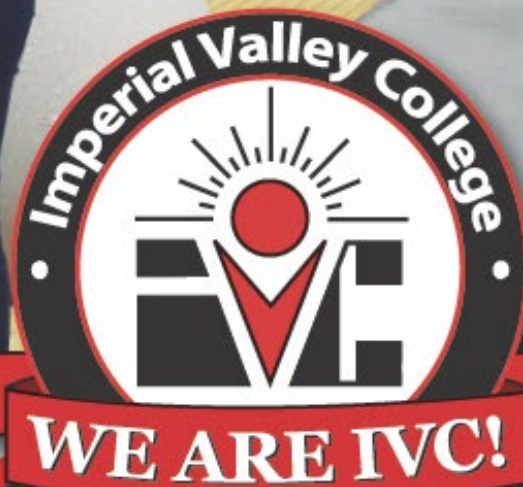


Annual Security Report 2026



Safety • Security • Awareness • Crime Reporting

Imperial Valley College • 380 East Aten Road • Imperial, CA 92251 • www.imperial.edu

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2026 Annual Security Report

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, as published on October 1st, 2026.

This report does not include privileged counseling or medical information from Imperial Valley College Counseling Services.

Notice of Nondiscrimination:

Imperial Valley College does not discriminate based on race, color, ethnicity or national origin, sex, sexual orientation, gender identity, marital status, pregnancy, or genetic information. Religion, age, ancestry, disability, military status, or veteran status. In parentheses, including special dispute between Vietnam era veteran or recently separated veteran into parentheses, Domestic victim status or any other protected category under local, state, or federal law, including protections for those opposing. Discrimination or participating in any grievance process on campus or within the Equal Opportunity Commission or other human rights agencies.

The following person has been designated to measure compliance and handle inquiries regarding the non-discrimination policies: Gina Snow, Title IX Coordinator, District Compliance Officer, Human Resources, 380 East Aten Road, Imperial, CA. 922251.

Policies for Preparing the Annual Security Report

Preparation of Annual Security Report

Imperial Community College District's Annual Security Report (ASR) is published on or before October 1st.

The annual report complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Department of Campus Safety & Parking Control and other college departments collaborated to create the content and publish this report. Each department is responsible for providing updated information regarding new policy changes, new programs or services, and crime statistics from the past three years. In addition to the reported on-campus crime statistics, IVC solicits crime data from local law enforcement agencies with jurisdiction in IVC's Clery geographical area.

The Clery Act and California State Law require the reporting of the three most recent calendar years for the following crimes: murder/non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes with a race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, and disability bias for all the crimes listed above. Additionally, larceny-theft, simple assault, intimidation, destruction, damage of property, vandalism of property, as well as dating violence, domestic violence, stalking, arrests, and disciplinary referrals for liquor law, drug abuse, and weapons violations, and unfounded Clery Act crimes that occur on campus, on public property, and on non-campus buildings or properties are included.

The ASR is prepared by Campus Safety & Parking Control and reviewed by the Campus Safety Team. Students, faculty, staff, and visitors are encouraged to report all crimes, incidents, or suspected crimes to either Campus Safety Officers, Campus Security Authorities, which includes Vice President for Student Services and Equity, Dean of Student Affairs and Enrollment Services, the Athletic Director, the Athletic Coaches, Faculty Advisors to student groups, club advisors, and the On-Campus Deputy Sheriffs. (AP3515 – reporting of crimes.)

Please take the time to review the information in this report. Familiarize yourself with all the great programs and services Imperial Valley College provides. Working with you, Campus Safety & Parking Control, other on-campus departments, and local law enforcement, we can keep our community safe. The Annual Security Report for this year or past years will be available on our school website under the Campus Safety and Parking Control page.

ASR Crime Statistics/Clery Act Information

The ASR is available in printed form at the Campus Safety & Parking Control Office upon request. As a reminder, an email is sent each year to all enrolled students, faculty, and staff members with a link to access the ASR.

Message from the Interim Superintendent/President



Imperial Valley College (IVC) is committed to providing an environment where students, employees, and visitors can learn, work, and engage with confidence. As Interim Superintendent/President, I am pleased to join a college community that recognizes safety, well-being, and mutual respect as essential to our mission and to the success of those we serve.

Campus safety requires preparation, prevention, and strong partnerships. IVC continues to strengthen its safety practices, emergency preparedness, injury and illness prevention efforts, and coordination across departments. Our work brings together Campus Safety and college partners in student support, mental health, wellness, and other areas to provide a comprehensive approach to the needs of our community.

The Annual Security Report is an important part of that effort. It provides information

about campus safety policies, crime statistics, prevention programs, reporting procedures, and resources available to students and employees. I encourage every member of our community to become familiar with this information and understand how to access assistance or report a concern.

A safe campus also depends on each of us. Staying informed, being aware of our surroundings, treating others with dignity and respect, and speaking up when concerns arise all contribute to a stronger campus community. If you see something, say something. Thank you for helping make Imperial Valley College a place where safety, respect, and care for one another are part of our shared culture.

Cordially,

James M. Limbaugh, Ph.D.

Interim Superintendent/President

Imperial Valley College

Message from the Director of Risk, Security and Safety



Welcome students, faculty, staff, and guests to the Imperial Valley College. The Campus Safety and Parking Control Department comprises a staff of hardworking, dedicated individuals who strive to maintain a secure campus with pride and professionalism.

In the past year, we have made significant strides in enhancing our safety protocols, fostering a culture of awareness, and prioritizing the well-being of our Imperial Valley College students, staff, and faculty. We have faced challenges head-on and celebrated our achievements in safety performance. The Campus Safety and Parking Control Department is staffed with trained individuals available to assist with any safety concerns, accident prevention, parking control enforcement, security

escort services, emergency and disaster management, and overall campus and building safety and security.

This Annual Security Report provides updates on safety protocols, emergency preparedness initiatives, and available resources. The Campus Safety Staff encourages you to familiarize yourself with the information in this report and to participate actively in the safety programs our department offers on this campus.

In addition, this coming year, you will see campus changes that will enhance safety. We are excited to upgrade and install equipment that will make the campus safer for everyone. Campus Security is only one piece of the puzzle. We could not have successfully provided the quality of security without your assistance.

Thank you,

Valerie Hudson

Director of Risk, Security, and Safety

“Don’t wait; If You See Something, Say Something”

How to Obtain a Copy of the Annual Security Report?

Imperial Valley College sends an email notification each year to all enrolled students, faculty, and staff about the availability of the Annual Security Report. If you prefer a physical copy of the ASR, a copy can be picked up at the Campus Safety & Parking Control Office during regular business hours. Any prospective student, staff member, or faculty member can obtain a copy online via the school's main website or the Human Resources Department website.

In-Person Request – Campus Safety & Parking Control Department (Room 2603)

Imperial Valley College – 380 E. Aten Rd. Imperial, CA 92251

(760) 355-6307 or (760) 355-6308

Office Hours: Mon-Thurs. 7:30 AM-10 PM

Friday: 7:30 AM-10 PM (or when the last class is dismissed)

Online Request – [Obtain ASR](#)

Campus Locations

Imperial Valley College is located at 380 East Aten Road, Imperial, CA 92251. The campus is approximately 180 acres in size, bordered by East Aten Road and Highway 111. Across Aten Road to the south of Imperial Valley College is the Pioneer Museum. The other three sides are bordered by agricultural fields.

Other College Locations

Imperial Valley College owns, leases, or regularly occupies the following additional location, as referenced in this report:

Lotus Living – located at 1998 N 12th St, El Centro, CA 92243. This property is owned by the City of El Centro, California, and leased by Imperial Valley College to house 25 homeless students.

Reporting Criminal Offenses Policy Statement

On-Campus

If you are the victim of a crime, a witness, or suspect a crime is being committed, immediately get to a safe location and call 911. Reporting crimes to law enforcement reduces the likelihood of recurrence and helps Campus Safety & Parking Control develop specific strategies to combat crime. Other numbers that are helpful for information include:

- **Campus Safety Phone –** **(760)-483-7411**
This will get you in contact with one of our on-duty Campus Safety Officers.
- **Campus Safety & Parking Control Office –** **(760)-355-6308**
(760)-355-6307
(760)-355-6306
- **Ring Central Phone –** **Extension 1111**
Dial the extension from any Ring Central phone in an office or classroom to connect directly to the Campus Safety Phone.
- **Emergency Blue Light Towers**
The emergency blue-light towers around campus will connect you to the Imperial County Sheriff's Dispatch. The locations for the Emergency Towers are:
 - In Between Buildings 3200 & 3100
 - Between Building 600 & 400
 - South of Building 10 (Admissions Office)
 - Outside Gymnasium (Right-side)
 - Transit Drop-off/Pick-Up Area

Individuals are encouraged to report all crimes and public safety incidents to the on-campus Imperial County Deputy Sheriffs, the Campus Safety and Parking Control Officers, or a Campus Safety Authority.

Under the Jeanne Clery Act, the Campus Security Authority (CSA) includes the following:

- Campus Safety & Parking Control Officers.
- Any individual with responsibility for campus security, but who does not constitute a Campus Safety & Parking Control Officer.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- Any official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline, student organizations, and campus judicial officers.

Using the Clery definition, Imperial Community College District has designated the following officials and positions as Campus Security Authorities. The negotiated rulemaking process, which followed the enactment of the 1998 amendments to 20 U.S.C. Section 1092(f), clarified who is considered a Campus Security Authority.

The list of CSAs is subject to modification and is not intended to be all-inclusive due to changes in responsibilities within the College and across varying job titles.

- Vice President of Student Services & Equity
- Vice President of Administrative Services

- Dean of Student Affairs and Enrollment Services
- Campus Safety Officer & Parking Control Officers
- Athletic Director
- Clinical Mental Health Counselor, Student Health
- Athletic Coaches
- Faculty Advisor to Student Groups
- Club Advisors
- Title IX Officers

All College CSAs are notified by email each year of their role and responsibilities, as well as the institution's specific reporting procedures. CSAs are also provided with face-to-face training twice annually.

Although exempt from the reporting requirements of the Clery Act, the colleges professional, licensed mental health counselors, whose primary responsibility is to provide care to students are encouraged, but are not required, to discuss options for reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics where clients /patients, while not CSA's, college counselors are also trained on the logistics of Clery crime reporting through the same online module.

An individual who wishes to confidentially report a crime without such information being shared with a CSA, Campus Safety, or local law enforcement may speak voluntarily with one of the College's mental health counselors. Counselors, who have legally protected confidentiality, are available for counseling and assistance during regular business hours in the Student Health Center (760) 355-6555 at the IVC Campus. Information shared with the College's mental health counselors will remain confidential and will not be shared without the written permission of the individual seeking services.

Off-Campus

If you are in immediate danger when off campus, contact the appropriate local police agency by dialing 911. Please have the emergency numbers in this report and the appropriate numbers on your phone contact list.

- **Imperial County Sheriff's Office**
 - Non-emergency dispatch – (442) 265-2000
 - Emergency call – **9-1-1**
- **Brawley Police Department**
 - Non-emergency – (760) 344-2111
 - Emergency call – **9-1-1**
- **Imperial Police Department**
 - Non-emergency – (760) 355-4327, (760) 355-1158
 - Emergency call – **9-1-1**
- **El Centro Police Department**
 - Non-emergency – (760) 352-2111
 - Emergency call **9-1-1**
- **El Centro Police Department**
 - Non-emergency – (760) 768-2110
 - Emergency call – **9-1-1**

Voluntary Confidential Crime Reporting

Individuals at Imperial Valley College who wish to voluntarily and confidentially report a crime to the College, including Campus Safety, may do so through the College's Confidential site, "See Something, Say Something," online reporting portal. The "See Something, Say Something" portal, which provides for an anonymous reporting option, is intended for non-emergency reporting situations. It may be accessed via the "See Something, Say Something" button or icon located in the "Report a Crime" footer under Campus Safety.

Contact the Campus Safety Office & Parking Control Office if anyone desires to submit a report confidentially. You may also contact a Campus Safety Officer via the Campus Safety Phone. On-Campus Deputies and CSAs are available to receive confidential reports. Incidents of Sexual Harassment and Workplace Violence may not remain confidential. Let the person know the nature of the report before providing details.

If an employee is assaulted, attacked, or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee in promptly reporting the attack or assault to the Imperial County Sheriff's Department and the Campus Safety & Parking Control Department. The supervisor shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to law enforcement will not relieve the District of its obligation to investigate all harassment complaints.

Security and Access to Campus Facilities

Imperial Valley College District is open to students, parents, employees, and guests, and invites them to visit during regular school hours. Campus Safety Officers and our On-Campus Deputy Sheriffs patrol all buildings and parking lots within the District's jurisdiction.

During non-business hours, access to campus facilities is restricted to keys, access cards, or admission via maintenance staff only. After hours and on weekends, the campus is patrolled by a third-party private security company.

Maintenance and Operations is responsible for locking and unlocking doors that are not controlled by electronic access control. The Maintenance and Operation Office staff members are responsible for scheduling lock-and-unlock operations in the electronic access control system. Buildings may have different operating hours that vary throughout the year. In these cases, the building will be secured according to schedules developed by the department directly responsible for that facility. Emergencies may require changes to any posted schedules.

Imperial Valley College does not have dormitories on campus; the off-campus housing, Lotus Living, requires that the Resident Advisor be contacted if access to a home is needed.

The Director of Risk, Security, & Safety will access reports and determine if an area has more reported incidents than others on campus. The Director of Risk, Security, & Safety will conduct or commission a security assessment survey. Administrators from Student Affairs, Maintenance & Operations, Campus Safety & Parking Control, and other concerned departments will review the assessments and take recommended corrective action, which may include, but is not limited to, addressing landscaping, locks, alarms, CCTV, electronic access control, lighting, or the addition of an emergency cellphone.

Law Enforcement & Jurisdiction Policy Statement

Imperial Valley College's priority is to provide our community with a safe and secure environment. The IVC Campus Safety & Parking Control Department is committed to providing a safe and secure environment for students, faculty, staff, and visitors to learn, work, and grow. Campus Safety Officers (CSOs) patrol the Main Campus during business hours, ensuring the

well-being of our campus community. The IVC Campus Safety & Parking Control Department is at 380 E. Aten Road, Room 2603, Imperial, CA 92251. The phone numbers are 760-355-6307 and 760-355-6308.

