and maintain contacts with activated emergency operation centers and external agencies as appropriate.
- Monitor section activities to ensure that all appropriate actions are being taken.
- Establish operational schedules and, in consultation with the EOC, establish incident objectives and response priorities.
- Thoroughly brief all incoming EOC personnel on the emergency.
- Provide periodic status updates to the EOC as requested or required.
- Meet with the PIO/Joint Information Center regarding public information operations, reviewing media releases, and conducting news briefings as appropriate.
- If activated and assigned, ensure that the Liaison Officer is providing for and maintaining positive and effective interagency coordination.
- Hold action-planning meetings with key staff (section chiefs and unit leaders) as appropriate.
- Thoroughly brief relief upon shift change.

Deactivation/Demobilization:

- Authorize deactivation of sections or units when they are no longer required.
- Deactivate the EOC and close out logs when the incident no longer requires activation.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
PUBLIC INFORMATION OFFICER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set up Unit work area to include maps and status boards if appropriate.
- Review organization in place and know where to go for information or support.
- Clarify any questions you may have regarding your assignment.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Assist in the development and dissemination of all public information activities.
- Assist in establishing and coordinating multi-campus PIO contacts.
- Initiate and coordinate the use of the Joint Information System should the incident deem necessary and involve multiple campuses.
- Manage media relations, review media releases, and conduct news briefings as appropriate.
- Establish operational schedules for the PIO function following the established operational period.
- Thoroughly brief all incoming PIO personnel on the incident.
- Periodically, or as requested, brief the EOC Director and EOC on current public information operations.
- Maintain a list of assisting and cooperating agencies and their representatives.
- Keep agencies that are supporting university response operations aware of incident status.
- Participate in EOC Director's planning meetings.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from EOC Director to deactivate.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Deactivate the EOC and close out logs when the situation no longer requires activation.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
SAFETY OFFICER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Clarify any questions you may have regarding your authority and assignment.
- Review the organization in place and know where to go for information or support.
- Open and maintain accurate and detailed logs on activities.
- Determine need to activate EH&S resources.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Identify hazardous situations associated with incident.
- Establish reporting procedures with EOC personnel to ensure receipt of information regarding operational safety hazards from functional response teams.
- Note any identification of substance, quantity, and extent of release.
- Ascertain potential for fire, pollution.
- Review any operational action plans for safety implications.
- Establish operational schedules for the Safety Officer function following the established operational period.
- Exercise delegated emergency authority to stop or prevent unsafe acts.
- Periodically, or as requested, brief the EOC Director on operational safety issues.
- Coordinate the investigation of accidents that have occurred within the incident area.
- Participate in the EOC Director's planning meetings.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from the EOC Director to deactivate Unit operations.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled or transferred to other EOC personnel as required.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

## POSITION CHECKLIST LIAISON OFFICER

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### Actions

#### Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment.
- Open and maintain accurate and detailed logs on activities.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Be a contact point for internal and external agency representatives.
- Assist in establishing and coordinating inter-agency contacts.
- Maintain a list of assisting and cooperating agencies and their representatives.
- Keep agencies that are supporting university response operations aware of incident status.
- Monitor incident response operations to identify current or potential inter-organizational problems.
- Establish operational schedules for the Liaison Officer function following the established operational period.
- Periodically, or as requested, brief the EOC Director on current resource status, including limitations and capability of assisting agency resources.
- Participate in EOC Director's planning meetings.
- Thoroughly brief your relief shift at change time.

#### Deactivation/Demobilization:

- Obtain authorization from EOC Director to deactivate.
- Ensure that open actions are handled or transferred to other EOC personnel as required.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

## POSITION CHECKLIST EOC TECHNICIAN

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### Actions

#### Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Ensure all required equipment within the emergency operations center is turned on and functioning as needed.
- Verify all means of communication are operational and that EOC personnel receive the necessary assistance for effective operation of the equipment.
- Provide all necessary information technology support during EOC operations.
- Establish operational schedules for the EOC Technician function following the established operational period.
- Periodically, or as requested, brief the EOC Director and EOC personnel on current resource status.
- Thoroughly brief your relief shift at change time.

#### Deactivation/Demobilization:

- Obtain authorization from EOC Director to deactivate.
- Ensure that open actions are handled or transferred to other EOC personnel as required.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
OPERATIONS SECTION CHIEF**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC and report to the EOC Director.
- Obtain a briefing on the situation.
- Activate necessary Operations Section Staff.
- Review your position responsibilities.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies (including maps and status boards) are in place.
- Review organization in place at EOC. Know where to go for information or support.
- Determine status of Operations sections at other campus EOCs.
- Determine status of any requests for assistance.
- Meet with Planning Section Chief. Obtain and review any major incident reports.
- Based on the situation as known or forecast, determine likely future Operation Section needs.
- Review responsibilities of all Operation Section units.
- Advise the EOC Director of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties:

- Ensure that section logs and files are maintained.
- Anticipate potential situation changes, such as severe aftershocks and develop backup planning.
- Keep up to date on situation and resources associated with your section. Maintain a current status at all times.
- Provide situation and resources information to the Planning Section on a periodic basis or as requested.
- Conduct periodic briefings with staff and work to reach a consensus on objectives for forthcoming operational periods.
- Attend and participate in EOC Director's planning meetings.
- Work closely with Operation Section Unit Leaders to ensure objectives are being met.
- Ensure all resource needs for your Section are coordinated through the Logistics Section.
- Ensure that intelligence gathered by Operations is made available to the Planning Section.
- Ensure all fiscal and administrative requirements are coordinated through the Finance Section.
- Brief EOC Director on major problems that need or will require solutions.
- Continuously share status information with other sections as appropriate.
- Brief your relief at shift change.

Deactivation/Demobilization:

- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure any open actions are assigned to the appropriate EOC personnel as required.
- Ensure required forms or reports are completed prior to your departure.
- Be prepared to provide input to the After-Action Report.



**POSITION CHECKLIST  
PUBLIC SAFETY UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Assign subordinate Public Safety staff as operationally required.
- Review organization in place and know where to go for information or support.
- Clarify any questions you may have regarding your assignment.
- Brief and ensure subordinate personnel sign-in and out on assignment or response.
- Ensure accurate and detailed records are maintained on all Public Safety operations.
- Establish initial 24-hour shift coverage (operational Periods). Consider 12-hour assignments.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Manage the Public Safety Function.
- Call in additional Campus Safety Sergeants and Officers as necessary.
- In consultation with the Operations Section Chief and EOC Director, establish priorities for emergency response and assignments.
- Ensure that procedures have been initiated to establish communications with local emergency response agencies.
- Thoroughly brief all supporting personnel.
- Consult with other EOC Units to determine special security needs or problems.
- Receive status reports from field personnel and determine appropriate response.
- Provide recommendations for traffic control procedures to the Operations Section Chief and EOC Director.
- Provide recommendations for roadway and route debris clearance priorities.
- Based upon field reports and requests, ensure that hazardous areas are appropriately marked and barricaded to prevent entry.
- Supervise Public Safety staff if evacuations are ordered and assign appropriate units to assist.
- Depending on the nature of the incident or secondary hazards, ensure appropriate safety precautions are taken. (i.e., approach upwind/upstream in HAZMAT incidents; do not enter contaminated areas, flooded areas or collapsed structures cordoned off, etc.)
- Establish traffic and perimeter control as required for the affected area.
- Periodically, or as requested, brief and update the Operations Section Chief and the EOC Director on the status of Public Safety and traffic operations.
- Ensure requests for medical assistance from field personnel are coordinated with the Medical Unit.
- When feasible and appropriate, assign field personnel to assist the Search and Rescue Team.
- Coordinate assistance by field personnel to relocate persons near hazardous or threatened areas to safe locations.
- If established, provide security and crowd control services at care and shelter locations.

- Coordinate security and access control for evacuated areas.
- Call contracted towing vendor and put on standby to assist in removing disabled vehicles blocking evacuation routes or roadways.
- Ensure priorities for movement in impacted areas are provided to essential operations, i.e., law enforcement, EMS, fire and the delivery of essential provisions and resources.
- Perform other additional Public Safety or traffic related duties as assigned by the Operations Section Chief or EOC Director.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from the Operations Section Chief to return to normal Campus Safety operations.
- As appropriate close down staging areas and field command posts.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled by normal Campus Safety operations or transferred to other EOC Sections as required.
- If Mutual Aid resources were used, release personnel and equipment as appropriate.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
MEDICAL UNIT LEADER**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC and report to the Operations Section Chief.
- Obtain a briefing on the situation.
- Determine level of possible injuries and fatalities.
- Activate the Medical Response Functions as necessary.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment.
- Brief and ensure subordinate personnel sign-in and out on assignment or response.
- Establish initial 24-hour shift coverage (operational Periods). Consider 12-hour assignments.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties:

- If necessary, identify operating locations and direct the Triage Operations Team and Medical Treatment Team to begin operations.
- Maintain communication with the Triage Operation Team and the Medical Treatment Team and provide status reports to the EOC Director and EOC.
- Coordinate with the Logistics Section to acquire needed supplies for medical operations.
- Assess whether an area or areas of the campus or any outlying areas need to be quarantined to prevent proliferation of impending health risk(s).
- Coordinate with the Medical Treatment Team to ensure that all necessary vaccines, medications, etc. are being issued to prevent worsening of emergency situation.
- Evaluate state of the medical situation; consult with local epidemiologists, public authorities, local medical facilities, etc. Assess whether state of quarantine (if issued) or other controls may be removed.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate the Triage Operations Team and Medical Treatment Team and close out logs when authorized by the EOC Director.
- Ensure any open actions are assigned to the appropriate EOC personnel as required.
- Ensure required forms or reports are completed prior to your departure.  
Be prepared to provide input to the After-Action Report.

## **POSITION CHECKLIST FACILITY UNIT LEADER**

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### **Actions**

#### Start Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Assign subordinate Central Facility Services staff as operationally required.
- Review organization in place and know where to go for information or support.
- Brief and ensure subordinate personnel sign-in and out on assignment or response.
- Ensure accurate and detailed records are maintained on all Facility Unit operations.
- Establish initial 24-hour shift coverage (operational Periods). Consider 12-hour assignments.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Manage the Facility Operations Function.
- Activate all necessary Central Facility Services staff to support Search and Rescue, Fire Suppression, Building Inspection, and Utilities operations as required.
- Thoroughly brief all supporting personnel.
- Direct support personnel to accomplish set objectives and priorities, or dispatch teams to the Incident Command Post to receive direction from the Incident Commander.
- Receive status reports from field personnel and determine appropriate response.
- Report all available information received from field personnel to the EOC Director.
- Provide recommendations for Search and Rescue, Fire Suppression, Building Inspection, and Utilities operations to the Operation Section Chief and EOC Director.
- 
- Establish operational schedules for the Facility Unit Leader following the established operational period.
- Periodically, or as requested, brief the EOC Director and EOC on current Search and Rescue, Fire Suppression, Building Inspection, and Utilities operations.
- Thoroughly brief your relief at shift change time.

#### Deactivation/Demobilization:

- Obtain authorization from the Operations Section Chief to deactivate.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
CHAPLAIN SERVICES UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Review organization in place and know where to go for information or support.
- Brief and ensure subordinate personnel sign-in and out on assignment or response.
- Ensure accurate and detailed records are maintained on all Chaplain Services Unit operations.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Manage the Chaplain Services Function.
- Activate all necessary Chaplain Services personnel.
- Thoroughly brief all supporting personnel.
- Direct support personnel to accomplish set objectives and priorities, or dispatch teams to the Incident Command Post to receive direction from the Incident Commander.
- Receive status reports from field personnel and determine appropriate response.
- Report all available information received from field personnel to the EOC Director.
- Provide recommendations for Chaplain Services to the Operation Section Chief and EOC Director.
- Establish operational schedules for the Chaplain Services personnel following the established operational period.
- Periodically, or as requested, brief the EOC Director and EOC on current Chaplain Services operations.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from the Operations Section Chief to deactivate.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST**  
**INCIDENT STATUS/INTELLIGENCE UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Review organization in place and know where to go for information or support.
- Brief and ensure subordinate personnel sign-in and out on assignment or response.
- Ensure accurate and detailed records are maintained on all Incident Status/Intelligence Unit Leader operations.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Manage the Incident Status/Intelligence Unit Leader.
- Activate all necessary Status and Intelligence personnel.
- Obtain Campus Safety radios and distribute to Status and Intelligence personnel.
- Thoroughly brief all supporting personnel including designated radio channel(s) for communications, and providing assignments for locations to gather intelligence.
- Direct support personnel to accomplish set objectives and priorities, or dispatch teams to the Incident Command Post to receive direction from the Incident Commander.
- Receive status reports from intelligence personnel and determine appropriate response.
- Report all available information received from intelligence personnel to the Operations Section Chief and the EOC Director.
- Provide recommendations for Incident Status/Intelligence to the Operation Section Chief and EOC Director.
- Establish operational schedules for the Incident Status/Intelligence personnel following the established operational period.
- Periodically, or as requested, brief the EOC Director and EOC on current Incident Status/Intelligence operations.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Obtain authorization from the Operations Section Chief to deactivate.
- Release subordinate and volunteer elements when no longer required.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Notify all necessary jurisdictions/agencies of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
PLANNING SECTION CHIEF**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set up section workstation, including maps and status boards.
- Review organization in place in the EOC and know where to go for information o support.
- Obtain briefing on on-site and external communication capabilities and restrictions.
- Establish contact with other activated campus EOC's. Determine status of Planning/Intelligence Sections at other EOC's (i.e. individual campuses, City of Claremont, and if necessary, the OA).
- Develop a plan for carrying out all Section responsibilities.
- Activate organizational Planning Section personnel as needed.
- Make a list of key issues facing your section and establish action items to be accomplished over the next operational period or shorter.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Ensure that section logs and files are maintained.
- Anticipate potential \situation changes, such as severe aftershocks.
- Periodically meet with other Sections Chiefs and exchange available situation information.
- Based on the situation as known or forecast, determine likely future information and personnel support needs.
- Maintain current status at all times. The following information should be collected and displayed:
  - Status of incident (out of control, contained, controlled)
  - Special hazards
  - Status of critical facilities (structural collapse, utilities)
  - Number of persons injured, fatalities
  - Property damaged (estimate dollar loss). Pass information to Finance/ Administration.
  - Outside agencies/ mutual aid (called, arriving, in-place)
  - Road conditions
  - Weather conditions (present and pending)
  - Shelters activated or needed
- Conduct periodic briefing with section staff, particularly as regards priorities.
- Attend EOC Director's planning meetings. Use policies set by EOC Director and Executive Oversight to develop Incident Action Plan.
- Upon approval of the Incident Action Plan, disseminate to all Sections in EOC and PIO. Update the Incident Action Plan as needed.
- Brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure any open actions are assigned to the appropriate EOC personnel as required.
- Ensure required forms or reports are completed prior to your departure.  
Be prepared to provide input to the After-Action Report.



**POSITION CHECKLIST  
ADMINISTRATION UNIT**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC.
- Report to the Planning Section Chief.
- Facilitate activation of the EOC.
- Review position responsibilities.
- Begin running history of EOC activities.
- Establish documentation filing system.

Operational Duties:

- Document overall activities on the activity logs and status boards.
- Maintain master copies of message and activity logs.
- Maintain accurate, up to date, EOC activity files.
- Maintain storage of EOC files for legal, analytical and historical purposes.
- Supervise the development of summary reports, briefings, etc.
- Assist with the development of the Incident Action Plan.
- Review records for accuracy and completeness.
- Ensure all Documentation functions and personnel are prepared for the possibility of continuous 24-hour operation.

Deactivation/Demobilization:

- Deactivate when authorized by the Planning Section Chief.
- Ensure originals of all message forms, declarations, situation/status reports, surveys, activity logs, briefings, weather reports, road closures, news releases, and EBS/EAS messages are collected.
- Provide copies of pertinent information to Executive Oversight upon request.
- Begin preparation of the After-Action Report.
- Assist with the development of the Demobilization Plan and Recovery Plan.
- Continue to maintain data on the emergency.

