

Glendale Community College District

Police Department



Jeanne Clery Campus Safety Act Report

Steven P. Wagg
Chief of Police

1500 N. Verdugo Road
Glendale, Ca. 91208

Sierra Madre 153

(818) 551-5205

On Campus Emergency
Dial Ext. 4000

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Welcome to GCC!

The Glendale Community College campus is situated in an area of natural beauty nestled in the Verdugo Mountains. While we all appreciate the inherent charm of the campus and its surrounding area, it is important to remember that the campus is not immune to crime.

The occurrence of crime is a problem in any community. The GCC Police Department is constantly working to deter criminal activity from occurring on campus. However, we cannot do it alone. As a member of the campus community you can assist the police department by notifying us immediately of anything suspicious or unusual. By acting as our eyes and ears you can become involved and participate in making Glendale Community College a safer place.

We believe that a well informed community is better served, more capable of protecting itself, and thus, safer. Becoming aware of potential dangers and taking preventative measures will help to protect you. It also assists us in minimizing risks and keeping GCC a pleasant environment in which to pursue an education. However, you cannot participate in preventing crimes without timely and relevant information. Therefore, please take the time to read this publication, and call or stop by the GCC Police Department for more information.

Steven P. Wagg
Chief of Police

Our Police Department

The police department employs officers between the hours of 7:00 am to 12:00 am, 365 days a year. The department is an authorized terminal user of all local, regional, state and federal criminal justice information systems (e.g., wanted persons, DMV, stolen vehicles/property, criminal records, etc.).

Our goal is to provide timely and appropriate responses to community problems and needs. Police officers of the Glendale Community College Police Department are armed, duly sworn peace officers of the State of California. Empowered by section 830.32 of the California Penal Code, officers possess the same authority, and adhere to the same state-mandated standards, as municipal police officers. Therefore, under California law, the officers authority extends to any place in the state for the purpose of performing their primary duty or when making an arrest pursuant to section 836, however, we concentrate our efforts on the campus and its immediate environment. Our department enjoys a positive and close working relationship with the City of Glendale Police Department, with whom we share proximity, mutual interests, and geographic jurisdiction.

GCCPD officers may work in uniform or plain-clothes. They provide a full range of police related services, including: primary emergency responses; preventative patrols; initial investigation of observed, reported, or suspected crimes; enforcement of all applicable laws; follow-up and specialized criminal investigations; crime prevention; community liaison and relations; VIP/dignitary protection; special event security; traffic activities (enforcement and accident investigations); parking enforcement; and, campus escorts of students, faculty, or staff.

Persons arrested by the GCCPD officers are processed in accordance with prevailing practices in Los Angeles County, which can include: Citation and release; booking into the

City of Glendale Police Jail; filing of charges with, and prosecution through, the District Attorney's Office; and formal trial. Additionally, GCC affiliates (student, faculty, staff) may be subject to additional (Administrative/Code of Conduct) sanctions.

The GCC Police Department also employs Police Cadets to support the patrol division and gain experience in the field of law enforcement. GCC Police Cadets are trained in police tactics and emergency response. All GCC Police Cadets are also GCC students and our Cadet Program has an outstanding reputation Statewide. Applications are available at the Police Station lobby.

Incident Reporting

The College endorses a reporting policy that strongly encourages victims to report all criminal incidents to the police immediately, regardless of their nature. It is important that all crimes occurring on campus be reported to ensure that action can be taken.

On-campus crimes should be reported to the GCCPD, and off-campus crimes need to be reported to the law enforcement agency having jurisdiction over the location of occurrence and if they are college related or at a GCC sponsored function must also be reported to the GCC police. Campus emergencies should be reported using campus emergency extension 4000, and non-emergencies are better reported using campus extension 5925. The GCCPD has the primary jurisdiction and responsibility for investigating crimes and providing police services to the campus. The City of Glendale Police Department does not handle calls for services on the campus; they refer such calls to the Glendale Community College Police Department.

Crime Prevention / Campus Safeguards

It is well recognized that the prevention of crime provides the best measure of protection. Therefore, the GCCPD operates as a pro-active crime prevention team that works closely with the members of the community to make GCC a safer place to work and learn.

The Department provides and/or collaborates in presentations on topics such as personal safety, vehicle and residential security, office and equipment security, and rape prevention. Brochures and literature on crime prevention and personal safety are available the department's office in Sierra Madre 153.

In order to increase the level of crime awareness and campus safety at GCC, incidents of criminal activity within the campus community are publicized in many ways:

Distribution of the GCCPD Annual Report and Crime Statistics; maintenance of an ongoing "rolling log;" dissemination of Community Crime Alert Bulletins.

