



PALO VERDE COMMUNITY COLLEGE DISTRICT

ANNUAL SECURITY REPORT

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Prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Prepared by the Office of the Assistant Superintendent/Vice President of Administrative Services and College Advancement

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Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for

Palo Verde College

(120953)

were completed and locked on **September 3, 2025**.

<u>Campus Name (ID)</u>	<u>Date of Completion</u>
Main Campus (120953001)	September 3, 2025
Needles Campus (120953002)	September 3, 2025

Thank you for your participation in the 2025 data collection.

This certificate was prepared on **September 3, 2025**

Palo Verde Community College District's Annual Security Report is published on or before October 1st. This annual report complies with the Jeanne Clery Campus Safety Act Disclosure of Campus Security Policy and Crime Statistics Act. Along with our On-Campus crime statistics, we request crime statistics from local law enforcement agencies that operate within Palo Verde Community Colleges' geographical areas. Palo Verde Community Colleges, Blythe, CA and Needles Center in Needles, CA. The following statics are provided by the Riverside County Sheriff's office, Blythe Police Department, and the San Bernardino County Sheriff's Office and all the District CSAs.

Number of Incidents	2022 On Campus	2023 On Campus	2024 On Campus	2022 Non-Campus	2023 Non-Campus	2024 Non-Campus	2022 Public Property	2023 Public Property	2024 Public Property	TOTAL
Homicide/Murder	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0
Drug Law Referrals for Disciplinary Action	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations Arrests	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations Referrals for Disciplinary Action	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0	0

Dating Violence	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0		0	0	0	0	0
Unfounded Incident	0	0	0	0	0	0	0	0	0	0
Hate Crimes										
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses (rape, fondling, incest, statutory rape)	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, or Vandalism of Property	0	0	0	0	0	0	0	0	0	0

Please report any suspicious activity to the Campus Tactical Officer or to Maintenance and Operations Employees immediately.

(Contact information next page.)



PHONE NUMBERS TO CALL:

Emergency	911
Blythe Police	760-922-6111
Riverside County Sheriff	760-921-7900
Riverside County Fire	760-921-6116
San Bernardino County Sheriff	760-956-5001
San Bernardino Fire Station 32	760-326-2833
Facilities and Operations Department	760-921-5409
Fiscal Services Office	760-921-5446
Campus Tactical Officer	911

Main Campus security provided by:

Blythe Police Department

240 N. Spring Street

Blythe, CA 92225

760-922-6111

REPORT PREPARATION

Palo Verde Community College is committed to maintaining a safe, supportive, and inclusive campus environment. This Annual Security Report (ASR) is published in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report includes statistics from the previous three calendar years, as well as detailed information about campus safety policies, resources, and procedures.

This Annual Security Report has been drafted by requesting Crime statistics from our local law enforcement agencies.

The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Assistant Superintendent/Vice President of Administrative Services and College Advancement or at the website address published in the college catalog. (<https://www.paloverde.edu>)

CRIME REPORTING PROCEDURE

Members of Palo Verde College who are witnesses or victims of a crime should immediately report the crime to college administration and/or local law enforcement.

If an employee or student is assaulted, attacked, or menaced by another employee or student, the affected employee or student should notify their supervisor or appropriate college authority as soon as reasonably possible after the incident. The supervisor of any employee or student who has been attacked, assaulted, or menaced shall assist them in promptly reporting the incident to college administration and/or local law enforcement. If the affected employee or student is unable or unwilling to make the report, the supervisor will take responsibility for filing it. Reporting a complaint to local law enforcement does not relieve the District of its responsibility to investigate all complaints of harassment. [Anonymous Report Form](#)

To Report a Crime:

If a victim of a crime would like to report a crime committed at the Blythe Campus or at the Needles Center, they can do the following:

Report the crime anonymously on our website or opening this hyperlink [Anonymous Report Form](#)

Blythe Police	760-922-6111 option #5
Riverside County Sheriff	760-921-7900
Riverside County Fire	760-921-6116
San Bernardino County Sheriff	760-956-5001
San Bernardino Fire Station 32	760-326-2833
Facilities and Operations Department	760-921-5409
Fiscal Services Office	760-921-5446
Campus Tactical Officer	911

Contact the Superintendent/President or designee at 760-921-5500 and/or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, you may report a crime to the following areas by coming into any of the following offices or calling the phone numbers listed below. There is also a link for anonymous reporting:

- Assistant Superintendent/Vice President of Instruction and Student Services, 760-921-5428
- Assistant Superintendent/Vice President of Administrative Services, 760-921-5524
- Assistant Superintendent/Vice President of Human Resources, 760-921-5478
- College Switchboard, 760-921-5500
- Anonymous report form link [Anonymous Report Form](#)

The District may disclose the final results of a student disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone the final results of a student disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide - manslaughter by negligence;
- Criminal homicide - murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

Palo Verde College does not have officially recognized student organizations with non-campus locations.

Anyone with information warranting a Timely Warning should report the circumstances to Palo Verde Community College District Fiscal Services Office at (760) 921-5524 or in person, or anonymously at [Anonymous Report Form](#)

Members of Palo Verde College who are witnesses or victims of a crime should immediately report the crime to college administration and/or local law enforcement.