## POSITION CHECKLIST TCCS UNIT

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### Actions

#### Start Up:

- Check in upon arrival at the EOC.
- Report to the Planning Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Review organization in place and know where to go for information or support.
- Ensure accurate and detailed records are maintained on all TCCS Unit operations.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Maintain a global perspective of issues affecting TCCS staff, facilities, and operations.
- Obtain/acquire status reports on TCCS activities, threats, damages, and any pertinent disaster information.
- Report all available information received to the Planning Section Chief and the EOC Director.
- Provide recommendations for TCCS response activities to the Planning Section Chief and EOC Director.
- Thoroughly brief your relief at shift change time.

#### Deactivation/Demobilization:

- Obtain authorization from the Planning Section Chief to deactivate.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Notify all necessary of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

## **POSITION CHECKLIST CITY LIAISON OFFICER**

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### **Actions**

#### Start Up:

- Check in at the TCCS EOC with the Planning Section Chief before reporting the City of Claremont EOC.
- Obtain a briefing on the situation from the Planning Section Chief.
- Coordinate a communications protocol with the Planning Section Chief before leaving for the City of Claremont's EOC.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Ensure accurate and detailed records are maintained on all City Liaison operations.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.
- If activated go to the City of Claremont's EOC.

#### Operational Duties:

- Maintain a global perspective of issues affecting The Claremont Colleges.
- Obtain a briefing or gather currently available information at the city level and report back to the Planning Section Chief.
- Act as an intermediary between the City of Claremont EOC and the TCCS EOC.
- Report all available information received to the Planning Section Chief and the EOC Director.
- Participate in regular briefings and provide status reports to the City of Claremont EOC.
- If necessary notify the City of Claremont EOC of The Claremont Colleges resource needs.
- Maintain a communications link between the TCCS EOC and the City of Claremont EOC.
- Thoroughly brief your relief at shift change time.

#### Deactivation/Demobilization:

- Obtain authorization from the Planning Section Chief to deactivate.
- Ensure that open actions are handled or transferred to other EOC personnel.
- Notify all necessary of planned time for deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.

## POSITION CHECKLIST LOGISTICS SECTION CHIEF

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### Actions

#### Start Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up section work station, including maps and status boards.
- Review organization in place in the EOC and know where to go for support and information.
- Periodically, meet with other Section Chiefs and obtain updated information on the incident, resource needs of other Sections and determine your level of purchasing authority.
- Based on the situation as known or forecast, determine likely logistics needs for resources and personnel.
- Review the responsibilities for the units in your section.
- Activate Logistics Section personnel as needed.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Ensure section logs and files are maintained.
- Anticipate potential situation changes, such as aftershocks, and plan accordingly.
- Maintain current section status at all times.
- Hold planning meetings with Logistics Section personnel.
- Ensure that orders for additional resources necessary to meet known or expected demands have been placed, and are being coordinated.
- As required, provide situation and resource information to the Planning Section.
- Conduct periodic briefings for section. Ensure that staff is aware of priorities and determine unmet needs or problems.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.

#### Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
SUPPLY AND EQUIPMENT UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organizations in place and know where to go for information or support.
- Clarify any questions you may have regarding your authority and assignment.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- In consultation with the EOC Director and other Section Chiefs, assess resources currently available and any additional supplies or services required for emergency operations.
- Coordinate and provide procurement support for needed equipment, supplies and material.
- If necessary request additional support through the Logistics Section Chief.
- Pre-develop and have available, current vendor lists which include emergency and after hours contact phone numbers, available inventories, etc.
- Maintain an updated status of available resources and periodically, or as requested, brief the EOC Director and other Section Chiefs.
- When possible and appropriate, establish a vendor/contractor reporting and staging area in an easily accessible location.
- Coordinate arrangements regarding contract payments.
- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.
- Periodically, or as requested, brief the EOC Director and Finance Section Chief on the status of all procurements and contracts in support of the emergency.
- In the event of an evacuation or campus closure, coordinate with Operations Section and take necessary organizational actions to ensure the security of supplies, equipment and material.
- Brief the EOC Director and Logistics Section Chief on major problem areas that now need or will require solutions.
- Brief your relief shift change time.

Deactivation/Demobilization:

- Deactivate and close out logs when authorized by the Logistics Section Chief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
FOOD AND WATER UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organizations in place and know where to go for information or support.
- Clarify any questions you may have regarding your authority and assignment.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- In consultation with the EOC Director and other Section Chiefs, assess resources currently available and any additional supplies or services required for emergency operations.
- Coordinate and provide procurement support for needed food and water supplies.
- If necessary request additional support through the Logistics Section Chief.
- Pre-develop and have available, current vendor lists which include emergency and after hours contact phone numbers, available inventories, etc.
- Maintain an updated status of available resources and periodically, or as requested, brief the EOC Director and other Section Chiefs.
- When possible and appropriate, establish a vendor/contractor reporting and staging area in an easily accessible location.
- Coordinate arrangements regarding contract payments.
- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.
- Periodically, or as requested, brief the EOC Director and Finance Section Chief on the status of all procurements and contracts in support of the emergency.
- Brief the EOC Director and Logistics Section Chief on major problem areas that now need or will require solutions.
- Brief your relief shift change time.

Deactivation/Demobilization:

- Deactivate and close out logs when authorized by the Logistics Section Chief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
CARE AND SHELTER UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Call out Care and Shelter Team personnel as appropriate.
- Review organization in place and know where to go for information or support.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Determine the number of TCC (students, faculty, and staff) that will require emergency care and shelter.
- When appropriate, and in coordination with the Logistics Section and the EOC Director, request formal assistance from the American Red Cross.
- In coordination with the Operations Section Chief, determine status and structural safety of TCCS facilities that may be used as care and shelter locations.
- Coordinate the Care and Shelter Team and provide status updates to the EOC.
- Brief and assign designated Care and Shelter staff.
- Set-up designated sites for Care and Shelter operations. Brief other Section Chiefs on locations.
- In coordination with Red Cross representatives, obtain required supplies.
- In coordination with Red Cross representatives, arrange for food service for sheltered and disaster service workers.
- When feasible, designate secondary shelter facilities in the event primary care centers become unsafe due to developing hazardous conditions.
- When normal water and sanitation facilities are unavailable, consider the following shelter planning guidelines.
  - Toilet per (40) persons.
  - 40 sq. /ft. for sleeping areas, (5'x8' space) per person.
  - Qt. of drinking water (minimum per person, per day). (5) Gals. Of water, per person per day for all uses.
  - 2500 calories per person per day. (Approximately 3.5 lbs. of unprepared food).
- Coordinate with Safety Officer for the inspection of shelters; toilet facilities, and water supplies.
- Ensure that updated rosters are maintained of those sheltered at all times.
- Thoroughly brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate and close out logs when authorized by the Logistics Section Chief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
PERSONNEL UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up work area to include maps and status boards if appropriate.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed logs on your activities.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Contact Section Chiefs and determine:
  - Number of personnel needed and skills required.
  - Number injured and their status.
  - Number of facilities.
  - Any outstanding family needs of TCCS personnel.
- Perform an incident assessment with regards to personnel staffing. Coordinate with Section Chiefs on the best procedure for shift assignments for EOC staff.
- Maintain master file of shift schedules and work assignments submitted by Section Chiefs for their respective staffs.
- Establish a pool of available volunteers.
- Establish a staging area for volunteers to be temporarily located while awaiting assignments.
- Instruct all volunteers on Disaster Worker status and provide:
  - Identification
  - Volunteer employment certificate
  - Information on worker's compensation coverage
  - Briefing and emergency data concerning the incident
- Personnel priorities should be based on greatest health and safety needs.
- Maintaining records of all volunteer work assignments.
- Instruct volunteers to report back to staging area upon completion of assignment.
- Debriefing volunteers after assignments to obtain information possible operational improvements.
- Coordinate with Logistics Section Chief to provide food and drink for volunteers.
- Demobilize/release volunteers as soon as practicable.
- Periodically brief the EOC Director and the other Section Chiefs on the overall personnel situation.
- In the event of an evacuation, take necessary organizational actions to ensure the security of personnel records.
- Monitor activities and make adjustments as necessary.
- Brief the EOC Director on major problem areas that now need or will require solutions.
- Share status information with other Sections as appropriate.
- Brief your relief at shift change time.



Deactivation/Demobilization:

- Deactivate and close out logs when authorized by the Logistics Section Chief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
TELEPHONE UNIT LEADER**

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**Actions**

Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organizations in place and know where to go for information or support.
- Clarify any questions you may have regarding your authority and assignment.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- In consultation with the EOC Director and other Section Chiefs, assess resources currently available and any additional supplies or services required for emergency operations.
- Coordinate and provide procurement support for needed telephone restoration and maintenance operations.
- If necessary request additional support through the Logistics Section Chief.
- Pre-develop and have available, current vendor lists which include emergency and after hours contact phone numbers, available inventories, etc.
- Provide regular status reports to the EOC Director and other Section Chiefs regarding telephone service and any repair operations..
- When possible and appropriate, establish a vendor/contractor reporting and staging area in an easily accessible location.
- Coordinate arrangements regarding contract payments.
- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.
- Brief the EOC Director and Logistics Section Chief on major problem areas that now need or will require solutions.
- Brief your relief shift change time.

Deactivation/Demobilization:

- Deactivate and close out logs when authorized by the Logistics Section Chief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST  
FINANCE SECTION CHIEF**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up section work station, including maps and status boards.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed section logs.
- Determine appropriate purchasing limits to delegate to Logistics Section and brief the Logistics Section Chief.
- Meet with Operations and Logistics Section Chiefs to determine financial and administrative support needs.
- Based on the situation as known or forecast, determine likely future Finance Section personnel and support needs.
- Activate organizational Finance Section personnel as needed.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Ensure that section logs and files of all activities are maintained accurately and in detail.
- Maintain current status at all times.
- Provide situation and resource information to the Planning Section on a periodic basis or as required.
- Participate in the EOC Director's planning meetings.
- Provide assignments for support staff.
- In coordination with the Planning and Logistics Sections, collect and develop cost estimates of damage to facilities. (Ensure both written and photographic documentation of damages is obtained).
- In the event of an evacuation, take necessary organizational actions to ensure the security of records and funds.
- Ensure all operations utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.
- Provide the EOC Director with updates on cost related information as requested.
- Periodically brief Executive Oversight on all incident-related business management issues needing attention.
- Ensure that all time and cost expenditure records kept current and logged in a timely fashion.
- Conduct periodic section briefings. Ensure staff is aware of priorities.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

## POSITION CHECKLIST ACCOUNTING UNIT

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### Actions

#### Start Up:

- Check-in upon arrival at the EOC
- Report to the Finance Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed accounting logs.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Support the Finance Section Chief in all necessary activities.
- Ensure that all accounting activities are documented accurately and in detail.
- Account for all expenditures related to the incident.
- In coordination with the Planning and Logistics Sections, collect and develop cost estimates of damage to facilities. (Ensure both written and photographic documentation of damages is obtained).
- Ensure all operations utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.
- Provide the EOC Director with updates on cost related information as requested.
- Ensure that all time and cost expenditure records kept current and logged in a timely fashion.
- Participate in periodic section briefings.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

#### Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

## POSITION CHECKLIST PURCHASING UNIT

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### Actions

#### Start Up:

- Check-in upon arrival at the EOC
- Report to the Finance Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Open and maintain accurate and detailed purchasing logs.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Support the Finance Section Chief in all necessary activities.
- Coordinate with the Logistics Section to ensure that all necessary equipment and supplies are appropriately acquired.
- Ensure that all purchasing activities are documented accurately and in detail.
- Account for all expenditures related to the incident.
- Ensure all operations utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.
- Provide the EOC Director with updates on cost related information as requested.
- Participate in periodic section briefings.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

#### Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

## POSITION CHECKLIST CONTRACTS UNIT

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### Actions

#### Start Up:

- Check-in upon arrival at the EOC
- Report to the Finance Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

#### Operational Duties:

- Support the Finance Section Chief in all necessary activities.
- Oversee all contracts related to the incident.
- Ensure that all activities follow applicable contracts.
- Account for all expenditures related to the incident.
- Ensure all operations utilizing private vendor or contractor services have appropriate contracts in place when necessary.
- Provide the EOC Director with updates on cost related information as requested.
- Participate in periodic section briefings.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

#### Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

**POSITION CHECKLIST**  
**TIME UNIT**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC
- Report to the Finance Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Support the Finance Section Chief in all necessary activities.
- Initiate, gather, or update time reports from all personnel, including volunteers assigned to each shift. Ensure that time records are accurate and prepared in compliance with campus policy.
- Obtain complete personnel rosters
- Provide instructions to all supervisors to ensure that time sheets and expense claims are completed properly and signed by each employee prior to submission.
- Maintain files throughout the emergency and forward for documentation (it is helpful to organize the files as binders, with duplicates prepared for the disaster assistance program application to FEMA and CalEMA).
- Provide the EOC Director with updates on time related information as requested.
- Participate in periodic section briefings.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.



**POSITION CHECKLIST**  
**CLAIMS AND RISK MANAGEMENT UNIT**

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**Actions**

Start Up:

- Check-in upon arrival at the EOC
- Report to the Finance Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Review organization in place and know where to go for information or support.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Support the Finance Section Chief in all necessary activities.
- Ensure that appropriate personnel, equipment, and supplies are in place to conduct claims and risk management activities.
- As soon as possible, provide current claims information to the Finance Section Chief, providing updated information as requested.
- Establish and maintain a position log and other necessary files. Maintain a chronological log of injuries, illnesses, and property damage reported during the event or disaster.
- Investigate all injury and damage claims as soon as possible.
- Prepare forms for all verifiable injury claims.
- Inform Finance Section Chief of significant issues affecting the Claims and Risk Management Unit.
- Coordinate with the Safety Officer regarding the mitigation of hazards. Provide the EOC Director with updates on claims related information as requested.
- Participate in periodic section briefings.
- Monitor section activities and adjust as appropriate.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep EOC apprised of the overall financial situation.
- Brief your relief at shift change time.

Deactivation/Demobilization:

- Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure. Be prepared to provide input to the After-Action Report.

**Memorandum of Understanding  
TCCS and UPD\_Signed.pdf**

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CLAREMONT COLLEGES SERVICE DEPARTMENT OF CAMPUS SAFETY  
AND THE CITY OF UPLAND POLICE DEPARTMENT  
RE OPERATIONAL RESPONSIBILITY FOR ON-CAMPUS LAW ENFORCEMENT**

This Memorandum of Understanding ("MOU"), effective June 20, 2023, by and between the City of Upland, a municipal corporation ("City"), the Upland Police Department ("UPD") and The Claremont Colleges Services, a consortium and the authorized representative for Pomona College, Claremont Graduate University, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College, and the Keck Graduate Institute of Applied Sciences (collectively, referred to herein as the "Claremont Colleges" or "TCC"), on behalf of its Department of Campus Safety ("Campus Safety"). The entities referred to herein shall be collectively referred to as the "Parties".

**I. PURPOSE**

The purpose of this MOU is to assure a harmonious and naturally supportive relationship between the Campus Safety and UPD by establishing an understanding and agreement regarding the law enforcement responsibilities on properties owned, operated, controlled or administered by the Claremont Colleges located within the City and subject to UPD's jurisdiction.

In addition, this MOU sets forth both the UPD and Campus Safety responsibilities for the investigation of Part 1 Violent Crimes, as defined in and required by the California Education Code, Statutory jurisdiction Section §67381 (The Kristin Smart Campus Safety Act of 1998) and in accordance with the various requirements of the California Education Code, specifically sections §6601 0(b) and §67380; as well as the requirements and responsibilities set forth in California Penal Code Sections §830.6(c), §830.7(b), and §830.75. This MOU establishes a standard procedure for the handling of incidents and reports of sexual assault and the issuance of Timely Warnings and Emergency Notifications, as required by and defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Title XI of the Higher Education Amendments of 1972.

**II. GOALS**

This MOU seeks to achieve the following goals:

- A. To ensure felonies committed on institution property are promptly and effectively reported, investigated and prosecuted.
- B. To enhance communication and cooperation between Campus Safety and UPD in providing law enforcement services and assistance to students, staff, faculty and visitors of the Claremont Colleges who are victims or witnesses to crimes.
- C. To enhance Campus Safety's ability to alert the campus community about crimes of a serious nature that pose a serious or on-going threat to public safety.