In the last few years GCC has experienced growth in the programs that target safety and security. For example, lighting has been improved at many locations around the campus (e.g., parking lots). It is anticipated that as the population of GCC increases, so will the personnel, support services and programs designated for safety and security on the campus. With a daily population of about 6,000 students, faculty, staff and visitors, GCC is comparable to a small city. There are no walls surrounding GCC, which means that there is open access to the campus.

The sharing of information through Community Crime Alerts and newsletters helps to create a better-informed citizen. However, like all other communities, members must take

an active role in ensuring their own safety and security by exercising common sense. Part of this responsibility is to stay informed; lock vehicles and offices; and report the presence of unknown or suspicious persons to the GCCPD. You must do your part to prevent victimization. GCC is like your home neighborhood; crime prevention, personal safety and property security are jointly held responsibilities of the police and the community.

GCC Police Station

1500 N. Verdugo Rd.
Glendale, CA 91208
Sierra Madre 153
(818) 240-1000 ext. 5925
(818) 240-1000 ext. 4000 (Emergency)
FAX (818) 551-5285
Email: police@glendale.edu

Parking

On campus parking lots are patrolled by the GCC Police. Parking related concerns or questions can be submitted in person, in writing or by emailing parking@glendale.edu. All parking regulations are strictly enforced. Violators may be cited or towed at the vehicle owner's expense. Vehicles towed by the GCC Police may be retrieved at:

Gay's Towing & Storage
5146 San Fernando Rd
Glendale, CA 91204
(818) 244-0015

If You Receive a Parking Citation

After receiving a parking citation you have 21 days to file a Request for Administrative Review. Failure to do so will result in the fine doubling and a hold will be placed on your vehicle registration until the fine is paid. Citations may be paid by sending a check or money order in the envelope provided, in person at the GCC Police Department, by phone at (888) 300-9915, or on the web at www.paymycite.com. If you need more information you may contact the GCC Police by calling (818) 240-1000 extension 5925.

Traffic

The GCC Police strictly enforces all traffic laws of the State of California. Violators may be subject to citation or arrest as authorized by law. Traffic citations issued by GCC Police Officers are typically adjudicated through the Glendale Superior Court, Traffic Division.

Glendale Superior Court
Traffic Division
600 E. Broadway
Glendale, Ca 91206
(818) 500-3545

Emergency Call Boxes

Emergency Call Boxes (ECBs) are located in, or adjacent to several campus parking lots or buildings. They are connected to the Police Department Communications Center by hard wired phone lines, and each one emits an identifier code that alerts the Police Dispatcher of the location of the box being activated. It is important for campus community members to learn the locations of ECBs, especially those located along frequently traveled campus routes (maps are available at the police station, which denote the locations of ECBs). To use the system:

1. Follow the instructions on the box.
2. When the button is pushed and the ECB is activated, it immediately alerts the Police Dispatcher that someone has activated the ECB. Wait for the Dispatcher to contact you. You may then speak into the box as if you are using a speaker phone.
3. If for any reason you are unable to talk into the ECB, you can summon assistance by just pushing the button and waiting next to the ECB. An officer is dispatched to the ECB each time it is activated.

Weapons on Campus

Weapons are not allowed on campus at any time. Weapons include but are not limited to firearms, tasers, pellet guns, BB guns, batons, knives, dirks, razors or nunchakas. Persons bringing weapons to campus will be arrested and prosecuted.

Registration of Sex Offenders

Information on registered sex offenders attending the campus may be obtained from the GCC Police in SM 153. State law requires that all sex offenders attending the college register with the College Police in addition to registering with the police department of the city they reside in. Information on registered sex offenders not attending the college but living in the surrounding area may be obtained from the City of Glendale Police Department.

Public Safety Workshops

The Glendale College Police Department offers various workshops throughout the year including, Dealing with Difficult People, GCC Police Services, Sexual Assault Response and Self Defense. These workshops are open to all employees, students and members of the public. Contact the GCC Police for additional information.

Timely Warnings

The GCC Police Department, in conjunction with the Office of the Superintendent/President will provide safety warnings to all parties involved, including employees, students and members of the community whenever there is a credible threat to their safety. This will be done in accordance to State and Federal laws regarding privacy, the California Public Records Act and the Family Educational Rights and Privacy Act. For information regarding timely warnings, please contact the GCC Police at (818) 551-5205.