In the event that an employee or student is assaulted, attacked, or menaced by a student or employee, the affected individual shall notify their supervisor as soon as practical after the incident. The supervisor of any employee or student who is assaulted, attacked, or menaced shall assist them in promptly reporting the incident to college administration and/or local law enforcement. If the affected person is unable or unwilling to make the report, the supervisor shall file it on their behalf. Reporting a complaint to local law enforcement does not relieve the District of its obligation to investigate all complaints of harassment.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide - murder and non-negligent manslaughter;
- Criminal homicide - negligent manslaughter;
- Sex offenses - forcible and non-forcible sex offenses;
- Domestic violence, dating violence and stalking;
- Robbery;
- Aggravated assault;

- Burglary;
- Motor vehicle theft;
- Arson; Arrests for liquor law violations, drug law violation, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to college administration and/or local law enforcement; and
- Those that are considered to represent a continuing threat to other students and employees.

If a situation arises, either on or off campus, that, in the judgement of the Superintendent/President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college's Emergency e-mail system (Regroup) to students, faculty, staff. The information shall be disseminated by the Superintendent/President or designee in a manner that aids the prevention of similar crimes.

Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Superintendent/President or designee may also post a notice on the campus-wide electronic bulletin board on the Palo Verde College website at: www.paloverde.edu, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the college by phone at 760-921-5500 or in person at One College Drive, Blythe, CA 92225.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The CTO works for the Blythe Police Office and Riverside County Sheriff's Office in requesting assistance for incidents that require resources not available to the District. The college will summon the assistance of other agencies to provide services for incidents that require special resources. A victim of any crime may report directly to the Blythe Police Department or Riverside County Sheriff's Office but must also notify the main campus' Campus Tactical Officer.

TIMELY WARNINGS

Timely Warnings and Emergency Notifications

Timely Warnings are issued by the Superintendent/President or the Assistant Superintendent/Vice President of Administrative Services and College Advancement when a Clery crime poses a continuing threat. These are communicated through:

- **Email notices**
- **Text alerts via ReGroup Emergency notification system.**
- **Posting at www.paloverde.edu**

Emergency Notifications are sent without delay in response to immediate threats to health or safety, such as a natural disaster or active shooter.

A Timely Warning will be issued by the Campus Security Authority for all Jeanne Clery Campus Safety Act crimes that occur within the Palo Verde Community College District Jeanne Clery Campus Safety Act geography that are reported to campus security authorities or local police agencies and are considered by the institution to represent

a serious or continuing threat to students and employees. Palo Verde Community College District will make the determination whether to issue a Timely Warning to aid in the prevention of similar occurrences. Such warnings differ from the ReGroup Emergency Notifications in that Timely Warnings may include the type of crime; the date, time, and location of the incident; and suspect information, when applicable. Timely Warnings will withhold the names of victims as confidential or limit information that may jeopardize the safety of the victim or compromise law enforcement efforts. Information reported in a Timely Warning may not have been investigated or confirmed at the time of the issuance of the warning, and physical descriptions of a suspect will be included in timely warnings only if there are enough details to help distinguish the suspect's appearance from the general population. Palo Verde Community College District may also issue Crime Advisories for incidents that don't meet the requirements for a Timely Warning when, in the opinion of Palo Verde Community College District, there may be serious or continuing threat to students and employees. This may include any crime that occurs outside Palo Verde Community College District's Jeanne Clery Campus Safety Act geography, or non- Jeanne Clery Campus Safety Act crimes that occur on Palo Verde Community College District's Jeanne Clery Campus Safety Act geography.

Systems for issuing timely warnings and crime advisories may include web postings; text messages; emails to students, faculty, staff; the campus websites; and social media. Timely Warnings will be sent to all registered Palo Verde Community College District email addresses via our **ReGroup Emergency notification system**. Updates on crimes are provided on the Palo Verde Community College District web page, www.paloverde.edu.

EMERGENCY NOTIFICATIONS

Palo Verde Community College currently uses the ReGroup mass notification system. In the event of an emergency, it will be determined by the administrative staff when to send out mass notifications. This includes Timely Warnings, Emergency Notifications and/or any important information needed to ensure the safety of our students and staff.

In the event of an emergency or dangerous situation that poses an immediate threat to the health or safety of any part of the community, the Palo Verde Community College District Fiscal Services Office will promptly activate its mass warning policy. This includes initiating the campus emergency notification systems via the ReGroup Emergency Notification system. A notification will be sent via email and text message to all registered students and current staff, informing them of the situation and the potential threat to public health or safety.

Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- the alleged assailant represents a serious or ongoing threat to the safety of student, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

Working together at Palo Verde College is everyone's responsibility. No community, of course, can be totally risk-free in today's society. Students, faculty, staff, and visitors are partners in creating an atmosphere that is safe and conducive to learning.

Palo Verde Community College District has a Campus Tactical Officer from the Blythe Police Department stationed on our main campus during hours when students are present. This officer is a sworn peace officer with full authority to make arrests for crimes occurring on campus. Palo Verde Community College and the Blythe Police Department have established a Memorandum of Understanding (MOU) that grants the Campus Tactical Officer jurisdiction to enforce California law and investigate any alleged criminal activity on campus.

If you are the victim of a crime and do not want to pursue action within the district's system or the criminal justice system, you may still want to consider making a confidential report. With your permission the Fiscal Services Office can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the district can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are reported and disclosed in the annual crime statistics for the institution.

College Security and Safety

It is the policy of the Palo Verde Community College District Board of Trustees to protect the members of the total college community and to protect the property of the District. Under the general direction of the Assistant Superintendent/Vice President of Administrative Services and College Advancement, the Campus Tactical Officer shall insure that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution.