**III. STATUTORY JURISDICTION AND LEGAL AUTHORITY**

- A. UPD has legal jurisdiction and authority on the Claremont Colleges campuses to exercise peace officer powers throughout the City and to enforce City ordinances, and state and federal laws on those areas of the Claremont College campuses located within the City. This authority does not include enforcement of TCC rules and regulations.
- B. Campus Safety is responsible for protecting the property of students faculty, staff, and visitors to the Claremont Colleges and assisting UPD and other emergency service providers as needed.

**IV. GEOGRAPHIC BOUNDARIES**

The following properties shall be included in the Claremont Colleges campus for purposes of this MOU (the "Campus"):

- 1. Real Property owned by the Claremont University Consortium located to the East of Claremont Boulevard, South of Foothill Boulevard, and North of Arrow Route, and West of Monet Vista Avenue within the City of Upland;

As used herein "Campus" shall also include adjacent Claremont College facilities and affiliated entities surrounding the locations listed above. A map of the Campus is included as "Attachment 1" and is incorporated by this reference.

**V. AGREEMENT ON OPERATIONAL RESPONSIBILITY**

- A. Crime Prevention and Security: Campus Safety shall be responsible for providing crime prevention and security services on Campus.
- B. Traffic Enforcement: UPD police officers will enforce traffic regulations on the Campus streets and streets adjacent to the Campus. Parking violations on streets adjacent and through the Campus will be the primary responsibility of UPD.
- C. Traffic Control: Whenever Campus Safety needs traffic control or other non-emergency assistance from the UPD for a scheduled event, Campus Safety shall give notice for the request for assistance at the earliest possible date prior to the scheduled event and will pay the cost associated with UPD's overtime.
- D. Impounding Vehicles: Vehicles impounded by UPD on or adjoining the Campus will be carried out under authority of California Vehicle Code Section §22651. UPD personnel will enter the vehicles into CLETS as impounded.
- E. Incident Management: Campus Safety and UPD agree to follow, to the greatest extent possible, the tenants of the Incident Command System ("ICS"), the National Incident Management System ("NIMS"), and the Standardized Emergency Management System ("SEMS") when coordinating together for any response to a major emergency, incident, or disaster. Should the UPD be the host or co-host agency for a major incident,



## Memorandum of Understanding

### Page 3 of 6

emergency or disaster requiring the initiation of ICS, a Campus Safety designee will respond to the City of Upland Emergency Operations Center for any requests presented by UPD.

- F. Incidents Beyond Campus Boundaries: During the course of duties Campus Safety may be called to respond to student or faculty calls for services within the jurisdictional responsibility of the UPD in areas adjacent to Campus. All such requests will be relayed or referred immediately to the UPD via phone or radio. Campus Safety will respond for back-up assistance upon request of the UPD. Campus Safety may respond to areas adjacent to Campus to observe incidents under investigation by UPD whenever the case may involve students, faculty, staff or property belonging to the Claremont Colleges.
- G. Incidents Occurring on Campus:
- i. Campus Safety will respond when called to all Part 1 offenses on Campus when called by a reporting party, witness or UPD. However, UPD will have jurisdiction over the processing, investigating, and prosecuting of Part 1 Violent Crime occurring on Campus.
  - ii. If Campus Safety becomes aware of, or witnesses a Part 1 Violent Crime on Campus which is solely under the jurisdiction of UPD, it will take appropriate action to observe and immediately report the offense or suspected offense. When appropriate and reasonably safe, Campus Safety will provide any immediate assistance, first aid, or other support to UPD or other emergency responder. The Claremont Colleges, in conjunction with Campus Safety, will retain the statutory responsibility to conduct administrative investigations or investigations as part of any Judicial Affairs or internal administrative process. If Campus Safety becomes aware of any suspected Part 1 Violent Crimes, major crimes, or crimes that are sensitive in nature that may impact the safety of the public in the areas surrounding Campus or the City at large, the UPD shall be notified as soon as practical.
  - iii. If UPD becomes aware of, or witnesses a Part 1 Violent Crime on Campus, UPD will take appropriate enforcement actions to manage the incident and Campus Safety will be notified as soon as practical. If UPD becomes aware of any suspected major crime or crimes that are sensitive in nature that may specifically affect or target the students, faculty, staff or guests of the Claremont Colleges or its properties, Campus Safety will be notified as soon as practical, unless such notification will hinder the investigation. However, in these cases, once the investigation is completed or the impact to the investigation no longer exists, appropriate notifications will be made.
  - iv. In the event of an emergency or incident that poses a potential immediate threat to the health and safety of the Claremont Colleges community, and is reported to UPD, a UPD representative will promptly notify Campus Safety about the emergency and provide requested details, to the extent feasible and known, to aid Campus Safety in determining if such an Emergency Notification should be issued to the community.

## Memorandum of Understanding

### Page 4 of 6

- v. **Crime Statistics:** In accordance with the Federal *Crime Awareness and Campus Security Act 1990* (also referred to the Jeanne Clery Act) (20 U.S.C. §1092(f), 34 C.F.R. 668.46), the UPD will provide to the Claremont Colleges all Campus crime statistics and Campus Safety will prepare each year its mandated report regarding the same. Campus Safety may make additional requests for Campus crime statistics, which will be provided at the discretion of UPD.
- vi. **Demonstrations, Civil Disobedience:** Campus Safety will have primary responsibility to manage demonstrations which occur on Campus. Investigation and response to any act of civil disobedience that includes a clear threat to personal safety or damage of property or where otherwise touching upon crimes under the jurisdiction of UPD pursuant to this MOU will be the responsibility of UPD. In order to provide the most effective response, Campus Safety will provide information and intelligence as well as support to UPD as requested.

## VI. CAMPUS REPORTING

UPD will respond and make a report on all incidents occurring on Campus that involve a Part I Violent Crime, other state or federal crime or suspected crime against a person (e.g., sex crimes, robbery, assault with a deadly weapon, battery, etc.). These incidents are defined to include all incidents spurring suspicion of:

- A. Any crimes against persons (e.g., sex crimes, robbery, assault with a deadly weapon, battery, etc.);
- B. Indecent exposure (Penal Code §314);
- C. Annoying phone calls when suspect is known;
- D. Grand theft auto (including mopeds and scooters) and recoveries;
- E. Felony thefts and burglary (property value exceeding \$5,000.00);
- F. Traffic collisions on City streets;
- G. Injury traffic collisions;
- H. Hit-and-run collisions;
- I. Traffic collisions within the jurisdiction of UPD involving a Campus Safety vehicle upon request;
- J. Cases involving persons subject to a WIC §5150 mental health assessment;
- K. Driving under the influence, on public or private roads or property;
- L. When evidence is found at a crime scene and required to be processed and collected;
- M. Incidents requiring an arrest;
- N. In non-criminal incidents, when the person demands a report, Campus Safety will respond and document the incident.

When the UPD is requested to and does respond to a matter pursuant to this Section VI, the report shall become the responsibility of UPD personnel to complete in its entirety. Statements or information provided by Campus Safety may be obtained in one of the following ways: the investigating UPD officer may incorporate it into the original report or a supplement may be obtained from the Campus Safety officer. If a supplement is obtained, the supplement will be completed during the shift the incident occurred unless

## Memorandum of Understanding

Page 5 of 6

other arrangements are made at the time of the incident and approved by both UPD and Campus Safety supervisors. It is the UPD investigating officer's responsibility to ensure that the necessary information is included. If a supplement is obtained, it shall become an attachment to the report at the time of approval.

### VII. 9-1-1 CALLS, KARI'S LAW, & RAY BAUM'S ACT ASSIGNMENTS

UPD and Campus Safety shall maintain their respective Dispatch and Communications Centers within the required standards of and as defined in Kari's Law and the Ray Baum's Act, including the outlined standards for multi-line telephone systems and receiving of emergency calls from dispatchable locations, including Public Safety Answering Point ("PSAP") centers.

### VIII. EFFECT OF MOU

This MOU amends, restates and supersedes the Memorandum of Understanding previously entered into between the City, UPD and The Claremont Colleges Services on behalf of Campus Safety executed on October 1, 2017. This MOU shall remain in effect until amended, revised, or terminated in writing and by mutual agreement of the Parties.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Memorandum of Understanding to be duly executed on the respective dates set forth opposite the signatures of the authorized representatives of each of the Parties.

Marcelo A. Blanco 6/12/23

Marcelo Blanco

Date

Chief of Police

City of Upland

Michael Hallinan

Mike Hallinan

AVP & Director of Campus Safety

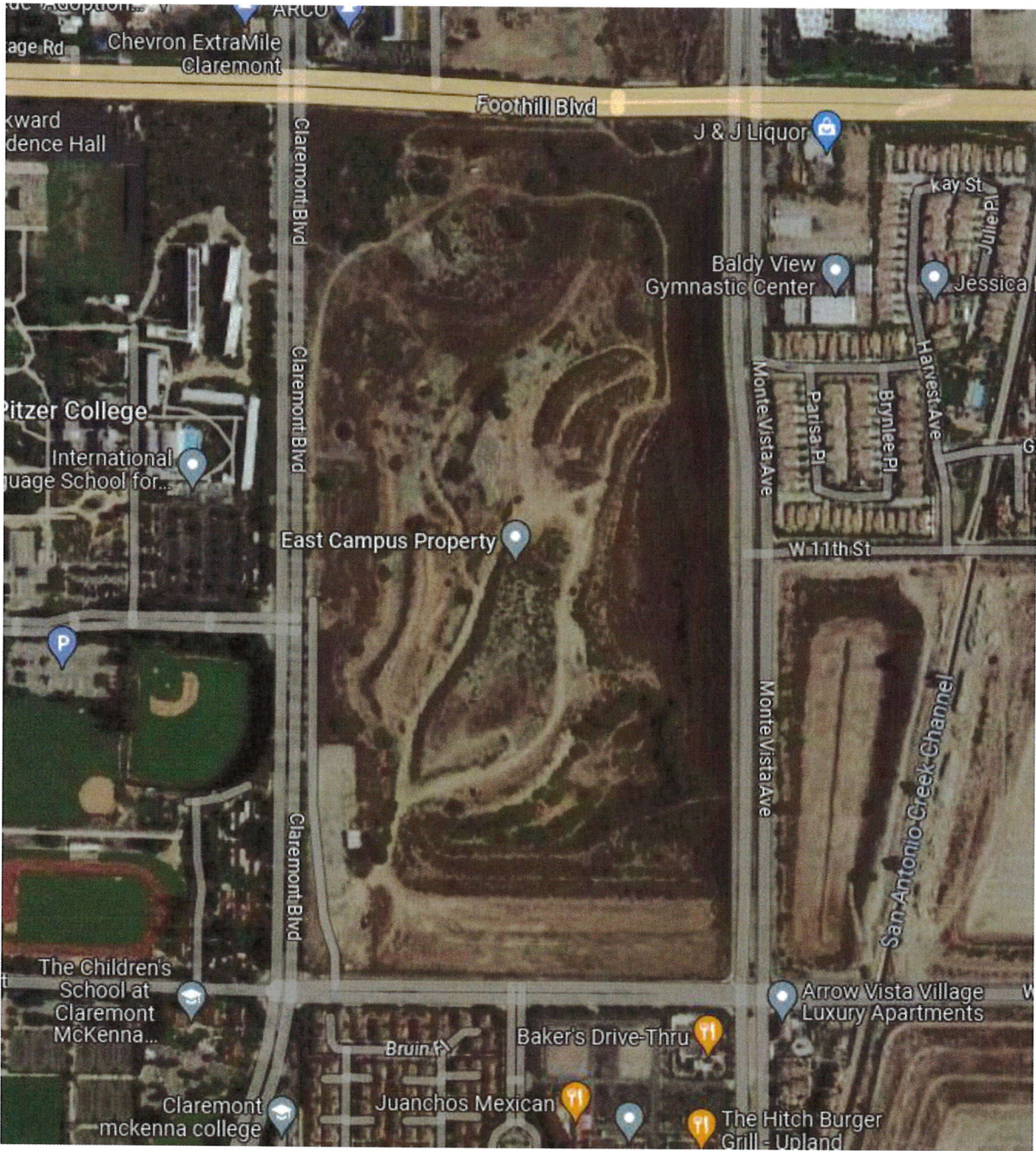
The Claremont Colleges Services

06/20/23

Date



ATTACHEMENT 1: MAP





**Memorandum of Understanding  
TCCS and CPD\_2023\_Signed.pdf**

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CLAREMONT COLLEGES SERVICE DEPARTMENT OF CAMPUS SAFETY  
AND THE CITY OF CLAREMONT POLICE DEPARTMENT  
RE OPERATIONAL RESPONSIBILITY FOR ON-CAMPUS LAW ENFORCEMENT**

This Memorandum of Understanding ("MOU"), effective July 1, 2023, by and between the City of Claremont, a municipal corporation ("City"), the Claremont Police Department ("CPD") and The Claremont Colleges Services, a consortium and the authorized representative for Pomona College, Claremont Graduate University, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College, and the Keck Graduate Institute of Applied Sciences (collectively, referred to herein as the "Claremont Colleges" or "TCC"), on behalf of its Department of Campus Safety ("Campus Safety"). The entities referred to herein shall be collectively referred to as the "Parties".

**I. PURPOSE**

The purpose of this MOU is to assure a harmonious and naturally supportive relationship between the Campus Safety and CPD by establishing an understanding and agreement regarding the law enforcement responsibilities on properties owned, operated, controlled or administered by the Claremont Colleges located within the City and subject to CPD's jurisdiction.

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- B. Campus Safety is responsible for protecting the property of students faculty, staff, and visitors to the Claremont Colleges and assisting CPD and other emergency service providers as needed.

**IV. GEOGRAPHIC BOUNDARIES**

The following properties shall be included in the Claremont Colleges campus for purposes of this MOU (the “Campus”):

- 1. The Claremont Colleges Services, 101 South Mills Avenue;
- 2. Pomona College, 333 North College Way;
- 3. Claremont Graduate University, 150 East Tenth Street;
- 4. Scripps College, 1030 Columbia Avenue;
- 5. Claremont McKenna College, 888 Columbia Avenue;
- 6. Harvey Mudd College, 301 Platt Boulevard;
- 7. Pitzer College, 1050 North Mills Avenue; and
- 8. Keck Graduate Institute, 535 Watson Drive.

As used herein “Campus” shall also include adjacent Claremont College facilities and affiliated entities surrounding the locations listed above. A map of the Campus is included as “Attachment 1” and is incorporated by this reference.

**V. AGREEMENT ON OPERATIONAL RESPONSIBILITY**

- A. Crime Prevention and Security: Campus Safety shall be responsible for providing crime prevention and security services on Campus.
- B. Traffic Enforcement: CPD police officers will enforce traffic regulations on the Campus streets and streets adjacent to the Campus. Parking violations on streets adjacent and through the Campus will be the primary responsibility of CPD.
- C. Traffic Control: Whenever Campus Safety needs traffic control or other non-emergency assistance from the CPD for a scheduled event, Campus Safety shall give notice for the request for assistance at the earliest possible date prior to the scheduled event. Campus Safety shall be responsible for providing the appropriate number of off-duty police officers needed for the event.
- D. Impounding Vehicles: Vehicles impounded by CPD on or adjoining the Campus will be carried out under authority of California Vehicle Code Section §22651. CPD personnel will enter the vehicles into CLETS as impounded.

