

ANNUAL REPORT 2026

with Clery Act Disclosures of Campus Security Policy and Crime Statistics (Calendar Year 2023-2025 statistics)

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MESSAGE FROM THE PRESIDENT

As President of CIAM, it is my responsibility to provide leadership, organization, planning management and proper administration to the safety and security of the University.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

I will oversee the preparation and publication of the Annual Campus Safety and Security Report with the assistance of essential staff. Each year by October, the University compiles statistics for this report based on its own records, as well as information provided by local law enforcement.

I welcome your input on how we can work together to safeguard your well-being and property.



Jack Paduntin
President, California Institute of Advanced Management

THE ANNUAL CAMPUS SAFETY AND SECURITY REPORT AND THE CLERY ACT

CIAM is providing the following information as part of the University's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), which added Campus SaVE Act provisions. VAWA amended the Clery Act, requiring institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. Effective July 1, 2015, the U.S. Department of Education published final regulations implementing the changes to the Clery Act by VAWA.

Prior to July 1, 2015, in accordance with the Department's Dear Colleague Letter GEN 14---13 dated July 14, 2014, the Department required institutions to make a "good---faith effort to comply with the statutory provisions as written" until the effective date of the final regulations.

This report details campus policies on reporting criminal actions and other emergencies, security and access to campus facilities, campus crime prevention programs, policies on the possession, use, and sale of alcoholic beverages and illegal drugs, drug and alcohol abuse programs, sexual assault prevention programming, policies and procedures related to sexual and gender-based misconduct, incidents of hate violence, and crime statistics.

PREPARATION AND DISTRIBUTION OF THE ANNUAL SECURITY REPORT

CIAM prepares the Annual Campus Safety and Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act. The report was prepared with inputs from the following departments: Human Resources, Student Services and Facilities, and Campus Property Security Office. The Act requires colleges and universities to:

- Publish and distribute an Annual Campus Safety and Security Report ("Report") by October 1st that contains the three prior calendar years' crime statistics and certain University security policy statements;
- Inform all active students and employees, as well as prospective students and employees, about the existence of the Annual Campus Safety and Security Report and how to access it on the internet or request a paper copy;
- Disclose crime statistics for the University, public property areas immediately adjacent to or accessible from the University, and any non-campus facilities or remote classrooms. The statistics must be gathered from a number of resources, including local law enforcement, University security officers, and other University officials who have "significant responsibility for student and University activities";
- Provide "timely warning" notices of those crimes that have occurred which pose an ongoing threat to employees, students, or public safety;

Campus crimes, arrests and statistics include those reported to the designated campus officials and local law enforcement agencies. Additionally, procedures are in place to capture anonymous crime statistics gathered confidentially. This report is compiled annually under the direction of the Title IX Coordinator who is responsible for obtaining crime reports from Campus Security Authorities, and crime statistics from campus security and law enforcement authorities. For questions about any of the information provided in this report, please contact the Title IX Coordinator, Claudia Sarabia, at Claudia.Sarabia@ciam.edu or at (626) 350-1500 Ext. 112. Additional detailed information on campus security and safety is available to all students and employees in the CIAM Catalog and website.

The preparation of this Report is a coordinated effort between CIAM and local law enforcement authorities. The Title IX Coordinator(s) are responsible for preparing the Report for the campus and their contact information is available below.

By October 1st of each year, all students, faculty, and staff are provided the Annual Information Notification announcing that the updated Annual Security Report is available on the University's website or available, at their request, in paper copy.

We encourage all members of the University community to use this Report as a guide for safe practices on campus and off campus. A hard copy of the Report is available on the Campus's Title IX Office and Student Success Office. This Report is also available on the internet at the following locations:

Website: California Institute of Advanced Management (ciam.edu)

CIAM distributes this Report to all enrolled students and current employees via notice by electronic mail or other methods, stating that the current version of the Report has been posted to the University's website and that a paper copy of the Report will be provided upon request by contacting the Admissions Department, Student Success Office, or Human Resources Department. The Admissions Department provides written notice to all prospective students prior to enrollment regarding the availability and location of the Report. The Student Success Office provides written notice to all current students regarding the availability and location of the Report. The Human Resources Department provides all current and prospective employees with information regarding the availability and location of the Report. All current and prospective employees may receive a copy of the Report by contacting Human Resources. In addition, a copy of the current Report is made available to the public on the University's website. The crime statistics contained in this Report, as reported annually to the U.S. Secretary of Education, can also be viewed by searching the Institution's name at http://nces.ed.gov/collegenavigator/after October 1, 2023.

ACCESS AND SECURITY OF CAMPUS FACILTIES POLICY AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

CIAM occupies Suite 10402 on the 4th floor of a four (4) level private office building, A10, located in The Alhambra, a private campus, located at 1000 Fremont Avenue, Mailbox #45, Alhambra CA, 91803. Its campus includes Suite 10402, on the 4th floor, the bathrooms, hallways and elevators of the fourth floor, the first-floor lobby, the community patio area and the parking lots and all walking areas. Public areas include the sidewalk and streets of Fremont Avenue, Orange Street, Date Avenue, and Mission Road (please see Campus map). Main entrances to the campus are gated with Kiosk attendants at Fremont Avenue. Entrances from Orange Street, Date Avenue and Mission Road are gated and require parking pass access granted to tenants and visitors. The gates at Orange Street, Date Avenue, and Mission Road close daily at 7:00 PM. The Fremont gate remains open overnight. Overnight parking is allowed only with Security permission and vehicle information submitted. Campus Buildings are open to staff, faculty and students during business hours 8:30 AM to 5:30 PM, Monday through Friday and evenings and weekends during the time classes are conducted. During non-business hours, the Campus is accessed by a designated keycard holder. The building's administrative office doors are programed to remain open during office and class hours. The doors are programed to remain closed after hours and can only be opened by a designated keycard holder, staff member, and or security personnel. The Alhambra Security Office is located in Building A0, Unit 1. Additionally, Security patrols the campus 24 hours, seven days a week.

Campus Property Management maintains its landscape and lighting for visibility in the parking lot and walkways.

GEOGRAPHY AND TERMS

All crime statistics covered in this report are broken down by category and geographic location per the following Clery-defined categories:

Campus

On-campus is defined as:

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and,
- Any building or property that is within or reasonably contiguous to the area identified in paragraph 1 of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

CIAM Campus

- Main Campus Building (1000 Fremont Ave., Alhambra, CA 91803)
- Building A10, 4th Floor
- Building B1, first Floor
- Auditorium
- CIAM does not maintain residential facilities.

Non-campus Building or Property

Non- campus is defined as:

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

Public Property

Public Property is the off-campus area surrounding and adjacent to the campus including streets and the public sidewalk on the opposite side of such streets from University property.

- West Mission Rd. and Orange St. (between Date Ave. and Fremont Ave.)
- Fremont Ave. and Date Ave. (between West Mission Rd. and Orange St.)
- Alhambra Urban Community Open Spaces/Park areas
- Alhambra Urban Community Parking Lot

REPORTING OF CRIMINAL OFFENSES

CIAM strongly encourages those who have been the victim of any type of crime or other misconduct to report the incident promptly, to seek all available assistance, and to pursue University conduct charges and criminal prosecution of the offender. Offenses may be reported to the Alhambra Police Department, CIAM Safety Task Force (CSTF), or any Campus Security Authority (CSA) listed below. The occurrence will be investigated by the Title IX Coordinator. CIAM takes complaints very seriously and will work with Complainants to ensure their safety and to remedy the situation. CIAM urges witnesses or victims of a campus crime or an emergency to contact the Title IX Office immediately at (626) 350-1500, or in the case of an emergency, the police department by calling 9-1-1 or the Alhambra Police Department at (626) 570-5151.