Additionally, Imperial Valley College has partnered with the Imperial County Sheriff's Office (ICSO) for Law Enforcement Services, which is outlined in a Memorandum of Understanding. ICSO has authority over the entire Imperial Valley in which Imperial Valley College is located. The deputies assigned to IVC are responsible for any crimes reported to the campus. If the assigned deputies are unavailable, ICSO is responsible for replacing them with other deputies for the duration of the shift.

Echo One, a private security company, provides for the entire campus during after-hours, weekends, and holidays. Private security can be reached at (442) 532-9200, Monday through Friday from 9:00 PM to 6:00 AM and 24/7 on Saturday and Sunday. In case of an emergency, always call 9-1-1. Along with staff members of the Campus Safety & Parking Control staff, Imperial Valley College works closely with other public safety and social service departments to ensure your experience at Imperial Valley College is both positive and rewarding.

Our organization maintains a formal partnership with the California Highway Patrol (CHP) to support security and traffic safety along the main routes. Serving Imperial Valley College, this collaboration focuses on high-visibility patrols and high-focus safety initiatives on the surrounding corridors. It does not extend to on-campus patrols or security operations within Imperial Valley College's campus boundaries.

Imperial Valley College has partnered with the Imperial County Sheriff's Office to provide daily patrol coverage on campus. On-Campus Deputy Sheriffs have full peace officer powers, including the authority to arrest. The ICSO Campus Deputies have police authority and jurisdiction under Penal Code 830.2(c). Actions taken by the on-campus Deputy Sheriff will be in accordance with the policies of the Imperial Community College District, California State Law, and U.S. Federal law, specifically as directed by the U.S. Department of Education.

Authority to Arrest & Relationships

Campus Safety Officers (CSOs) have no arrest authority beyond that of an ordinary citizen. Campus Safety Officers may make an arrest if a felony is committed in their presence or detain a person for ICSO, but they are not authorized to carry a firearm. However, as a matter of course, the arrest and prosecution of individuals accused of crimes occurring on campus is the responsibility of the Imperial County Sheriff's Office. CSOs can ask individuals for identification to determine whether they have lawful business at Imperial Valley College. CSOs are trained emergency first responders and non-violent interventionists. Campus Safety Officers are expected to render all assistance, provided such assistance can be given without significantly endangering the officer or others not involved in the crime.

Echo One conducts foot patrols but has no arrest authority. Echo One provides property security and reports all suspicious behavior or crimes to the ICSO for follow-up action.

The District has a written agreement with Imperial County Sheriff's Office. The agreement clarifies operational responsibilities for investigations of: Part 1 violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

Accurate & Prompt Reporting

In the event an employee is a victim of a crime committed on campus, the employee shall notify his/her/their supervisor as soon as practical after the incident. The supervisor of any employee who is the victim of a criminal offense shall assist the employee in promptly reporting the incident to the appropriate law enforcement authorities, including the Campus Safety & Parking Control Office. The supervisor himself/herself/themselves shall make the report if the employee is unable or unwilling to do so.

If the victim of a crime is a student, the student may contact a Campus Security Authority, Campus Safety Officer, and/or the Imperial County Sheriff's Office as soon as possible after the incident. The investigation into the reported offense will be directed to the appropriate authority, depending on the type of incident reported.

Confidential Reporting – Pastoral and Professional Counselors

Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not Campus Security Authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged to inform people being counseled of the procedures for voluntarily reporting crimes for inclusion in the annual crime statistics when appropriate.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certificate.

Counseling



Monitoring and Reporting of Criminal Activity Policy Statement

The Campus Safety & Parking Control Department and Imperial Valley College do not have agreements with local police agencies for campus monitoring. If criminal activity occurs, it should be reported to local law enforcement and the Campus Safety & Parking Control Department. If the District controls the space during the event, any criminal activity or incident may be a reportable Clery Act offense while students are at a non-campus location for school-related activities. Imperial Valley College does not have student organizations with non-campus locations.

Timely Warning Policy Statement

A Timely Warning is an alert sent to the campus community when a specific Clery Crime (murder, manslaughter, rape, fondling, incest, statutory rape, robbery aggravated assault, burglary, auto theft, arson, hate crimes, domestic violence, dating violence and stalking) has occurred on Clery Geography (on campus or in a campus building; in residence halls; on property owned or controlled by officially recognized student organization or the College, which is not located at the campus; an on public property located on or adjacent to the campus) that is reported to local law enforcement, Campus Security Officers, or other Campus Security Authorities to represent a serious or continuing threat to students and employees. Such warnings issued by the Vice President of Administrative Services, the Director of Risk, Security, and Safety, the Public Information Officer, or designee, are intended to aid in preventing similar concerns and are prepared in a timely manner, with victims' names and identifying information kept confidential. The intent of a Timely Warning is to enable people to protect themselves and/or their property.

The Vice President of Administrative Services, Director of Risk, Security and Safety, the Public Information Officer or designee will determine the content and broadcast the Timely Warning using the Regroup Emergency Alert System and or by notifying the campus community through email, webpages, press releases, printed or social media) within 30 minutes of the incident unless it is determined in the professional judgment of response authorities that the information compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the threat.

The Timely Warning will specify the type of reported crime, the time and location where the crime occurred, a clear description of what occurred, and information for the campus community on steps to protect themselves and avoid becoming victims. A description of the subject of a criminal incident will be included only if there is sufficient detail to identify the individual. If the only known descriptors are sex and race, those descriptors would not be included in the Timely Warning. The College will not issue a timely warning notice if the subject has been apprehended and the threat of imminent danger to the campus is over.

The Vice President of Administrative Services, the Director of Risk Security and Safety, or their designee will consider whether a follow-up warning needs to be communicated to the campus community regarding the situation. If it is determined that a follow-up warning is necessary, it will be made in the same manner as the initial Timely Warning.

Anyone with information about warranting a Timely Warning should contact Campus Security at (760) 355-6307 or (760) 355-6308. The Campus Security Office is located at Building 2600, Room 2603. The Vice President of Administrative Services, Director of Risk, Security, and Safety, or their designee(s) are responsible for considering Emergency **Notification & Campus Alerts**. If the **Emergency Notification & Campus Alerts** criteria are met, a notice will be drafted using crime-specific templates and issued by the Vice President of Administrative Services, the Director of Risk, Security, and Safety, or their designee as soon as pertinent information becomes available.

The factors used when analyzing whether a reported crime presents a serious or continuing threat to the campus community include, but are not limited to, the following:

- How much time has passed between the incident and the report?
- The perpetrator has not been apprehended.
- Were there multiple perpetrators working together?
- Was the incident violent in nature?
- Were date rape drugs or other substances used to facilitate the crime?
- Was a weapon used during the commission of the crime?
- Does the incident appear to be an isolated incident with specifically targeted victim(s)?
- Is there a pattern of similar incidents? (e.g., the same or similar crimes occurring in a short period; a particular group being targeted on multiple occasions, etc.)
- Are there other aggravating circumstances or predatory behaviors at issue, suggesting that a threat/ongoing danger exists?
- Are there enough details available to determine whether a threat/ongoing danger exists?

Campus Alerts are issued via email, by text messaging on IVC's website, or social media. However, the District may not use all distribution methods for every community alert.

If available, the following information is typically included in a community alert:

- A statement of the incident, including the nature and severity of the threat and the persons or locations that might be affected
- Any connection to a previous incident(s)
- Physical description and/or composite drawing of the suspect
- Date and time warning was released v. Other relevant and essential information (e.g., gender of the victim, student/nonstudent, etc.)
- Appropriate resources and safety tips

When issuing a Campus Alert, specific information may be withheld if it could compromise law enforcement efforts to investigate and/or solve the crime.

Issuance of a Campus Alert for Incidents Not Occurring in IVC Clery Geography:

In certain circumstances, an incident may not meet the criteria of a Clery Reportable Crime occurring in a Clery Reportable Location. Still, it may constitute a serious or ongoing threat to the college community. In instances where a community alert is not required, the Vice President of Administrative Services, the Director of Risk, Security, and Safety, or their designee may issue a Campus Alert via email to notify the campus community of the threat. The content of a community alert may vary depending on the type of incident reported and the location in which it occurred.

Emergency Notification Policy Statement

The College has established a plan to address the immediate requirements for an emergency in which normal operations are interrupted, and special measures must be taken to:

- Save and protect the lives of students, employees, and the public.
- Manage District resources effectively in the emergency response.
- Provide and analyze information to support decision-making and action plans.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.

This Emergency Management plan does not supersede or replace the safety, hazardous materials response, or other procedures already in place at the District. It supplements those procedures with a temporary crisis management structure that enables management's immediate focus on response operations and an early transition to recovery operations.

The Emergency Management Plan and all its contents apply to all the District's students, faculty, and staff. If major emergencies affect the surrounding community as well as the District, the District will fulfill its responsibilities in collaboration with local, state, and federal officials. The following planning assumptions outline the assumed operating conditions and provide a foundation for establishing protocols and procedures:

- An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- Disasters may be community, regional, or state-wide.
- Critical utilities and services may be interrupted, including water delivery, electrical power, natural gas, telephone communications, cellular telephones, and information systems.
- Major roads, overpasses, bridges, and local streets may be damaged.
- People may be injured and displaced.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- People may become stranded on Campus if conditions make it unsafe to travel.
- Students, faculty, staff, patients, and the public may have to function with limited support services and some service degradation until a full recovery.
- The District may declare an emergency anytime if conditions indicate an incident is developing or is highly probable.

The sequence of events in an emergency is unpredictable. Innovation and improvisation may be needed to address incident requirements.

General information about the emergency response and evacuation procedures for the District is publicized each year as part of the District's Clery Act compliance efforts, and that information is available on the District's website: [Emergency Response and Evacuation Procedures](#)

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

The Campus Safety & Parking Department, ICSO Campus Deputies, or private security may become aware of an emergency or dangerous situation that potentially affects the health or safety of the IVC community. Campus first responders become aware of these situations through reports to the emergency communications center, during routine patrols, or through other assignments. Once first responders confirm an emergency or dangerous situation that will interrupt the regular operation of the District, they will notify the Director of Risk, Security, and Safety, the Vice President of Administrative Services, or their designee to activate the Emergency Operation Plan (EOP).

The Vice President of Administrative Services, Director of Risk, Security and Safety, or designee will, without delay and taking into account the safety of the community, determine the content of the notification and broadcast the notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency.

Emergency notifications will include a description of the emergency and instructions to the campus community for taking protective action. When the threat no longer exists, an "all clear" alert will be broadcast. If an Emergency Notification is issued, there is no need to issue a Timely Warning.

IVC is committed to ensuring that its community receives timely, accurate, and helpful information in the event of an emergency or dangerous situation on Campus or in the local area that poses

an immediate threat to the health and safety of IVC community members. The Campus has implemented a multi-layered emergency notification system that employs various communication methods. The Campus Emergency Notification System (ENS) includes ReGroup for mass notification alerts, including weather warnings. ReGroup can be received via text messaging, email, LCD screens, IVC's home page, Campus Safety and Parking Control's home page, and social media. Traditionally, IVC uses all these methods of communication if an emergency notification is needed

First Responders include, but are not limited to:

- Campus Safety and Parking Control Department
- On-Campus Deputy Sheriff
- Imperial County Sheriff's Office
- Imperial County Fire Department
- Emergency Medical Services

Emergency Drills, Testing & Evacuation

Emergency Notification

To ensure the District's emergency management plans remain current and actionable, Imperial Valley College conducts an on-campus emergency management exercise at least once per year. These exercises may include tabletop drills, emergency operations centers, or full-scale emergency response exercises. The District conducts after-action reviews of all emergency management exercises and many emergency responses. In conjunction with at least one emergency management exercise each year, IVC will remind the community about publicly available information regarding emergency response and evacuation procedures.

The District conducts annual announced and unannounced drills and exercises, as well as follow-through activities, to assess and evaluate emergency plans and capabilities. The Campus Safety and Parking Control Department coordinates announced and unannounced drills, as described above, to test the emergency response and emergency notification systems and assess the emergency evacuation plans and capabilities. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year. The response and evacuation procedures results will be placed on the Campus Safety website each July.

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

The District first responders may become aware of an emergency or dangerous situation that potentially affects the health or safety of the IVC community. Generally, District first responders become aware of these situations through reports to the emergency communications center or during routine patrol or other assignments. Once first responders confirm an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the college community, first responders will notify the Director of Risk, Security, and Safety, the VP for Administrative Services, or their designee to activate an emergency notification.

If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the District may elect to delay issuing an emergency notification. As soon as the condition that may compromise response or mitigation efforts is no longer present, the District will issue an emergency notification to the college community.

Determining the Appropriate Segment(s) of the College Community to Receive an Emergency Notification

First responders at the scene of an emergency or dangerous situation will assist those preparing the emergency notification by determining which campus community segment(s) should receive it. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The District will continue to assess the situation and may issue subsequent notifications to a broader group of community members. In addition to the emergency notification that may be issued via the District's emergency notification system, the District will post applicable messages about the emergency or dangerous situation on the Campus Safety and Parking Control homepage to alert the rest of the campus community to the situation and relay the steps that should be taken to maintain personal and community safety. If the emergency affects a significant portion of the Campus, authorized District officials will distribute the notification to the campus community.

Determining the Content of the Emergency Notification

The office responsible for issuing the emergency notification (usually Campus Safety and Parking Control) will, in concert with the Director of Risk, Security, and Safety and the Vice President of Administrative Services or their designee, determine the contents of the notification. The District has developed a wide range of template messages addressing several emergencies. The individual authorizing the alert will select the message template most appropriate to the situation and modify it to address the specifics of the incident. In those cases where there are no predetermined template messages in the system, the individual authorizing the alert will develop a concise message to convey the appropriate information to the community. The goal is to notify individuals of the situation and the steps to safeguard personal and community safety. Messages are predetermined and typically consist of text that requires only minor modification (e.g., the address). When circumstances require a custom message, the Director of Risk, Security, and Safety and the Vice President of Administrative Services will create the message.