## Memorandum of Understanding

### Page 3 of 6

- E. Incident Management: Campus Safety and CPD agree to follow, to the greatest extent possible, the tenants of the Incident Command System ("ICS"), the National Incident Management System ("NIMS"), and the Standardized Emergency Management System ("SEMS") when coordinating together for any response to a major emergency, incident, or disaster. Should the CPD be the host or co-host agency for a major incident, emergency or disaster requiring the initiation of ICS, a Campus Safety designee will respond to the City of Claremont Emergency Operations Center for any requests presented by CPD.
- F. Incidents Beyond Campus Boundaries: During the course of duties Campus Safety may be called to respond to student or faculty calls for services within the jurisdictional responsibility of the CPD in areas adjacent to Campus. All such requests will be relayed or referred immediately to the CPD via phone or radio. Campus Safety will respond for back-up assistance upon request of the CPD. Campus Safety may respond to areas adjacent to Campus to observe incidents under investigation by CPD whenever the case may involve students, faculty, staff or property belonging to the Claremont Colleges.
- G. Incidents Occurring on Campus:
  - i. Campus Safety will respond when called to all Part 1 offenses on Campus when called by a reporting party, witness or CPD. However, CPD will have jurisdiction over the processing, investigating, and prosecuting of Part 1 Violent Crime occurring on Campus.
  - ii. If Campus Safety becomes aware of, or witnesses a Part 1 Violent Crime on Campus which is solely under the jurisdiction of CPD, it will take appropriate action to observe and immediately report the offense or suspected offense. When appropriate and reasonably safe, Campus Safety will provide any immediate assistance, first aid, or other support to CPD or other emergency responder. The Claremont Colleges, in conjunction with Campus Safety, will retain the statutory responsibility to conduct administrative investigations or investigations as part of any Judicial Affairs or internal administrative process. If Campus Safety becomes aware of any suspected Part 1 Violent Crimes, major crimes, or crimes that are sensitive in nature that may impact the safety of the public in the areas surrounding Campus or the City at large, the CPD shall be notified as soon as practical.
  - iii. If CPD becomes aware of, or witnesses a Part 1 Violent Crime on Campus, CPD will take appropriate enforcement actions to manage the incident and Campus Safety will be notified as soon as practical. If CPD becomes aware of any suspected major crime or crimes that are sensitive in nature that may specifically affect or target the students, faculty, staff or guests of the Claremont Colleges or its properties, Campus Safety will be notified as soon as practical, unless such notification will hinder the investigation. However, in these cases, once the investigation is completed or the impact to the investigation no longer exists, appropriate notifications will be made.

## Memorandum of Understanding

### Page 4 of 6

- iv. In the event of an emergency or incident that poses a potential immediate threat to the health and safety of the Claremont Colleges community, and is reported to CPD, a CPD representative will promptly notify Campus Safety about the emergency and provide requested details, to the extent feasible and known, to aid Campus Safety in determining if such an Emergency Notification should be issued to the community.
- v. **Crime Statistics:** In accordance with the Federal *Crime Awareness and Campus Security Act 1990* (also referred to the Jeanne Clery Act) (20 U.S.C. §1092(f), 34 C.F.R. 668.46), the CPD will provide to the Claremont Colleges all Campus crime statistics and Campus Safety will prepare each year its mandated report regarding the same. Campus Safety may make additional requests for Campus crime statistics, which will be provided at the discretion of CPD.
- vi. **Demonstrations, Civil Disobedience:** Campus Safety will have primary responsibility to manage demonstrations which occur on Campus. Investigation and response to any act of civil disobedience that includes a clear threat to personal safety or damage of property or where otherwise touching upon crimes under the jurisdiction of CPD pursuant to this MOU will be the responsibility of CPD. In order to provide the most effective response, Campus Safety will provide information and intelligence as well as support to CPD as requested.

## VI. CAMPUS REPORTING

CPD will respond and make a report on all incidents occurring on Campus that involve a Part 1 Violent Crime, other state or federal crime or suspected crime against a person (e.g., sex crimes, robbery, assault with a deadly weapon, battery, etc.). These incidents are defined to include all incidents spurring suspicion of:

- A. Any crimes against persons (e.g., sex crimes, robbery, assault with a deadly weapon, battery, etc.);
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- E. Felony thefts and burglary (property value exceeding \$5,000.00);
- F. Traffic collisions on City streets;
- G. Injury traffic collisions;
- H. Hit-and-run collisions;
- I. Traffic collisions within the jurisdiction of CPD involving a Campus Safety vehicle upon request;
- J. Cases involving persons subject to a WIC §5150 mental health assessment;
- K. Driving under the influence, on public or private roads or property;
- L. When evidence is found at a crime scene and required to be processed and collected;
- M. Incidents requiring an arrest;
- N. When the victim demands that the CPD take the report, even where the matter would not otherwise qualify.

## Memorandum of Understanding

### Page 5 of 6

When the CPD is requested to and does respond to a matter pursuant to this Section VI, the report shall become the responsibility of CPD personnel to complete in its entirety. Statements or information provided by Campus Safety may be obtained in one of the following ways: the investigating CPD officer may incorporate it into the original report or a supplement may be obtained from the Campus Safety officer. If a supplement is obtained, the supplement will be completed during the shift the incident occurred unless other arrangements are made at the time of the incident and approved by both CPD and Campus Safety supervisors. It is the CPD investigating officer's responsibility to ensure that the necessary information is included. If a supplement is obtained, it shall become an attachment to the report at the time of approval.

#### VII. 9-1-1 CALLS, KARI'S LAW, & RAY BAUM'S ACT ASSIGNMENTS

CPD and Campus Safety shall maintain their respective Dispatch and Communications Centers within the required standards of and as defined in Kari's Law and the Ray Baum's Act, including the outlined standards for multi-line telephone systems and receiving of emergency calls from dispatchable locations, including Public Safety Answering Point ("PSAP") centers.

#### VIII. EFFECT OF MOU

This MOU amends, restates and supersedes the Memorandum of Understanding previously entered into between the City, CPD and the Claremont Colleges Services on behalf of Campus Safety executed on January 1, 2021. This MOU shall remain in effect until amended, revised, or terminated in writing and by mutual agreement of the Parties.

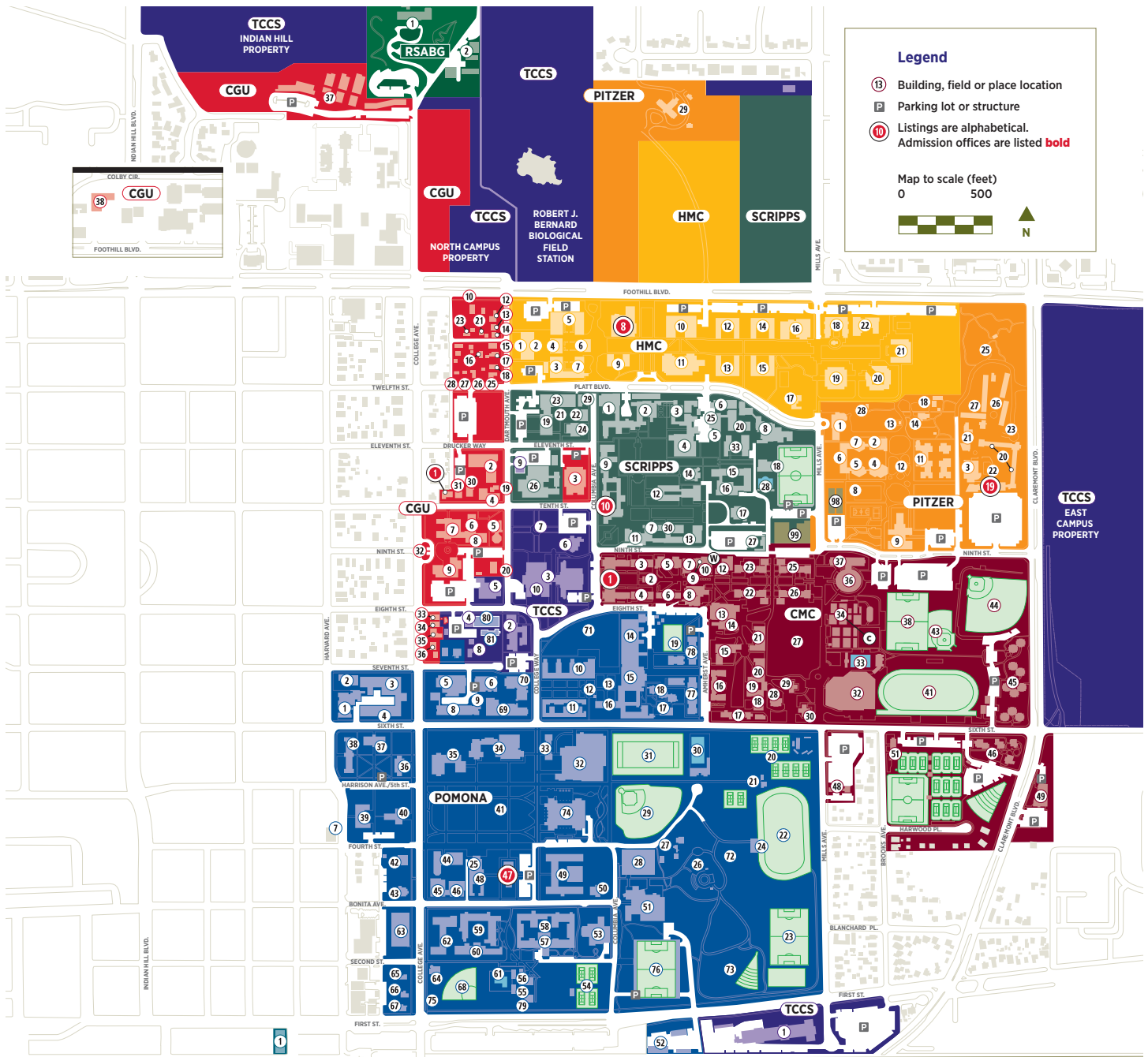
**IN WITNESS WHEREOF**, the Parties hereto have caused this Memorandum of Understanding to be duly executed on the respective dates set forth opposite the signatures of the authorized representatives of each of the Parties.

	<u>6-29-23</u>	<u>Michael Hallinan</u>	<u>June 30, 2023</u>
Aaron Fate	Date	Mike Hallinan	Date
Chief of Police		AVP & Director of Campus Safety	
City of Claremont		The Claremont Colleges Services	

**Memorandum of Understanding**  
**Page 6 of 6**

**ATTACHEMENT 1: MAP**





## Directions

### From the 210 Freeway at Towne Avenue

Exit Towne Avenue  
Go south on Towne Avenue  
Turn left onto Foothill Boulevard  
Turn right onto Dartmouth Avenue

### From the 210 Freeway at Baseline Road

Exit Baseline Road  
Go west on Baseline Road  
Turn left onto Monte Vista Avenue  
Turn right onto N. Claremont Boulevard  
Turn right onto Foothill Boulevard  
Turn left onto Dartmouth Avenue

### From the 10 Freeway

Exit Indian Hill Boulevard  
Go north on Indian Hill Boulevard  
Turn right onto First Street  
Turn left onto College Avenue

### To KGI from Indian Hill Boulevard

Turn left onto Arrow Highway  
Turn right onto Bucknell Avenue  
Turn left onto Watson Drive



## MEMBERS OF THE CLAREMONT COLLEGES

### Pomona College

- 35 Alexander Hall for Administration
- 9 Andrew Science Hall
- 19 Athearn Field/Parking Structure
- 65 Baldwin House
- 29 Baseball Field
- 13 Bixby Plaza
- 72 Blanchard Park
- 27 Brackett Observatory
- 74 Bridges Auditorium
- 25 Bridges Hall of Music
- 40 Carnegie Hall
- 14 Clark I
- 11 Clark V
- 66 Cook House
- 6 Cowart I.T. Building/Parking Structure
- 37 Crookshank Hall
- 81 Draper Center for Community Partnerships
- 7 Duplicating Center (401 Harvard Ave.)
- 77 Dialynas Hall
- 69 Edmunds Hall
- 2 Faculty Offices (156 W. Seventh St.)
- 73 Farm-Agroecology
- 53 Frank Dining Hall
- 15 Frary Dining Hall
- 57 Gibson Hall
- 52 Grounds Building
- 39 Hahn Hall
- 30 Haldeman Pool
- 59 Harwood Court
- 55 Kenyon House
- 79 K.H. Annex/Sustainability Integration Office
- 18 Lawry Court
- 48 Lebus Court
- 70 Lincoln Hall
- 60 Lyon Court
- 41 Marston Quadrangle
- 38 Mason Hall
- 31 Merritt Football Field
- 8 Millikan Laboratory
- 58 Mudd-Blaisdell Hall
- 45 Museum of Art
- 63 Museum of Art (future home)
- 16 Norton-Clark III
- 49 Oldenborg Center
- 50 Office of Student Abroad and International Initiatives
- 20 Pauley Tennis Complex
- 36 Parsons Hall
- 80 Pendleton Building Business Office and Human Resources
- 56 Pendleton Dance Center
- 61 Pendleton Pool
- 42 President's House
- 32 Rains Center Athletic Complex
- 46 Rembrandt Hall
- 64 Renwick House
- 54 Rogers Tennis Complex
- 1 Seaver Biology Laboratory
- 43 Seaver House
- 3 Seaver Laboratory North (Chemistry)
- 4 Seaver Laboratory South (Biology)
- 51 Seaver Theatre
- 5 Seeley Mudd Building
- 33 Smiley Hall
- 34 Smith Campus Center
- 12 Smith Tower
- 23 Soccer Field
- 68 Softball Field
- 5 Sontag Center for Collaborative Creativity
- 26 Sontag Greek Theatre

- 78 Sontag Hall
- 76 South Campus Parking Structure/Athletic Field
- 22 Strehle Track
- 28 Studio Art Hall
- 47 Sumner Hall
- 67 Sumner House
- 44 Thatcher Hall
- 21 Tennis/Track Office
- 24 Track Office
- 71 Walker Beach
- 10 Walker Hall
- 17 Walton Commons
- 75 Wig Beach
- 62 Wig Hall

### Claremont Graduate University (CGU)

- 9 Academic Computing Building (ACB)
- 1 Admissions Office and Visitor Information
- 3 Art Building
- 20 Arts & Humanities/Institute for Antiquities and Christianity (IAC)
- 13 Arts & Humanities Faculty
- 14 Arts & Humanities Faculty
- 21 Arts & Humanities Faculty
- 23 Arts & Humanities Faculty
- 9 Behavioral & Organizational Sciences
- 26 Behavioral & Organizational Sciences
- 37 Blaisdell Fountain/DesCombes Gate
- 30 Blaisdell House/Arts & Humanities
- 12 Center for Neuroeconomics Studies
- 27 Center for Writing & Rhetoric
- 16 Claremont Evaluation Center
- 18 Claremont Evaluation Center
- 25 Claremont Evaluation Center
- 38 Community & Global Health
- 2 Drucker School of Management/Ron W. Burkle Family Building
- 10 Facilities Office
- 33 Graduate Student Council/Multicultural House
- 7 Harper Hall/Main Administration/President's Office/Education
- 6 Harper Hall East/Student Services
- 9 Information Systems & Technology
- 15 IRIS Center, Education
- 4 Jagels Building/Advancement/Marketing & Communications
- 35 Mathematical Sciences (North)
- 36 Mathematical Sciences (South)
- 8 McManus Hall/Politics & Economics
- 28 Preparing Future Faculty/Transdisciplinary Studies
- 17 Quality of Life Research Center
- 19 Sotheby's Institute of Art/Arts Business, Arts Management
- 5 Stauffer Hall and Albrecht Auditorium/Teacher Education/Music
- 37 Student Housing
- 34 Student Life, Diversity & Leadership/International Students
- 31 Student Success Center/Career Development

### The Claremont Colleges Services (TCCS)

- 1 Administrative Campus Center
- Benefits Administration
- Central Facilities Services
- Environmental Health and Safety
- Executive Office
- Financial Services
- Human Resources
- Information Technology
- Real Estate and Housing
- 4 Campus Safety (Pendleton Building)
- 10 Connection/Honnold Café

- Card Center, Copy Center
- 9 EmPOWER Center (Scripps Campus)
- 3 Honnold/Mudd Library
- 5 Huntley Bookstore
- 6 McAlister Religious Center
- 7 Mudd Quadrangle
- 8 Office of Black Student Affairs (OBSA)
- 2 Tranquada Student Services Center
- Chicano Latino Student Affairs
- Health Education Outreach
- Monsoon Counseling and Psychological Services
- Student Disability Resource Center
- Student Health Services
- Vice President for Student Affairs