Campus Security Authorities and their Responsibilities
Safety at CIAM is everyone's responsibility. Students, staff, and faculty work together to create an atmosphere that is safe and encourages learning. The University takes many precautions for safety and expects that students, faculty, and staff will do the same. Any student, faculty, or staff member who has been the victim of a crime on or around school premises should report the incident to a CSA and appropriate law enforcement agencies as soon as possible. The Clery Act defines a CSA as any:

- A campus police department or the campus security department of an institution.
- Any individual(s) who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- 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 to.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to act or respond to particular issues on behalf of the institution.

The Act requires the University to identify the University officials that fall into this category and will be responsible for reporting any crimes that they are made aware of. Please see Appendix A for CIAM Emergency Responders and Campus Safety Officials.

CIAM encourages our students, faculty, staff and campus guests to contact these designees at the following phone numbers and locations for reporting crimes or incidents:

Title IX Coordinator	Claudia Sarabia	(626) 350-1500 Ext. 112
Deputy Title IX Coordinator	Melissa Valle	(626) 350-1500 Ext. 106
Title IX Student Advisors	Luke Stuard Ted Von Heiland	(626) 350-1500 Ext. 117 (626) 350-1500 Ext. 122
Provost and Vice President of Academic Affairs	Judy Krause	(626) 350-1500 Ext. 125
Human Resources Generalist	Monica Sevilla	(626) 350-1500 Ext. 104

All CSAs are trained to collect and review crime reports appropriately.

Any crime or offense brought to the attention of a CSA must be entered in a Campus Crime Report. Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- A student should immediately notify the nearest available CIAM faculty or staff. All faculty and staff are trained to notify the CSA immediately of all crimes reported to them by students.
- Faculty and staff should immediately notify CSA or his/her on-site designee.

CIAM does not employ security personnel or campus police, however, the Title IX Coordinator stays in contact with campus property management security and local law enforcement regarding alerts and statistics. CIAM CSAs are not law enforcement officials and do not have arrest authority; therefore, all crimes reported to the CSAs will be reported to local police authorities and campus security. Once a crime is reported, the institution will note that in the crime log within 48 hours. The University will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the University and to notify local police.

Accurate And Prompt Reporting
CIAM encourages accurate and prompt reporting of all crimes to any CSA or local police. It is important for students, as well as other members of the campus community, to take responsibility for their own safety and well-being. The University strongly encourages students to take steps to ensure the safety and security of their belongings, themselves, and others by engaging in the accurate and prompt reporting of all crimes to a CSA and the appropriate police agencies. If a victim is unable to make a report, others in the University community are encouraged to do so on their behalf. Any off-campus incidents should be reported to the Police Department at 9-1-1 or the Alhambra Police Department at (626) 570-5151.

A CSA, and the local police department, when necessary, will respond to and investigate each report of criminal activity, including notifying the victim of the outcome of the investigation and any "Administrative Actions" taken.

The local city fire department will respond to all reports of fire or medical emergencies on-campus.

Administrative Actions: If a reported criminal offense involves a student or employee as the alleged offender, the offender will be subject to applicable University conduct policies and disciplinary procedures. Sanctions or Disciplinary Actions may include suspension or expulsion for student offenders and termination of employment for employee offenders.
The following is CIAM's response procedures:

A police officer is dispatched to the scene to assess the situation and provide appropriate police action, including taking statements, pursuing evidence or caring for victims. If needed, outside services, such as fire or ambulance services are requested by the CSA or designee such as a faculty member.

When a sexual assault is reported, every effort is made to offer support and appropriate treatment to the victim. A CSA will offer a variety of local support services to the victim (administrators, such as the Dean, will also be available). The victim is provided with resources which outline all available options, including that of pursuing a course of action through the University's process.

If the crime is considered indicative of a possible further threat to the safety of students, faculty, or staff, the Chair of the Emergency Response Management Team (or designee) will issue a timely warning via the University's e-mail system.

How to Report a Crime, Emergency Situation, or Violation of CIAM Policies

1. If the crime or emergency situation appears to be immediately threatening to life or public safety, call the police directly at 911. Otherwise, contact a designated Campus Security Authority.
2. Provide a Campus Security Authority and/or police a clear and distinct description of the incident, who was involved, where it took place, when it took place and, if you know, how or why it occurred. Be as specific as possible and, if possible, give your own name and those of other witnesses.
3. All CIAM employees who are told about the commission or probable commission of serious crimes outlined in the statistics section of this Annual Report, must report specific information to the CIAM Safety Task Force.
4. You may request to remain anonymous when reporting a crime, although confidentiality is not guaranteed.
5. Reports concerning campus crimes become part of the official crime statistics for CIAM which are then published in accordance with the Campus Security Act by the Title IX Coordinator.

In situations where the University receives a report of a non-criminal act of hate violence, will require any written record of a non-criminal act of hate violence to include, but not be limited to, the following:

- A description of the act of hate violence
- Victim characteristics
- Offender characteristics, if known

Confidential Reporting- Anonymous Caller Procedure

If you are a victim of a crime and do not want to pursue action within the University or the criminal justice system, you may consider making a confidential report. With approval, CIAM can report the details of the incident without revealing your identity on a Campus Security Authority Incident Report Form. The report will reflect your wish to keep the matter confidential, while taking action to ensure your safety and the safety of others. In such circumstances, crime victims are encouraged to make a confidential report to one of the designated Campus Security Authorities. At a minimum, victims of a crime may receive counseling and referral information. Confidential reports help serve the future safety of our campus communities. This information helps CIAM keep an accurate record of the number of incidents involving students, employees and visitors to determine where there may be a pattern of crimes relating to specific locations, methods, or assailants. This allows for timely alerting of the campus community to potential danger. Confidential reports are counted and disclosed in the annual crime statistics for CIAM.

Pursuant to California Education Code section 67380(a)(6)(A), Campus Security Authorities who receive reports from employees or students of a violent crime, sexual assault or hate crime (as defined by Section 422.55of the Penal Code, Part I) that occurred in an on non-campus location as defined by the Clery Act, may not disclose to local law enforcement agencies the names of the victims or the alleged assailant, unless the victim consents to disclosing their name after being informed of their right to have their personal identifying information withheld. The name of the alleged assailant may be disclosed, however, if all of the following conditions are met:

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

WARNINGS AND NOTIFICATIONS
When the University has determined that an emergency situation exists, the University will, without delay,and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The Emergency Response Management Team (ERMT) Chair (or designee) is responsible for issuing mass notification messages at the request of persons authorized to initiate such notices.

The ERMT Chair works with the CIAM Safety Task Force (CSTF), and Title IX Coordinator to ensure proper procedures are in place in case of emergency notification. Students, faculty & staff members are required to provide CIAM with their updated mobile phone information for this purpose. CIAM will use the personal email of each student, faculty and staff member as well as their assigned .edu email for any notifications.

The University utilizes 2 means of community notification, dependent upon the nature of the situation and as decided by members of the ERMT as CIAM Campus Alerts: Emergency Notifications and Timely Warnings

Emergency Notifications
During a significant emergency or dangerous set of circumstances involving an immediate threat to the health or safety of students, faculty, or employees on campus, CIAM will use without delay, its emergency communication system, CIAM Campus Alerts, to inform members of the University community, as well as provide other notifications, such as: telephone calls, text messages, building alarms, or all. These notifications are sent by email to any outside email address or by text message to a mobile phone number. Students are asked to register through the CIAM student portal and Student Services office. All faculty and staff of CIAM should regularly update personal emergency contact information through Paycom or Human Resources.