Templates or Customized Messages Used to Notify the Campus Community Are Actionable and Targeted

Messages may direct individuals to evacuate, shelter in place, stay away from an area, or include other information pertinent to the situation. The District may send follow-up messages to update or change the actions individuals should take or provide other relevant information. In all cases, IVC will give a "situation clear" or a "situation stable, no further updates" message when the incident no longer poses a threat. Procedures for Disseminating Emergency Information to the larger community during critical incidents, emergencies, or dangerous situations, campus communications will work with the Director of Risk and Security and each organizational unit to gather accurate and substantial information about the situation and the Campus's response. The District's Public Information Officer (PIO), working with city and county public information officers as appropriate, will provide information on progress toward resolution through one or more of the following methods: radio, television, newspapers, social media, and websites. The District, at its discretion and if permitted by the outside notifying agency, may release information concerning an emergency or dangerous situation occurring off Campus that poses an immediate threat to the health or safety of faculty, staff, and/or students.

Note: IVC has no way of compelling the release of information by another agency, organization, or jurisdiction, nor can IVC determine the period in which that agency may provide information to IVC. If the scope of an emergency is large and the duration is prolonged, IVC may need assistance from a contracted agency to manage emergency-related calls. This will involve opening a call center to support crisis communications.

Shelter-in-Place Procedures

What It Means to “Shelter-in-Place.”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. Thus, “shelter-in-place” means to make the building you are in a shelter, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and your building is not damaged, stay inside and look for an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building.

- Close your door
- Proceed to the nearest exit
- Use stairs instead of the elevator

Once you have evacuated, quickly seek shelter at the nearest District building. If Sheriff’s Deputies, Campus Safety Officers, or Fire Department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including Campus Safety Officers, other District employees, or others who utilize emergency notification communication tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

If you are inside

- Stay where you are.
- Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency

If you are outdoors

- Quickly proceed into the closest building or
- Follow instructions from emergency personnel on the scene

Find a room that is inside a building

- An Interior Room
- Above ground level; and
- Without windows or any room with the least number of windows possible. *If there is a large group of people inside a particular building, several rooms may be necessary.*
- Shut and lock all windows (tightly sealed) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems (if possible) – District staff will turn off ventilation as quickly as possible if it is required.
- Make a list of the people with you. Then have one individual call the Campus Safety and Parking Control Department to advise them of the group’s location and list of people.
- Turn on the radio, TV, and listen for further instructions.
- Make yourself comfortable.

EMERGENCY CHAIN OF COMMAND

1. Director of Risk, Security and Safety – (760) 355-6436

2. Chief Business Officer, VP Vega – (760) 355-6235
3. Chief Executive Officer, Dr. Limbaugh – (760) 355-6219

Daytime Instructors: Responsibilities

- Coordinate evacuation from the classroom if necessary
- Assist disabled individuals out of buildings without the use of elevators.
- Assess the overall situation in the classroom
- Initiate first aid if a qualified individual is available
- Move students when it is safe to move to an emergency assembly point or command post
- Assist area managers as necessary

Provide special assistance to any disabled individual in the area. Remember, in the event of a major disaster, every District employee automatically becomes a civil defense worker under Government Code Section 3100-3101

Nighttime Instructors: Responsibilities

- Coordinate evacuation from the classroom if necessary
- Assist disabled individuals out of buildings without the use of elevators
- Assess the overall situation in the classroom
- Initiate first aid if a qualified individual is available
- Move students when it is safe to move to an emergency assembly point or command post
- Report to the Campus Safety and Parking Control Department via phone 1) Any casualties
- Structural damage
- Hazardous material spills

Other Employees: Responsibilities

- Follow survival instructions
- Evacuate the area if necessary
- Assess immediate problems if possible
- Report on area assembly points when safe
- Assist area manager, as needed
- *Providing first aid (if qualified)*
- *Serving as a communication runner, etc.*
- *Conducting record-keeping and note-taking*

Earthquake Responsibilities

Earthquake Survival Instructions During the Earthquake

1. Keep Calm – Do not panic/run
2. Remain where you are – Indoors/Outdoors

If indoors, stay indoors.

1. *Take cover under a desk, table, bench, or in a doorway, hall, or against a wall.*
2. *Stay away from glass windows or skylights*
3. *Do not use elevators*
4. *Do not run outdoors*

If outdoors,

1. *Get away from buildings.*
2. *Go to a clear area and stay away from walls/utility poles, and downed wires.*
3. *Protect yourself first after the shaking stops, then help others.*

Earthquake Survival Instructions After the Earthquake

1. If qualified, give first aid to anyone who is injured. If not, ensure that first aid is requested for any injured person.
2. Wear shoes (flat-heeled, preferably) in areas near fallen debris and broken glass.
3. Designated employees will clean up debris, glass, spilled medicines, flammable liquids, bleach, and gasoline.
4. Restrict phone use to emergency use only.
5. Be prepared for aftershocks. These are usually smaller than the main quake, but some may be large enough to do additional damage to structures weakened during the main shock.



Explosions: Responsibilities in Case of Explosion

In the event of an explosion in the building, employees should:

- Take cover under tables, desks, or other objects that give protection against flying debris/glass.
- Set off the fire alarm - Stay at the fire alarm location if it is safe.
- Phone the emergency dispatcher by dialing 911 to be connected to the Sheriff's Office Dispatcher
- After the effects of the explosion have subsided, determine if evacuations are necessary.
- If evacuation is necessary, exit the building as directed. Seek out any disabled persons and assist. Assign blind students a guide. Assist wheelchair-using students or assign them a guide to the lobby near the elevator.
- Upon leaving the building, proceed to the designated emergency assembly areas and await further instructions.

Fire: Responsibilities in Case of Fire

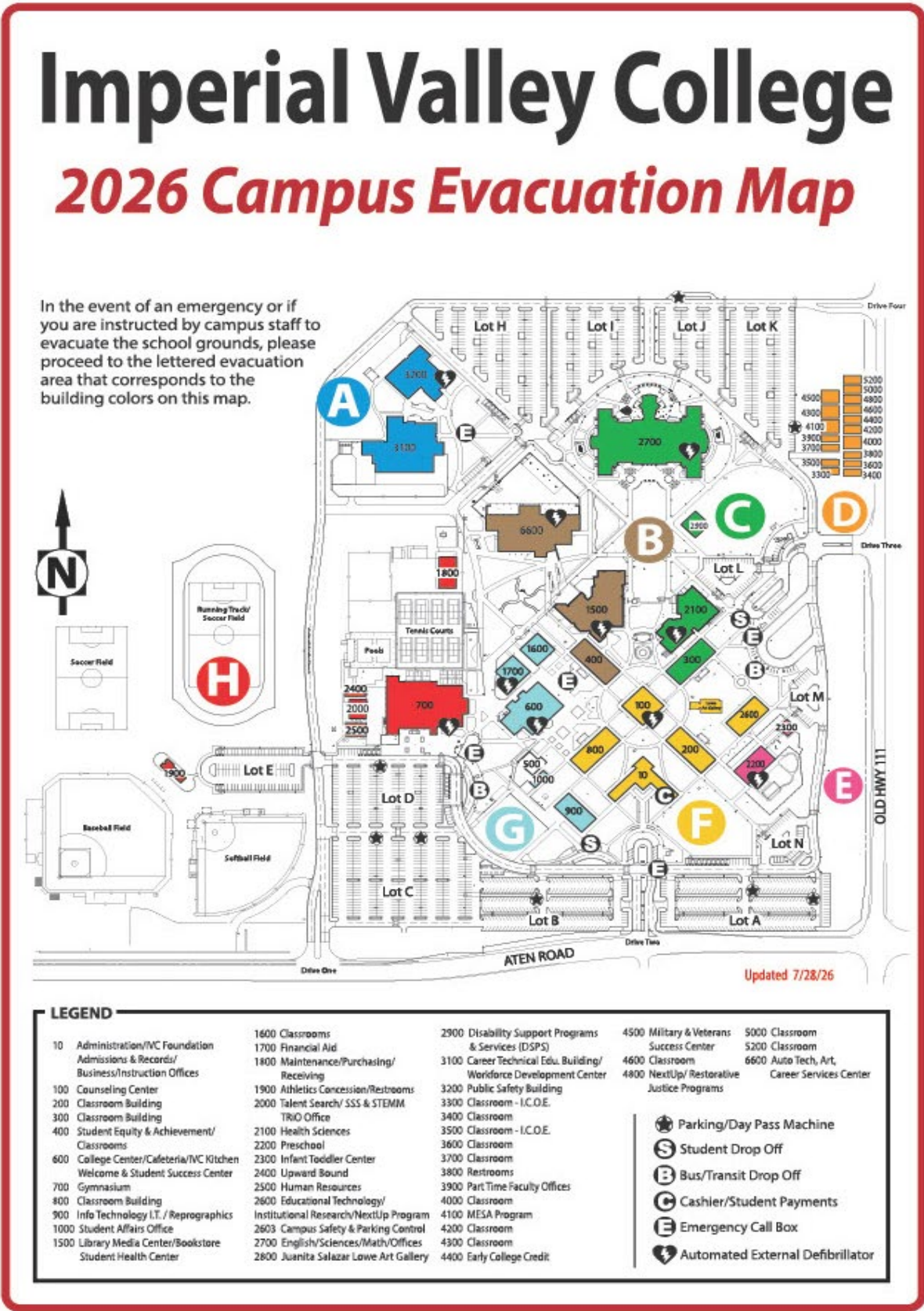
- Activate the fire alarm – stay near it until emergency personnel arrive, if it's safe.
- If you are close to a fire alarm, call 911 to contact the Sheriff's Office Dispatch.
- If fire can be quickly extinguished, attempt to do so after you notify the Campus Safety and Parking Control Department.
- Seek out and assist disabled persons in the area.
- Evacuate the building if necessary, and, if possible, close off a section of the fire by closing doors or windows. If evacuated, proceed to the designated emergency area for further instructions.
- Be prepared to account for every person in your class under your supervision.

Evacuation: Responsibilities in Case of Evacuation

The purpose of any evacuation is to remove all occupants from a building or area as quickly and safely as possible.

Building Evacuation: In most cases that require the evacuation of only one building (fire, explosion, bomb threat), occupants should proceed to a clear or safe area near the evacuated building, as shown on the emergency evacuation route. The route is posted in the classrooms.

General Evacuation: When orders are given to evacuate a building (such as after an earthquake or another major disaster), occupants should proceed to the main evacuation assembly area, e.g., North Lawn.



Key administrators or other emergency personnel will be available to direct evacuees to a clear or safe area. Evacuation of disabled persons will be given the highest priority. They should be evacuated by the most expeditious and safe means available.

- Turn lights on and off to alert people individuals who are hearing impaired.
- Assign a guide to an individual with impaired vision.
- Bring paper, pencils, or pens to write messages, if necessary.

Wheelchair-using students should be assisted in an area near the elevator if the elevator is operational. In case elevators are not working, plan to carry individuals downstairs.

When evacuating a building, occupants should walk, remain quiet, grasp handrails, and follow all other emergency instructions.

Occupants will gather in the designated emergency assembly area and await instructions.

Do not re-enter the building until instructed to do so by Command Post personnel.

Bomb Threats: Responsibilities in Case of Bomb Threats

Employees who receive a bomb threat or discover a bomb or similar device should immediately notify the Campus Safety & Parking Department by dialing (1111) or (760) 483-7411. To connect with a Sheriff's Office Dispatcher, dial 9-1-1.

- If a bomb threat is received by phone, ask:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- Keep the caller on the phone as long as possible. Record the following information for emergency personnel.
 - Time of call
 - Date of call
 - Exact words of the person
 - Sex, age
 - Speech pattern or accent
 - Background noises
- If a bomb threat is received by mail, employees should:
 - Do not handle the envelope or package
 - Leave the immediate area
 - Notify the Campus Safety and Parking Control Department
 - Stop anyone from entering the area or handling the written note
- If a suspicious object is discovered, the employee should:
 - Do not attempt to touch or move the object
 - Do not use any radio equipment
- Evacuate the area immediately
- Notify the Campus Safety and Parking Control Department and await further instructions

Chemical Spill: Responsibilities in Case of Chemical Spill

- 1) Any campus spillage of a dangerous chemical shall be reported immediately. Call the Campus Safety and Parking Control Department by dialing 1111 from a District telephone or (760) 483-7411 for a Campus Safety Officer.
- 2) When reporting, be specific about the nature of the material involved and its location.
- 3) The Campus Safety and Parking Control Department will contact the appropriate specialized authorities and medical personnel.
- 4) If it's safe to do so, leave the affected area immediately and seal it off to prevent further contamination of others.
- 5) Anyone who may be contaminated because they were in the immediate area affected by the spill must avoid contact with others as much as possible, remain in the area, and give their names to the Director of Facilities Services or his/her designee. First aid and cleanup required by specialized authorities should be initiated simultaneously.
- 6) If necessary, because of the danger involved or if directed by District personnel, activate the building fire alarm system and follow the remaining steps.
- 7) Evacuate the building by quickly walking to the nearest exit, alerting people as you go.
- 8) Leave the elevators for disabled use only, while assisting them if necessary.
- 9) Direct any disabled person to the elevators located above or below ground level until District personnel provide further directions.
- 10) Assist disabled individuals in exiting the building on ground-level floors.
- 11) Flash the lights on and off to alert deaf or hard-of-hearing individuals. Write notes to explain what is happening. Assign a guide for blind individuals. Assign an assistant for wheelchair users.
- 12) Once outside, move to a clear area at least 100 feet away from the affected building.
- 13) If fumes are present, move crosswind (Not upwind). Keep the walkway clear for emergency vehicles.
- 14) To the best of your ability and without re-entering the building, assist District personnel will determine that everyone has been evacuated safely.
- 15) An emergency command post will be established. Do not approach the command post unless you have important information to report.
- 16) Only return to a building once told to do so or when it is announced that all is clear.