### Scripps College

- 10 Balch Hall and Auditorium
- 24 Baxter Hall
- 12 Betty Cree Edwards Humanities Building/Auditorium
- 3 Browning Hall
- 1 Clark Hall
- 12 Clark Humanities Museum
- 9 Denison Library
- 4 Dorsey Hall
- 19 European Union Center
- 6 Frankel Hall
- 33 Gabrielle Jungels-Winkler Hall
- 27 Grounds Building
- 19 Harry and Grace Steele Hall
- 13 Human Resources
- 13 Intercollegiate Feminist Center
- 29 Joan and David Lincoln Ceramic Art Bldg.
- 98 Keck Science Complex (Pitzer campus)
- 15 Kimberly Hall
- 23 Lang Art Studios
- 30 Laspa Center for Leadership
- 11 Malott Commons
- 14 Margaret Fowler Garden
- 21 Millard Sheets Art Center
- 7 Motley Coffeehouse
- 8 NEW Hall
- 26 Performing Arts Center/Garrison Theater
- 28 Pool
- 24 Public Events Office
- 17 Revelle House
- 30 Richardson Dance Studio
- 20 Routt Hall
- 22 Ruth Chandler Williamson Gallery
- 18 Sallie Tiernan Field House/Parking Structure/Alumnae Field
- 25 SCORE Office
- 5 Senior Routt Apartments
- 11 Student Union
- 2 Toll Hall
- 13 Vita Nova Hall
- 99 W. M. Keck Science Center (9th St./Mills Ave.)
- 16 Wilbur Hall

### Claremont McKenna College (CMC)

- 5 Adams Hall
- 1 Admission
- 49 Advancement Offices
- 22 Appleby Hall
- 44 Arce Baseball Field
- 8 Athenaeum
- 30 Auen Hall
- 33 Axelrood Aquatics Center
- 37 Bauer North
- 36 Bauer South
- 15 Beckett Hall

- 18 Benson Hall
- 20 Berger Hall
- 51 Biszantz Family Tennis Center
- 25 Boswell Hall
- 41 Burns Stadium
- 34 Center Court Offices
- 46 Children's School
- 19 Claremont Hall
- 13 Collins Dining Hall
- 16 Crown Hall
- 5 Davidson Lecture Hall
- 7 Emmett Student Center
- 29 Fawcett Hall
- 1 Financial Aid
- 26 Green Hall
- 12 Heggblade Center—Dean of Students
- W International Place
- 99 W. M. Keck Science Center (9th St./Mills Ave.)
- 98 Keck Science Complex (Pitzer campus)
- 1 Kravis Center
- 2 The Living Room
- 17 Marks Hall
- 10 McKenna Auditorium
- 48 Mills Ave. Offices/Human Resources
- 27 Parents Field
- 36 Pickford Auditorium
- 21 Phillips Hall
- 38 Pritzlaff Field
- 36 ROTC
- 3 Roberts Hall North
- 4 Roberts Hall South
- 32 Roberts Pavilion
- 6 Seaman Hall
- 43 Softball Field
- 28 Stark Hall
- 14 Story House
- 45 Student Apartments
- 34c Student Event Plaza
- 9 Soll Center for Student Opportunity
- 23 Wohlford Hall
- 41 Zinda Field

### Harvey Mudd College (HMC)

- 19 J.L. Atwood Residence Hall
- 2 Beckman Hall (basement level)
- 20 Case Residence Hall
- 6 Galileo Hall (basement level)
- 17 Garrett House (private)
- 11 Hoch-Shanahan Dining Commons
- 7 Jacobs Science Center
- 3 W.M. Keck Laboratories
- 9 Kingston Hall
- 16 Ronald and Maxine Linde Activities Center
- 21 Ronald and Maxine Linde Residence Hall
- 12 South Hall/Marks Residence Hall
- 15 East Hall/Mildred E. Mudd Residence Hall
- 14 North Residence Hall
- 1 F.W. Olin Science Center
- 5 Parsons Engineering Building
- 10 Joseph B. Platt Campus Center
- 8 **R. Michael Shanahan Center**  
for Teaching and Learning
- 18 Frederick and Susan Sontag Residence Hall
- 4 Norman F. Sprague Center
- 22 Wayne and Julie Drinkward Residence Hall
- 13 West Residence Hall

### Pitzer College

- 21 Atherton Hall
- 4 Avery Hall/Benson Auditorium
- 7 Bernard Hall
- 13 Brant Clock Tower
- 1 Broad Center
- 2 Broad Hall
- 22 Community Courtyard
- 26 East Hall
- 5 Fletcher Hall
- 23 Founding Faculty Amphitheater
- 8 Glass Commencement Plaza/Recreation Area
- 3 Gold Student Health and Wellness Center
- 28 Greenhouse
- 14 Grove House
- 98 Keck Science Complex

- 99 W. M. Keck Science Center (9th St./Mills Ave.)
- 9 McConnell Center
- 11 Mead Hall
- 25 Outback Preserve
- 12 Pellissier Mall (The Mounds)
- 19 **Pitzer Hall**
- 29 Robert Redford Conservancy for  
Southern California Sustainability
- 18 Rodman Arboretum
- 20 Sanborn Hall
- 6 Scott Hall
- 27 West Hall/Skandera Hall

### Keck Graduate Institute (KGI)

- 535 Watson** (535 Watson Dr.)
- 517 Watson (517 Watson Dr.)
- 555 Technip Building (555 W. Arrow Hwy.)
- 215 York (215 York Pl.)
- 121 Vortex Building (121 S. Indian Hill Bl.)
- 1 Indian Hill (1 N. Indian Hill Bl., 2nd-3rd Flrs)

### Affiliated Institution

### Rancho Santa Ana Botanic Garden (RSABG)

- 1 Administration/  
Plant Science Center
- 2 Horticulture and Retail  
Nursery Complex



## **Citizen Complaint Form.pdf**



**The Claremont Colleges Services**  
**Department of Campus Safety**  
101 South Mills Avenue  
Claremont, CA 91711  
Phone: (909) 607-2000 or: (909) 607-7233 (SAFE)

# Complaint Form

**Mike Hallinan, AVP and Director of Campus Safety**

## PERSON FILING COMPLAINT

Name (Last, First, Middle):		Home Phone #:	Cell Phone #:
Address (Number, Street, City, State, Zip Code):		Email Address:	
Race:	Gender:	Date of Birth (MM/DD/YYYY):	Drivers License #:

## INCIDENT

Date of Incident:	Time of Incident:	Location of Incident:	Citation or Report #:
Department Employee Involved (Include Badge Number, Rank, and Description If Known):			
Witness Name:	Witness Address:		Witness Phone #:

## LEGAL ADVISEMENT AND ACKNOWLEDGEMENT

The Claremont Colleges Services and the Department of Campus Safety are dedicated to serving all persons fairly and respectfully. Any time any person believes we have fallen short of this goal we value the opportunity to be informed and respond to a complaint. Any person may file a complaint regarding the actions of any employee of the Department of Campus Safety. All complaints are considered confidential and will be investigated in a timely manner in accordance within the rules and regulations of The Claremont Colleges Services and this Department.

**YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST AN OFFICER FOR ANY IMPROPER CONDUCT. CALIFORNIA LAW REQUIRES THIS DEPARTMENT TO HAVE A PROCEDURE TO INVESTIGATE PRIVATE PERSON'S COMPLAINTS. THE DEPARTMENT OF CAMPUS SAFETY WILL PROVIDE A WRITTEN DESCRIPTION OF THIS PROCEDURE UPON REQUEST. THIS DEPARTMENT MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE AN OFFICER BEHAVED IMPROPERLY. PRIVATE PERSON COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS WILL BE RETAINED BY THIS DEPARTMENT PER OUR RETENTION POLICY.**

**IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN OFFICER KNOWING THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE.**

Please sign and date this complaint form and return it to us so we can proceed with the investigation. You have the right to a copy of this completed form.  
**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## DETAILS OF COMPLAINT

**It is important to include as many factual details as possible so the incident may be fully investigated. Please use the reverse side of this form if necessary.**

OFFICIAL USE ONLY		
Method of Acceptance: <input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Email	Date and Time Received:	Employee Receiving Complaint:
DETAILS OF COMPLAINT (Continued)		
<p>It is important to include as many factual details as possible so the incident may be thoroughly investigated. Please use an additional sheet if necessary.</p>		

**Claremont Colleges Policy  
0103 Demonstration Policy.pdf**

## **Claremont Colleges Policy 0103: Policy on Demonstrations**

*Approved November 7, 2001*

### **POLICY**

The undergraduate Claremont Colleges, Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College together with the Claremont Graduate University, Keck Graduate Institute and the Claremont University Consortium (CUC) are all member institutions of the "Claremont Colleges." Each of these member institutions respects the rights of free speech and peaceable assembly and supports their exercise. However, when the exercise of speech and assembly becomes disruptive or non-peaceable, and infringes upon the rights of others, threatens property or public safety, or impedes the business of the member Colleges or CUC, the individual Colleges and CUC will act according to this policy.

Every institution in the consortium has instituted procedures for presenting and peaceably resolving disagreements about policies. Officials at the individual Claremont Colleges and CUC are willing to examine, discuss, and explain institutional policies to any member of the Claremont Colleges community. However, participation in a demonstration that is materially disruptive and non-peaceful or involves the substantial disorder or invasion of the rights of others on the property of any of the Claremont Colleges or of Claremont University Consortium or their affiliated institutions is prohibited.

Determination of when a demonstration or action is non-peaceful or disruptive may be difficult, but the Claremont Colleges individually and collectively subscribe to the general guidelines listed below.

Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure, any person, or that damage or threaten to damage property.

Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the Colleges or CUC.

If an officer or designee of an affected College or CUC informs individuals in a given area that their collective actions are judged non-peaceful or disruptive and that they should disperse, individuals remaining may be charged, on their home campus, with a violation of this policy.

Any individual acting in a non-peaceful or disruptive manner, whether he or she is acting individually or within a group, may be charged on the basis of the individual's or group's

On January 1, 2018, the legal name of Claremont University Consortium was changed to The Claremont Colleges, Inc. When "Claremont University Consortium" appears in this document, the references are to The Claremont Colleges, Inc. or to The Claremont Colleges Services.

behavior with a violation of this policy. Ignorance of this policy or lack of intent to violate this policy is not an acceptable justification for violating it. Lack of intent or lack of awareness of the existence of College or Consortium policy will not excuse violations. Charges will be brought at the home college of the accused.

Any President on his or her home campus, or designee, or the Chief Executive Officer of CUC, or designee, on the property of CUC, is authorized to take action against any individual violating this policy. Actions may include arrest, or other legal action, or notice of disciplinary charges and handled through the home College's disciplinary procedures. The Presidents and the Chief Executive Officer of CUC may delegate their authority to act.

## **Enforcement**

In the event of a non-peaceful or disruptive action on the property of any of the Claremont Colleges, CUC, or any of their affiliated offices or programs, the affected College or Colleges or Claremont University Consortium will act according to the following procedures:

- The President(s) of the College(s) where activities are disrupted or the Chief Executive Officer of CUC, in the case of the property of CUC, will determine whether or not negotiation will take place with those involved in the demonstration or disruption. S/he will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest. The president of the college may summarily suspend a student of his/her college violating this policy. However, the president of the college or the CEO of CUC will only have the authority to provisionally suspend a student representing one of the other Claremont Colleges—pending referral to the home campus disciplinary body.
- The Colleges and CUC agree that cases of student disruption or non-peaceful action normally will be treated as a violation of the student's home campus conduct code and will be adjudicated by the normal disciplinary process at the student's home college. Appropriate Officials at the affected institution(s) may put disruptive or non-peaceful individuals on notice that they are in violation of this policy and file charges against them. Officials at the home campus agree to acknowledge requests for disciplinary action—including requests for suspension—and take action that is consistent with and/or allowed by disciplinary procedures at the home campus.
- Officials at the other campuses will promptly provide assistance in identifying disruptive or non-peaceful individuals to the campus where the disruption occurs or to CUC.
- All individuals who are engaged in disruptive or non-peaceful action will be notified that they are trespassing.

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- Persons who continue to trespass after notification are subject to arrest (by a Peace Officer or by Private Person. (California Penal Code Section 834).
- Individual Claremont Colleges and CUC may bill students or file civil suits to recover damages and costs.
- While officials at affected colleges or CUC may temporarily revoke any or all student privileges or take steps to end disruptive or non-peaceful protests, the college at which the student is enrolled, and only that college, may adjudicate complaints and make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.

**Policy History:** Original Policy approved by the Council of The Claremont Colleges, November 7, 2001  
Formatting standardized for Council consideration on May 2, 2023

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## **2021 California Laws That Prohibit Hate Crimes.pdf**

<div>California Department of Justice DIVISION OF LAW ENFORCEMENT John D. Marsh, Acting Chief</div> 		<b>INFORMATION BULLETIN</b>	
<i>Subject:</i>  California Laws That Prohibit Hate Crimes and/or Provide Enhanced Penalties for Specified Hate-related Acts	<i>No.</i> 2021-DLE-05		<i>Contact for information:</i>  John D. Marsh, Acting Chief Division of Law Enforcement (916) 210-6300
	<i>Date:</i> 6/30/2021		

**TO: All DISTRICT ATTORNEYS, CHIEFS OF POLICE, SHERIFFS, AND STATE LAW  
ENFORCEMENT AGENCIES**

This bulletin is designed to ensure that state and local law enforcement officials across California have the necessary information and tools to continue to respond appropriately and swiftly to hate crime activity. Such events are damaging to the residents and communities we are entrusted to serve, particularly when they involve threats of violence.

Hate crimes are serious crimes that may result in imprisonment or jail time for offenders. The California Department of Justice (DOJ) provides this updated summary to local law enforcement agencies about the multiple California criminal laws that prohibit hate crimes and/or provide enhanced penalties for specified hate-related acts. This bulletin also briefly summarizes the Ralph Civil Rights Act and the Tom Bane Civil Rights Act, which provide civil remedies for certain hate crime activity in California. Further, this bulletin provides an overview of the statutory requirements for agency hate crimes policies and best practices for hate crimes investigations. Finally, this bulletin identifies experts in civil rights enforcement and hate crime investigation and prosecution at the California Department of Justice who are available to provide technical assistance in your effort to enforce these laws in your jurisdiction.

For more information about Hate Crime statistics and trends in California, please visit the California Attorney General's OpenJustice website at <https://openjustice.doj.ca.gov/data>.

Thank you for your efforts to report hate crimes in your jurisdiction to DOJ, and all that you are doing to protect public safety.

**California Penal Code Sections on Hate Crimes**

California law recognizes that certain crimes are more serious where a victim is singled out because of their actual or perceived disability, gender, including gender identity and gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. These offenses are referred to as hate crimes, and can serve as a **stand-alone crime** under California Penal Code section 422.6, as an **aggravating factor** under section 422.7, or as an **enhancement** under section 422.75.

**§ 422.55 Definition of a Hate Crime** – Defines “hate crime” as a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim: disability, gender, nationality, race or ethnicity, religion, sexual orientation; or because of the person’s association with a person or group with one or more of these actual or perceived characteristics.

**§ 422.56 Relevant Hate Crime Terms** – Provides relevant statutory definitions, including that “gender” is defined as including “gender identity and gender expression,” and “in whole or in part because of” is defined that the bias motivation must be a cause in fact of the offense, whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that the crime would not have been committed but for the actual or perceived characteristic.

**§ 422.6 Threats and Vandalism to Interfere with Civil Rights** – Makes it a **stand-alone crime** to willfully injure, intimidate, interfere with, oppress, or threaten, by force or threat of force, another person’s free exercise or enjoyment of their civil rights (§ 422.6, subds. (a), (c)), or knowingly deface, damage, or destroy their property (§ 422.6, subd. (b)), because of that person’s actual or perceived protected characteristic(s).

To prove interference with another’s civil rights *by force* (§ 422.6, subd. (a)), a prosecutor must establish the following **elements**:

1. The defendant, *by force*, injured, intimidated, interfered with, oppressed, or threatened another person in the free exercise or enjoyment of any legally protected right or privilege.
2. The defendant did so in whole or in part because of the other person’s actual or perceived protected characteristic(s), or because of the other person’s association with a person or group having one or more of these characteristics.
3. The defendant did so with the specific intent to deprive the other person of the free exercise or enjoyment of the legally protected right or privilege.