The ERMT is responsible for confirming if an emergency or dangerous situation exists, determining the level of emergency on campus, and whether circumstances warrant the use of the CIAM Campus Alerts. In this event, the University will take into account the safety of the campus community and determine whether issuing a notification would (in their professional judgment) compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
If events warrant an emergency notification, the ERMT Chair (or designee) will develop the content of the communication, determine the appropriate segment or segments of the campus community to receive a notification, including withholding confidential names and other identifying information of victims; and initiate the use of CIAM Campus Alerts. Upon receiving information that an emergency exists, the ERMT Chair (or designee), or the CSTF Officer, or designee has the authority to send out emergency messages to the CIAM Community.

Timely Warnings
The University's Timely Warning system is provided to give students, faculty, and staff timely notification of crimes which present an ongoing threat to the community and to heighten safety awareness/updates. The Timely Warning also seeks information that may lead to the arrest and conviction of an offender. Timely warnings are issued as soon as all relevant information is gathered.

CIAM will prepare a Timely Warning whenever a report is received of aviolent crime against a person or a particularly threatening crime against property that represents an ongoing threat to the safety of students, faculty or staff. Timely Warnings are numbered by date and provide details of the

crime, a description of the suspect(s) if known, information on who to contact about the investigation and crime prevention tips.

Timely Warning Reports regarding campus crimes or incidents will be published on short notice if there is a threat or continuing danger to the CIAM community.

Timely warnings are issued on a case-by-case basis for Clery Act crimes or other serious incidents reported to campus security authorities or local police agencies and that pose "serious and ongoing threats" to students and employees on campus or in the immediate campus community. In deciding whether to issue a timely warning, the University considers all the facts surrounding the incident such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Incidents that may result in issuing a timely warning include the following Clery Act crimes:

- Murder
- Non-Negligent Manslaughter
- Manslaughter by Negligence
- Sexual Assault
- Hate crimes
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

If any crime in the reported categories is reported to a Campus Security Authority, or to local police officials, and is considered to be a continued threat to the community, the University will report this information to students in a timely manner. The person responsible for reporting these types of threat possibilities is the ERMT Chair (or designee).

Whenever the Alhambra Police Department has a news release about an off-campus crime that represents an ongoing threat to the safety of students, faculty and staff, the University will publicize the information via electronic means.

Warnings may be distributed in several ways, including posting on CIAM's website, by email, orally, through signage, via the CIAM Emergency Communication System or other appropriate means.

The Timely Warning must include information with sufficient specificity to allow recipients to take an appropriate response and to potentially aid in the prevention of similar crimes.
Information included in Timely Warnings will be:

- Title of the crime reported;
- Date and time the Timely Warning is released;
- Accurate date, time and location of the incident;
- A request for information and where to direct information;
- A concise statement of the incident;
- Possible connection to previous incidents, if applicable;
- Physical description of suspect(s); and,
- Safety Tips

The following chart identifies the differences between emergency notifications and timely warnings:

Emergency Notifications		**Timely Warnings**
Scope?	Significant emergency or dangerous situation	Clery crimes reported to CSAs
Triggered By?	Event that is currently occurring on or imminently threatening campus	Crimes that occurred and represent an ongoing threat
Where Event Occurs?	Only on Campus	Anywhere on Clery Geography
How Soon to Issue?	Immediately upon confirmation of situation	As soon as information is available

CIAM Campus Alerts
The primary means for notifying the CIAM community of an emergency situation is through CIAM Alerts. CIAM Alerts enables the University to communicate with students, faculty, and staff through a variety of methods including:

- Text messages (SMS) to mobile devices
- Voice calls to mobile phones and off-campus phone numbers
- Email messages to CIAM and non-CIAM email addresses
- Posts to social media such as LinkedIn, Instagram, Twitter and Facebook

During an urgent emergency situation, the CIAM Campus Alert system will be used to send a message with information and/or instructions concerning the emergency situation.
The following have the authority to issue or authorize a CIAM Campus Alert: ERMT Chair, CSTF Officer, and Title IX Coordinator.

Web Communications
All types of notifications will utilize the website. A respective alert header, providing a brief description of the timely warning, emergency notification or CIAM alert, may be triggered to appear at the top of each page on the website. Additional information will be posted to the emergency webpage: California Institute of Advanced Management (ciam.edu) . The ERMT has access to post updates to both of these locations. CIAM's IT team may also be called upon as needed in emergency situations to provide assistance with web-based communications.

Emergency Contact Information
It is the responsibility of each student, staff, or faculty member to provide their most updated contact information to the Registrar and Human Resources.

EMERGENCY DRILLS, TESTING & EVACUATION PROCEDURES

Emergency Response
The University has a developed an Emergency Evacuation Plan and is posted in every classroom which details the steps that will be taken in the event of an emergency situation. In addition, the University maintains several protocols to be followed in the event of specific emergencies (power outage, earthquake etc.).

The Plan identifies specific departments and individuals that are responsible for emergency response with critical support services, and it provides a management structure for coordinating and deploying essential resources. The full text of the plan is available online at California Institute of Advanced Management (ciam.edu)

Staff, faculty, and students are instructed to contact the CSTF members or CSA regarding any situation or incident that may present an immediate or ongoing threat to the health and safety of the CIAM community. The CSTF members and CSAs are responsible for responding to, investigating, documenting, and mitigating any situation that may result in a significant emergency or dangerous situation. In serious emergencies, the CSTF members and CSAs may also call upon the ERMT, and additional resources (Fire, Police, etc.) as necessary. If the CSTF members and CSAs determine that the situation poses a threat to the CIAM Community, they will initiate steps to notify the ERMT for determination of notification plans.

CIAM Safety Task Force:

Claudia Sarabia **CIAM Safety Task Force**, Officer	(626) 350-1500 ext. 112
Monica Sevilla Human Resources Generalist	(626) 350-1500 ext. 104
Amy Hai Executive Assistant to the President and the Board	(626)-350-1500 ext. 103
Leilani Garza Administrative Assistant	(626)-350-1500 ext. 101

Emergency Response Testing

CIAM Alert System
The CIAM Alert System is tested at a minimum of 1 time per year. All students, staff and faculty are notified in advance of the testing.

Emergency Notification Test
At least once per academic year, CIAM's emergency notification systems are tested. Detailed reports of the test are available to measure its effectiveness.

Building Evacuation Drills
CIAM conducts one emergency evacuation and response drill on an annual basis including field exercises and emergency notification systems tests. These drills may be scheduled and announced or unannounced. These exercises are designed to assess and evaluate the emergency plans and capabilities of the University.

During the drill, occupants practice drill procedures and familiarize themselves with the location of exits, the evacuation route, designated assembly locations and the sound of the fire alarm. Students, faculty, and staff receive advance notice, including date and time of the evacuation drills. In conjunction with scheduled drills, the University sends an email notification regarding the drill, which includes information on the evacuation procedures.

For each drill, the University documents a description of the drill, the date and time of the drill, and whether it was announced or unannounced. Recommendations for improvements are also submitted to the appropriate department/offices for consideration.

Any bomb threat, fire alarm, or notification by emergency services automatically constitutes a threat sufficient to activate the University's Evacuation Procedures. In addition, any other threat that could

result in bodily harm and could affect any portion of the employees or students constitutes a threat sufficient to activate the Evacuation Procedures.

Upon notification of the need to evacuate, all students, faculty, and staff, should exit their rooms and the building, quickly but orderly, and follow the Emergency Exit guidelines posted throughout campus to the predetermined refugee areas to wait for further information. The CSTF or a CSA will inform the University when it is okay to reenter the building.