Emergency Notification

Glendale Community College utilizes the AlertU Mobile Alerting System. Should an emergency require a timely warning, the Glendale College Police will send a message using the AlertU system with information and instructions. Messages will only be sent in case of an emergency. You must be subscribed to receive these messages. There is no cost to subscribe, however your standard message rates may apply. To subscribe, text GCC to 253788.

Additionally, Glendale Community College will use vehicles equipped with public address systems to notify students, staff and visitors of an emergency.

Evacuation Procedures

Evacuation and emergency procedures are located in every classroom and office. A cream colored spiral bound flipchart is posted near the main entrance of each classroom. An Emergency Procedure Guide is also available upon request from the GCC Police Department. Evacuation drills are conducted annually and are unannounced.

Anonymous Reporting

The Glendale Community College Police Department participates in the Crime Stoppers Anonymous Crime Reporting Hotline.

Crime Stoppers is a citizen run, non-profit organization. Crime Stoppers works side by side with local, state and federal law enforcement agencies county wide to help solve serious crimes.

Thousands of felony crimes have been solved due to tips received from citizens. These crimes range from murder, rape, and assault to armed robbery, forgery, fraud and drugs sales. Numerous fugitives have been arrested due to tips called into Crime Stoppers from citizens with vital information. Callers have also been responsible for the confiscation of millions of dollars in wholesale drugs and stolen property.

How does it work?

Crime Stoppers gives everyone the opportunity to fight crime without "getting involved." Too often, citizens have information that could help solve a crime, but for many reasons are hesitant to call the police. Crime Stoppers offers the public an alternative to dealing directly with law enforcement agencies.

If you suspect that you have information concerning a serious crime or felony suspect, call Crime Stoppers at **(818) 507-STOP** (818 507-7867). The tip line operator will take the information and give you a code number. All calls remain confidential. The operators do not need your name or phone number unless you wish to give it.

If your information leads to an arrest, your tip could earn you up to **\$1,000.00**. The tip line operator will explain how you can use your code number to give additional information and how to collect your reward.



Board Policy 2710 & Administrative Regulation on Sexual Assaults

Sexual Assault

A. Definition

1. Rape and other types of sexual assault, whether by a stranger or by an acquaintance, whether against women or men, are violations of the law and the policy of the Glendale Community College District. Sexual assault includes, but is not limited to rape, sexual battery, or the threat of sexual assault.
2. The Glendale Community College District is committed to providing students with the resources necessary to deal/cope with a sexual assault. While the District strongly advises a survivor to press criminal charges when assaulted, it recognizes that the survivor of a sexual assault may or may not want to take such action. The District will address the needs of the sexual assault survivor by providing a consistent, caring, and timely response when sexual assault occurs within the campus community¹. Referrals for treatment will be made and ongoing support will be offered to survivors in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Campus Sexual Assault Bill of Rights. (Higher Education Amendment of 1998, 34 CFR Part 668; Public Law 105-244.)
3. When a sexual assault is reported to any staff member, faculty, or administrator; that person is responsible for providing the survivor with information, potential courses of action and available resources. The confidentiality of the survivor is paramount, and his/her name will only be released with his/her consent. There are legal exceptions to the confidentiality issue (e.g., parents of a minor must be informed, legal subpoena requires that documents be sent to the court).

B. Steps to be followed by a District employee with the survivor of a sexual assault.

1. Inform the survivor that the District is committed to the survivor's safety and health, therefore, it is recommended that s/he talk to someone in Campus Police/Health Center.
 - a. If the survivor agrees to talk to someone in the Campus Police Office or Health Center, escort them to the appropriate office.
 - b. If the survivor does not wish to talk to anyone in the Campus Police Office or Health Center, the District employee must inform the survivor that:
 - i. the employee must report the incidents (not the names of those involved) to Campus Police in order to protect the campus community.
 - ii. it is recommended that the survivor seek medical care for injuries, trauma, evaluation and treatment of STDs. Instruct the survivor to AVOID showering, changing clothes, urinating, cleaning teeth, or drinking until medical care can be provided. Huntington Memorial is the only facility in the area available to conduct forensic sexual assault evaluations. Inform the survivor that hospital personnel will be required to contact local law

¹ Campus Community is defined as any building: a.) or property owned or operated by the institution, b.) operated by another for purpose of student use/support (e.g., Zebra Coffee), c.) owned by another and used frequently by students (e.g., parking lots). 668.46

enforcement agencies regarding the assault. If the survivor is willing to go to the hospital, the staff member who was informed of the assault, Campus Police, or a college administrator will assist with transportation arrangements.