To prove interference with another’s civil rights *by threat of force* (§ 422.6, subds. (a), (c)), a prosecutor must establish the following **elements**:

1. The defendant, *by threat of force*, injured, intimidated, interfered with, oppressed, or threatened another person in the free exercise or enjoyment of any legally protected right or privilege.
2. The threat of force, if consisting of speech alone, threatened violence against a specific person or group.
3. The defendant had the apparent ability to carry out the threat (the threat must be one that would reasonably tend to induce fear in the alleged victim).
4. The defendant did so in whole or in part because of the other person’s actual or perceived protected characteristic(s), or because of the other person’s association with a person or group having one or more of these characteristics.

5. The defendant did so with the specific intent to deprive the other person of the free exercise or enjoyment of the legally protected right or privilege.

To prove interference with another's civil rights *by defacing, damaging, or destroying their property* (§ 422.6, subd. (b)), a prosecutor must establish the following **elements**:

1. The defendant knowingly defaced, damaged, or destroyed another person's real or personal property.
2. The defendant did so in whole or in part because of the other person's actual or perceived protected characteristic(s), or because of the other person's association with a person or group having one or more of these characteristics.
3. The defendant did so with the specific intent to intimidate or interfere with the other person's free exercise or enjoyment of a legally protected right or privilege.

A conviction under section 422.6 is a **misdemeanor** that can be punished by up to a year in county jail and/or up to a \$5,000 fine, and up to 400 hours of community service. (Pen. Code, § 422.6, subd. (c).)

**§§ 422.7 and 422.75 Allegations to Elevate Misdemeanors to a Wobbler** – Provide that if a person commits a crime and is motivated in part by the fact that the victim has one or more of the protected characteristics in section 422.55, the criminal offense will be considered a “hate crime.”

**§ 422.7 (penalty enhancement)** – If the defendant is convicted of a misdemeanor that was motivated by bias, the prosecution may use this in aggravation and seek an enhanced punishment beyond those imposed for misdemeanors. The penalty enhancement shall be charged in the accusatory pleading, and may not be used in the case of a person being punished under Penal Code section 422.6. (Felony wobbler: 16 months, or two or three years in county jail and/or fine up to \$10,000; or one year in jail.)

A prosecutor must establish the following **elements**:

1. The defendant committed the underlying crime intending to interfere with another person's legally protected right or privilege.
2. The defendant did so in whole or in part because of the other person's actual or perceived protected characteristic(s).
3. The defendant either:
  - i. caused physical injury or had the ability at that time to cause a violent injury; OR
  - ii. caused property damage in excess of \$950; OR
  - iii. has been convicted *previously* under section 422.6, subdivision (a) or (b); OR
  - iv. has been convicted *previously* of a conspiracy to commit a crime described in section 422.6, subdivision (a) or (b).

**§ 422.75 (felony enhancement)** – Provides for an enhanced sentence for any felony if the prosecutor can establish that it was committed as a hate crime.

A prosecutor must establish the following **element**:

1. The defendant committed the underlying crime in whole or in part because of the alleged victim's actual or perceived protected characteristic(s), or association with a person or group having one or more of these actual or perceived characteristics.

A felony hate crime sentence enhancement can add an additional one, two, or three years in state prison on top of any other sentence the defendant receives for the underlying felony. (§ 422.75, subd. (a).) If convicted of acting in concert with another person to commit the felony hate crime, the felony hate crime sentence enhancement increases to two, three, or four years in prison. (§ 422.75, subd. (b).) If convicted of committing a felony hate crime while using a firearm, the court may lengthen the sentence at its discretion. (§ 422.75, subd. (c).) Prior felony hate crime convictions can add an additional one year in state prison for each prior conviction. (§ 422.75, subd. (d).)

### **Additional Crimes and Enhancements that Fall within the Hate Crimes Umbrella**

In addition to sections 422.7 and 422.75, other hate crime-related statutes prohibit or provide enhanced penalties for specified hate-related acts.

**§ 190.2, subd. (a)(16) Special Circumstances** – Provides a death penalty or sentence of life in prison without possibility of parole for first-degree murder motivated by a victim's race, color, religion, nationality, or country of origin. A prosecutor must establish that the defendant intended to kill because of the deceased person's real or perceived protected characteristic(s).

**§ 190.03, subds. (a), (c) Relevant Factors for Determination of Penalty** – Provides for life in prison without possibility of parole for first-degree murder motivated by a victim's actual or perceived protected characteristic(s). The prosecutor must prove the defendant committed the murder, in whole or in part, because of the deceased person's actual or perceived protected characteristic(s).

**§ 302 Disturbing Religious Meetings** – Establishes that it is a misdemeanor to intentionally disturb a group of people who have met to worship, whether such disturbance occurs within the place where the meeting is held, or so near it as to disturb the order and solemnity of the meeting. (Penalty: up to one year in county jail and/or up to a \$1,000 fine.)

**§ 594.3, subd. (b) Vandalism of a Place of Worship** – Provides that it is a felony to knowingly vandalize a place of worship or a cemetery as a hate crime. (Penalty: 16 months, or two or three years in county jail.)

**§ 1170.8 – Place of Worship Aggravating Circumstance** – Provides as an aggravating factor the fact that a robbery, arson, or assault with a deadly weapon or by means of any force likely to produce great bodily injury was committed upon a place of worship, or against a person while that person was within a place of worship.

**§ 1170.85, subd. (b) Particularly Vulnerable Victim Aggravating Circumstance** – Provides that age or disability of a victim may be considered circumstances in aggravation if those characteristics render the victim particularly vulnerable or unable to defend himself or herself.

**§ 11411, subds. (a), (b) Terrorizing Private Property** – Subdivision (a) provides that it is a misdemeanor to hang a noose, knowing it to be a symbol representing a threat to life, on the private property of another, without authorization, for the purpose of terrorizing the owner or occupant of that private property or in reckless disregard of the risk of terrorizing them, or to hang a noose, knowing it to be a symbol representing a threat to life, on the property of a primary school, junior high school, college campus, public park, or place of employment, for the purpose of terrorizing any person who attends or works at, or is otherwise associated with, the school, park, or place of employment. Subdivision (b) provides that it is a misdemeanor to place or display a sign, mark, symbol, emblem, or other physical impression on the private property of another, without authorization, for the purpose of terrorizing the owner or occupant of that private property or in reckless disregard of the risk of terrorizing them. (Penalty: up to one year in jail and/or a fine of up to \$5,000, with increased fine for subsequent convictions.)

A prosecutor must establish the following **elements**:

1. The defendant placed or displayed a sign, mark, symbol, emblem, or physical impression on the private property of another person.
2. The defendant did not have authorization to place or display that sign, mark, symbol, emblem, or physical impression on the property.
3. The defendant intended to terrorize the owner or occupant of the property (or acted with reckless disregard of the risk of terrorizing the owner or occupant of the property).

**§ 11411, subd. (c) Terrorizing Private Property, Pattern of Conduct** – Provides that it is a misdemeanor or a felony to engage in a pattern of conduct for the purpose of terrorizing the owner or occupant of private property or in reckless disregard of terrorizing the owner or occupant of that private property by placing a sign, mark, symbol, emblem, or other physical impression on that property on two or more occasions. (Felony wobbler: 16 months, or two or three years in county jail, and/or up to a \$10,000 fine; or one year in jail and/or up to a \$5,000 fine.)

**§ 11411, subd. (d) Desecration of a Religious Symbol** – Provides that any person who burns or desecrates a cross or other religious symbol, knowing it to be a religious symbol, on the private property of another without authorization for the purpose of terrorizing the owner or occupant or in reckless disregard of terrorizing them, or who burns, desecrates or destroys a cross or other religious symbol, knowing it to be a religious symbol, on the property of a primary school, junior high school, or high school for the purpose of terrorizing any person who attends, works at or is otherwise associated with the school shall be guilty of a felony or misdemeanor. (Felony wobbler: 16 months, or two or three years in county jail, and/or up to a \$10,000 fine; or one year in jail and/or up to a \$5,000 fine, as well as increased fines for subsequent convictions.).

A prosecutor must establish the following **elements**:

1. The defendant burned or desecrated a religious symbol on the private property of another; OR on the property of a school.
2. The defendant knew the object that they burned or desecrated was a religious symbol.

3. The defendant did not have authorization to burn or desecrate the religious symbol on the property.
4. The defendant intended (or acted with reckless disregard) to terrorize the owner or occupant of the property; OR intended to terrorize someone who attends the school, works at the school, or is associated with the school.

**§ 11412 Religious Terrorism** – Provides that it is a felony to attempt to discourage religious activities by threats of violence. (Penalty: 16 months, or two or three years in state prison.)

A prosecutor must establish the following **elements**:

1. The defendant caused or attempted to cause a person to refrain from exercising their religion (OR refrain from engaging in a religious service) by threatening injury upon any person or property.
2. The defendant directly communicated the threat to that person.
3. The person reasonably believed the threat could be carried out.
4. At the time the defendant made the threat, the defendant intended to cause the person to refrain from exercising their religion (OR refrain from engaging in a religious service).

**§ 11413, subds. (a), (b)(2), (b)(9) Religious Terrorism by Destructive Device** – Provides that it is a felony to explode, ignite, or attempt to explode or ignite any destructive device or any explosive in or about, or to set on fire, a place of worship or any private property if the property was targeted because of the protected characteristic(s) of the owner or occupant of the property and the purpose was to terrorize another or was in reckless disregard of terrorizing another. (Penalty: three, five, or seven years in county jail, and a fine of up to \$10,000.)

A prosecutor must establish the following **elements**:

1. The defendant exploded or ignited (or attempted to explode or ignite) a destructive device or explosive, or committed arson, in or about a place of worship or private property.
2. The defendant committed the act with the intent to terrorize or with reckless disregard of terrorizing someone else.

### **Miscellaneous Penal Code Provisions Relating to Hate Crimes**

**§ 136.2 Protective Orders** – Provides protection against further harm. Once criminal charges are filed under any criminal statute, hate crimes victims have the right to a court order prohibiting any additional harassment during the pendency of the criminal proceeding.

**§ 422.87 Law Enforcement Agency Hate Crimes Policy** – Requires any local law enforcement agency that updates an existing hate crime policy, or adopts a new hate crime policy, to include, among other things, the content of the model policy framework developed by the Commission on Peace Officer



Standards and Training (POST), information regarding bias motivation, a requirement that all officers be familiar with and carry out the hate crime policy, and information regarding the general underreporting of hate crimes, as well as a plan to remedy this underreporting.

**§ 13519.6 POST Hate Crimes Policy Guidelines** – Requires POST to develop guidelines and training on addressing hate crimes. The guidelines must include a model policy framework that all state law enforcement agencies must adopt and that the commission shall encourage all local law enforcement agencies to adopt.

**§ 422.92 Law Enforcement Agency Hate Crimes Brochure** – Requires every state and local law enforcement agency to make available a brochure on hate crimes to victims of these crimes and the public. In complying with this requirement, local law enforcement agencies may utilize the California Department of Justice’s standardized brochure, which is available at <https://oag.ca.gov/hatecrimes> in fourteen languages, and which allows for agencies to insert their own seal or graphic.

**§ 1547, subds. (a)(12) & (13) Possible Reward for Hate Crime Information** – Authorizes the Governor to offer a reward for information leading to the arrest and conviction of any person who has committed certain hate crimes.

**§ 3053.4 Parole Conditions** – Requires that as a condition of parole following a hate crime sentence, defendant must refrain from further acts of violence, threats, stalking, or harassment of the victim or victim’s family. “Stay away” conditions may also be imposed (additional requirement that you maintain a certain physical distance from victim).

**§ 11410 Unprotected Activity Under the California Constitution** – States that the urging of violence where death or great bodily injury is likely to result is conduct is not protected by the California Constitution; in this section the Legislature finds and declares that it is the right of every person, regardless of actual or perceived race or ethnicity, religion, gender, gender identity, gender expression, nationality, disability, sexual orientation, or association with a person or group with these actual or perceived characteristics, to be secure and protected from fear, intimidation, and physical harm caused by the activities of violent groups and individuals.

**§ 13023 Reporting to the Attorney General** – Subject to funding, requires the Attorney General to direct local law enforcement agencies to report to the California Department of Justice information relative to hate crimes.

**§ 13519.41 POST Hate Crimes Training** – Requires POST to develop and implement a course of training for law enforcement officers and dispatchers regarding sexual orientation and gender identity minority groups in the state.

### **California Ralph Civil Rights Act and the Tom Bane Civil Rights Act**

The Ralph Civil Rights Act, Civil Code section 51.7, provides that it is the right of every person in California to be free from violence or the threat of violence against their person or property because of their actual or perceived sex, race, color, ancestry, national origin, religion, disability, medical condition, genetic information, marital status, sexual orientation, citizenship, primary language, immigration status, political affiliation, or position in a labor dispute. These listed characteristics are merely examples, and other bases

for a discrimination claim exist under the Act. The Tom Bane Civil Rights Act, Civil Code section 52.1, provides protection against interference or attempts to interfere by threat, intimidation, or coercion with a person's exercise or enjoyment of any constitutional or statutory rights. Remedies for violations of the Ralph Civil Rights Act or the Tom Bane Civil Rights Act include restraining orders, injunctive relief, equitable relief to secure constitutional and statutory rights, actual damages, exemplary or punitive damages, a civil penalty of \$25,000, and attorney's fees. An action may be brought by the Attorney General, or any district attorney or city attorney, or by the individual harmed.

### **Statutory Requirements for Department Hate Crimes Policies and Investigative Best Practices**

As discussed above, pursuant to Penal Code sections 13519.6 and 422.87, all state law enforcement agencies must adopt a hate crimes policy, and all local law enforcement agencies that choose to adopt or update a hate crimes policy must include certain statutory elements.<sup>1</sup> The statutes require the California Commission on Peace Officer Standards and Training (POST) to create a model policy including the required statutory elements.<sup>2</sup>

### **Statutory Requirements**

#### **Penal Code § 13519.6**

Penal Code section 13519.6 sets out the required elements for a hate crimes policy for state law enforcement agencies and encourages local law enforcement agencies to adopt such policies. This includes, but it is not limited to, the following general elements: (1) a message from the law enforcement agency's chief executive officer concerning the importance of hate crime laws and the agency's commitment to enforcement; (2) the definition of "hate crime" in section 422.55; and (3) references to hate crime statutes including section 422.6.

The statute also sets out a title-by-title specific protocol that agency personnel are required to follow. This includes, but is not limited to, the following specific elements: (A) preventing and preparing for likely hate crimes by contact with persons and communities who are likely targets, and forming and cooperating with community hate crime prevention and response networks; (B) responding to reports of hate crimes; (C) accessing assistance, including activating the Department of Justice hate crime rapid response protocol when necessary;<sup>3</sup> (D) providing victim assistance and follow-up, including community follow-up; and (E) reporting.

#### **Penal Code § 422.87**

Penal Code section 422.87 expands upon the requirements of section 13519.6. It requires that any local law enforcement agency that updates an existing hate crimes policy or adopts a new hate crimes policy shall

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<sup>1</sup> The recently-enacted "Khalid Jabara and Heather Heyer National Opposition to Hate, Assault, and Threats to Equality Act of 2021" (part of the larger "COVID-19 Hate Crimes Act," Senate Bill 937) directs the U.S. Attorney General to create grants for state and local agencies to fund the creation of hate crime policies, the development of a standardized system of collecting, analyzing, and reporting the incidence of hate crimes, the establishment a unit specialized in identifying, investigating, and reporting hate crimes; the engagement in community relations functions related to hate crime prevention and education.

<sup>2</sup> The POST Hate Crimes Model Policy provides a detailed overview of policy purposes, the full model policy, and sample forms. It can be found at [https://post.ca.gov/Portals/0/post\\_docs/publications/Hate\\_Crimes.pdf](https://post.ca.gov/Portals/0/post_docs/publications/Hate_Crimes.pdf).

<sup>3</sup> For information see the California Department of Justice webpage or use the following link: <https://oag.ca.gov/sites/all/files/agweb/pdfs/civilrights/AG-Rapid-Response-TeamProtocol-2.pdf>.

include certain specific elements. Some of these are duplicative of the requirements above, but include further specific requirements.

A new or updated agency policy must include specific definitions and information, including the definitions in sections 422.55 and 422.56 and the content of the POST model policy framework developed pursuant to section 13519.6.