During instances of the need to lock-down the University (i.e., Earthquake or Active Shooter), employees and students should take cover immediately and wait to be told everything is clear.

The following guidance regarding campus evacuations was provided to the University community via the Emergency Plan on the CIAM website:

Means of escape should be made by the quickest and safest routes. Staff and students should be made aware of the escape routes available from areas in which they work, or study, including alternative routes not normally used. Safety of life must take precedence over the saving of property. However, attacking a fire may in some cases control it and thereby assist in the escape of other persons.
All doors and escape routes from rooms or buildings, which afford a means of escape from the room or building, even though not regularly used, must at all times, be unlocked and available for emergency exit in case of an emergency. Such doors and escape routes must be kept free from obstruction to their full width, to enable their use by the occupants of the buildings.

- Make your way out of the building—use the safest and quickest route (use the stairs….do not use the elevator).
- Do Not Panic or make unnecessary noise.
- Do Not Run or Push past other people.
- Check to see that everyone is out of the buildings (help those who are physically impaired).

CRIME AWARENESS & PREVENTION PROGRAM
CIAM is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of criminal activities.

The Crime Awareness & Prevention Program communicates crime prevention measures with all new students at each New Student Orientation and with new employees at the beginning of their employment; See Appendix C for Prevention Programing Tips. This literature is also made available to all students, faculty, and staff in the Student Services and Human Resources offices and is updated and distributed to all current students no later than October 1st of each year. The information includes training required by Title IX of the Higher Education Act regarding preventing and responding to sexual harassment/violence, among other topics, including dating violence, domestic violence, sexual assault and stalking. Should time be of the essence regarding security awareness, information may be released to the Campus community through the timely warning procedures contained in this Report.

How we work to protect you
The CSA will use the Timely Warning Policy advising the University community when there has been a known systematic pattern of crime or a series of crimes that may pose a threat to the safety and welfare of everyone. The University's goal is to provide an environment that is as safe and secure as possible. The facility is open to the public during normal business hours. After business hours access is available only at the designated student entrance.

The University is committed to working with the campus property manager to ensure that the facilities are kept in good condition, including doors and locking mechanisms. In addition, exterior lighting is an important part of the University's commitment to safety. Employees and staff are encouraged to report any known problems or hazards to a CSA. Prompt reporting enhances University safety for all.

The Alhambra Campus provides 24-hour on-site security. The property is enclosed on the perimeter by a combination of brick walls and fences, with access limited to gated entry points on each of the four surrounding streets. Employees are provided with parking keycards for property access.

The University maintains 24-hour internal camera surveillance of the campus in addition to public area camera surveillance managed by The Alhambra Urban Community security office. After hours, the security office patrols regularly to ensure campus buildings remain secured and providing escorts and assistance as needed. Students, faculty, and staff can contact Campus Security at (626) 300-2211, 24 hours a day, to have an escort to their vehicle.

CIAM Policies On Weapons, Smoking, And Workplace Violence Weapons
The University prohibits the possession or use of any potentially dangerous weapon or explosive on the campus. Firearms, ammunition, air guns, spring-type weapons, slingshots, and firecrackers are examples of those items prohibited.
The University prohibits employees, students and visitors from bringing unauthorized firearms or other weapons onto university premises. Compliance with this policy will be strictly enforced and violations will be dealt with in accordance with the appropriate faculty or student disciplinary policy and procedure, and sanctions will be enforced up to and including termination of employment or removal from CIAM's academic programs.

Smoke Free Buildings Policy
Smoking & tobacco use (to include cigarettes, e-cigarettes, cigars, pipes, hookahs, chewing tobacco, and related products) is prohibited at all times on or in any CIAM owned or leased property or facility, either indoors or outdoors (including vehicles on campus). For the purpose of this policy: "Smoking" means smoking any substance, including but not limited to tobacco, cloves or marijuana. Smoking products include, but are not limited to, all cigarette products (cigarettes, cigars, hookahs, pipes, etc.). Tobacco product means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, snuff, e-cigarettes, chewing tobacco, dipping tobacco, or any other preparation of tobacco, whether or not such product is smoke producing.

Workplace Violence Policy
CIAM strives to provide a workplace free from violence and threats of violence. The University finds violence and threats of violence totally unacceptable to this working/learning environment. It is the University's policy to help prevent incidents of violence from occurring in the workplace and learning environment. CIAM expressly prohibits and will not tolerate any acts or threats of violence by any University employee, student, or visitor, or by any former University employee, student or visitor against any other employee or former employee, student or visitor, whether on CIAM premises or elsewhere, at any time. Also, CIAM does not condone any acts or threats of violence against university employees, students or visitors on university premises at any time or while they are engaged in business with or on behalf of the University, on or off university premises.
The University will take reasonable steps to prevent any acts or threats of violence from occurring, and will take prompt remedial action, up to and including removal from the premises by law enforcement and prosecution to the full extent of the law of any offending individual who engages in

any threatening behavior.

It is the policy of CIAM to provide all employees with a safe and healthful work environment and to take appropriate actions to protect, as fully as possible, CIAM employees, students and members of the community from acts of violence, threats, intimidation and harassment which may occur at the workplace, and during the performance of CIAM events. The University shall also take action, including involving state or local law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

All employees are responsible for maintaining a safe work environment. Acts of violence or threats of violence, either explicit or veiled, verbal or written, are unacceptable and will not be tolerated in the workplace. This includes harassment, intimidation, and other disruptive behavior. All reports of incidents will be taken seriously and will be dealt with appropriately. Further, possession of firearms, ammunition, and dangerous or deadly weapons in CIAM controlled or occupied space is prohibited by law, except for those individuals who are authorized to carry firearms.

POLICIES ON DRUG & ALCOHOL ABUSE AND ITS PREVENTION

CIAM is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of drugs and alcohol. Therefore, the following policy has been established:

CIAM Does Not Condone Drug Or Alcohol Abuse On The Part Of Its Employees Or Students.

CIAM recognizes that alcoholism and drug abuse may have an adverse effect on job and/or classroom performance and is concerned with this impact. In addition, CIAM recognizes that both problems can be successfully treated, enabling either the employee or student to return to a satisfactory performance level. This Policy includes a substance abuse policy and prevention programs, to foster a strong University environment free of drugs and alcohol for all constituents, which applies to all students and compensated employees of CIAM. The University will vigorously enforce its institutional policy prohibiting the possession, use and sale of alcoholic beverages and illegal drugs, and will support the full enforcement of state underage drinking laws and federal and state drug laws. It is illegal for any student under the age of 21 to purchase, consume or possess alcoholic beverages. Those students who are of legal age may not consume alcoholic beverages at any time on CIAM campus, or wherever CIAM conducts business. It is a violation of state law to serve alcohol to students, who are under the legal age, or to purchase or obtain alcohol for them.

The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in or on any University property. The University is committed to providing a drug-free environment for all members and is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Universities and Communities Act of 1986. Students who violate University policy will be subject to disciplinary action. The University's disciplinary procedures are described in the University Catalog. Policies for administrative and staff members are outlined in the Employee Handbook.

The Office of Student Success offers resources for those students recovering from or seeking to break dependence to alcohol or drugs. Please see Appendix E Resources.

Alcohol and Substance Abuse Education

At least on an annual basis, students, faculty and staff are provided with a copy of the CIAM's Drug and Alcohol for a Drug Free Workplace Policy, the University's alcohol and substance abuse programs, health and safety concerns with drug abuse, and counseling and assistance resource information. New students, faculty and staff are provided this information during orientation. In addition, annually students are provided this information by means of the current University catalog and material posted on campus.