Palo Verde Community College District has a Campus Tactical Officer from the Blythe Police Department on our main campus during hours when students are on campus. Crimes can be reported directly to the officer on campus or by calling 911 or the Blythe Police Department (760) 922-6111 option #5.

If a crime takes place at the Palo Verde College Needles Center in Needles, CA, that crime falls under the jurisdiction of the San Bernardino County Sheriff's Department. To Report a crime at the Needles Center call 911, or 760-956-5001.

Access to Campus Facilities

BUILDINGS:

Palo Verde Community College does not have residence halls.

Most campus buildings are open from 7:30 a.m. to 9:30 p.m. M-F. Individuals who need to be in campus buildings or areas, other than during regularly scheduled work hours, must obtain permission for that date and time from either Assistant Superintendent/Vice President of Administrative Services and/or the Assistant Superintendent/Vice President of Instruction's Office. Campus is closed after 10:00 p.m.

Campus buildings will normally be locked from 4:30 p.m. Friday to 7:30 a.m. Monday. Weekend classes and other events must be approved. Most campus rooms are protected by intrusion alarms. Before entering secured areas, please call maintenance.

It is the responsibility of those who use the rooms, offices, and areas to lock access doors, turn off lights and close any windows. Maintenance and Operations and Security will check many of the areas of the campus but the primary responsibility for security lies within the user.

KEYS:

Keys are provided to individual staff members on a need-to-enter basis. Lost keys must be reported immediately to Fiscal Services Office. Staff members must return all keys when requested by Fiscal Services or upon separation from District employment.

Keys should never be loaned to other staff members or students. College Security personnel will confiscate any keys which have not been specifically issued to a particular individual. Unauthorized duplication of District keys is a misdemeanor.

Weapons Prohibition on Campus

Possession of firearms or replicas, ammunition, explosives, knives with blades longer than 2½ inches, other weapons, and fireworks are prohibited on campus. California Penal Code Sections 626.9 and 626.10 also prohibit the possession of firearms (including pellet and BB guns) on Palo Verde College property without specific written permission from the Blythe Chief of Police.

If you are a witness to a crime involving a weapon or see a weapon of any kind on campus, please alert Blythe PD at (760) 922-6111, San Bernardino County Sherriff at (760) 956-5001 or by calling 9-1-1 immediately. or anonymously at [Anonymous Report Form](#)

As a public college, Palo Verde Community College campus is accessible to the general public. Consequently, regardless of the time of day or night, and no matter where you may be on campus, it is important for you to be alert and aware of your surroundings and exercise personal safety.

Palo Verde Community College encourages students, faculty and staff to be responsible for their own safety by taking proactive steps to reduce the likelihood of victimization or crimes on campus. Many crimes can be prevented by staying alert and aware of your surroundings and by always securing your property.

Crime Prevention

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Palo Verde Community College District to inform students and staff, in a timely manner, of any criminal activity or security problem which may pose a reasonable threat to their physical safety. Such information will normally be distributed to students through this report and through student publication as well as on our website. Staff/Faculty are informed through in-house email memos or bulletins.

All effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be ALERT, SECURITY CONSCIOUS, AND INVOLVED. Report any suspicious behavior.

California Mandatory Reporting Laws

As outlined by Penal Code §368 and Welfare and Institutions Code §15600 et al., the California Legislature enacted laws to require elderly and dependent adult care custodians, health practitioners, Adult Protective Services staff, law enforcement, and other designated agencies to report and to investigate incidents of abuse/neglect. The categories of abuse and neglect that must be reported by mandated parties now include: physical, sexual, financial, isolation, abandonment, abduction, neglect, mental suffering, and self-neglect.

The Child Abuse Neglect and Reporting Act (CANRA), codified in California Penal Code §§11164-11174.3, requires that employers of mandated reporters (as defined in the Act) promote identification and reporting of child abuse or neglect. It is the policy of Palo Verde Community College District to comply with its obligations under the Act; to require that all District employees and administrators who are mandated reporters make required reports to child protection or law enforcement agencies; and, more broadly, to encourage all members of the District community who observe, have actual knowledge of, or reasonably suspect child abuse or neglect at a District facility or perpetrated by District personnel to promptly report the concern to appropriate law enforcement, external officials and District officials.

Pursuant to California Education Code §§ 67380(a)(6)(A), 67381 and 67383(a), Palo Verde Community College District must report immediately or as soon as practicably possible to the appropriate local law enforcement agency, all reports received by a CSA (Campus Security Authority) of any Part 1 violent crime, sexual assault, or hate crime, committed on or off campus. This includes reports victims make directly to CSAs as well as reports victims make to other District employees that are then conveyed to the Palo Verde Community College District or other CSAs.

Such reports will include, when the victim has consented to being identified:

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

Upon confirmation of conditions that present an emergency or dangerous situation posing an immediate threat to the health or safety of some or all members of the community, the Palo Verde Community College District Fiscal Services Office will immediately initiate its mass warning policy and activate the campus emergency notification systems through the ReGroup Emergency Notification system.

If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency.

Registered Sex Offender Information

Reference: Penal Code 290 and 290.1; 34 C.F.R. 668; Campus Sex Crimes Prevention Action 42U.S.C. § 1092(f)(1)(I); 20 U.S.C. § 1232g(b)(7)(A)

The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. Sex offenders who may be required to register should do so at the appropriate local law enforcement agency.

Information concerning registered sex offenders can be obtained from the appropriate local law enforcement agency or at <https://www.meganslaw.ca.gov/>.