Reporting Emergencies Not Previously Covered:

- 1) The quickest and easiest way to obtain professional help for any emergency, not explicitly covered by these previous procedures, is to call the Campus Safety and Parking Control Department. Dial extension 1111 or (760) 483-7411 for a Campus Safety Officer, or (760)-355-6308 or (760) 355-6307 for the Campus Safety and Parking Control Department.
- 2) When calling, stay calm and carefully explain the problem and location. By calling (760) 355-6308 or (760) 355-6307 during daytime or evening hours to connect to the Campus Safety & Parking Control Department or dial 9-1-1 to connect to the Sheriff's Office Dispatcher.
- 3) Quickly notify the Campus Safety & Parking Control Department or your
- 4) immediate supervisor of the emergency and begin to take the appropriate actions.
- 5) The Disability Support Program & Services (DSP&S) Department can arrange a sign language interpreter if necessary.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault & Stalking Policy Statements

The District aims to prevent all forms of Prohibited Conduct through prevention-based education and awareness programs. All students receive prevention and awareness programming as part of orientation and onboarding each semester. All new employees receive training as part of their onboarding and continue to receive training biannually.

Training includes:

- Statements that the District prohibits Prohibited Conduct, as defined by the Sexual Misconduct Policy, and related crimes under California law.
- The definitions of such conduct and crimes under California law.
- The definition of "Affirmative Consent" for policy purposes.
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Prohibited Conduct against another person.
- Information on risk reduction to recognize warning signs of abusive behavior.
- Required online training regarding all forms of sexual misconduct for faculty and staff, and students; and/or information about the procedures that the District will follow if an incident of Prohibited Conduct has occurred.

The District's education and prevention programs include programming, initiatives, strategies, and campaigns intended to prevent prohibited conduct. These programs are culturally relevant and inclusive of diverse communities and identities. These programs are also designed to consider environmental risk and protective factors as they affect individuals, relationships, institutions, communities, and society. The District is dedicated to ending sexual harm in our community. District initiatives seek to specifically prevent sexual harm and include collaboration with departments on Campus that do related work, including substance misuse prevention, health promotion programs, and others.

The District's education and prevention programs that support sexual harm education and prevention include

- awareness programs,
- bystander intervention programs,
- ongoing prevention and awareness campaigns,
- primary prevention programs,
- indicated prevention programs,
- risk reduction, and
- coalition building.

These programs include awareness programs, consisting of community-wide or audience-specific initiatives and strategies that increase audience knowledge and share information and resources to prevent sexual harm, promote safety, and reduce crime.

In April, the District presents awareness programs for National Sexual Assault Awareness Day to raise public awareness about sexual assault and stalking. The District educates the campus community on how to prevent sexual assault and stalking. To recognize this awareness day, the district may do one or more of the following:

- a. Advertise and wear a color to recognize the awareness.
- b. Host a panel of representatives to speak about sexual assault and stalking awareness.
- c. Make posters and signs to display around the campus recognizing the event.
- d. Invite representatives from surrounding agencies to provide information tables on the subject matter of sexual assault and stalking.

- e. Provide workshops on the topic of sexual assault and stalking.
- f. Invite leaders from the community to speak about sexual assault and stalking.
- g. Invite victims who are willing to speak about how they were a victim of sexual assault and stalking.
- h. Post Public Information messages through the Campus Safety website.

During September's National Campus Safety Awareness Day, the District encourages public conversation about violence prevention. To recognize this awareness day, the district may do one or more of the following:

- a. Advertise and wear a color to recognize the awareness.
- b. Host a panel of representatives to speak about National Campus Safety awareness.
- c. Make posters and signs to display around the campus recognizing National Campus Safety Awareness.
- d. Invite representatives from surrounding agencies to provide information tables about safety topics.
- e. Provide workshops on the topic of safety.
- f. Invite leaders from the community to speak about safety topics.
- g. Invite members of the Campus Safety Team to speak about campus safety topics.
- h. Send Public Information messages to the campus through the Campus Safety website.

In October, the District highlights awareness programs for National Domestic Violence and Dating Violence Awareness Day. It's a time to recognize victims, raise awareness, and mourn those lost to domestic violence. To recognize this awareness day, the district may do one or more of the following:

- a. Advertise and wear a color to recognize the awareness.
- b. Host a panel of representatives to speak about Domestic Violence and Dating
- c. Violence awareness.
- d. Make posters and signs to display around the campus recognizing Domestic Violence
- e. and Dating Violence awareness.
- f. Invite representatives from surrounding agencies to provide informational tables.
- g. Provide workshops on the awareness topic.
- h. Invite law enforcement from the community to speak about domestic violence and
- i. Dating Violence awareness.

In April, the District highlights Drug and Alcohol awareness programs. Campus Safety and the Student Health Center host a joint event to raise awareness and promote a drug- and alcohol-free campus.

- a. Advertise and wear a color to recognize Drug and Alcohol awareness.
- b. Host a panel of representatives to speak about awareness.
- c. Make posters and signs to display around the campus recognizing Drug and Alcohol awareness.
- d. Invite representatives from surrounding agencies to provide information tables on Drug and Alcohol awareness.
- e. Provide workshops on the awareness topic.
- f. Invite leaders from the community to speak about the effect of drugs and alcohol on the community.

Imperial Valley College's Response to Sexual and Gender-Based Violence

Imperial Valley College is committed to a safe and equitable learning environment for all students and employees. It does not discriminate on the basis of sex or gender in its educational programs and employment. Any incident, including sex discrimination or harassment, but not limited to sexual assault, including rape, dating violence, domestic violence, or stalking, committed on District property or at a district-sponsored event or activity, should be reported to the Title IX Coordinator immediately. The District prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972 (Title IX), Title VII of the Civil Rights Act of 1964 (Title VII), and /or the California codes.)

Imperial Valley College has adopted its Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence ("Sexual Misconduct Policy") with a commitment to the following:

- Eliminating, preventing, and addressing the effects of: Title IX Prohibited conduct Which includes quid pro quo harassment, sexual assault, dating violence, domestic violence, and stalking Sexual and Gender-Based prohibited conduct, which includes quid pro quo harassment, sexual and/or gender based hostile environment, consensual exploitation, sexual intimate harassment, contact and intercourse, partner non-sexual violence, stalking, complicity in the commission of any act prohibited by the Sexual Misconduct Policy, and retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under the Sexual Misconduct Policy (collectively, prohibited conduct)
- Fostering the District's community of trust, in which prohibited conduct is not tolerated.
- Cultivating a climate where all individuals are well-informed and supported in reporting prohibited conduct.
- Providing a fair and impartial process for all parties.
- Identifying the standards by which violations of the Sexual Misconduct Policy will be evaluated, and disciplinary action may be imposed.

Employees (faculty and staff) or students who violate the Sexual Misconduct Policy may face disciplinary action up to and including termination or expulsion. The District will take prompt and equitable action to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. The District conducts ongoing prevention, awareness, and training programs for employees and students to facilitate the goals of the Sexual Misconduct Policy. It is the responsibility of every member of the college community to foster an environment free of prohibited conduct. All District community members are encouraged to take reasonable and prudent steps to prevent or stop prohibited conduct. The District will support and assist community members who take such actions. Conduct included under the Sexual Misconduct Policy is prohibited regardless of the sex, sexual orientation, and/or gender identity/expression of the complainant or respondent. Prohibited conduct includes the following specifically defined forms of behavior: Quid Pro Quo Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Sexual and/or Gender-Based Hostile Environment Harassment, Sexual Exploitation, Intimate Partner Violence, Complicity, and Retaliation. The Violence Against Women Act (VAWA) defines "dating violence" and "domestic violence " as " intimate partner violence" as defined by VAWA. Consistent with VAWA, the District will evaluate the existence of an intimate relationship based on the Complainant's statement and consider the length of the relationship, the type of relationship, and the frequency of interaction between the people involved.

Primary Prevention and Awareness Programs

The Campus Safety & Parking Department and the Student Affairs Office shall:

- Provide education and prevention information about sexual assault year-round as part of each campus's established on-campus orientation program. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
- Post information regarding the prevention and education of sexual violence on the campus website.
- The Campus Safety and Parking Control Department educates the campus community about rape, acquaintance rape, and other forcible and non-forcible sex offenses through mandatory orientation each semester as per Education Code 67385.7. The Campus Safety & Parking Control Department offers sexual assault education and informative programs to students and employees. Literature on date rape education, risk reduction, and the District's response is available through the Campus Safety and Parking Control Department.

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 consideration of:

- The length of the relationship
- The type of relationship
- The frequency of the interaction between the people involved in the relationship

For this definition

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.

Domestic Violence is defined as a felony or misdemeanor crime of 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 cohabitating with, or has cohabitated 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 the jurisdiction in which the crime of violence occurred

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.

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

Stalking is engaging in a course of conduct directed at a specific person, whether in the context of a social or intimate relationship or otherwise, that would cause a reasonable person to feel fear for their safety or the safety of others, or to suffer substantial emotional distress.

Stalking, including cyberstalking, may also include:

- Non-consensual communication includes in-person communication or contact
- Surveillance
- Phone calls
- Voice Messages
- Text messages
- Email messages
- Social network postings
- Instant messages
- Posting pictures/information on websites
- Written letters
- Gifts or any other undesired communication and/or places another person in fear of, or at risk of, physical injury or danger.

Consent means an affirmative decision to engage in an activity given by explicit action or words. It is an informed decision that all parties make freely, willingly, and actively. The behavior will be considered "without consent" if no explicit consent, verbal or nonverbal, is given.

A person cannot give consent if:

- They are incapacitated – alcohol or drug consumption (voluntary or otherwise)
- Is unconscious

- Unaware or asleep during the act
- Under legal age to provide consent
- Cannot give consent

When determining whether a person is incapacitated, the analysis must include whether the accused knew or should reasonably have known that the person was incapacitated.

- A lack of protest or resistance is not a valid form of consent
- Silence is not a valid form of consent
- A prior relationship or sexual activity is not enough to demonstrate consent
- Consent can be revoked or withdrawn at any time – even during a sexual act

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, or an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. A student found guilty of violating the District's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from Imperial Valley College for the first offense.

The Imperial County Sheriff's Office will be the lead investigating agency for any offense that occurs on Imperial Valley College's campus. If the offense did not occur on District property, ICSO will be responsible for notifying the agency that oversees the jurisdiction in which the crime occurred.

Bystander Intervention

Bystander intervention means safe and positive options that an individual or individuals may carry out to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. This 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.

If anyone suspects a friend, acquaintance, or stranger that may be in a high-risk situation of becoming a victim, is being victimized, or has been a victim of any form of a sexual offense, including dating violence, domestic violence, sexual assault, or stalking, it is important to decide as a bystander whether there is a safe and reasonable way to intervene effectively to assist a person before, during, or after an incident takes place.

While there is no legal obligation for bystanders to act or intervene, Imperial Valley College promotes a campus culture of respect and concern for others, creating a community of responsible citizens. The following are suggestions for safe and positive bystander actions:

- Notice the event --- any behavior you recognize that would lead to violence.
- Consider whether the situation demands your action. Is this going to resolve itself, or would it be helpful if you did something?
- Decide if you have a responsibility to act. Knowing that other people are around, you should do something to assist, but you will likely not step in.
- Choose what form of assistance to use. Directly intervene, redirect their attention elsewhere to distract them, and call campus safety to report the situation.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Refer people to on or off-campus resources for support in health, counseling, or legal assistance.
- Call 911 if there is any immediate danger.
- Act and be safe, understand how to implement the choice safely.

PROHIBITED CONDUCT DEFINITION RELATED TO THE VIOLENCE AGAINST WOMEN ACT OFFENSES

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of 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 includes (but is not limited to) 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, includes 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.** Using an object or instrument unlawfully to 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, or stick.*
- **Fondling.** The touching of the private body parts of another person for sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/age or because of his/her/temporary or permanent mental or physical incapacity.
- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse. Incest.** Non-forcible sexual intercourse between people 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 by considering the following factors: the length of the relationship, the type of relationship, and the frequency of interaction among the people involved.
- **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 cohabitating with, or has cohabited 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.

Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent.

A. Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

E. Sex offenses – non-forcible / unlawful, non-forcible sexual intercourse.

Incest: Non-forcible sexual intercourse between people 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.

Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

Protective Orders

Where Prohibited Conduct is reported, obtaining a court-ordered emergency or preliminary protective order may be possible. These protective orders may be issued if the judge or magistrate believes there is an immediate threat to health or safety. Later, after a full hearing, the court may agree to issue a "permanent" protective order in appropriate cases. A permanent protective order may remain in place for up to ten years, depending on the type of protective order issued by the court. "Protective orders" are separate and distinct from "no-contact directives". Protective orders may be obtained only from a court of law by a criminal, civil, or tribal court and are enforceable anywhere in the United States; their violation may result in criminal charges. In contrast, when the College arranges no-contact directives, they are enforceable through the College. Students or employees may speak with the Sheriff's Department Division's Victim/Witness Assistance Coordinator, who can explain the process for seeking a protective order and escort a student or employee to the appropriate office to initiate a protective order petition.

Procedure to Follow if Sexual Assault, Domestic Violence, Dating Violence, or Stalking Has Occurred

Law Enforcement Involvement

When a sexual assault victim or a victim of any crime contacts the Campus Safety and Parking Control Department will contact the Imperial County Sheriff's Office (ICSO). A representative from the Student Affairs Office will also be notified, but no identifying information about the victim will be released. A sexual assault victim may choose to pursue the investigation through the criminal justice system, Campus Safety, or not at all. A Deputy Sheriff or Campus Safety Officer will guide the victim through the available options and support the victim in his or her decision. Counseling options are available through the District via the Student Health Center, Employee Assistance, and the Psychological and Counseling Center. Counseling and support services outside the District system can be obtained through a referral from the On-Campus Deputy Sheriff or the Imperial County Sheriff's Office.

A victim may, if he or she chooses, report sexual misconduct to a Campus Safety Authority. The CSA is required to notify Campus Safety of the misconduct. A CSA is a member of the campus police or security department, an individual responsible for campus security who works outside the campus police or public safety, or an individual designated by the institution as someone to whom crimes should be reported or someone with significant responsibility for campus student activities.

Students involved in sexual misconduct will be given an outline of the written protocols that Imperial Valley College will follow through the sexual assault investigation process, including information on restraining orders and no-contact orders. Brochures and personal hygiene items will be available to the victim for use after the evidence has been collected and preserved.

The [Student Handbook](#) details District disciplinary proceedings and particular guidelines for sexual misconduct cases. The handbook provides, in part, that the accused and the victim may each choose one person to accompany them throughout the hearing. Both the victim and the accused will be informed of the outcome of the hearing by the Campus Safety Office. A student found guilty of violating the District's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the District for the first offense.