CIAM may also refer students, faculty or staff in violation of the University's policy to substance abuse education or rehabilitation programs as a condition of continued enrollment or employment.

PUBLIC CRIME LOG

Any crime/offense that a CSA is made aware of must be reported to the Title IX Coordinator for proper documentation within 24 hours and tracking in the Public Crime Log within 48 hours. The Title IX Coordinator will maintain the Public Crime Log and will also maintain all documentation for all reported crimes, using the designated CSA Incident Report Form. The Public Crime Log will be updated on an as needed basis to include all reported crimes. Crimes are tracked in the log in sequential date order as they were reported, using the reported date as the date of occurrence. All crimes tracked in this Public Crime Log will remain in the Public Crime Log indefinitely and will be reported on the annually published Crime Statistics Reports, if they are classified as a qualifying crime. Only a reportable crime under the Clery Act that is determined to be "unfounded" or "false" by a law enforcement investigation, and has been marked as such by the Title IX Coordinator in the Public Crime Log, will be excluded from the annual Crime Statistic Reports. The Title IX Coordinator will monitor the outcomes and sanctions from reported crimes to the local police and update the log with results for up to 60 days after the crime was reported.

SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICY

The California Institute of Advanced Management ("CIAM" or the "University") complies with Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits sex discrimination in education programs and activities receiving federal financial assistance. The purpose of this Sex Discrimination and Sexual Harassment Policy (the "Policy") is to define the prohibited conduct, describe the process for reporting violations of this Policy and for filing Formal Complaints, outline the process used to investigate and adjudicate alleged violations of this Policy, and identify the resources available to Complainants and Respondents.

The University strives to meet all the requirements defined by Title IX, the Campus Sexual Violence Elimination (SaVE) Act, the Clery Act and the re-authorized Violence Against Women Act (VAWA). This Policy prohibits sex discrimination in accordance with Title IX. This Policy further prohibits sexual harassment ("Sexual Harassment"), as defined by current regulations to include certain gender-based harassment, sexual assault, dating violence, domestic violence, and stalking, when such Sexual Harassment occurs within an "education program or activity" of the College, against a person in the United States. An "education program or activity" includes locations, events, or circumstances over which CIAM exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by CIAM. This Policy also prohibits retaliation against any person for exercising any right or privilege under this Policy, or because the individual has made a report or complaint, testified, assisted or participated in an investigation, proceeding or hearing under this Policy.

Conduct that occurs outside of the United States or conduct that occurs in an activity not sanctioned as an academic, educational, extra-curricular, or other University program and activity may be addressed via other University policies. Accordingly, the University will investigate all complaints regardless of where the alleged conduct occurs to determine if it should be addressed by this Policy or another University policy. Conduct that does not fall under this Policy can still be addressed through CIAM's other University policies and disciplinary processes.

The University will not tolerate violations of this Policy on the part of any employee, student, vendor, or other individuals. Should the University become aware that any contractor, vendor, partner, or other affiliate engages in a violation of this Policy, appropriate action up to and including termination of the contractual business relationship may occur. Compliance with this Policy will be strictly enforced and violations will be dealt with in accordance with the appropriate employee or student disciplinary policy and procedure.

Role of the Title IX Coordinator
As described further below, the University has designated a Title IX Coordinator and Deputy Title IX Coordinator to coordinate compliance with this Policy. Inquiries about Title IX may be referred to either of these individuals, the U.S. Department of Education's Office for Civil Rights, or both. The University Title IX Coordinator is the designated individual to conduct or oversee formal investigation of allegations of discrimination or sexual misconduct, and to coordinate University response(s) to complaints of the same. The Title IX Coordinator may designate a Title IX Investigator to conduct investigations.

Neither the Title IX Coordinator, Deputy Title IX Coordinator, nor any individuals designated to serve as an investigator, decision-maker, or informal resolution facilitator shall have a bias or conflict of interest for or against Complainants or Respondents generally or an individual Complainant or Respondent.

Title IX personnel (inclusive of the Title IX Coordinator, the Deputy IX Coordinator, and University Administrators who are involved in Title IX proceedings) will participate in annual comprehensive, trauma-informed training programs for campus officials involved in investigating and adjudicating sexual assault, domestic violence, dating violence, and stalking cases training specific to their role. The individual in charge of conducting the investigation shall receive a minimum of annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct the investigation and hearing process that protects the safety of victims and promotes accountability in a trauma informed manner. Decision-makers and investigators will receive training so that they understand the concept of relevance, the proper conduct of an investigation and the grievance process generally, including hearings, appeals, the drafting factual reports, as well as the conduct of informal resolution processes. Training will also be provided on how to serve impartially, including by avoiding prejudgment of the facts at issue and how to avoid both actual and the appearance of conflicts of interest, and bias. Title IX training materials will be available on the Title IX Office. Documentation of training completion for Title IX personnel is maintained by the Title IX Coordinator.

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Generally, the Title IX Coordinator will receive CIAM faculty and staff complaints under this Policy. The Deputy Title IX Coordinator will receive CIAM student complaints under this Policy. However, as needed, either the Title IX Coordinator or Deputy Title IX Coordinator may step in to receive any individual's complaint.

The Title IX Coordinator is responsible for ensuring that all records relating to sex-based harassment and sexual violence reports, investigations, and adjudication of complaints of sex discrimination, as well as informal resolutions, and the availability and utilization of supportive measures are maintained properly and securely. Records shall be maintained in accordance with University Record Retention Policies but no less than seven (7) years. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from University Legal and Compliance.

Title IX personnel (inclusive of the Title IX Coordinator, the Deputy IX Coordinator, and University Administrators who are involved in Title IX proceedings) will participate in annual comprehensive, trauma-informed training programs for campus officials involved in investigating and adjudicating sexual assault, domestic violence, dating violence, and stalking cases training specific to their role. Investigators shall receive a minimum of annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct the investigation and hearing process that protects the safety of victims and promotes accountability in a trauma informed manner. Decision-makers and investigators will receive training so that they understand the concept of relevance, the proper conduct of an investigation and the grievance process generally, including hearings, appeals, the drafting factual reports, as well as the conduct of informal resolution processes. Training will also be provided on how to serve impartially, including by avoiding prejudgment of the facts at issue and how to avoid both actual and the appearance of conflicts of interest, and bias. Title IX training materials will be available at the Title IX Office. Documentation of training completion for Title IX personnel is maintained by the Title IX Coordinator.

SEXUAL ASSAULT PREVENTION PROGRAMS AND PUBLICATIONS
The University provides programs to promote the prevention and awareness of sexual violence, sexual assault, domestic and/or dating violence, stalking, sexual exploitation, awareness of rape, acquaintance rape, and other sexual misconduct offences are provided in order to promote a safe living and learning environment.

These programs will include, but are not limited to, education about the definition of consent, consensual relationships, options for bystander intervention, how to avoid potential attack, trauma-informed approaches, risk reduction to recognize warning signs of abusive behavior, and risk reduction awareness information. These programs promote behaviors that foster healthy and

respectful relationships while also encouraging a safe environment for bystanders to intervene in a potential case of Sexual Violence.

University sexual assault prevention programs include on-line presentations on prevention, awareness, and response. Resource information is also available in Student Success and on the CIAM Website.

The University has numerous primary prevention and awareness programs that include the distribution of educational materials to new students and new employees at such events as New Student Orientation, and New Employee orientations held throughout the year.