- iii. there are resources available and assist the survivor in accessing those resources.
 - iv. written information regarding community resources, including medical facilities, are posted in the Health Center, in campus lavatories, and on the bulletin board outside Campus Center. Individual copies of the resource list are available in the Health Center and can be taken without talking to anyone.
2. If the survivor chooses to talk to Campus Police/Health Center, s/he will be asked if they choose to press criminal charges. The District strongly encourages the survivor to press charges or file a formal complaint against the alleged perpetrator, but understands that the survivor is under no obligation to do so.
- a. If the survivor chooses to press charges or file a complaint, Campus Police Officers (not the cadets) will:
 - i. assess the potential for continuing threat.
 - ii. ensure that the survivor is given appropriate protection while on campus, including protection from retaliation for the complaint, if necessary. Such protection may include placing appropriate restrictions on the accused.
 - iii. ask the survivor to provide a detailed written statement of the assault and the surrounding events.
 - iv. discuss the confidentiality of the reporting process.
 - v. escort the survivor to Huntington Memorial Hospital Emergency Department for medical evaluation, treatment and possible collection of evidence.
 - vi. provide the survivor with resources and referrals available both within the District and the community.
 - b. If the survivor chooses to NOT press charges or file a complaint, Campus Police Officers (not the cadets) will:
 - i. assess the potential for continuing threat.
 - ii. ensure that the survivor is given appropriate protection while on campus, including protection from retaliation for the complaint, if necessary. Such protection may include placing appropriate restrictions on the accused.
 - iii. ask the survivor to provide a detailed written statement of the assault and the surrounding events.
 - iv. discuss the confidentiality of the reporting process. Ask the survivor if his/her identity is to be kept confidential.
 - v. encourage the survivor to go to Huntington Memorial Hospital Emergency Department for medical evaluation and treatment.
 - vi. provide the survivor with resources and referrals available both within the District and the community.

C. Steps to be followed by District administration following the report of a sexual assault. Campus Police will:

1. Ensure that the name/identity of the survivor is kept confidential upon request of the survivor or per Section 293 of the Penal Code and Section 6254 (f) of the Government Code. To protect the privacy of the individuals involved, the District will

not release names without the consent of those involved unless the release is essential to the health and safety of the survivor, or the campus community, or to otherwise fulfill the legal obligations of the college.

2. Notify the Dean of Student Affairs of the incident. The Dean will participate in the investigation of the assault to:
 - a. determine if the alleged perpetrator is a student and whether disciplinary action is to be taken.
 - b. provide assistance to the survivor in relation to college related activities including, but not limited to assisting the student with changing classes, working with instructors for “make up” assignments or tests, working with other college services on behalf of the student.
 - c. develop language for a bulletin regarding the assault for distribution to the campus community.
 - d. will provide directly to the survivor information about the existence of criminal prosecution, civil prosecution, and the District’s disciplinary process (if the alleged perpetrator is a Glendale Community College student), and the availability of counseling.
3. Notify the Superintendent/President. The Superintendent/President will:
 - a. take appropriate action if anyone associated with the matter poses a continuing threat.
 - b. direct the Public Relations Officer to work with the Dean of Student Affairs and Campus Police to develop and distribute bulletins about the incident.
 - c. notify appropriate members of the Executive Committee (or College Administration) of the sexual assault.
 - d. initiate the notification of the campus community of the sexual assault.

D. When the Alleged Perpetrator is a student, the Dean of Student Affairs will:

1. Assist Campus Police/Law Enforcement with the investigation, where appropriate.
2. Conduct a campus investigation that will proceed independently from any legal proceedings that may take place in accordance with Board Policy and Administrative Regulations 5420 (Standards of Student Conduct, Procedural Guidelines, and Disciplinary Action).
3. Consult with District legal counsel and make decisions in a timely manner regarding the charges and the appropriate consequences, including discipline or expulsion for the accused as outlined in Board Policy and Administrative Regulation 5420.
4. Inform the survivor and alleged perpetrator of the outcome of the investigation.

Adopted: 11/7/94

Revised: 3/3/00

Help is Available

Anonymous help can be obtained through the College Health Center. Brochures are available with local assistance centers. Visit the Health Center or the GCC Police Department for additional brochures.

ALCOHOL & DRUG ABUSE NOTIFICATION

The college is committed to achieving and maintaining a campus community that fosters personal and institutional excellence and strives to provide conditions under which the work of the college can proceed freely, with the highest standards of quality and institutional integrity. The harmful effects of substance abuse diminish the quality of our campus life.

To assist in achieving a campus free from the problems of substance abuse, the college has adopted policies prohibiting the unlawful manufacture, sale, distribution, possession, or use of controlled substances and alcohol on all college properties or at official functions, both on or off-campus. Any member or group of the campus community violating these policies and regulations will be subject to disciplinary action.