The policy must also include information regarding bias motivation, which is defined as “a preexisting negative attitude toward actual or perceived characteristics referenced in section 422.55.” Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's “own kind,” or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including, but not limited to, disability or gender.

The statute specifically addresses the situation of suspected disability-bias hate crimes. The policy shall advise officers to consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as dislike of persons who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore “deserving victims,” a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

In recognizing suspected disability-bias hate crimes, the policy also shall advise officers to consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the perpetrator's motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

The policy must include information regarding the general underreporting of hate crimes and the more extreme underreporting of anti-disability and anti-gender hate crimes and a plan for the agency to remedy this underreporting, including a protocol for reporting suspected hate crimes to the Department of Justice pursuant to section 13023.

The agency must include a checklist of first responder responsibilities, including, but not limited to, being sensitive to effects of the crime on the victim, determining whether any additional resources are needed on the scene to assist the victim or whether to refer the victim to appropriate community and legal services, and giving the victims and any interested persons the agency's hate crimes brochure, as required by Penal Code section 422.92.

Finally, the policy must include the title or titles of the officer or officers responsible for assuring that the department has a hate crime brochure as required by Penal Code section 422.92 and ensuring that all officers are trained to distribute the brochure to all suspected hate crime victims and all other interested persons.

## **Investigative Best Practices**

The Penal Code requires POST to create a model hate crimes policy, which, along with other model policies including from the International Association of Chiefs of Police, provide examples of agency best practices for investigating potential hate or bias crimes. The below is a summary of best practices from these model policies for successful law enforcement agency work on suspected hate or bias crimes.

### Initial response

The success of an agency's initial response to a suspected hate crime depends on officers evaluating the need for additional assistance, ensuring the crime scene is properly protected, preserved and processed, and providing support and information to victims.

Officers arriving at the scene of a suspected hate or bias crime should:

- Secure the crime scene and ensure the safety of victim(s), witnesses, and suspected perpetrator(s).
- Stabilize the victim(s) and request medical attention if needed.
- Ensure that the crime scene is properly protected, preserved, and processed, such that the nature and evidence is thoroughly documented. Collect and photograph physical evidence or indicators of hate crimes such as: hate literature, offensive graffiti, spray paint cans, threatening letters, symbols used by hate groups, other bias symbols. Only after complete documentation of the scene, so as to support future hate crime prosecution, should any physical evidence of the incident be removed. Evidence of an inflammatory nature that cannot be physically removed should be covered up and then removed when possible.
- Notify other appropriate personnel in the chain of command, including the supervisor on duty, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
- Identify and photograph criminal evidence on the victim(s).
- Request the assistance of translators or interpreters when needed to establish effective communication with the victim(s) and witnesses.
- Conduct a preliminary investigation, recording information on the identity of the victim(s), the suspected perpetrator(s), and witnesses, as well as prior occurrences in the area or with the victim(s) or others who share protected characteristic(s) with the victim(s) or other protected characteristic(s).
- Ensure that the victim(s) receive an offer of victim confidentiality per Government Code section 5264.
- Record statements made by suspected perpetrator(s) (exact wording is critical), as well as their gestures and any physical markings such as tattoos that could indicate a bias motivation.
- Consider assigning one officer with specialized training to interview and help victim(s) in order to minimize trauma.
- Investigate whether bias was a motivation "in whole or in part" in the commission of the crime, pursuant to the definition of "bias motivation" in Penal Code section 422.56, discussed in detail above.
- Pursuant to Penal Code section 422.92, provide the agency's Hate Crimes Brochure.
- Use proper techniques for interviewing people with disabilities and being aware of and providing

appropriate accommodations (such as ADA standards, Braille, visuals, translators for the deaf or hard of hearing, etc.).

- Explaining the likely sequence of events to the victim(s), including contact with investigators, prosecutors, and the media.<sup>4</sup>
- Referring victim(s) to support and outreach services in the community.
- Giving victim(s) the best possible contact information for those handling the law enforcement investigation so that they are able obtain further information as the case develops.
- If necessary, and if the incident qualifies as a triggering event, contact the California Department of Justice and seek to have the Attorney General invoke the Department's Hate Crime Rapid Response Protocol to provide aid to your jurisdiction.

### Investigation

Investigators at the scene of or while performing follow-up investigation on a suspected hate or bias crimes are a critical next step in a successful investigation. Best practices for continued investigation include the following elements:

- Consider typologies of perpetrators of hate crimes and incidents, including but not limited to thrill, reactive/defensive, and mission (hard core).
- Use investigative techniques and methods to handle hate crimes or hate incidents in a professional manner.
- Fully investigate any report of hate crime committed under the color of authority pursuant to Penal Code sections 422.6 and 13519.6.
- Provide victim assistance and follow-up.
- Canvass the area for additional witnesses, making use of bilingual officers or translators where necessary based on primary language(s) of individuals in the relevant geographic area.
- Document the circumstances and apparent motives surrounding the event.
- Review other law enforcement records and reach out to local non-law enforcement officials and organizations to find out if other bias motivated incidents have occurred in that area.
- Identify if the victim(s) engaged in activities that advocated for a certain racial, religious, ethnic/national, sexual orientation, gender group, or other issue.
- Determine whether the incident coincided with a holiday that could be linked to a bias motivation, such as a religious holiday or commemoration of a previous event or individual's death or birth.
- Determine if the suspected perpetrator(s) were previously involved with a bias crime or organized hate group.
- Examine suspected perpetrator(s) social media activity for potential evidence of bias motivation.
- Seek search warrants to examine contents of the suspected perpetrator(s) computer hard drive (if applicable) in order to determine if they are involved with hate groups.
- Appeal to witnesses to come forward with any information regarding the incident.
- Consider offering rewards for information leading to the capture and arrest of suspected perpetrator(s).
- Coordinate the investigation with agency, state, and regional intelligence operations. These sources can provide the investigating officer with an analysis of any patterns, organized hate

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<sup>4</sup> For further information regarding state and federal laws protecting immigrant victims of crime, refer to Law Enforcement Bulletin No. 2020-DLE-01, available at [https://oag.ca.gov/sites/all/files/agweb/pdfs/info\\_bulletins/2020-dle-01.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/info_bulletins/2020-dle-01.pdf).

groups, and suspects potentially involved in the offense.

- Coordinate with other law enforcement agencies in the area to assess patterns of hate crimes and/or hate incidents, and determine if organized hate groups are involved.

### Services for Victims of Hate Crimes

In addition to the victim-facing protocols discussed above, agencies should consider providing the following support and services for victims of hate crimes or incidents:

- Allow the victim(s) to express the intense feelings aroused by the hate crime or incident at the scene and during any follow-up investigation.
- Provide information to the victim(s) concerning the investigation and prosecution of their case, both about their case in particular and the system in general.
- Provide the victim(s) with a Marsy's Law card detailing their rights as a victim of crime.<sup>5</sup> Under Marsy's Law, California Constitution Article I, § 28, Section (b), every victim of crime has the right to receive a Marsy's Law card, setting forth their rights as a victim of crime. Encourage victim(s) to seek out more information about these rights through the local systems-based victim services agency for further follow-up and next steps in the criminal justice process.
- If available, request the assistance of a systems-based or community-based victim advocate. Certain victim advocates provide on-scene response to provide victims in-crisis with warm support, advocacy, crisis intervention, resources, and accompaniment during the initial crime scene response including the entire criminal justice process. Most system and community-based victim advocates function under the direction of the local District Attorney's Office, Law Enforcement Agencies, Probation Department, and in few instances under local non-profit agencies
- Provide referrals for cross-cultural counseling for victims of hate crimes. Consider partnering with community organizations to provide such resources.
- Recognize the bias-motivated crime for the serious crime it is to the victim(s).
- Address the crisis of victimization as well as confront the obvious hate and prejudice exhibited in the crime.
- Assist the victim(s) in completing and filing an application to the state's victim compensation fund, if applicable.

### Training

All staff, including dispatch, desk personnel, volunteers, records, support staff, officers, supervisors, and managers should be properly trained on the department's hate crimes policy. The agency should follow all legislatively mandated training requirements.

Pursuant to Penal Code section 13519.6, POST offers training and video courses to assist law enforcement in the identification, investigation, documentation and reporting of hate crimes.<sup>6</sup> Trainers may also use other state and federal agencies that offer training courses, such as the U.S. Department of Justice, or

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<sup>5</sup> The Attorney General's Marsy's Law card is available at [https://oag.ca.gov/sites/all/files/agweb/pdfs/victimservices/marsy\\_pocket\\_en\\_res.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/victimservices/marsy_pocket_en_res.pdf).

<sup>6</sup> For more information on POST training opportunities and available videos, visit the POST website at [www.post.ca.gov](http://www.post.ca.gov).

community groups with expertise in hate crimes response.<sup>7</sup> The California Department of Justice lists hate crimes education and training resources on its website.<sup>8</sup>

### Reporting

Data collection, documentation, and reporting are critical to an agency's response to hate crimes. Best practices for reporting include the following:

- Ensure that hate crimes are properly investigated, documented, and reported to the California Department of Justice, pursuant to Penal Code section 13023, so that they may be reported by the State to the federal government.<sup>9</sup>
- When documenting incidents, ensure hate crimes are clearly flagged to allow for required reporting. This can be indicated by the title/penal code section identifying the report as a hate crime.
- The agency head or their designee should make a final determination as to whether the incident should be classified as a hate crime by the agency.
- Agencies shall develop procedures to preserve hate crime reports, ensure timely communication of crimes to prosecutors' offices, and comply with legally mandated reporting.

### Contact Information

The California Department of Justice takes great pride in assisting local law enforcement agencies in enforcing criminal and civil rights laws and protections. Should your agency or individual officers require technical assistance, please contact Division of Law Enforcement Acting Chief John Marsh at (916) 210-6300 or Senior Assistant Attorney General Michael Newman in the Department's Civil Rights Enforcement Section at Michael.Newman@doj.ca.gov or (213) 269-6280.

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<sup>7</sup> The current list of resources available from the U.S. Attorney General is available at <https://www.ojp.gov/feature/hate-crime/training-resources>. In California, the Museum of Tolerance, for example, provides law enforcement agency training regarding responding to hate crimes, with information available at <https://www.museumoftolerance.com/for-professionals/programs-workshops/tools-for-tolerance-for-law-enforcement-and-criminal-justice/hate-crimes/hate-crimes-courses-for-ca-agencies/>.

<sup>8</sup> The current list of resources is available at <https://oag.ca.gov/civil/preveduc>.

<sup>9</sup> See 34 U.S.C. § 41305 ("Hate Crime Statistics Act" gives the U.S. Attorney General authority to collect hate crime statistics but does explicitly require reporting by state and local agencies).

## **TCCS Clery Act Notification Matrix.pdf**



## Clery Act Required Notifications – Emergency Notification / Timely Warning Standards

### Emergency Notifications

Non-Exhaustive List  
In-Progress Crimes  
Earthquake  
Bomb Threat  
Armed Intruder  
Civil Unrest/Rioting  
Gas Leak  
Explosion  
Severe Weather  
Illness Outbreak

### Timely Warnings

All Clery Crimes  
Criminal Homicide  
Sex Offenses (rape, fondling, incest, statutory rape)  
Robbery  
Aggravated Assault  
Burglary  
Motor Vehicle Theft  
Arson  
Hate Crimes  
Domestic Violence  
Dating Violence  
Stalking

### Alert Bulletin (Not Required by Clery Act)

Sent when there is more than one incident and/or case by case basis

Other Incidents  
Suspicious Person(s), Circumstances or Events (not a Clery crime or emergency / notification)

Non-Exhaustive List  
Trends in Theft(s)  
Scams  
Lewd Conduct  
Peeping  
Extortion

### Emergency Notification Requirements

- **Requirement:** Immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students/employees occurring on the campus.
  - “Immediate Threat”: an imminent or impending threat.
  - Confirmation does not necessarily mean all pertinent details are known or even available.
- Only exceptions to issuing an Emergency Notification (very narrow/limited): if it would compromise efforts to (1) assist a victim, (2) contain/respond to the emergency, or (3) otherwise mitigate the emergency.
- Sent out via Everbridge mass notification system (community-wide email & opt-in text messaging)
- Updates will be sent as needed. Once the situation is no longer an immediate threat, a closure message will be sent to the community.

### Timely Warnings Requirements

- **Requirement:** Must be issued for any Clery crime **IF: (1)** the crime is timely reported to a CSA, CPD or Campus Safety, **(2)** the Clery crime is considered by the Director of Campus Safety or designee to represent a serious or continuing threat to students and employees (i.e. the threat to others has not been mitigated) and **(3)** in Clery geography. Decision to issue a Timely Warning is made on a case-by-case basis for each reported Clery crime.
- A Timely Warning should be issued to the campus community as soon as the pertinent information is available. Even if not all the facts surrounding an incident are available, a Timely Warning must still be issued.
- Not limited to violent crimes or crimes against persons. Can be issued for threats to people or property.
- Factors for determining to issue a Timely Warning: nature of the crime, whether students/employees are at risk of becoming victims of similar crimes (i.e. no suspect apprehended, threat not mitigated, etc.).
- Each Timely Warning must provide a description of what occurred and include information that “promotes safety” and “aid in prevention of similar crimes” (i.e. safety tips / crime prevention tips). Content of Timely Warning usually includes: a description of the incident, a physical description of suspect (if known) (Note: NO victim name or individually identifying information for or about the victim is allowed per federal law), possible connections to previous reported incidents, information limited to whether victim is affiliated/not affiliated with TCC, information to promote safety and aid in the prevention of similar crimes, date/time Timely Warning issued, Campus Safety contact information, and other information as deemed necessary by the Director of Campus Safety or his designee.
- Timely Warnings may NOT be issued when: (1) the serious or on-going threat to students/employees has been mitigated as determined by Director of Campus Safety or designee or (2) if Campus Safety was not notified of a Clery Act crime in a manner that would allow a “timely” warning to be issued (i.e. significant delay between when crime occurred and when it was reported to a CSA, CPD or Campus Safety)
- For every Clery crime reported to Campus Safety, a Timely Warning Evaluation Form will be completed and authorized by the Director of Campus Safety or designee, which will serve to document the decision making process for determining whether conditions existed, at that time, to issue a Timely Warning to the TCC community.

**Claremont Colleges Policy  
1300 Bias Related Incidents.pdf**

# THE CLAREMONT COLLEGES

## Claremont Colleges Policy 1300: Communication Protocol for Bias Related Incidents

*Approved June 2, 2005*

### 1. PURPOSE

This Communications Protocol, which has been adopted by each of the members of The Claremont Colleges, is intended to provide a framework for inter-collegiate responses to bias related incidents.

Bias related incidents are expressions of hostility against another person (or group) because of that person's (or group's) race, color, religion, ancestry, age, national origin, disability, gender or sexual orientation, or because the perpetrator perceives that the other person (or group) has one or more of those characteristics. As used in this Protocol, the term "bias related incident" is limited to conduct that violates one or more of The Claremont Colleges' disciplinary codes and which is not protected by the First Amendment of the United States Constitution or by analogous provisions of state law. A hate crime is an especially severe form of bias related incident, and such crimes fall far beyond the bounds of constitutional protection. However, the category of bias related incidents extends beyond hate crimes and other actions that would constitute criminal offenses under relevant penal codes.

In the event that a bias related incident occurs on one of the campuses and/or on Claremont University Consortium (CUC) premises, this Protocol shall govern communication among The Claremont Colleges' chief student-affairs and administrative officers.

### 2. POLICY

#### **California Law Regarding Hate Crimes**

California law prohibits hate crimes. Section 422.6 of the California Penal Code defines a hate crime as follows:

(a) "Hate crime" means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

- (1) Disability.
- (2) Gender.

On January 1, 2018, the legal name of Claremont University Consortium was changed to The Claremont Colleges, Inc. When "Claremont University Consortium" appears in this document, the references are to The Claremont Colleges, Inc. or to The Claremont Colleges Services.

- (3) Nationality.
- (4) Race or ethnicity.
- (5) Religion.
- (6) Sexual orientation.
- (7) Association with a person or group with one or more of these actual or perceived characteristics.