Employee Focused Primary and On-Going Outreach/Prevention Programming
At CIAM, Human Resources hosts a New Hire Orientation for new employees and provides an overview of multiple policies, including addressing this Policy and reporting issues to University Title IX officers. In addition, all employees must complete annual training on Preventing Harassment & Discrimination for Higher Education. The course content also helps postsecondary institutions comply with the employee training requirements of Title IX and the Campus Sexual Violence Elimination Act (Campus SaVE Act). This course also provides state-specific legal definitions of sexual violence, and describes victim protections, bystander intervention strategies, and school disciplinary proceedings. Employees are trained to:

- Identify the factors that contribute to a safe and healthy campus community.
- Understand rights and responsibilities under Title IX.
- Recognize different forms of sexual harassment/assault, dating/domestic violence, and stalking that are common in the University's environment.
- Identify safe, positive, and effective responses, and intervention options applicable to people experiencing sexual and relationship violence.
- Practice empathetic and active listening to someone who has experienced sex-based or relationship harassment or violence.
- Understand reporting options and disciplinary proceedings for violations of this Policy.

In addition, the Employee Assistance Program provides comprehensive prevention and support resources that are available through the Human Resources Office. Examples of articles, videos, and online seminars related to safety and security include:

- Preventing Sexual Harassment in the Workplace
- What is Sexual Harassment?
- Dealing with Domestic Abuse
- What Is Domestic Abuse?
- Recognizing Domestic Violence
- Sexual Assault

Student Focused Primary And On-Going Outreach/ Prevention Programming
All incoming students, at the time they sign their enrollment agreement receive a link to the

University Catalog which includes policies and procedures on Student Conduct, Student Grievance, Conduct and Appeals, and Safety. Within the University catalog is a link to the full Annual Security and Safety Report which encompasses information regarding Campus, Criminal, and Civil Consequences of Committing Acts of Sexual Violence, Bystander Intervention Techniques, Confidentiality of Reports of Sexual or Gender Based Misconduct/Harassment of Dating Violence and Stalking, Amnesty, Reporting Options including Reporting to University or Local Police and How and Where to File a Complaint, Supportive Measures, Sexual Assault and Domestic Violence Counselors and Advocates and the University's Investigation and Complaint Resolution process. In August of each year, all current students and employees receive an email with the annual notice of the University Catalog and embedded policies. The Annual Campus Security and Safety Report is distributed each year by October 1st.

CIAM communicates to its new incoming students that they are required to attend New Student Orientation, during which they receive information from the Office of the Director of Student Success regarding this Policy, how to file a Title IX Complaint, and a description of victim's rights and options. The New Student Orientation also covers campus safety topics including crime preventing/reporting, medical emergencies, and safety.

CIAM requires the completion of a mandatory online course for new incoming students. This course provides practical training for identifying, reporting, and preventing campus sexual violence, as well as assisting victims of sexual assault. Interactive case studies and videos provide engaging educational content that explains how to respond to known or suspected sexual violence, which includes sexual assault, acquaintance rape, dating violence, domestic violence, and stalking. Many interactions are based on real cases that teach important concepts to help create a safe campus community and create a culture that prohibits and does not tolerate sexual violence. The course teaches students valuable skills for assisting victims and survivors of sexual violence and reporting sexual violence and addresses common facts and myths about the causes of sexual violence. The course content also helps postsecondary institutions comply with the training requirements of Title IX and the Campus Sexual Violence Elimination Act (Campus SaVE Act). This course also provides state-specific legal definitions of sexual violence, and describes victim protections, bystander intervention strategies, and University disciplinary proceedings.

Health and Support Services
Various health and support services are available off campus for survivors of sexual violence. There are some on-campus support services available also. See Appendix E for Re**s**ources**.**

Bystander Intervention Techniques
Bystander intervention is when someone chooses to take action when witnessing an uncomfortable situation. It encompasses safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

- Direct – You can be direct when confronting a situation where someone else is being harmed or at risk of being harmed. In the case of witnessing a fight, the direct approach might involve asking the students who were fighting if everything is alright, or asking the other students in the room if they are as uncomfortable with the situation as you were.
- Distract – In a situation that involves more than one person, you can also distract one or both people involved. In a fight, this can allow people to cool off, and in cases of sexual

violence, it can create an opportunity for the potential victim to get away. The goal of distraction is to interrupt the harmful behavior, not necessarily to confront it.

- Delegate – You can delegate the task by looking for people to back you up when it's time to intervene. Depending on the situation, that could mean asking for help from fellow party goers when you witness a fight or see sexual violence. Delegating is great because it can create a shared sense of responsibility among community members.
- Delay – If the first 3 Ds don't work for you or your situation, you can also use a delayed response, such as following up and asking if someone is okay after the fact. The important thing is to show you fellow students that you care and are there to support them.

Warning Signs Of Abusive Behavior

Domestic violence (also referred to as intimate partner violence (IPV), dating abuse, or relationship abuse) is a pattern of behaviors used by one partner to maintain power and control over another partner in an intimate relationship.

Domestic violence doesn't discriminate. People of any race, age, gender, sexuality, religion, education level, or economic status can be a victim — or perpetrator — of domestic violence. That includes behaviors that physically harm, intimidate, manipulate, or control a partner, or otherwise force them to behave in ways they don't want to, including through physical violence, threats, emotional abuse, or financial control.

Common signs of abusive behavior in a partner include:

- Telling you that you never do anything right.
- Showing extreme jealousy of your friends or time spent away from them.
- Preventing or discouraging you from spending time with friends, family members, or peers.
- Insulting, demeaning, or shaming you, especially in front of other people.
- Preventing you from making your own decisions, including about working or attending school.
- Controlling finances in the household without discussion, including taking your money or refusing to provide money for necessary expenses.
- Pressuring you to have sex or perform sexual acts you're not comfortable with.
- Pressuring you to use drugs or alcohol.
- Intimidating you through threatening looks or actions.
- Insulting your parenting or threatening to harm or take away your children or pets.
- Intimidating you with weapons like guns, knives, bats, or mace.
- Destroying your belongings or your home.
- Adapted from https://www.thehotline.org/

Help Reduce Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- Get help by contacting the Student Assistance Program (students) or Employee Assistance Program (employees) for support services including free and confidential critical counseling services.
- Learn how to look for "red flags" in relationships so you can learn to avoid some of those

characteristics in future partners.

- Consider making a report with the local municipal Police Department and/or the University Title IX coordinator and ask for a "no contact" directive from the University to prevent future contact.

REPORTING AND COMPLAINT PROCEDURES

The University strongly encourages individuals affected by sex discrimination, sexual harassment, and sexual assault (including dating violence, domestic violence, and stalking) to report all such incidents and obtain support services. Although the University does not limit the time frame for reporting allegations or for filing a Formal Complaint under this Policy, the University can most effectively respond to allegations of sex discrimination, sexual harassment and sexual assault if a report is made as promptly as possible after the alleged violence or misconduct occurs. CIAM community members who have experienced sexual or gender-based misconduct/harassment or are aware of incidents of sexual misconduct experienced by other University members are encouraged to make an immediate report to the University Title IX Coordinator or Deputy Title IX Coordinator.

Any person may report Sex Discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), or Retaliation under this Policy using the contact information listed for the Title IX Coordinator and Deputy Title IX Coordinator above by any means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator and Deputy Title IX Coordinator.

A Complainant is not required to report to law enforcement to receive assistance from the University. University personnel will help the student or employee contact local police authorities in the event the student or employee has not done so already if the student or employee wishes to do so.

The Title IX Coordinator or Deputy Title IX Coordinator is responsible for investigating complaints of Gender Discrimination, Harassment and Retaliation, including Sex Discrimination and Sexual Harassment, as well as complaints of Sexual Misconduct, Domestic and Dating Violence, and Stalking. The University utilizes trauma informed victim interview protocols for the preliminary victim interview and comprehensive follow-up interviews as appropriate.