Security Awareness & Crime Prevention Programs

Preventing crime effectively requires a partnership between the District and the surrounding community. Palo Verde Community College is dedicated to promoting personal safety awareness. Palo Verde Community College has a Campus Tactical Office (CTO) on site during regular class schedules. The CTO has access to all security cameras. The CTO also patrols the campus daily and reports any security or safety concerns directly to the Assistant Superintendent/Vice President of Administrative Services and College Advancement.

A link to our Annual Security Report is provided at employee and student orientations and is available on our website. <https://www.paloverde.edu/safety/default.aspx>

- **Personal Safety:** Crime prevention tips and actions that individuals can take to make themselves less vulnerable to crime. Examples of topics include robberies, assaults, stalking, dealing with difficult individuals, active shooter, identity theft, property theft, and safety while ride sharing.
- **Sexual Assault Awareness & Prevention:** Crime prevention tips regarding actions that individuals can take to make themselves less vulnerable to a sexual assault, dating and domestic violence, or stalking. Topics include sexual assault prevention, cultural awareness, acquaintance rape, the role of alcohol, date-rape drugs such as Rohypnol and GHB, and bystander involvement.
- **Hate Crimes:** Defines what constitutes a hate crime or hate incident, inclusion, relevant laws, how to report hate crimes and available resources.

- **Drug & Alcohol Awareness:** Designed to increase awareness and prevention of drug and alcohol use/abuse.

Drug Awareness Programs

Drug Free Environment and Drug Prevention Program

Reference: Drug Free Schools and Communities Act Amendment, 1989 34 C.F.R. Section 86.1 et seq.; 20 U.S. Code Sections 1011i; 1091(r); 1092(f)(1)(H); 1092(k); Drug Free Workplace Act 1988, 41 U.S. Code Section 8101-8106; California Drug-Free Workplace Act, Cal. Gov. Code 8355; California Business & Professions Code Section 25608(a).

This District is committed to providing its employees and students with a drug free workplace and campus environment. It emphasizes prevention and intervention through education.

Palo Verde Community College is a **Drug-Free School and Workplace** under federal law. The possession, distribution, or use of illegal drugs or alcohol is strictly prohibited on campus.

Violations may result in:

- Disciplinary action (warnings, suspension, expulsion)
- Referral to law enforcement
- Mandatory participation in drug/alcohol education programs

Drug Free Workplace

In order to achieve the objective of a drug free workplace, the Governing Board directs the Superintendent/President or his/her designee to implement the following policy:

1. The Superintendent/President or his/her designee provide annually each employee and student with notice that the unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.
 - a. Include a clear statement that the District will impose disciplinary sanctions on students and employees, consistent with local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol, including underage drinking laws, and a description of those sanctions, including possible disciplinary actions, up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program. The description of sanctions shall include both disciplinary sanctions and a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
 - b. Inform employees and students of the availability and description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs;
 - c. Inform employees that as a condition of employment, employees must abide by the terms of this policy and notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten (10) days after receiving notice of a workplace drug conviction.
 - d. Notify employees of the District's policy of maintaining a drug-free workplace;
 - e. Inform students employees of the dangers and health risks of alcohol and drug abuse, including, but not limited to, threats to the health and safety of employees, students, and the public. The dangers of drug and alcohol abuse may include but are not limited to: physiological diseases, mental disorders, overdose and death.

2. The Superintendent/President or his/her designee shall notify federal agencies with which contracts are held or from which grants are received within 10 days of receiving notice that an employee has been convicted of a criminal drug statute for violation occurring in the workplace.
3. The Superintendent/President or his/her designee shall, within thirty (30) days of notification of the conviction of an employee for a criminal drug statute violation occurring in the workplace, take appropriate disciplinary action against the employee up to and including discharge, or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for those purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
4. A biennial review of this program and its policies shall occur to:
 - 1) determine effectiveness and implement changes to the program if they are needed;
 - 2) determine the number of drug and alcohol-related violations and fatalities that occur on the institutions campus or as part of any of the institution's activities, and are reported to campus officials;
 - 3) determine the number and type of sanctions described in paragraph (1)(a) that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; and
 - 4) ensure that the disciplinary sanctions are consistently enforced.

As used in this policy “drug” and “drugs” refer to controlled substances as defined by state and federal law.

- **Response to an Active Shooter:** Designed to address prevention, recognition of subjects of concern, options to take during an event (Run, Hide, Fight), and management after an event.

The Maintenance and Operations Department also conducts security surveys and inspects campus grounds based on the principles of CPTED (Crime Prevention through Environmental Design) to identify and address future security and safety needs.

Missing Person Procedures

Palo Verde Community College accepts reports, including telephonic report, of a missing Palo Verde Community College student. Missing person cases are given a high priority and will not require any time frame to pass before beginning a missing person investigation. A report is accepted regardless of where the person was last seen, where the person resides, or any other question of jurisdiction. If the individual is not immediately located, Palo Verde Community College will contact Blythe PD so the information can be entered into the appropriate missing person database.

If any person has reason to believe that a member of the District community is missing, they should immediately notify the Palo Verde Community College at 760-921-5446 or 911 or anonymously at [Anonymous Report Form](#). When Palo Verde Community College takes a missing person report for a Palo Verde Community College student, we will notify the District's Community Resource Officer from the Blythe Police Department and or the Blythe Police Department directly.