(b) "Hate crime" includes, but is not limited to, a violation of Penal Code Section 422.6.

California Penal Code § 422.6 provides the following:

(a) No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.

(b) No person, whether or not acting under color of law, shall knowingly deface, damage, or destroy the real or personal property of any other person for the purpose of intimidating or interfering with the free exercise or enjoyment of any right or privilege secured to the other person by the Constitution or laws of this state or by the Constitution or laws of the United States, in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.

(c) Any person convicted of violating subdivision (a) or (b) shall be punished by imprisonment in a county jail not to exceed one year, or by a fine not to exceed five thousand dollars (\$5,000), or by both the above imprisonment and fine, and the court shall order the defendant to perform a minimum of community service, not to exceed 400 hours, to be performed over a period not to exceed 350 days, during a time other than his or her hours of employment or school attendance. However, no person may be convicted of violating subdivision (a) based upon speech alone, except upon a showing that the speech itself threatened violence against a specific person or group of persons and that the defendant had the apparent ability to carry out the threat.

(d) Conduct that violates this and any other provision of law, including, but not limited to, an offense described in Article 4.5 (commencing with Section 11410) of Chapter 3 of Title 1 of Part 4, may be charged under all applicable provisions. However, an act or omission punishable in different ways by this section and other

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provisions of law shall not be punished under more than one provision, and the penalty to be imposed shall be determined as set forth in Section 654.

## **Procedure For Responding To Bias Related Incidents**

1. Any person, including faculty, staff, students and visitors to the Colleges, observing an incident or evidence of possible bias incident and/or hate crime shall notify college staff<sup>1</sup> and/or Campus Safety before taking any action (such as disposing or removing evidence, altering scene, etc.).
2. College staff and/or Campus Safety shall follow protocol of college where the incident occurred and with student(s) immediately involved in notifying appropriate on-call staff.
3. Campus Safety and the on-call dean(s) will consult on bias related incidents that may rise to the level of a crime. If either suspects that a crime may have been committed, Campus Safety shall notify Claremont Police Department.
4. Campus Safety and/or College Personnel shall document the incident or evidence by appropriate means, e.g.: photograph(s), incident reports, statements from witnesses, etc.
5. The Dean of Students shall preserve the evidence or copies of same. In incidents of a criminal nature, or where otherwise deemed appropriate, Campus Safety shall also maintain records of the incident.
6. Communication among the Colleges will pass from the Chief Student Affairs Officer or the Chief Administrative Officer<sup>2</sup> of the institution where the incident occurred to the Chief Student Affairs Officers on other campuses and Chief Administrative Officer at CUC.

In the event that the Chief Student Affairs or Administrative Officer is unavailable, she or he will have designated a second in command to whom the communication will be directed. The second in command is then responsible for both implementing the below protocol and informing the Chief Student Affairs or Administrative Officer as quickly as possible.

The communication between offices should:

- Provide a brief description of the incident;
- List any information about initial steps that have been taken to address the

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<sup>1</sup> Preference is for the first level on-call staff to be notified. Appropriate staff include: RAs, proctors, sponsors, and deans.

<sup>2</sup> The chief student affairs officer is the Vice President for Student Affairs and/or Dean of Students. The Chief Administrative Officer refers to the CAO at CUC.

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- incident;
- Provide instructions about how to report information about the incident; and
  - Conclude with a standard paragraph on steps community members should take in the event they see a bias related incident.
7. Each school and CUC shall create and/or follow an established internal policy to communicate information regarding the incident. A campus might choose to include one or more of the following:
- a. Notification procedures for personnel responsible for the handling the incident are in place, including communications officers
  - b. Email/and or web dissemination of the notification to all faculty, staff and students;
  - c. Paper mail dissemination of the notification to all faculty, staff, and students;
  - d. Posting of notices in locations on the campus in areas in which members of that campus are most likely to read them;
  - e. Utilizing RAs, proctors, college councils or senates, and other student leaders in ways consistent with their position description and responsibilities;
  - f. Notifying any other appropriate college-specific body at that institution that may be charged with handling matters of this nature—Diversity Coordinating Committee at Scripps, IRT at Pomona, Emergency Operations Committee(s) (EOC) of college, etc.
  - g. Utilizing informational sessions for community members to receive information in person, ask questions, and generally discuss incident.<sup>3</sup>
8. Each institution will ensure that residence life staff members are instructed about response protocols for such incidents.
9. Each institution will provide information to its community about reporting protocols.
10. CUC will ensure that Campus Safety officers and dispatchers are instructed about response protocols for such incidents.
11. The chief student affairs and administrative officer will keep a log of incident communications originating from his/her institution. The log shall include a description of each incident, and the institutional and/or police response to the incident.<sup>4</sup> This log may be kept in the format appropriate to the campus culture (paper, web-based, etc.) The log will be made available to students, faculty and/or staff upon request.

This protocol was drafted and adopted by the Student Affairs Committee of The Claremont Colleges, PASA (Pan-African Student Association), Wanawake Weusi, Hillel Student Board, Pitzer Black Student Union (BSU) in spring 2005.

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<sup>3</sup> Session(s) may be repeated, and timing should relate to the time and nature of incident.

<sup>4</sup> Information required to be kept confidential pursuant to law shall not be disclosed in these logs.

On January 1, 2018, the legal name of Claremont University Consortium was changed to The Claremont Colleges, Inc. When "Claremont University Consortium" appears in this document, the references are to The Claremont Colleges, Inc. or to The Claremont Colleges Services.

***Policy History:*** Original Policy approved by the Council of The Claremont Colleges, June 2, 2005  
Formatting revisions approved by Council, May 2, 2023

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## **Claremont Colleges Policy 8002 Banning Disruptive Persons From the Campuses.pdf**



# THE CLAREMONT COLLEGES

## Claremont Colleges Policy 8002: Banning Disruptive Persons from the Campuses of The Claremont Colleges

*Approved April 5, 2011*

### BACKGROUND

The Claremont Colleges are composed of seven institutions of higher education, including: The Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, the Keck Graduate Institute, Pitzer College, Pomona College, and Scripps College. For the purpose of this policy, the Claremont University Consortium shall also be considered part of The Claremont Colleges, as well as any property owned or rented by The Claremont Colleges which is located away from the home campuses.

As institutions of higher education, The Claremont Colleges share a common purpose of providing an educational experience that is, among other things, safe from harm, fosters personal growth, and is intellectually enlightening. The need to protect individual institutions and The Claremont Colleges from harm to its community members and assets is therefore a very high priority. Balanced against this priority is the need to protect free speech and academic freedom.

The Claremont Colleges must comply with all legal requirements of the United States and the State of California when taking steps to protect community members and assets.

### POLICY

In the event of a threat to the safety or well-being of an individual, group, or member institution of The Claremont Colleges, each institution reserves the right to prohibit disruptive or potentially dangerous persons from their campuses. The Claremont Colleges further agree to consult with each other about such individuals and, with permission, extend the ban to cover any or all of the member institutions and their functions.

The authority for this policy emanates from each institution's right to control its own property, and authority for coordination between The Claremont Colleges occurs through agreement among the Presidents of the Colleges.

Under normal circumstances, the Deans of Students, the Director of Campus Safety, or the Vice President for Student Affairs of The Claremont University Consortium shall be the designated officials who are responsible for the banning of disruptive or potentially dangerous persons from campus. Other designated officials may be expected to carry out these duties, as determined by the President(s) of the institution(s).

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The designated official who is assigned to review any potentially disruptive or dangerous situation may exercise emergency power, including issuing an immediate ban, to respond to a threat. These actions shall be reasonable and narrowly tailored to fit the event.

The designated official may also issue a ban as the result of an investigation, with the opportunity for all parties to be heard, and the results of which lead the official to conclude that illegal activity, disruption, or the threat of harm to others or property has or may have occurred. The official may also ban an individual if there is reason to suspect that illegal activity, disruption, or the threat of harm to others or property is increasingly likely to occur in the future.

Bans to one or more of The Claremont Colleges may be temporary or permanent, and shall clearly indicate their length and scope to the person who has been banned. This policy does not preclude The Claremont Colleges from taking criminal, civil, or restraining action against individuals.

The following procedures provide guidelines to be used by the designated official to ban an individual from the campus, property, or function of the college or colleges. These procedures do not apply to faculty or staff.

***Procedures Governing Individuals With or Without a Relationship to The Claremont Colleges***

**(1) Regarding Individuals with No Direct Connection to The Claremont Colleges:**

This set of procedures applies to individuals who: have never been a student of The Claremont Colleges; do not have a spouse or partner who is an employee or volunteer at The Claremont Colleges; and are not parents or guardians of a current or former student of The Claremont Colleges.

Each designated official has the authority to issue a ban on behalf of one or more of The Claremont Colleges. A ban of this type is communicated to all other Student Deans, and a copy of the ban letter shall be sent to the Director of Campus Safety.

**(2) Regarding Individuals with a Connection to One of The Claremont Colleges or the Claremont University Consortium:**

This set of procedures applies to: alumni; former students who are not currently enrolled; spouses or partners of an employee, part-time employee, or volunteer; those performing volunteer work; and parents or guardians of current or former students.

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The designated official initiating the ban shall send a message to all other Deans of Students to determine if there is any objection to banning the individual in question. Any Dean raising an objection may choose not to have his/her campus covered by the ban. If no concerns are raised within 48 hours, the initiating official may apply the ban to cover all The Claremont Colleges' properties.

### **(3) Regarding Current Students:**

This set of procedures applies to any student who is currently enrolled at one of The Claremont Colleges, including when the Colleges are in or out of session.

It is within the authority of the banning campuses and CUC to make this decision without regard to judicial proceedings at the home campus.

#### **(a) How the Ban of a Current Student Applies to Colleges:**

Unless otherwise specified, the banned student shall be permitted to attend classes and use relevant academic resources on campus but suspended from all other activities.

#### **(b) How the Ban of a Current Student Applies to the Claremont University Consortium:**

Depending upon the circumstances of the individual student, the VP for Student Affairs shall determine, in consultation with individual CUC services and the Dean of Students at the college at which the student is enrolled, the scope and extent of the ban from CUC services and property. The student shall normally be permitted to make appointments at CUC offices and services as needed. For "drop in services" that a student might utilize (i.e., OBSA, CLSA, Chaplains, etc.), the VP for Student Affairs shall decide, based on the circumstances giving rise to the ban, whether drop-in privileges shall continue or if the banned student shall be required to schedule appointments.

Generally, banned students shall be permitted to use Honnold Library and the Huntley Bookstore, although CUC reserves the right to limit and/or suspend privileges where circumstances warrant such action. Circumstances under which a student might be restricted from bookstore and/or library usage include, but are not limited to, students who appear to pose a threat to the health, safety or welfare of other patrons and/or theft from the facility.

### ***Requests for Review, Modification, or Removal of a Ban***

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A person banned from one or more of The Claremont Colleges may request that the banning party discuss the nature of the ban, modify the ban, or withdraw the ban. It is the responsibility of the banned person to contact the official who first initiated the ban to request a conversation about the ban within 5 business days. It is also the responsibility of the banned person to bring any substantive changes to the attention of the banning official in order to request reconsideration. For current students who have been banned, the home campus Dean of Students should review the ban policy and appeals process with the student.

Changes to any ban will be communicated to the other designated officials for their consideration relevant to the person's status on their respective campuses.

***Effective Date & Application of this Policy to New Institutions***

Should additional institutions formally join The Claremont Colleges, this policy shall automatically apply to those institutions upon incorporation, including their property in Claremont and elsewhere.

***Policy History:*** Original Policy approved by the Council of The Claremont Colleges, April 5, 2011  
Formatting revisions approved by Council, May 2, 2023

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## **BSIS Incident Report 311\_9.pdf**



## **Incident Report**

### **(Private Patrol Operator, Security Guards, Alarm Companies, & Alarm Agents)**

You may mail this report to the address in the letterhead or email it to [BSIS.IncidentReports@dca.ca.gov](mailto:BSIS.IncidentReports@dca.ca.gov). This is an investigative report, which the Bureau will use to determine whether to take further action. If the Bureau finds a violation of the law, it may take disciplinary action as provided by the Business and Professions Code.

#### **Private Patrol Operator/Security Guard**

Pursuant to Business and Professions Code section 7583.2(f), a private patrol operator shall submit a written report to the Bureau fully describing the circumstances surrounding the discharge of any firearm, or physical altercation with a member of the public while on duty, by a licensee, qualified manager, officers, partners, or employee of a licensee while acting within the course and scope of their employment, within seven (7) days after the incident. The only physical altercations that require a report are the ones that result in the following:

- (1) the arrest of a security guard
- (2) the filing of a police report by a member of the public
- (3) a member of the public requiring any type of first aid or other medical attention
- (4) the discharge, suspension, or reprimand of a security guard by their employer, or
- (5) any physical use of force or violence on any person while on duty.

Failure to report an incident may result in a fine in the amount of \$5,000.00.

Pursuant to Business and Professions Code section 7583.4, any person registered as a security guard or patrolperson, and the employer of the security guard or patrolperson, shall provide a written report fully describing the circumstances surrounding any incident involving the discharge of any firearm in which they were involved while acting within the course and scope of their employment, within seven (7) days after the incident, to both the Bureau and the local police or sheriff's department that has jurisdiction over the geographic area where the incident occurred. Failure to report an incident may result in a fine in the amount of \$500.00.

#### **Alarm Company Operator/Alarm Agents**

Pursuant to Business and Professions Code section 7599.42, the licensee or their qualified manager shall submit a written report to the Bureau fully describing the circumstances surrounding any violent incident involving a dangerous weapon that has been caused by or occurred upon a licensee or any officer, partner, member, manager, qualified manager, or employee of a licensee, while acting within the course and scope of his or her employment, and that results in bodily injury to any person or death of any person involved in that incident or of any discharge of a weapon, excluding any discharge which occurs on the range, within seven (7) days after the incident. Failing to report an incident may result in a fine of \$1,000 for the first violation and \$2,000 for each subsequent violation. A violation of this section by an employee of a licensee may result in a fine of \$500 for each violation.

**PERSON/EMPLOYEE INVOLVED IN INCIDENT**

NAME: Last First Middle			DATE OF BIRTH: (month/day/year)	
ADDRESS: Number and Street		City	State	Zip
TELEPHONE NO. (optional): Home/Cell			EMAIL ADDRESS (if applicable):	
REGISTRATION/LICENSE NO.:			EXPIRATION DATE:	
FIREARM AND/OR BATON PERMIT NO.:			EXPIRATION DATE:	
CALIBER(S) LISTED ON FIREARM PERMIT:				
TYPE OF DEADLY WEAPON OR CALIBER OF FIREARM USED:				

**LICENSEE (COMPANY) INFORMATION**

COMPANY NAME:		LICENSE NO.:		
ADDRESS: Number and Street		City	State	Zip
CONTACT PERSON:		TITLE:		
TELEPHONE NO.				

**INCIDENT INFORMATION** Complete all information. A separate sheet of paper may be used

DATE OF INCIDENT:		TIME OF INCIDENT:	
WHERE DID THE INCIDENT OCCUR?			
BUSINESS NAME OR POST LOCATION		ADDRESS WHERE INCIDENT OCCURRED	
TELEPHONE NO.		TYPE OF BUSINESS	
DID LAW ENFORCEMENT TAKE A REPORT? YES <input type="checkbox"/> NO <input type="checkbox"/>		IF YES, NAME OF AGENCY	
REPORT NUMBER		DID LAW ENFORCEMENT ISSUE A CITATION OR MAKE AN ARREST? YES <input type="checkbox"/> NO <input type="checkbox"/>	

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



**READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

I hereby declare under penalty of perjury, under the laws of the State of California, that the statements in this report and any separate pages comprising this report are true and correct. I understand that all statements herein are subject to investigation.

\_\_\_\_\_  
PRINT NAME OF PERSON INVOLVED IN INCIDENT

\_\_\_\_\_  
SIGNATURE OF PERSON INVOLVED IN INCIDENT

\_\_\_\_\_  
EMPLOYER SIGNATURE

\_\_\_\_\_  
EMPLOYER TITLE

\_\_\_\_\_  
DATE

The Claremont Colleges  
Services Campus Safety Policy  
Policy Manual

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## INDEX / TOPICS