Inquiries or complaints regarding the application of Title IX and its implementing regulations may also be filed with the Office of Civil Rights (U.S. Department of Education), and/or with law enforcement.

Upon receiving a report of sexual harassment, the Title IX Coordinator shall:

1. promptly contact the Complainant to discuss the availability of Supportive Measures;
2. consider the Complainant's wishes with respect to Supportive Measures;
3. inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint;

4. explain to the Complainant the process for filing a Formal Complaint; and

5. Confirm the method and manner for which the Complainant desires to receive official notices and information for the duration of proceedings related to a report under this policy.

All individuals are encouraged to report sexual misconduct that may also violate criminal law to both the University and to local law enforcement. These processes are mutually exclusive.

Making a Report to the University
CIAM Community Members who have experienced sexual misconduct/ harassment or are aware of incidents of sexual misconduct experienced by other University members are encouraged to make an immediate report to the University Title IX Coordinator. A complainant is not required to report to law enforcement to receive assistance from the University. University personnel will help the student or employee contact local police authorities in the event the student or employee has not done so already if the student or employee wishes to do so. CIAM Community Members, including employees, supervisors, co-workers, vendors, consultants, visitors, or other students, are encouraged to report incident(s) of sexual misconduct to CIAM's Title IX Coordinator. The Deputy Title IX Coordinator serves as an additional resource and assists in the application of the College's policy prohibiting Harassment and Sexual Misconduct. The Title IX Coordinator will provide the Reporting Party with information about available support services and resources, and assist the Reporting Party in notifying law enforcement, including the local police, if the Reporting Party elects to do so. To receive assistance from or pursue any options within CIAM, the reporting Party are not required to report to area law enforcement.

Making a Report to Law Enforcement
A Complainant is not required to report to law enforcement to receive assistance from the University. University personnel will help the student or employee contact local police authorities in the event the student or employee has not done so already. CIAM encourages Community Members who have experienced sexual misconduct to immediately report the incident to the local police department or another area law enforcement agency.
Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the Reporting Party to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate if the Reporting Party decides to proceed with criminal charges.
Early reporting makes it more likely that the police will be able to gather needed evidence before it is lost or destroyed, and that the Reporting Party will receive timely notice of potentially helpful victim/witness services.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING PROCEDURES
In the event of a report of sexual assault, domestic violence, dating violence or stalking; Sexual Assault, Domestic Violence, Dating Violence & Stalking Procedures, the University will:

- assess immediate safety needs of the complainant and other appropriately involved persons.
- assist the complainant with contacting local police if complainant requests and provide complainant contact information for local police department.
- provide written notification about the importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
- provide written notification to students and employees about existing services such as counseling, health, mental health, student financial aid and other services available to victims.

- provide written notification to victims about available options and assistance in the following, including how to request these changes and who to contact at the University:
    - Academic situations
    - Transportation situations
    - Working situations
    - Protective measures
- provide a "No Contact" and/or "No Trespass" directive to accused party if appropriate.
- provide the student or employee, whether the offense occurred on or off campus, a written explanation of the student or employee's rights and options.

Reports of alleged dating violence, domestic violence, sexual assault, and stalking will be considered for disciplinary action on a case-by-case basis as well as disciplinary action as appropriate. Reports of these offenses by faculty or staff will be handled in accordance with the University's Harassment and Discrimination Policy and related grievance procedures.

CONFIDENTIALITY

Individuals reporting incidents under this Policy may ask that the individual(s) name(s) not be disclosed or that no investigation or disciplinary action be pursued to address the alleged violation of this Policy. The University supports a student's interest in confidentiality in cases arising under this Policy.

The Title IX Coordinator, Deputy Title IX Coordinator, or their designee attempts to balance the needs of the parties for privacy with the institutional responsibility of ensuring a safe educational environment and workplace. Confidentiality is an aspiration but is not always possible or appropriate. An individual's requests regarding the confidentiality of reports of alleged violations of this Policy will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the University's legal obligation to ensure a working and learning environment that is free from Discrimination or Sexual Harassment and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation.

The University will inform an individual requesting confidentiality when complying with a confidentiality request may limit the University's ability to respond to the complaint. The University will consider a Complainant's request for confidentiality alongside its institutional responsibility to provide a reasonably safe and non-discriminatory environment.

The University will maintain as confidential any accommodation or protective measure provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures.

Even if an individual does not specifically ask for confidentiality, to the extent possible, the University will only disclose information regarding alleged incidents under this Policy to individuals who are responsible for handling the University's response.

The University Title IX Coordinator is responsible for ensuring that all records relating to reports and investigations of this nature are maintained properly and securely. Employee records will be maintained properly and securely by Human Resources.

The University does not publish the name of victims/survivors or other identifiable information regarding victims/survivors in the Daily Crime Log or in the crime statistics that are disclosed in

the Annual Security and Fire Safety Report. Furthermore, if a Timely Warning is issued on the basis of a report of dating violence, domestic violence, sexual assault or stalking, the name of the victim/survivor and other personally identifiable information about the complainant will be withheld.

Pursuant to California Education Code Section 67380(a)(6)(A), Campus Security Authorities who receive reports from employees or students of a violent crime, sexual assault or hate crime (as defined by Section 422.55 of the Penal Code, Part I), may not disclose to local law enforcement agencies the names of the victims or the alleged assailant, unless the victim consents to disclosing their name after being informed of their right to have their personally identifying information withheld. The name of the alleged assailant may be disclosed, however, if all of the following conditions are met:

i. The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and

ii. The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

UNIVERSITY AS COMPLAINANT

As necessary and when appropriate under the circumstances CIAM reserves the right to initiate a complaint, to serve as Complainant, and to initiate conduct proceedings without a Formal Complaint by the victim of Sexual Harassment or Sex Discrimination.

In the following circumstances, the University may elect to act as Complainant, in the interest of the health and safety of the community, if the person making the report does not elect to do so:

- There have been other complaints of sexual harassment/misconduct against the alleged perpetrator.
- The alleged perpetrator has a history of arrests or records from a prior school indicating a history of harassment/misconduct.
- The alleged perpetrator threatened further sexual harassment/misconduct against the complainant, or others.
- The harassment/misconduct was perpetrated by multiple individuals.
- The report of harassment/misconduct reveals a pattern of perpetration at a given location or by a particular group.
- A weapon was involved.

Retaliation

This Policy also prohibits Retaliation against a person who reports in good faith, Sexual Harassment or Sex Discrimination, assists someone with a report, or participates in any manner in an investigation or resolution of a report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

The exercise of rights protected under the First Amendment does not constitute retaliation. Student complaints alleging retaliation may be filed according to the University's Student Conduct, Student Grievance, and Conduct and Appeals Policies and Procedures. Employee complaints alleging retaliation may be filed with Human Resources.

Amnesty
CIAM encourages the reporting of crimes by victims and/or witnesses. Sometimes, victims and/or witnesses are hesitant to report to University officials because they fear that by reporting an incident, he/she may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims and/or witnesses as possible choose to report to University officials.

To encourage reporting, an individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Orders Of Protection/No Contact
CIAM encourages reporting Parties of Sexual Harassment or misconduct to make a formal report to the appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking and enforcing a no contact, restraining or similar Court Order and has the right to be assisted by the University in exercising this option. The Title IX Coordinator can assist individuals with referrals to resources for obtaining an ex parte order of protection.

Members of the CIAM community who receive a lawful order of protection should provide a copy to the Title IX Coordinator (and to Human Resources if the person is an employee). The University also suggests that individuals with orders of protection meet with the Title IX Coordinator (and Human Resources if the person is an CIAM employee) to develop a Safety Action Plan – a plan intended to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but in not limited to, escorts and special parking arrangements.