Emergency Response

Confirming the Emergency

The Assistant Superintendent/Vice President of Administrative Services and College Advancement and/or the Campus Tactical Officer are responsible for confirming significant emergencies or dangerous situations through coordination with local law enforcement, emergency management agencies, or campus personnel.

Examples of situations that may warrant an emergency notification include, but are not limited to:

- Active shooter
- Bomb threat or explosion
- Outbreak of a serious illness
- Severe weather events (e.g., tornado, hurricane)
- Hazardous material spill
- Fire or gas leak
- Civil unrest or rioting

Notification Procedures

Once an emergency is confirmed, the institution will:

1. **Identify** the segment(s) of the campus community to be notified.
2. **Determine** the appropriate content of the notification.
3. **Initiate** the notification system to communicate the threat.

The institution will use some or all of the following methods to communicate:

- **Mass text messages and emails** via ReGroup Emergency Notification System.
- **Campus website and emergency webpage**
- **Social media platforms**
- **Digital signage and bulletin boards**

All messages will include information about the nature of the threat, safety instructions, and follow-up information as appropriate.

Who Sends the Notification

Authorized personnel who may initiate emergency notifications include, but are not limited to:

- Superintendent/President
- Assistant Superintendent/Vice President of Administrative Services and College Advancement
- Assistant Superintendent/Vice President of Student Services
- Director of Facilities and Operations
- Campus Tactical Officer

These officials are trained to assess threats and use the institution's emergency notification system.

Follow-Up Information

The institution will provide timely updates through the methods listed above until the emergency situation is resolved or no longer poses a threat.

Testing the System

Palo Verde Community College tests the emergency notification system at least **once annually**. These tests may be announced or unannounced and may include:

- Evacuation drills
- Shelter-in-place drills
- Tabletop exercises

Each test is documented, including:

- The date and time of the test
- Whether the test was announced or unannounced
- A description of the test
- The nature of the exercise (drill, simulation, etc.)

Emergency Response Plan

In the event of an emergency, natural disaster or the occurrence of a hazardous condition the District must ensure the activation of a plan or procedures to protect and govern employees, students, visitors and children in childcare programs on its campuses and facilities. The District should implement a campus emergency management team to aid in creation and implementation of its emergency procedures or plan.

The District's Emergency Response Plan adopts California's Standardized Management System (SEMS) and the National Incident Management System (NIMS). The purpose of SEMS is to provide a standardized response to emergencies involving multiple jurisdictions or multiple agencies. Compliance with requirements includes the use of the basic principles and components of emergency management which include the Incident Command System (ICS), multi-agency or inter-agency coordination, the operational area concept and established mutual aid systems. SEMS and NIMS both utilize ICS. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, that is responsible for the management of resources to effectively accomplish the District's stated objectives in response to an incident.

For major incidents NIMS provides a consistent nationwide template to ensure that local, state, and federal agencies work together to prepare for, prevent, respond to, and recover from incidents. The following are criteria and areas that should be included in the District's Emergency Response Plan.

Compliant emergency response plans provide information on preparedness, prevention, response, recovery, and mitigation policies and procedures.

Compliant emergency response plans also provide information on coordinating with the appropriate local, state, and federal government authorities, and nongovernmental entities on comprehensive emergency management and preparedness activities.

COLLEGE PROPERTY:

No District property may be removed from the campus without express permission from Administration. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

Off Campus Crime

Local law enforcement departments have been requested to provide Palo Verde Community College District with crime data for the areas surrounding the facilities. The College will notify persons using these facilities when a security problem arises.

Amber Alert

The AMBER Alert™ Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies and the wireless industry, to activate urgent bulletins in child abduction cases.

The following conditions must be met before activating an AMBER Alert [Government Code 8594(a)]:

- a) Abduction has been determined to have occurred.
- b) The victim is 17 years of age or younger, or has a proven mental or physical disability.
- c) The victim is in imminent danger of serious injury or death.
- d) There is information available that, if provided to the public, could assist in the child's safe recovery.

Substance Abuse

In accordance with Public Law 101-226 "Drug Free Schools and Communities Act Amendment of 1989", The Board of Trustees of Palo Verde Community College District prohibits the unlawful possession, use or distribution

of illicit drugs and alcohol by students and employees on Palo Verde Community College District property and as part of any District sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Palo Verde Community College District or termination from employment for violations of the standards of conduct.

The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendation of the Superintendent/President.

The possession, use and sale of alcoholic beverages by anyone on Palo Verde Community College District property is a misdemeanor as per California Business Code 25608 (community colleges) and a violation of the Standards of Student Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by Federal, State, or local law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by Palo Verde Community College District.

Campus Sexual Assault Policy

The Palo Verde Community College District recognizes that harassment based on sex is a violation of both Federal and State discrimination laws as well as District Policy. The District is committed to providing all employees, applicants for employment and students with an environment free from sexual harassment and will not tolerate such conduct on the part of any employee or student (Board Policy 3410).

The District's sexual assault policy, to the fullest extent possible, ensures that students, faculty, and staff who are victims of sexual assault committed on campus grounds or District off-campus facilities shall receive treatment and information to deal with the assault. Any crime of this nature should be reported to the Business Office as well as local law enforcement agencies.

Palo Verde Community College District Jeanne Clery Campus Safety Act Geography

For the purpose of collecting statistics on the crimes listed above this section for submission to the Department and inclusion in an institution's annual security report, Jeanne Clery Campus Safety Act geography includes— (A) Buildings and property that are part of the institution's campus; (B) The institution's non-campus buildings and property; and (C) Public property within or immediately adjacent to and accessible from the campus.