Collection and Preservation of Evidence

If you are a victim of sexual misconduct (as defined by the College policy), gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of the following safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call 9-1-1.
2. Consider securing immediate professional support (e.g. counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to the IVC Student Health Center for counseling services. Those counselors are confidential resources. After business hours or at any time a victim wishes, local resources are also available and may provide confidential assistance.
4. For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, ideally within the first 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge.
 - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
 - Typically, if police are involved or will be, they will collect evidence at the scene, and it is best to leave things undisturbed until law enforcement arrives. They will gather bedding, linens, or

unlaundered clothing, and any pertinent articles that may be used for evidence. It is best to allow law enforcement to secure items in evidence containers, but if you are involved in the transfer of evidence, such as to the hospital, secure them in a clean paper bag or a clean sheet to avoid contamination.

- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
 - Record the names of any witnesses and their contact information. This information may be helpful as evidence of a crime, to obtain an order of protection, or to establish a campus policy violation.
 - Try to memorize details (e.g., physical descriptions, names, license plate numbers, car descriptions, etc.), or, even better, write notes to remind you of them if you have the time and ability.
5. Even after the immediate crisis has passed, consider seeking support from college counselors in the Imperial Valley College Student Health Center.
 6. Contact the College Title IX Officer (760) 355-6210 gina.snow@imperial.edu located inside the Human Resource Office, if you need assistance with college-related concerns, such as no-contact orders or other protective measures. The counselors in the Student Health Center may also direct individuals to other campus officials (advocates) who can assist with advocacy for students seeking protective or restraining orders from local authorities or assist individuals directly with that process. The College can offer reasonable academic support; changes to living arrangements (if housed at Lotus Living); transportation resources or campus escorts; access to No-contact orders; counseling services; and other support and resources as needed by a victim. Student victims have the option to change their academic situations after an alleged sexual assault if such changes are reasonably available.

For additional information and resources on sexual assault, domestic violence, dating violence, and stalking in the educational campus environment, please refer to [RAINN](#), which is the nation's largest anti-sexual violence organization. RAINN operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country. Additional resources can be found through the National Public Safety Partnership (PSP), established by the U.S. Department of Justice (DOJ), which provides an innovative framework to enhance federal support for state, local, and tribal law enforcement and prosecution authorities in their efforts to improve public safety.

Confidentiality

Confidential Reporting Options

An individual who seeks completely confidential assistance may do so by speaking with professionals who are legally bound to maintain confidentiality. On campus, confidential reports may be made to licensed counselors in the Student Health Center at (760) 355-6555. Information shared with these resources will remain confidential and will not be shared with the College or anyone else without the expressed, written permission of the individual seeking services.

All alleged victims of sexual assault shall be kept informed through the Campus Safety and Parking Control Department of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of sexual assault are required to maintain any such information in confidence unless the suspected assailant has waived rights to confidentiality.

The District shall maintain the identity of any alleged victim or witness of sexual assault, as defined above, in confidence unless the alleged victim or witness expressly waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged sexual assaults shall be referred to the President's Office, which shall work with the District Legal Advisor to ensure that all confidentiality rights are maintained.

The District is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under the Sexual Misconduct Policy. The District is also committed to helping students, employees, and third parties make informed choices. Regarding any report under the Sexual Misconduct Policy, the District will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. "Privacy" and "confidentiality" have distinct meanings under the Sexual Misconduct Policy. Privacy means that information related to a report of Prohibited Conduct will be shared with a limited circle of District employees who "need to know" to assist in assessing, investigating, and resolving the report. All employees involved in the District's response to reports of Prohibited Conduct receive specific training and guidance on sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected by the Family Educational Rights and Privacy Act (FERPA), as outlined in the [College's FERPA Policy](#). California's Health Records Privacy Act protects the privacy of an individual's medical records. It may also be protected by the Health Insurance Portability and Accountability Act (HIPAA) or FERPA. Access to an employee's personnel records may be restricted under the California Freedom of Information Act. Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under California law. Gender-Based Harassment and Other Forms of Interpersonal Violence and the Preventing and Addressing Under the Clery Act, the District includes statistics about certain offenses in its Annual Fire Safety and Security Report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident.

The Clery Act also requires the District to issue timely warnings to the District community about certain reported crimes that may continue to pose a serious or continuing threat to students and employees. Consistent with the Clery Act, the District withholds the names and other personally identifying information of complainants when issuing timely warnings or emergency notifications to the college community and maintaining the daily crime log. IVC will also maintain as confidential any accommodations or protective measures provided to any party to the extent that maintaining such confidentiality would not impair the ability of the District to provide the accommodations or protective measures.

Non-Confidential Reporting Options

Non-Confidential reports regarding incidents in which a student, employee, or visitor is the Respondent (Alleged perpetrator) should be made to the College Title IX Coordinator, 760-355-6194, located inside the Human Resources Office. An online reporting form, "See Something, Say Something," is available at [Reporting Criminal Activity or Other Emergencies](#).

Reports or disclosures regarding incidents in which a student, employee, or visitor is the respondents that are made to any responsible employee, as identified by the College's Discrimination and Harassment Complaints and Investigations, AP3435, will be directed for further review.

Written Notification

All students, faculty members, staff members, or visitors who allege they are the victims of a sexual assault on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Campus Safety and Parking Control Department, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Campus Safety and Parking Control Department is authorized to release such information.

The Human Resource Office shall be notified of all serious criminal events reported to Campus Safety & Parking Control.

The Director of Risk, Security, and Safety shall provide the following to all alleged victims (students or employees) of serious crimes, regardless of whether the crime was reported to Campus Safety or local law enforcement, and whether the crime occurred on or off campus.

Students

The Title IX Coordinator is the District's Compliance Officer for Human Resources at (760) 355-6207 (Building 2500). Students may contact the Dean of Student Services and Special Projects at (760) 355-6153 (Building 100) to file a complaint. Title IX employees will ensure students receive written notification of all their rights and options, regardless of whether they report prohibited conduct to the District or the police. Title IX and Student Affairs employees have received training for this purpose and will assist students in determining whether certain forms of Supportive Measures may be beneficial and appropriate. Student Affairs employees are categorized as "Responsible Employees" and are therefore required to report information disclosed to them about Prohibited Conduct to the District's Title IX Coordinator. If a complainant requests (a) that personally identifying information not be shared with the respondent, (b) that no investigation be pursued, and/or (c) that no disciplinary action be taken, the District will seek to honor this request unless there is a health or safety risk to the complainant or any member of the college community. The District will maintain the privacy of any Supportive Measures provided under the Sexual Misconduct Policy to the extent practicable and promptly address any protective measures taken to protect the complainant (e.g., protective orders. Supportive Measures may be temporary or permanent and may be modified by the District as circumstances change. Supportive Measures may include, but are not limited to, the following:

- Arranging a meeting with the Sheriff to discuss making a report on prohibited conduct
- Arranging a meeting with the Sheriff to discuss safety planning
- Arranging access to counseling services and assistance in setting up initial appointments
- Arranging access to medical services, mental health services, and assistance in setting up initial appointments
- Assistance in seeking academic assistance, including modified class schedules (including transfer to another section), permission to withdraw from and/or retake a class or attend a class via alternative means (e.g., online or independent study), extension of assignment deadlines, and voluntary leaves of absence
- Imposition of a No Contact Directive or Mutual No Contact Directive against an Employee or Student (i.e., an order directing one or both of the parties to refrain from contacting the other (directly or through proxies)
- Assistance in seeking legal assistance within the community
- Assistance in seeking relevant information on immigration, visa, and/or financial aid status
- Assistance in modifying assigned parking
- Assistance in modifying District employment arrangements, including changes in work schedules, job assignments, work locations, and/or assigned parking, increased security or monitoring of certain areas of the campus

Any other measures that the District may arrange (to the extent reasonably available) to ensure the safety and well-being of a student affected by Prohibited Conduct. In some cases, a student may choose to seek a leave of absence or a reduced course load; these actions may, in turn, affect a student's immigration, visa, and/or financial aid status.

In such cases, Student Affairs will connect students with the applicable Intimate Partner Violence department or unit so that they may obtain relevant information and assistance. The Title IX Coordinator will ensure students receive written notification of all their rights and options, regardless of whether they report prohibited conduct to the College or the sheriff's department. This notification will describe options for available assistance and how to request changes to academic, transportation, and work situations, or to protective measures. Students are entitled to receive information, help, and a broad range of support and

remedial measures as reasonably available, regardless of whether they pursue criminal and/or IVC disciplinary resolution of prohibited conduct.

Employees

The Title IX Office can provide employees with information, support, and assistance, and arrange various Supportive Measures. The Title IX Coordinator or designee will ensure that employees receive written notification of all their rights and options, regardless of whether they report Prohibited Conduct to the District or the Sheriff. The Title IX Coordinator, or designee, will assist employees in determining whether certain forms of support, including Supportive Measures, may be beneficial and appropriate. Title IX employees are Responsible Employees and are not confidential. If a complainant requests (a) that personally identifying information not be shared with the respondent, (b) that no investigation be pursued, and/or (c) that no disciplinary action be taken, the District will seek to honor this request unless there is a health or safety risk to the complainant or any member of the college community. The Grievance Procedures provide additional guidance about how the District will evaluate such requests.

The specific circumstances of each case will determine the availability of Supportive Measures. The Title IX Coordinator, in consultation with Human Resources and/or the Office of the Provost, will consider several factors in determining which measures to take, including the needs of the employee seeking Supportive Measures, the overall structure and work needs of the relevant unit or department; the severity or pervasiveness of the alleged prohibited conduct; as appropriate, any continuing effects on the complainant; whether the complainant and the respondent share the same employment assignment or parking location; and whether other judicial measures have been taken (e.g., protective orders). When implementing such measures, the District will seek to minimize the burden appropriate to the specific circumstances of each case. Supportive Measures may be temporary or permanent and may be modified by the District as circumstances change. Supportive Measures may include, but are not limited to, the following:

- Arranging a meeting with the Sheriff to discuss our report on Prohibited Conduct
- Arranging a meeting with the Sheriff to discuss safety planning
- Providing contact information for available counseling services
- Providing contact information for available medical and mental health services
- Imposition of a No Contact Directive or Mutual No Contact Directive against an employee
- or student (i.e., an order directing one or both of the parties to refrain from contacting the
- other, directly or through proxies)
- Modifying an employee's work schedule and/or work location
- Reassigning an employee's parking location
- Changing an employee's phone number at work
- Assistance in the enforcement of protective orders in the workplace of an employee
- Any other measures that may be arranged by the District (to the extent reasonably available)
- to ensure the safety and well-being of an employee who has been affected by
- prohibited conduct
- Assistance in seeking legal assistance within the community
- Assistance in seeking relevant information on visa and/or immigration status.

Sometimes, an employee may seek leave to attend court proceedings or to meet other legal obligations. The District will endeavor to approve reasonable leave for employees who have experienced prohibited conduct to seek protective orders, attend court, make custody arrangements, or relocate to a safe living environment. Employees should direct any such requests for leave to their supervisor. Employees and/or supervisors should direct any questions or concerns related to such requests to the Title IX Coordinator. The Title IX Coordinator or designee will ensure that employees receive written notification of all their rights and options, regardless of whether they report prohibited conduct to the District or to the police. This notification will describe options for available assistance and how to request changes to academic, living, transportation, and working situations or protective measures. Employees are entitled to receive

information, assistance, and a broad range of Supportive Measures as reasonably available, regardless of whether they pursue criminal and/or University disciplinary resolution of Prohibited Conduct.

Disciplinary Action

Any sexual assault or physical abuse, including, but not limited to, alleged dating violence, domestic violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, or an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of Districts policies and regulations and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. A student found guilty of violating the District's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the IVC for the first offense.

Registered Sex Offender

The District shall include in its Annual Security Report a statement advising the campus community where to obtain information about registered sex offenders.

Sex offenders are required to register with the police or sheriff in the jurisdiction in which they reside or at a community college if the person is residing on the campus or in any of its facilities within five working days of coming onto campus. If a person is required to register as a sex offender and the person is a student, employee, contractor, or volunteer, registration is completed by the Imperial County Sheriff's Office. A sex offender who is an employee or volunteer in the District must disclose his/her/their status as a registrant upon his/her/their application or acceptance of the position. All registrants on the District campus must notify the Director of Risk, Security, and Safety.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Information on registered sex offenders can be obtained from the Campus Safety & Parking Control Department and the [California Department of Justice's Megan's Law Website](#).

Under the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Under the Educational Rights and Privacy Act of 1974, the California Department of Justice is providing a link to its official website, which lists designated registered sex offenders in California.

This act requires higher education institutions to issue a statement advising the campus community on where to obtain law enforcement information concerning registered sex offenders from the California Department of Justice. It also requires sex offenders already required to register in California to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. In California, the Sex Offender Tracking Program at the California Department of Justice (DOJ) maintains the registered sex offender database. That database is the basis for the information displayed on their website. By law, persons convicted of specified sex crimes are required to register as sex offenders with a local law enforcement agency.

California's Megan's Law was enacted in 1996 and allows local law enforcement agencies to notify the public about sex offender registrants found to be posing a risk to the public. Megan's Law is named after seven-year-old Megan Kanka, a New Jersey girl who was raped and killed by a known child molester who had moved across the street from the family without their knowledge. In the wake of the tragedy, the

Kankas sought to have local communities warned about sex offenders in the area. All states now have some form of Megan's Law.

Disciplinary Procedures – Policy Statement

Students: Description of Student Discipline Procedures, AP 5520: The Student Discipline Process is designed to make sure that concerns about student behavior are handled fairly, respectfully, and with due process. Students have the right to know what they are accused of, share their side of the story, and, in some cases, request a formal hearing before serious disciplinary action is taken.

Staff: Description of Discipline Procedures, CSEA Contract, Article 1: The purpose of the disciplinary procedure is to correct employee behavior, improve performance, and ensure employees are treated fairly through a progressive discipline process. Permanent classified employees may only be disciplined for just cause and are entitled to representation throughout the process. The District generally follows a progressive discipline model, meaning discipline becomes more serious if performance or conduct problems continue. The procedure emphasizes corrective action rather than punishment, using progressive discipline whenever possible. Employees are provided with notice, an opportunity to respond, an independent hearing process, and an appeal to the Board of Trustees before a final disciplinary decision is made.