Prohibitions, Sanctions and Penalties

Glendale Community College District Administrative Regulation 5420 prohibits the: "Use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and Glendale Community College regulations.

Presence on campus or at a college-sponsored function while under the influence of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and Glendale Community College regulations.

A violation of the provisions of this policy, and/or relevant local, state, or federal law which prohibits the use, possession or sale of alcohol or other controlled substances may result in the imposition of specific sanctions as identified within the Standards of Student Conduct (Administrative Regulation 5420). These sanctions or penalties include a verbal warning, a written reprimand, disciplinary probation, summary suspension, disciplinary suspension or expulsion.

Legal Sanctions

Numerous Federal, State and local statutes and ordinances, which may change over time, relate to the manufacture, distribution, possession, or use of a controlled substance or alcohol and impose legal sanctions for both felony and misdemeanor convictions for violations. Drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C. 812) and are further defined by Regulations 21 CFR 1308.11 through 1308.15.

Drug-related penalties include the following:

- Simple possession of controlled substances: civil fines of up to \$10,000 per violation, jail sentence, and denial of Federal benefits.
- Manufacture, sale or distribution of all scheduled drugs: prison sentence for a FELONY.
- Distribution or possession with the intent to distribute a controlled substance on college property: up to TWICE the prescribed sentence for the original offense and TWICE the prescribed parole time (required).

- Possession of one or more ounce(s) of marijuana for personal use: fine or jail time for a misdemeanor.
- Possession of less than one ounce of marijuana: fine of up to \$100.
- Cultivation, possession for sale, or sale of marijuana: FELONY.

In addition, it is a misdemeanor to sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under 21 or any obviously intoxicated person, and no one under 21 may purchase alcoholic beverages. It is also unlawful for any person under 21 to possess alcoholic beverages on any street or highway, or in any place open to the public.

Health Risks Associated with Alcohol and Drug Abuse

The abuse of alcohol and drugs can produce intoxication and physical symptoms such as hangovers, blackouts, impaired motor function, damage to the liver, stomach, intestine, cardiovascular system, brain and neurological systems, addiction and death. Alcohol and drugs are not only toxic to the body, but may also result in the transmission of infections associated with intravenous drug use such as HIV and hepatitis. Pregnant women risk fetal damage and birth defects including hyperactivity, neurological abnormalities, and development difficulties.

In addition to the above problems, the use of these substances can cause severe family, social and psychological problems, as well as intellectual impairment which may be permanent. Abuse of alcohol and drugs is a major cause of serious and fatal traffic accidents; alcohol-related accidents are the number one cause of deaths for persons aged 15-24. Chemical dependency is a disease that, if not arrested, is fatal.

Educational Program and Assistance

Where to Get Help:

A list of "Chemical Dependency and Substance Abuse Referral Resources/Agencies," as well as additional information on chemical dependency and substance abuse is available from the Health Center on the first floor of the San Rafael Building. If you have any questions regarding the college policies and regulations, please contact the Student Affairs Office in the JW Smith Student Center.



GLENDALE COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

1500 NORTH VERDUGO ROAD, GLENDALE, CALIFORNIA 91208

(818) 551-5205

The following crime statistic data has been disclosed in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act. All information disclosed has been reported using the Uniform Crime Reporting procedures as set forth by the Federal Bureau of Investigation and the California Department of Justice. Crime statistics disclosed are only those that occurred on property owned and controlled by the Glendale Community College District. The City of Glendale Police Department maintains statistics of crimes occurring off campus.

Total Crimes Reported For: Offense Type (includes attempts)	Glendale College Campus			Garfield Campus			Total		
	2006	2007	2008	2006	2007	2008	2006	2007	2008
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	5	5	1	0	0	3	5	5
Burglary	5	6	5	0	1	1	5	7	6
Arson	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	3	3	0	0	0	1	3	3
Hate Crimes (by prejudices)									
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sex Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0

Number of Arrests and Referrals for Select Offenses

Offense Type (includes attempts)	Glendale College Campus			Garfield Campus			Total		
	2006	2007	2008	2006	2007	2008	2006	2007	2008
Liquor Law Violations									
Arrest	0	2	1	0	0	0	0	2	1
Referral	0	0	1	0	0	0	0	0	1
Drug Law Violations									
Arrest	0	0	1	0	0	0	0	0	1
Referral	0	1	2	0	0	0	0	1	2
Weapons Law Violations									
Arrest	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0

- All statistics shown are reported using the calendar year.