Clery Act Disciplinary Procedures

Palo Verde Community College follows and addresses allegations of certain crimes, such as sexual assault, dating violence, domestic violence, and stalking, as required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These procedures are prompt, fair, and impartial, conducted by officials who receive annual training on issues related to the covered offenses and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Both the accuser and the accused must be given equal opportunities to have others present during disciplinary proceedings, including an advisor of their choice, and must be informed simultaneously in writing of the outcome, any sanctions imposed, and the procedures for appeal. The goal is to ensure transparency, fairness, and respect for the rights of all parties involved.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all education programs and activities operated by the District. This means that members of our college community—including employees, students, guests, and visitors—have the right to be free from sexual misconduct and any form of sexual harassment, pregnancy or related conditions, gender-based discrimination and violence. We encourage students to report any incident, including but not limited to sex discrimination or harassment, rape, dating violence, domestic violence or stalking committed on district property, at a district sponsored event or activity, or off-campus if it has continuing on-campus effects, directly to the Title IX Coordinator. Palo Verde College and the Palo Verde Community College District do not tolerate sexual misconduct.

This includes but is not limited to

- **Sexual harassment (in person, by text, or online)**
- **Domestic violence**
- **Dating violence**
- **Sexual assault**
- **Sexual stalking**
- **Gender-based hate crimes**
- **Pregnancy or related conditions**

Sexual and Other Assaults

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual activity without affirmative consent, or stalking, whether committed by an employee, student, or member of the public, is prohibited and constitutes a violation of District policies and procedures. This policy applies to all District employees and students at all District locations and all college or district related activities regardless of location. This policy may apply to locations not associated with the District based on the employee or student status of the alleged perpetrator or the relationship between a victim of sexual assault and the alleged perpetrator. Any person who engages in prohibited conduct will be subject to all applicable punishment, including criminal prosecution and employee or student discipline procedures. Employees may be disciplined up to and including termination. Students may be disciplined up to and including expulsion. (See also AP 5500 - Standards of Student Conduct. <http://go.boarddocs.com/ca/pvccd/Board.nsf/goto?open&id=B4B6Y9172D84>)

It is the responsibility of each party involved in sexual activity to ensure that he/ she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information.

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking, on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Assistant Superintendent/Vice President of Administrative Services who shall maintain the identity and other information about alleged sexual assault

victims as confidential unless and until the Assistant Superintendent/Vice President of Administrative Services is authorized to release such information.

The Assistant Superintendent/Vice President of Administrative Services shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents;
 - Superintendent/President
 - Assistant Superintendent/Vice President of Administrative Services
 - Assistant Superintendent/Vice President of Instruction Services and Student Services
 - Assistant Superintendent/Associate Vice President of Human Resources
- Information about the importance of preserving evidence and the identification and location of witnesses.
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for providing or arranging them include:
 - transportation to a hospital, if necessary (Assistant Superintendent/Vice President of Administrative Services);
 - counseling by Associate Dean of Counseling, or referral to a counseling center;
 - a list of other available campus resources or appropriate off-campus resources (Assistant Superintendent/Vice President of Administrative Services).
- The victim's option to:
 - notify proper law enforcement authorities, including on-campus and local police;
 - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - decline to notify such authorities;

- Information about the participation of victim advocates and other supporting people;
- The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
- Information about how the district will protect the confidentiality of victims; and
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim choose to report the crime to campus police or local law enforcement.
- A description of each of the following procedures:
 - criminal prosecution;
 - civil prosecution (i.e. lawsuit);
 - District disciplinary procedures, both student and employee;
 - modification of class schedules;
 - tutoring, if necessary.

The Assistant Superintendent/Vice President of Administrative Services should be available to provide assistance to District's Campus Tactical Officer and/or Blythe Police Department regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described herein below Responding to Harassment Based on Sex under Title IX, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Assistant Superintendent/Vice President of Administrative Services of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such

information in confidence, unless the alleged assailant has waived rights to confidentiality consistent with state and federal law.

A Complainant or witness who participates in an investigation of a sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health and safety of another at risk or involves plagiarism, cheating, or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the Complainant consented to the sexual activity under either of the following circumstances:

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

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the Complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

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

The District shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence consistent with state and federal law, unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assault, or stalking on District property shall be referred to the President's Office, which shall work with the Assistant Superintendent/Vice President of Administrative Services to assure that all confidentiality rights are maintained consistent with state and federal law.

Additionally, this Annual Security Report includes a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any district proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses; domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
- Information about how the District will protect the confidentiality of victims;
- Information for students about existing on-and off-campus counseling, mental health, victim advocacy, legal assistance, or other services for victims;
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available,

regardless of whether the victim chooses to report the crime to Campus Tactical Officer/local law enforcement;

- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking including a clear statement that:
 - Such proceedings shall provide a prompt, fair, and impartial resolution;
 - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

Education and Prevention Information

The Department of Student Services shall ensure that all incoming students receive education, prevention, and outreach information regarding domestic violence, dating violence, sexual assault, and stalking, despite the absence of an established on-campus orientation program. This information will be developed in collaboration with campus-based and community-based victim advocacy organizations and will include the District's sexual assault policy and prevention strategies, including empowerment for victim prevention, awareness campaigns, primary prevention, bystander intervention, and risk reduction.