Faculty: Description of Discipline Procedures, CTA Contract, Article 13: The purpose of this policy is to correct or improve unprofessional or unsatisfactory behavior, not to punish employees. The District is committed to due process, progressive discipline, and just cause, using more serious disciplinary measures only when less severe interventions have not been effective. The procedure emphasizes improvement and corrective action first, while providing faculty members with notice, representation rights, an opportunity to respond, and a reasonable period to correct performance or conduct concerns before more serious disciplinary action is taken.

Steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding?

Students: Depending on the situation, the College may take one or more of the following actions:

- Verbal Warning – A conversation reminding a student to stop behavior that violates student conduct standards.
- Written Warning – A formal notice that may become part of the student's record.
- Removal from Class – An instructor may remove a student from class for the rest of the day and the next class meeting.
- Short-Term Suspension – Removal from one or more classes for up to 10 instructional days.
- Long-Term Suspension – Removal from classes or college activities for the rest of a semester or longer.
- Expulsion – Permanent or long-term removal from the College by the Board of Trustees.

Approximate Length of the Process:

Short-Term Suspension: Typically, 20-40 days from the incident to a final decision.

Long-Term Suspension: Typically, 40-60 days from the incident to a final decision, depending on scheduling.

Expulsion: Typically, 60+ days, depending on when the next Board of Trustees meeting occurs.

Decision-Making Process Summary:

The student discipline process follows a structured review to ensure fairness and due process.

- Incident Review
 - The Dean of Student Affairs and Enrollment Services reviews reports, and evidence related to an alleged violation of the Standards of Student Conduct.
- Notice to the Student
 - The student receives written notice explaining the alleged violation, supporting facts, and possible disciplinary consequences.
- Student Response
 - The student has an opportunity to meet with the Dean or provide a written response to share their perspective before a decision is made.
- Initial Determination
 - Based on the evidence and the students' response, a recommendation is made regarding the appropriate disciplinary action.
- Decision Authority
 - Short-Term Suspension: The Superintendent/President makes the final decision.
 - Long-Term Suspension: If requested, a hearing panel reviews the case and makes a recommendation; the Superintendent/President then makes the final decision.
 - Expulsion: A hearing panel reviews the case and makes a recommendation, the Superintendent/President forwards a recommendation to the Board of Trustees, and the Board makes the final decision.

Staff: Depending on the situation, the College may take one or more of the following actions for staff disciplinary procedures:

- Pre-Disciplinary Counseling

- Supervisor discusses the concern and expectations for improvement.
- Verbal Warning
 - Issued if the problem continues.
 - Employees may submit a written response.
- Written Reprimand
 - Issued for continued misconduct or a more serious offense.
 - Employees may submit a written response.
- Suspension, Demotion, or Dismissal
 - Used when behavior does not improve or for serious misconduct.
 - Employees receive written notice and an opportunity to respond before discipline is imposed.
- Pre-Disciplinary Hearing
 - Employees may meet with the Chief Human Resource Officer (CHRO) to present their side of the case.
 - CHRO issues a decision.
- Appeal Process
 - Employees may appeal to an independent third-party hearing officer.
 - If still dissatisfied, the employee may appeal to the Board of Trustees.
- Final Decision
 - The Board of Trustees makes the final determination on the disciplinary action.

Approximate Length of the Process:

- Minor issues: Often resolved through counseling, verbal warnings, or written reprimands within a few weeks.
- Suspension, demotion, or dismissal cases: Typically take 1-3 months or longer, depending on hearing schedules and appeals.
- Cases appealed through the Board of Trustees: May take several additional weeks before a final decision is issued.

Decision-Making Process summary:

1. Supervisor Review
 - Supervisor identifies the issue and initiates counseling or progressive discipline.
2. CHRO Review
 - Before a suspension, demotion, or dismissal, the employee receives notice and has an opportunity to respond.
 - The Chief Human Resource Officer (CHRO) decides whether to uphold, modify, or overturn the proposed discipline.
3. Independent Appeal
 - The employee may appeal the decision to a third-party hearing officer, who reviews the evidence and issues findings.
4. Final Appeal
 - The employee may appeal against the hearing officer's findings to the Board of Trustees.
 - The Board reviews the case and issues the final decision.

Faculty: Depending on the situation, the College may take one or more of the following actions for faculty disciplinary procedures:

- Complaint or Concern
 - A concern about a faculty member's conduct or performance is reported and investigated.
- Informal Counseling

- If the concern is valid, the administrator meets with the faculty member to discuss the issue and expectations for improvement.
- Verbal Warning
 - If the problem continues, the faculty member receives a verbal warning and is given at least 90 days to improve.
- Written Reprimand
 - If improvement does not occur, a formal letter of reprimand may be issued and placed in the personnel file.
- 90-Day Written Notice
 - For serious or continued concerns, the faculty member receives a formal written notice describing the problem, required improvements, and possible consequences.
 - The faculty member is given at least 90 days to correct the issue.
- Suspension or Dismissal
 - If sufficient improvement does not occur, the District may impose a suspension or pursue dismissal in accordance with Education Code requirements.

Approximate Length of the Process:

The policy does not establish a strict timeline for the initial investigation, counseling, or reprimand stages, but it does require specific timelines once formal discipline begins. Before a faculty member can be suspended or dismissed for unprofessional conduct or unsatisfactory performance, they must generally receive a Written Notice and be given at least 90 days to correct the identified deficiencies. Exceptions may apply in cases involving more serious misconduct.

Decision-Making Process summary:

- Concern is Reported
 - An administrator reviews and investigates the concern.
- Administrator Decides if Action is Needed
 - If the concern is valid, the administrator may begin corrective action.
 - If not, the matter is closed.
- Faculty Member Receives Feedback
 - The faculty member may receive counseling, a verbal warning, or a written reprimand.
- Formal Review
 - For serious or ongoing issues, the Superintendent/President issues a formal 90-day notice outlining required improvements.
- Improvement Period
 - The faculty member is given time to correct the issue and respond to the concerns.
- Final Decision
 - The District reviews the faculty member's progress and decides whether to:
- End the matter,
- Continue corrective measures, or
- Impose suspension or dismissal.

How does the institution determine which type of proceeding to use based on the circumstances of an allegation?

Students: The type of disciplinary proceeding is determined by the nature, severity, and potential consequences of the alleged student misconduct. The key factor is the level of potential disciplinary action being considered. As the consequences become more severe, the process includes greater procedural protection, including formal hearings and additional levels of review.

Staff: The CSEA disciplinary process uses the severity of the misconduct and the employee's prior disciplinary history to determine the appropriate course of action. In general, less serious issues are handled through counseling and warnings, while repeated or serious misconduct may result in suspension, demotion, or dismissal after due process review.

Faculty: The institution selects the disciplinary process based on the seriousness of the allegation and whether the issue involves performance concerns, unprofessional conduct, or serious misconduct. The more serious the allegation, the more formal the faculty disciplinary process becomes. The policy generally emphasizes coaching and improvement first, reserving suspension or dismissal for serious misconduct or situations where prior corrective efforts have been unsuccessful.

Title IX Coordinator

Questions concerning Title IX may be referred to the District Title IX Coordinator.

Gina Snow

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Title IX Deputy Coordinator
Vice President of Student Services & Equity
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(760) 355-6153

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 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 result in a full investigation, as discussed in more detail below. However, the Title IX Coordinator will assess whether there is a safety risk to the campus. If the Title IX Coordinator finds a continued risk, the Title IX Coordinator will file the formal complaint without the complainant's consent or cooperation.

Title IX Harassment Complaints, Investigations, and Hearings

These Title IX sexual harassment procedures and the related policy protect students, employees, job applicants, and applicants for admission.

The investigation and adjudication of alleged sexual harassment under this procedure is not an adversarial process between the Complainant, the Respondent, and the witnesses, but rather a process for the District to comply with its obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct.

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.”

Formal Complaint: A written complaint signed by the complainant or Title IX Coordinator alleging misconduct 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, the term " parties " means the complainant and the respondent.

Respondent: A respondent is reported as the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of 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 is objectively offensive because it effectively denies a person equal access to the district's educational 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 penetrate unlawfully, 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, or stick.
- **Fondling:** The touching of the private body parts of another person for 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 people 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 consideration of the following factors:
 1. The length of the relationship
 2. The type of relationship
 3. The frequency of interaction between the people involved in the relationship.
- **Domestic Violence:** Violence committed:
 1. By a current or former spouse or intimate partner of the victim
 2. By a person with whom the victim shares a child in common
 3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
 4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California, or
 5. 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.

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

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; it reports only on the type of conduct and the time, date, and location.

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.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made after the grievance process.
- Notice that the parties may have an advisor of their choice, who may be an attorney but is not required to be.
- 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.
- Inform the parties of any provision in the district's code of conduct that prohibits making false statements or submitting false information during the grievance process.
- For Student Parties, notice regarding the appropriate counseling resources the District has developed and maintains.

If 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 to the parties in writing of the additional allegations.

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 alleged conduct did not occur against a person in the United States,
- The District has the 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 sufficient evidence to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismisses the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the parties with written notice of the dismissal and the reason for the dismissal. 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.

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 a 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 a generalized concern about the decision-maker's personal or professional backgrounds, positions, beliefs, or interests.

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 investigate.
- The grievance process includes hearings, appeals, and informal resolution processes.
- 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. Within 180 calendar days, the District will complete the investigation and its determination regarding responsibility or the informal resolution process.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180-day period to conduct a fair and complete investigation, accommodate an investigation by law enforcement, accommodate the unavailability of witnesses or delays by the parties, account for District breaks or vacations, or due to the complexity of the investigation. The District will provide written notice of this extension to the complainant and the respondent, including the reason for the delay and the anticipated completion date.

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.

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.

Investigative Report

The results of the investigation into a formal complaint will be outlined in a written report that will include at least 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.
- Any other information deemed appropriate by the district.

The investigator will not determine responsibility. The investigator may redact information that is unrelated to the allegations or is privileged. However, the investigator will keep much of the information they do not disclose to the parties. The investigator will only provide this log to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the parties but will keep it in the Title IX Coordinator's file if it becomes relevant later.

At least ten days before a hearing or other time of determination regarding responsibility, the District will send the investigative report to each party and their advisors, if any, in electronic format or as 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 making a determination regarding responsibility, the District will hold a live hearing to give 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, it will provide all parties with written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the parties to prepare to participate.

Decision-Maker

The decision-maker will be free from conflict of interest or bias, including bias for or against complainants or respondents. In cases where the complainant or respondent objects to the decision-maker based on a conflict of interest, the complainant or respondent may request that the Title IX Coordinator select a different decision-maker. The complainant or respondent must make this request to the Title IX Coordinator in writing at least five business days before the hearing.

The decision-maker may ask the parties and witnesses questions during the hearing. The decision-maker must objectively evaluate all relevant evidence, both inculpatory and exculpatory, and determine responsibility without deference to the investigative report. The decision-maker must receive training on relevant issues, applying rape-shield protections for complainants, and any technology to be used at the hearing.

Presenting Witnesses

The District will provide the complainant and respondent with 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 will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. The party's advisor must conduct cross-examination directly, orally, and in real time. A party may never personally conduct cross-examination.

Advisors may only ask relevant cross-examination and other questions of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other 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 supporting a determination of relevance. If a party or witness disagrees with a relevance determination, that individual can choose either.

1. Abiding by the decision-maker's determination and answering the question or
2. Refuse to answer the question.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker will not rely on any statement from that party or witness to reach a determination regarding responsibility. A party or witness may also decline to answer a question, and the decision-maker cannot rely on any statement on which that party or witness has refused to answer cross-examination questions. A decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Determinations of Responsibility

When the decision-maker determines responsibility or non-responsibility, the decision-maker will issue a written determination regarding responsibility no later than 20 business days after the hearing ends.

When deciding on responsibility, a decision-maker will objectively evaluate all relevant evidence, including 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 apply 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 on what date the investigator interviewed the parties and witnesses, conducted site visits, and the methods used to gather other evidence. The procedural section should also discuss the dates, the parties' opportunity to review and inspect evidence, the dates of any hearings, and who attended.
- Findings of fact supporting the determination. In making these findings, the decision-maker
- will focus on analyzing the facts that support the determination of responsibility or non-responsibility.
- Conclusions regarding applying 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 respondents that it will provide remedies for 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 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, on 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 applicable appeal) before imposing disciplinary sanctions or taking any other action that is not a supportive measure against a respondent. If the decision-maker determines that the respondent was responsible for conduct constituting sexual harassment, the District will take disciplinary action against the respondent and any other remedial action it deems 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 harassment and 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, suspension, or discharge.

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

A complainant or respondent may appeal against 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 ten business days from the date of the notice of determination regarding responsibility or the date of the district's notice of dismissal of a formal complaint or any allegations.

Grounds for Appeal

The Associate Vice President for Human Resources, the Dean of Student Affairs, and the Director of Risk, Security & Safety will be the decision-makers on appeal. This decision-maker may not be the same individual who made the decision the appellant is challenging – whether that is a determination regarding responsibility, dismissal of the investigation, or the decision to dismiss a formal complaint, and may not be the Title IX Coordinator or the investigator. 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:

- 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, respondents, 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 five business days of receiving a party's appeal.
- Allow the non-appealing parties at least ten business days from receipt of the appeal to submit a written statement supporting, 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 or the last day to respond. The District will provide the written decision to both parties simultaneously. 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 in writing within 48 hours and will simultaneously inform the parties 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 before reaching a determination regarding responsibility.

The District will provide the complainant and respondent with 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 need not complete a full investigation and adjudication of a sexual harassment report. At any time before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process concerning 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, 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 Title IX policies and procedures on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations that collectively bargain with the district. Upon hire, employees are required to sign to acknowledge receipt of the policies 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 sexual harassment complaints.

File Retention

The District will retain the file for at least 7 years after the case is closed. The following copies will be retained:

- The original report or complaint.
- Any actions that are taken in response to the complaint, including supportive measures.
- The investigative report includes all evidence gathered, any responses from the parties, and the District's determination of responsibility.
- Audio or audiovisual recording or transcript from 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 training materials 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.