To fulfill this requirement, the District shall:

- Provide accessible written materials or digital resources to all incoming students that include, at a minimum, the following:
 - Warning signs of intimate partner and dating violence.
 - Campus policies and available resources related to intimate partner and dating violence.
 - Off-campus resources and community centers for support regarding intimate partner and dating violence.
 - Information emphasizing prevention and bystander intervention training as it relates to intimate partner and dating violence.
- Post comprehensive sexual violence prevention and education materials on the campus website to ensure all students have easy access to information on domestic violence, dating violence, sexual assault, and stalking.

Responding to Harassment Based on Sex under Title IX and Jeanne Clery Campus Safety Act.

Palo Verde Community College follows the same reporting and investigation procedures for both Jeanne Clery Campus Safety Act and Title IX complaints.

Introduction

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and Jeanne Clery Campus Safety Act and applicable federal regulations and that meet Title IX and Jeanne Clery Campus Safety Act jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX and Jeanne Clery Campus Safety Act federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX and Jeanne Clery Campus Safety Act regulations.

Title IX Coordinator

Questions concerning Title IX may be referred to the District Title IX Coordinator whose contact information is below. The District's Title IX Coordinator is the Associate Dean of Counseling and the Title IX Coordinator's contact information is:

One College Drive
Blythe, CA 92225
(760)921-5552
Irma.gonzalez@paloverde.edu

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

Title IX and Jeanne Clery Campus Safety Act Harassment Complaints, Investigations, and Hearings

These Title IX and Jeanne Clery Campus Safety Act sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

Jurisdictional Requirements – Application of Procedures

These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;
- The conduct took place in a District “education program or activity.” This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control.
- The conduct meets the definition of Title IX “sexual harassment.”

Definitions

Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of the District's choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent: Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:

- asleep or unconscious
- unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
- unable to communicate due to a mental or physical condition.

Decision-Maker: The Vice President of Instruction and Student Services will oversee the live hearing and make a determination of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX and Jeanne Clery Campus Safety Act: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
- **Sodomy**. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object**. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
- **Criminal Sexual Contact** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**
 - **Incest**. Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** – Non-Forcible. Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence**. Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is co-habiting with, or has co-habited with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
 - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

Reporting Options

How to File a complaint –

Contact the Title IX office to report the incident to a Title IX Coordinator at (760) 921-5552 or igonzalez@paloverde.edu receive information about:

- Your legal rights
- Complaint filing options
- Request an investigation or other resolution process
- Supportive resources

Any individual may report sexual harassment to the District's Title IX Coordinator or the anonymous form [Anonymous Report Form](#)

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Because individuals may be deterred from reporting incidents of sexual harassment if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform individuals that the primary concern is for student and employee safety and that use of alcohol or drugs never makes a Complainant at fault for sexual harassment. If other rules are violated, the District will address such violations separately from and allegation of sexual violence.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Jeanne Clery Campus Safety Act, a federal law requiring data collection of crime within the campus geography. Under the Jeanne Clery Campus Safety Act, the District does not document personal information; the District reports the type of conduct, and the time, date, and location. (Also see BP/AP 3540 Sexual and Other Assaults on Campus).

District Employees and Officials with Authority

District Officials with authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The District has designated the following employees as Officials with Authority: all individuals identified as supervisors under California's Fair Employee and Housing Act.

Officials with authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

Intake and Processing of Report

Receipt of Report

After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

Timeframe for Reporting

To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to

know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, 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 the campus, and other similar measures.

Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

Emergency Removal

The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The District's Superintendent/President or designee will conduct the individualized safety and risk analysis.

If the Superintendent/President determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The Superintendent/President or designee will

determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

Administrative Leave

The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

Formal Complaint Grievance Process

Notice to Parties

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the District's Title IX grievance process;
- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;
- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and
- Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

Dismissal of Formal Complaint

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
- If the conduct alleged did not occur in the District's education program or activity;
- If the conduct alleged did not occur against a person in the United States.

The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;
- If the Respondent is no longer enrolled or employed by the District; or
- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

Consolidation of Formal Complaints

The District may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Equitable Treatment of the Parties

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

Statement of Presumption of Non-Responsibility

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

Bias or Conflict of Interest

The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process. The District will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;

- The scope of the District’s education program or activity;
- How to conduct an investigation;
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

Timeline for Completion

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180 calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

Role of Advisor

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

Confidentiality Agreements

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

Use of Privileged Information

The District's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

Investigations

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

Trained Investigators

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

Burden of Gathering Evidence

The District, not the Parties, has the responsibility to gather information and interview witnesses. As part of the District's burden of gathering evidence, the District's investigator will create an investigative report that fairly summarizes relevant evidence, whether it is inculpatory or exculpatory. The investigator shall not make findings or determinations of law or fact.

Notice of Investigative Interview

The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

Evidence Review

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

Investigative Report

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony of each witness the investigator interviewed;
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten days prior to a hearing, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten days to submit a written response.

Hearing

After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

Notice

If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

Hearing Format

The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

Decision-Maker

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

Presenting Witnesses

The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Cross-Examination

The District shall permit each Party's Advisor to ask the other Party and any witness relevant questions, including questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility.

Before a Complainant, Respondent, or witness answers question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party

or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

The Decision-Maker cannot rely on the statements or testimony of a Party or witness who has refused to answer a question the Decision-Maker had found relevant unless the Decision-Maker reconsiders and changes the ruling before reaching the determination of responsibility. If the Decision-Maker changes the determination of relevance of an unanswered question, the Decision-Maker must explain the decision to reconsider the ruling in the written determination of responsibility.

The Decision Maker cannot draw an inference about the determination of responsibility based solely on a Party's or witness's absence from the live hearing or refusal to submit to cross-examination or to answer any question.

The Decision-Maker may also ask any Party or witness questions. If a Party or witness refuses to respond to a Decision-Maker's questions, the Decision-Maker is not precluded from relying on that Party or witness' statements.

Determinations of Responsibility

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than 20 business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;
- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the District's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;
- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;
- The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent;
- The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written

determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

Disciplinary Sanctions and Remedies

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- Providing counseling services or a referral to counseling services;
- Providing medical services or a referral to medical services;
- Providing academic support services, such as tutoring;
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay (if negotiated or available through policy or procedure), demotion (if negotiated or available through policy or procedure), suspension, or discharge.

Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within 10 business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

Grounds for Appeal

The Superintendent/President will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

Appeal Procedure

If the Complainant or Respondent submits an appeal to the District, the District will:

- Notify the other Party in writing within 5 business days of receiving a Party's appeal;
- Allow the non-appealing Parties at least ten business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

Informal Resolution

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any

manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

Dissemination of Policy and Procedures

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

Training

The District will provide training to Title IX Coordinators, investigators, Decision-Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the District's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

File Retention

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- The District's determination regarding responsibility;

- Audio or audiovisual recording or transcript from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

Jeanne Clery Campus Safety Act Crime Definitions

The Clery Act applies the crime definitions from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program when classifying and counting Jeanne Clery Campus Safety Act crimes. The definitions for murder/non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug law violations, and liquor law violations are derived from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program. The definitions of fondling, incest and statutory rape are from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program. The definitions of larceny-theft (except motor-vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program. The definitions of dating violence, domestic violence, and stalking (for purposes of Jeanne Clery Campus Safety Act crime statistics) are from the Code of Federal Regulations (Jeanne Clery Campus Safety Act Regulations) section 668.46(a). It should be noted that Jeanne Clery Campus Safety Act crime definitions used in compiling Jeanne Clery Campus Safety Act crime statistics are different than California state crime definitions that may be used by law enforcement authorities and prosecutorial agencies as well as Palo Verde Community College District administrative policy definitions of certain crimes.

The Jeanne Clery Campus Safety Act crime definitions are as follows (in hierarchical order):

Murder/Non-Negligent Manslaughter: The willful killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

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

- a. Rape: Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including when the victim is incapable of giving consent. This offense includes the rape of both males and females.
- b. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accomplished by the use of weapons or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

An incident must meet three conditions to be classified as a burglary:

1. There must be evidence of unlawful entry (trespass).
2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
3. (The structure was unlawfully entered to commit a felony or theft. If the intent was not to commit a felony or theft, the incident is not a burglary.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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

Weapons: Carrying, Possessing, Etc., Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations:

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

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

Violence Against Women Act Definitions

The Violence Against Women Reauthorization Act of 2014 (VAWA) definitions are as follows:

Domestic Violence: The term “domestic violence” is defined as a felony or misdemeanor crime of violence committed (a) by a current or former spouse or intimate partner of the victim, (b) by a person with whom the victim shares a child in common, (c) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, (d) by a person similarly situated to a spouse of the victim under the domestic or

family violence laws of the jurisdiction in which the crime of violence occurred, or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: The term “dating violence” is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking: The term “stalking” is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Hate Crime Definitions

The Hate Crime definitions are as follows:

Hate Crime: A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

For Jeanne Clery Campus Safety Act purposes, Hate Crimes include any of the following offenses that are motivated by bias:

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

There are eight categories of bias under the Jeanne Clery Campus Safety Act:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Other Definitions

Awareness Programs: Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Business Day: Monday through Friday, excluding any day when the institution is closed.

Bystander Intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

On-Campus: (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Consent (California Penal Code §261.6): Positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent. Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is voluntary. It must be given without coercion, force, threats, or

intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent (Palo Verde Community College District Administrative Policy Definition, Sexual Harassment & Sexual Violence Policy):

Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Once consent is withdrawn, the sexual activity must stop immediately. Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment. For purposes of this Policy, the age of consent is consistent with California Penal Code Section 261.5.

Federal Bureau of Investigation's ("FBI") Uniform Crime Reporting ("UCR") Program: Nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of crimes in the Jeanne Clery Campus Safety Act and the requirements for classifying Jeanne Clery Campus Safety Act crimes.

Hierarchy Rule: A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

Non-campus Buildings or Property: (i) any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Ongoing Prevention and Awareness Campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

Primary Prevention Programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking: (i) Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that— (A) Are culturally relevant, inclusive of

diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and (B) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. (ii) Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in paragraph (j)(2) of this section.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Risk Reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Referred for Campus Disciplinary Action: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

Test: Regularly scheduled drills, exercises, and appropriate follow through activities, designed for assessment and evaluation of emergency plans and capabilities. Confidential

Sanctions for employees include, but are not limited to, withholding a promotion or pay increase, reassigning employment, compensation adjustment, suspension, demotion, and termination of employment.

Sanctions for students include:

- Loss of financial aid

- Educational assignments in the form of research, essays, service to the community, counseling, or removal of participation in student clubs and organizations.
- Denial of access to campus
- No contact orders
- Withholding or revocation of degree/diploma
- Transcript notation
- Academic class section reassignment
- Fines and/or restitution
- Probation
- Suspension
- Expulsion