Disclosure to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

Imperial Community College District will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the District against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased because of the crime or offense, Imperial Community College District will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Student and Employee Existing Services

Imperial Valley College seeks to provide a campus community that fosters a safe and welcoming environment in which all students and employees can succeed. This District takes very seriously our desire and expectation to have an environment free of relationship and interpersonal violence, which includes all forms of sexual harassment and discrimination, sexual misconduct, stalking, and interpersonal and relationship violence.

The following is a list of existing services on campus and off campus:

CAMPUS RESOURCES

Student Health Center: (760) 355-6310
Mental Health Counseling Counselor: (760) 355-6196
IVC Nurse: (760) 355-6128
Faculty and Staff Counseling Center: (866) 533-4278
IVC Student Equity & Achievement Program: (760) 355-1826

ADDITIONAL CAMPUS RESOURCES

Campus Deputy Cell Phone (760) 483-7411
Campus Safety (760) 355-6308
Title IX Coordinator (760) 355-6207
Student Affairs (760) 355-6455
Financial Aid (760) 355-6199
LGBT Designee – Melyssa Gonzalez (760) 355-6509
IVC American Citizenship Course (760) 550-2108
CalWORKs Program (760) 355-6556
CARE Program (760) 355-6264
Disabled Student Programs & Services (760) 355-6317
Extended Opportunity Programs & Services (760) 355-6407
IVC Kitchen (760) 352-5736
Military & Veterans Success Center (760) 355-6141

OFF-CAMPUS RESOURCES

Sure Helpline (760) 222-8812
Imperial County Behavioral Health (760) 482-2145, 1-800-817-5292
Imperial County Health Intake Desk (760) 482-4000
Woman Haven (760) 353-6922
ICSO SAL Unit (442) 265-6105
District Attorney's Office (442) 265-1204
Son-shine Counseling (760) 353-5059
Center of Family Solutions (760) 353-6922

Pioneers Memorial Hospital Emergency Room (ER)

207 West Legion Road, Brawley, CA 92227

Calexico Health Center

450 East Birch St., Calexico, CA 92231

(760) 768-6262

Pioneers Health Center

751 W. Legion Rd., Ste. 103, Brawley, CA 92227

(760) 351-4400

Women's Health at Pioneers Health Center

751 W. Legion Rd., Ste. 201, Brawley, CA 92227

(760) 351-3700

IN CASE OF EMERGENCY

If you have a life-threatening illness or injury that requires an ambulance, call 9-1-1 immediately. Emergency costs are not covered by Student Health Services.

Hazing Policy Statement

The District is committed to providing an academic environment free of hazing.

Hazing is any intentional, knowing, or reckless act committed by a person against another person, regardless of the willingness of such other person to participate, in connection with initiation into, affiliation with, or maintenance of membership in a student organization, that causes or creates a risk, above the reasonable risk encountered in the course of participation in the District or organization, of physical or psychological injury.

Hazing may include, but is not limited to, whipping, beating, striking, electronic shocking, sleep deprivation, exposure to extreme elements, or excessive exertion; forced consumption of alcohol, drugs, or other harmful substances; coerced sexual acts; activities that induce fear of bodily harm or constitute criminal conduct under applicable local, state, Tribal, or federal laws.

A student organization at the District is one that has two or more members who are students enrolled at the District, regardless of whether the organization is established or recognized by the District. A student organization may include a student club, society, association, athletic team, club sports team, fraternity, sorority, band, or student government.

The District prohibits students, student organizations, and employees from engaging in, participating in, planning, directing, encouraging, facilitating, assisting, condoning, or knowingly permitting hazing. A person's consent or willingness to participate does not excuse or justify conducting that constitutes hazing.

The District strictly prohibits retaliation against individuals who report hazing, participate in an investigation, or otherwise assist the District in responding to allegations of hazing.

Reporting Hazing

Any act of hazing can be reported anonymously at "See Something, Say Something": [Fill Out Form](#).

A member of the IVC community can also anonymously report any act of hazing to a Campus Security Officer by calling (760) 483-7411. Individuals may request that their identity or personal information be kept private. The District will make reasonable efforts to protect privacy and limit disclosure of identifying information consistent with applicable law, safety obligations, and the District's responsibility to conduct a fair and thorough investigation.

Anonymous reports will be reviewed and investigated to the extent reasonably possible based on the information provided.

The District encourages reports of suspected hazing to the appropriate college office, including Campus Safety, Student Affairs, Title IX, or the Student Conduct process, as applicable.

Initial Safety Assessment and Response

The District will take all reports of hazing seriously and will promptly review reports for safety concerns, risks, potential policy violations, and possible violations of applicable law.

When an immediate threat to the health or safety of an individual or the campus community exists, Campus Safety may take appropriate emergency or interim action. Such action may include separating involved individuals, restricting or removing individuals from an activity or location, contacting emergency services, or notifying appropriate law enforcement authorities.

Each report will be documented, as appropriate, including the date, time, location, individuals involved, and a description of the alleged conduct.

Investigation and Referral

Campus Safety will conduct an initial review or investigation, as appropriate, and coordinate or refer the matter to Student Affairs, Title IX, Human Resources, Student Conduct, or another appropriate District office based on the circumstances and individuals involved.

The District will identify the nature of the allegation, including whether the alleged conduct may constitute a Student Conduct violation, Title IX or sexual misconduct matter, health and safety concern, employee misconduct, or potential criminal conduct.

The District will determine whether the matter will be handled under its Student Conduct Process, Title IX Sexual misconduct procedures when applicable, employee administrative procedures, or another appropriate District process.

When allegations indicate possible criminal activity, the District may refer the matter to the Imperial County Sheriff's Office or other appropriate law enforcement agency and may coordinate with law enforcement while continuing its own administrative investigation, as permitted by law.

A law enforcement investigation does not necessarily preclude the District from conducting its own administrative investigation or from taking appropriate interim or disciplinary action.

Disciplinary Action

Violations of the District's prohibition on hazing may result in appropriate disciplinary action, consistent with applicable District policies and procedures, up to and including suspension or expulsion for students, loss of recognition or other sanctions for student organizations, and disciplinary action, up to and including termination of employment, for employees.

Individuals or organizations may also be subject to civil or criminal consequences under applicable law.

Clery Act Reporting

Hazing reports will be evaluated for compliance with applicable reporting requirements under the Jeanne Clery Campus Safety Act, including whether the incident meets the federal definition of hazing and any applicable Clery reporting requirements. Campus Safety Authorities who receive reports of suspected hazing must report qualifying information in accordance with the District's Clery Act reporting procedures.

Campus Hazing Transparency Report

In accordance with the federal Stop Campus Hazing Act and applicable Clery Act requirements, the District will maintain and publish a Campus Hazing Transparency Report when required by federal law.

The Campus Hazing Transparency Report will summarize findings regarding student organizations established or recognized by the District that are found responsible for hazing violations, as required by federal law. The report will include the information required by applicable federal regulations and guidance, which may include:

1. The name of the student organization
2. A general description of the hazing violation, including whether alcohol or drugs were involved;
3. The findings and sanctions imposed by the District, as applicable;
4. Relevant dates associated with the incident, investigation, and final determination; and
5. Other information required by applicable federal law or regulation.

Hazing Educational and Prevention Program

The District will provide annual and ongoing hazing prevention and awareness programming for students, faculty, and staff. Programming will include research-informed prevention strategies intended to prevent hazing before it occurs and promote safe, inclusive, and respectful campus environments.

The Clery Act Hazing educational video or other appropriate hazing prevention educational materials may be incorporated into District programming.

Prevention and awareness activities may include one or more of the following:

1. Advertising and promoting hazing awareness campaigns;
2. Hosting panels of representatives to discuss hazing awareness and prevention;
3. Creating posters, signs, digital materials, and other campus communications recognition hazing prevention, and awareness;
4. Inviting representatives from surrounding agencies or community organizations to provide educational information;
5. Providing workshops on hazing recognition, prevention, intervention, and reporting; and
6. Inviting members of the District or qualified outside professionals to speak about hazing prevention and awareness.

The District provides hazing prevention information to student organizations, athletic teams, clubs, advisors, coaches, faculty, staff, and other members of the campus community, including what constitutes hazing, how to report suspected hazing, and the potential consequences for individuals and organizations.

Support Services

Student Health Services and Mental Health Services

Imperial Valley College provides a Student Health Center, which offers Mental Health Counseling, Basic First Aid, and Care for minor illnesses. It also provides access to wellness information via the online resource Student Health 101.

Mental Health Counseling Services at the Student Health Center are free for currently enrolled students. Short-term individual, couples, family, and group counseling services are provided by licensed clinicians and interns. Services are provided in a confidential, supportive, and culturally sensitive environment. We provide support and information regarding:

Services and Programs Available:

- Basic first aid
- Immunization referrals to ICPHD
- Physicals for students in IVC-approved programs
- Lactation room
- Over-the-counter medication
- Referrals to health services outside the scope of the center
- Access to one reduced-cost basic ill visit

Support & Information Regarding:

- Anxiety/Stress
- Continued sadness/depression
- Divorce/Separation
- Parenting issues
- Anger management
- Relationship/Family issues
- Difficulty adjusting/Coping with life issues
- Sexuality issues
- Other personal issues

STUDENT HEALTH SERVICES HOURS OF SERVICE

Monday – Thursday: 8:30 AM – 4:30 PM

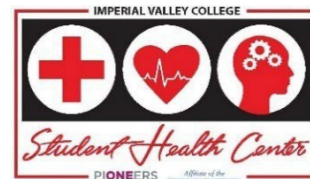
Friday: 8:30 AM – 12:30 PM

OFFICE LOCATION

Building 1500, Room 1536

OFFICE CONTACT

(760) 355-6310



For more information on services provided, visit: [Student Health Center](#)

For Mental Health Emergencies, please call Imperial County Crisis Line at 1-800-817-5292

IVC Student Equity & Achievement Program

The Student Equity and Achievement Program (SEA-Program) supports the transition of new students into IVC by providing services that promote academic achievement, successful degree completion, transfer preparation, career technical education certificates, career advancement, and other services.

On Campus:

Student Equity & Achievement – Food assistance, transportation, technology, housing referrals, hygiene located in Building 400, Room 401

Off Campus:

[Womanhaven](#) – Shelter, personal enrichment courses, legal services, violence prevention

National Domestic Violence Hotline at 1-800-799-SAFE (7233) or TTY 1-800-787- 3224

[Imperial Valley Continuum of Care Council](#)

Military & Veteran Success Center

The mission of Imperial Valley College, Military & Veteran Success Center, is to provide a holistic approach to serving military/veteran students through focusing on three key areas:

1. Academics,
2. Health and wellness, and
3. Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources that reinforce the concept of **EASE (Academic Transition and Employment Access for Student Excellence)**.

Our goal is to ensure a seamless transition from military to civilian life.

The dedicated staff are committed to your academic success and look forward to working with you!

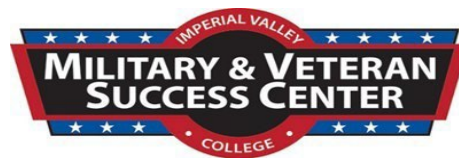
Center Hours:

Monday through Friday: 8:00 AM to 5:00 PM

Counselor's Hours:

Monday through Wednesday: 8:00 AM to 3:00 PM

Thursday: 8:00 AM to 1:00 PM



Phone Number: (760) 355-6141

Email: mvscenter@imperial.edu

Location: Room 4500

Security Awareness Programs

The District supports security awareness programs that inform the campus community about campus security procedures and practices, encouraging them to be responsible for their own security and that of others.

The following steps are ways to contribute to a safe and healthy community.

1. ***Be alert***
 - Stay alert and always remain aware of your surroundings.
2. ***Call for help.***
 - Call Campus Safety or 9-1-1 to report any suspicious activity or criminal acts immediately. Prompt reporting increases the chances of gathering critical evidence. Recovering stolen property and prosecuting offenders, particularly in cases involving sex offenses. Reporting to the police also ensures access to available Victim Support services.

Don't wait; if you see something, say something.

3. ***Avoid walking alone***
 - Whenever possible, arrange to walk in a group.
4. ***Report on all security-related maintenance problems.***

- Campus facilities and landscaping are maintained to minimize hazardous conditions. Issues such as broken locks, malfunctioning doors or windows, inadequate lighting, or overgrown shrubbery should be reported immediately to campus safety or maintenance and operations.
- 5. *Vehicle Safety*
 - Park vehicles in well-lit areas and ensure they are locked. Store valuable items securely in the trunk.
- 6. *Protect laptops and other devices*
 - These high-value items should always be secured, whether in a room or a study area, to reduce the risk of theft.

Crime Prevention Programs

The District's Information Technology department sponsors annual virtual cybersecurity awareness training from March to June. They also sponsor one-hour in-person training sessions throughout October.

Workplace safety is provided through the District's Environmental Health and Safety Committee, which meets monthly. The committee reviews all workers' compensation claims for areas on campus that may need maintenance, such as additional lighting, shrubbery clearing, or concrete repair.

The District participates in the Great Shakeout annually. The campus is evacuated, and the team leaders ensure the buildings are cleared. The practice is timed. A debriefing is held to address any shortcomings in the drill.

Campus Security Authority (CSA) training is held in person on campus biannually. Training for CSAs helps ensure all their responsibilities are outlined, so that assistance is provided to students and proper notification is made to Campus Safety.

Crime Prevention Flyers are distributed throughout campus to share safety tips, crime prevention strategies, and reporting resources.

Campus Safety participates in the New Employee Orientation that is hosted by Human Resources biannually. The training introduces new staff to public safety policies, emergency procedures, and available prevention resources.

New Student Orientation is held at the beginning of the fall and spring semesters. This training introduces incoming students to campus policies, resources, and emergency procedures. In addition, the students are provided with training on sexual violence.

Drug, Alcohol, and Substance Abuse Policy Statement

Alcoholic Beverages

The possession, sale, or furnishing of alcohol on campus is governed by California State Law and the District's policies. The California Department of Alcohol and Beverage Control controls the possession, sale, consumption, or furnishing of alcohol. However, enforcing alcohol laws on campus is the responsibility of the Imperial County Sheriff's Office.

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public or private area is illegal.

Health Risk of Alcohol Abuse

Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase the risk of certain cancers, stroke, and liver disease.

It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. The District may sanction organizations or groups violating alcohol or substance policies or laws.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at this community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the CEO.
- The alcoholic beverage is for use during a non-college event at the College Center, Building 2700, Room 2131, or the Art Center built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverage is a wine produced by a bonded winery owned or operated as part of an instructional program in viticulture and enology.
- The alcoholic beverage is a wine that is for use during an event sponsored by the District, or an organization operated for the benefit of the District in connection with the District's instructional program in viticulture or the District's instructional program in enology or an event that has been approved through the facilities use agreement.
- The alcoholic beverage is possessed, consumed, or sold under a license or permit obtained under this division for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college District, are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the public or guests and not students at the public community college.
- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or an organization operated for the benefit of the District at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility
- The alcoholic beverage is for use during a fundraiser or community event, and the organizer has obtained a license under the Business and Professions Code.
- Alcoholic beverages will not be served or sold to anyone under the age of 21. The organizers of events involving alcoholic beverages will exercise due diligence to ensure that personal safety and conduct issues are addressed, including, at the District's discretion, the provision of security personnel.
- No alcoholic beverage can be acquired, possessed, or used at an athletic event sponsored by the district or any other organizer.

It shall be the policy of the board that, under Board Policy BP 3560 Alcoholic Beverages, alcoholic beverages may not be possessed, sold, or consumed on District-owned or operated properties except under the following circumstances:

- When, with approval of the CEO, the alcoholic beverage is acquired, possessed, or used in connection with a course of credit, non-credit, or not-for-credit instruction.
- When, with the approval of the CEO, the District recognizes the opportunities for the District to host events on campus and authorizes approval of alcoholic beverages on campus.

- When, with the approval of the CEO, the alcoholic beverage is acquired, possessed, or used during fundraisers held to benefit a nonprofit corporation that has obtained an appropriate license. Such events shall be approved through appropriate administrative procedures under BP 6700, Civic Center and Other Facilities Use.
- All activities and programs should be conducted consistently with public peace and safety. Any person under the influence of intoxicating liquor shall be denied access to district-owned or operated property or subject to enforcement of applicable laws.
- Alcoholic beverages shall not be served on campus except in accordance with these administrative procedures.

Illegal Drug and Controlled Substances

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

Health Risks of Drug and Alcohol Abuse

Drug addiction is a brain disease. Although initial drug use might be voluntary, drug abuse has been shown to alter gene expression and brain circuitry, which in turn affects human behavior. Once addiction develops, these brain changes interfere with an individual's ability to make voluntary decisions, leading to compulsive drug craving, seeking, and use. The impact of addiction can be far-reaching. Cardiovascular disease, stroke, gastrointestinal and musculoskeletal effects, kidney and liver damage, cancer, HIV/ AIDS, hepatitis, and lung disease can all be affected by drug abuse. Some of these effects occur when drugs are used at high doses or after prolonged use. However, some may occur after just one use. (National Institute of Health)

Prohibition of Drugs

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any illegal 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. The unlawful possession, sale, manufacture, or distribution of any controlled substance is prohibited by District policy and illegal under both state and federal laws. It may result in criminal prosecution, fines, and imprisonment.

Violating this prohibition will result in appropriate action, including termination of employment, expulsion, and referral for prosecution. As permitted by law, satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program may also be required. As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require compliance with this drug-free policy within 10 days of receiving notice of a workplace drug conviction.

Substance Abuse Education

Prevention Programs

The District has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse, including the dissemination of informational materials, educational programs, counseling services, referrals, and District disciplinary actions.

Students requiring assistance or services will contact the Student Health Center to receive help from the following:

- Alcohol and drug education: college health services, college health class.
- Counseling services: student development counselors and college nurses.

- Referral services: student development counselors and college nurses.
- District disciplinary actions: Faculty/Student Judicial Review Committee. Dean of Student Affairs.

Employees who require assistance or services will contact the Department of Human Resources (760) 355-6208 for help with the following:

- Alcohol and drug education: Employee Assistance Program
- Counseling services: Employee Assistance Program
- Referral services: Employee Assistance Program

Campus Safety partners with the Student Health Center annually to host a Drug and Alcohol prevention program. We combined forces with the California Highway Patrol and the Imperial County Sheriff's Office to provide literature and events to enforce the message of the California State law and the side effects of misusing alcohol and drugs.

The State of California sets 21 as the minimum age for purchasing or possessing any alcoholic beverage. Specific ordinances regarding alcohol law violations, including driving while intoxicated, are available from the California Highway Patrol. Any alcohol-related violation is also a violation of the District's Student Code of Conduct (AP5500) and will be treated as a separate disciplinary matter by the District.

College Sanctions for Alcohol and Drug Policy Violations

Students who violate the Alcohol and Drug Policy and Prevention Program (AP3550, AP3560) are subject to the Imperial Valley College Disciplinary Proceedings Student Code of Conduct (AP5500) and the sanctions included within that latter policy. Violations of this policy by students will be reported to the Dean of Student Services and, when appropriate, to law enforcement officials.

As a condition of employment, employees of Imperial Valley College who violate this policy will be reported to the Associate Vice President of Human Resources and, when appropriate, to law enforcement. Employees who violate this policy may be counseled for the violation, up to and including termination.

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to 1 year of imprisonment and a fine of up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one (21) years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

In California, heroin and most opiates are classified as Schedule I-controlled substances, while cocaine is classified as a Schedule II-controlled substance. If the quantity the individual is in possession of is for personal use, the crime is usually a misdemeanor carrying up to 1 year in county jail, a fine of up to \$1,000.00, and Probation for 1 to 3 years. Diversion can be required. Exceptions were penalties increased to a felony. Simple possession can be charged as a felony carrying sixteen months, two years, or three years in jail or prison if you have a prior conviction for severe or violent "super strike" offenses or certain registered sex crimes, or you have multiple prior drug convictions combined with specific repeat offender provisions, or you possessed a loaded firearm at the same time. Intent to sell or distribute. You are found guilty of possessing for sale, transporting, or selling Schedule I or Schedule II substances. The offense is automatically a felony if you have possession for sale, which is punishable by 2-4 years in county jail and fines

up to \$20,000. Sales of transportation are punishable by three, four, or five years, and up to 9 years if transported across non-contiguous counties.

Under California law, a person under 21 years old is subject to criminal fines ranging from \$100 to \$500, alongside mandatory community service and driver's license suspension, depending on the specific underage alcohol offense committed. Attempting to purchase alcohol is a first offense, with a penalty of \$100 to \$250 or 24 to 32 hours of community service, or a combination of both. The second or subsequent offense will result in a fine of up to \$500 or 36 to 48 hours of community service. Successfully purchasing or consuming alcohol. If a minor successfully purchases alcohol or consumes it in an establishment licensed to sell it, like a bar or restaurant, the first offense is punishable by \$250 and or 24 to 32 hours of community service. The second or subsequent offense may result in a penalty of up to \$500 and 36 to 48 hours of community service.

Counseling, Treatment, and Rehabilitation for Students and Employees

The Imperial Community College District's (District) Employee Assistance Program treats each employee as an individual client and strictly adheres to clients' confidentiality rights per federal and state laws and District policies.

The Employee Assistance Program (EAP) through Carelon Health Options is available to employees in the District health insurance program. When employees request assistance, they must say they are included in the "Imperial County School Voluntary Employee Benefits Association" (ICSVEBA) and listed under the IVC group to avoid delays in receiving assistance. All District employees can reach Carelon Health Options by calling 1-800-252-2021.

Students can obtain help through the following resources:

Student Health Center Nurse: (760) 355-6310

Mental Health Counseling Counselor: (760) 355-6196

For 24-hour mental health emergencies, contact the Imperial County Crisis Line at 1-800-817-5292

Student Health 101 – <https://imperial.campuswell.com/>

Annual Fire Safety Report and Missing Student Policy

Imperial Valley College District is a non-residential institution of higher education. Therefore, the Campus Safety and Security Reporting Act does not require the District to maintain a fire report or have a missing student policy.

2025 Annual Security Report Crime Statistics - Imperial Valley College

2025 Criminal Offenses				
Offense	On-Campus	Non-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Sex Offense: Fondling	1	0	0	1
Sex Offense: Incest	0	0	0	0
Sex Offense: Rape	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Unfounded Crimes to Total	0	0	0	0

2024 Criminal Offenses				
Offense	On-Campus	Non-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Sex Offense: Fondling	1	0	0	1
Sex Offense: Incest	0	0	0	0
Sex Offense: Rape	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Unfounded Crimes to Total	0	0	0	0

2023 Criminal Offenses				
Offense	On-Campus	Non-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Sex Offense: Fondling	1	0	0	1
Sex Offense: Incest	0	0	0	0
Sex Offense: Rape	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Unfounded Crimes to Total	0	0	0	0

2025 Arrest and Referrals				
Offense	On-Campus	Non-Campus	Public Property	Total
Arrests				
Liquor Law Violations	0	0	0	0
Drug Law Violations	1	0	0	1
Weapons Law Violations	0	0	0	0
Referrals				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapons Law Violations	0	0	0	0

2024 Arrest and Referrals				
Offense	On-Campus	Non-Campus	Public Property	Total
Arrests				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapons Law Violations	0	0	0	0
Referrals				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapons Law Violations	0	0	0	0

2023 Arrest and Referrals				
Offense	On-Campus	Non-Campus	Public Property	Total
Arrests				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapons Law Violations	0	0	0	0
Referrals				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapons Law Violations	0	0	0	0

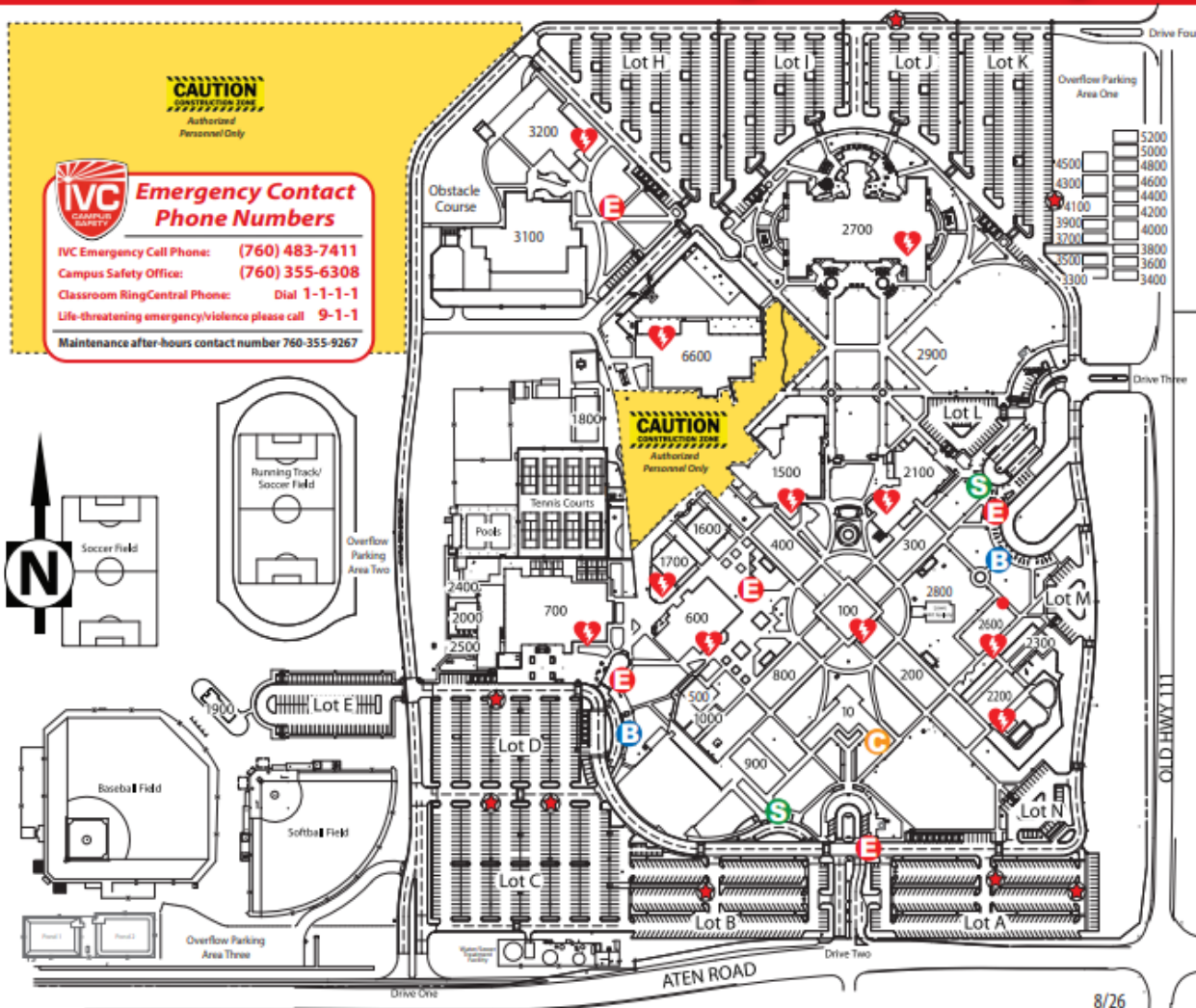
2025 Violence Against Women Act				
Offense	On-Campus	Non-Campus	Public Property	Total
Dating Violence	0	0	0	0
Domestic Violence	1	0	0	1
Stalking	1	0	0	1

2024 Violence Against Women Act				
Offense	On-Campus	Non-Campus	Public Property	Total
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0

2023 Violence Against Women Act				
Offense	On-Campus	Non-Campus	Public Property	Total
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	1	0	0	1

Hate Crime Reporting	On-Campus	Non-Campus	Public Property	Total
Race	<i>In 2025, no hate crimes were reported.</i>			
Gender				
Religion	<i>In 2024, a hate crime was reported.</i>			
Sexual Orientation				
Ethnicity/National Origin	<i>Intimidation motivated by bias against sexual orientation - on campus, one count</i>			
Disability				
Gender Identity	<i>In 2023, one hate crime was reported.</i>			
	<i>Intimidation motivated by bias against sexual orientation - on campus, one count.</i>			

Fall 2026 Campus Map



Imperial Valley College
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