In addition to orders of protection issued by the courts, CIAM may impose a University-based no contact directive. A University-based no contact directive prohibits an individual from contacting a specific person or specific people until rescinded. Contact includes, but is not limited to: in person, by phone, text messaging, social media, by third person, etc. The Director of Student Affairs (or designee), or the Director of People and Performance may issue a no contact directive.

CIAM COMPLAINT PROCEDURES
The University Administration shall respond to complaints concerning the infringement of student's rights and alleged violations of the Code of Student Conduct by students or student groups. Students who do not wish to bring a complaint to the University system may attempt to resolve the matter informally with the assistance of the Dean. Students wishing to bring forth a complaint against a faculty or staff member should refer to the University's grievance policy or Title IX Policy.

File a formal complaint with the University
Survivors of sexual violence have the right to file (or right not to file) a formal complaint with the University. Incidents formally reported to the University will be promptly, within 60 days, and thoroughly investigated. A person found to have committed an act of sexual violence shall be subject to disciplinary action, up to and including suspension, expulsion or termination from the University. For assistance with filing a formal complaint, contact any CSA or the Title IX Coordinators.

Personal identifiable information about a survivor will only be shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the survivor or as public safety requires. The University does not publish the names or other identifiable information of survivors.

File a criminal complaint
A criminal complaint can be filed instead of, or in addition to, a formal complaint with the University. The filing of a criminal complaint will not delay or impact the University's own investigation. Criminal complaints may be filed directly with the local or Alhambra Police Department or assistance can be provided by the Title IX coordinator.

Report the incident without filing a complaint
CIAM encourages all community members to report any criminal incident about which they are aware which occurs on University property or involves a member of the CIAM community to the Title IX Coordinator, so that the Department can investigate the incident and be of assistance to those involved in the matter. However, if an individual does not wish to report a crime to the Department, the University urges the person to at least disclose the occurrence of the incident to a CSA so it may be counted, as appropriate, in the annual report.

HOW AND WHERE TO FILE A FORMAL COMPLAINT OF SEXUAL HARASSMENT OR SEX DISCRIMINATION
A Formal Complaint can be filed with either of the following Title IX Officials and doing so will provide official notice to the University of a Title IX Complaint through the completion of a Title IX Complaint form that is submitted to the Title IX Coordinators. Only a Formal Complaint triggers the Title IX- specific grievance process.

At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of CIAM. A Formal Complaint may be filed with the Title IX Officials listed below in person, by mail, or by electronic mail with the use of electronic signature, by using the contact information required to be listed for the Title IX Coordinator or Deputy Title IX Coordinator in this policy. Additional documents (e.g., police report, e-mails) may be submitted with the Formal Complaint but it is not required. However, the Formal Complaint must be signed by the Complainant to initiate the process.

The University's Title IX Officials include the University Title IX Coordinator and the University Title IX Deputy:

University Title IX Coordinator
Claudia Sarabia, Director of People and Performance
1000 S. Fremont Ave - Unit 45, Bldg. A-10, 4th FL, Suite 10402, Alhambra, CA 91803
(626) 350-1500 ext. 112
claudia.sarabia@ciam.edu

University Title IX Deputy Coordinator
Melissa Valle, Director of Student Success
1000 S. Fremont Ave - Unit 45, Bldg. A-10, 4th FL, Suite 10402, Alhambra, CA 91803
(626) 350-1500 ext. 106
melissa.valle@ciam.edu

RESPONDING TO THE FORMAL COMPLAINT

The investigation and adjudication of alleged misconduct under this section is not an adversarial process between the Complainant, the Respondent, and the witnesses, but rather a process for the University 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 Sex Discrimination or Sexual Harassment. Upon receiving notice of a Formal Complaint of a possible violation of this Policy, the University will take immediate and appropriate steps to:

- End the behavior and identify specific corrective measures to remediate, and prevent sex discrimination including sexual harassment and other sexual misconduct;
- Conduct a prompt, fair and impartial investigation;
- Remedy the effects, and;
- Prevent it from reoccurring.

Upon receipt of a Formal Complaint, the Title IX Coordinator, Deputy Title IX Coordinator, or a designee will conduct an initial Title IX assessment. The University utilizes trauma informed victim interview protocols for the preliminary victim interview and comprehensive follow-up interviews as appropriate. The first step of the assessment will usually be a preliminary meeting with the Complainant. The purpose of the preliminary meeting is to gain a basic understanding of the nature and circumstances of the report; it is not intended to be a full interview. At this meeting, the Complainant will be provided with information about resources, procedural options, supportive measures, and interim measures.

If it is determined that the alleged conduct is not within the scope of this Policy, the investigation and disposition of the complaint may be referred to other offices or processes within the University, such as University Human Resources, President, or Designee's Office, or Student Code of Conduct.

The University may, in its discretion, dismiss a Formal Complaint or allegations therein in the following circumstances:

- if the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein,
- if the Respondent is no longer enrolled or employed by the school,
- or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The University will give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.

The University may also in their discretion, consolidate Formal Complaints where the allegations arise out of the same facts.

To ensure University- wide compliance with this policy and with federal and state law, the University Title IX Coordinator must be advised of all reported incidents of Sex Discrimination or Sexual Harassment. The University Title IX Coordinator will monitor the resolution of complaints by other offices with concurrent jurisdiction over non-Title IX discrimination or misconduct.

In cases where there is no written complaint, such as situations that involve a third-party complainant, the University Title IX Coordinator may initiate an investigation after making a preliminary inquiry into the facts and will inform the person(s) who were allegedly harmed by discrimination or sexual misconduct of the decision to initiate an investigation.

SUPPORTIVE MEASURES

At the time of notice of a possible violation of this Policy, the Title IX Coordinator or Deputy Title IX Coordinator will promptly contact the Complainant and Respondent (as appropriate) to discuss the availability of Supportive Measures and consider the Complainant's wishes with respect to Supportive Measure with or without the filing of a Formal Complaint.

Supportive Measures are designed to restore or preserve safe and equitable access to the University's educational programs or activities and protect the safety of all community members. These supportive measures shall be maintained as confidential to the complainant or respondent to the extent that confidentiality would not impair the ability of the University to provide the supportive measures.

Examples of possible supportive measures include:

- Counseling services
- Modifications to academic deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual no-contact orders between the parties
- Changes in work locations
- Approved Academic Absence (students)
- Leave of Absence (employees)
- Increased security and monitoring of specific areas of campus

NOTICE OF ALLEGATIONS

Upon receipt of a Formal Complaint CIAM will promptly send written notice to both the Complainant and the Respondent(s) of the allegations. The individual(s) accused of conduct (the Respondent(s)) violating this Policy shall be provided a copy of the Notice of Allegations. If the individual(s) accused cannot be located, attempts at notification shall be documented. At the time of notice of the complaint, the respondent shall be provided with information regarding Supportive Measures available to them.

The Notice of Allegations shall contain a discussion of the Formal Complaint process, the identity of the Complainant, and the date and location of the alleged incident if known, and the specific behavior that is considered a violation of this Policy.

The Notice of Allegations will also inform the Parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and that both parties may inspect and review evidence gathered in the investigation. The written notice will further inform the parties of CIAM Student Conduct Policies provisions that prohibits knowingly making false statements or

knowingly submitting false information during the grievance process. Employees will be informed that the CIAM Employee Code of Conduct outlines binding minimum standards for responsible behavior toward students, vendors and contractors and the public, as well as for employee behavior within the University.

The Notice of Allegations will include a statement that a determination of responsibility is made at the conclusion of the University's investigation and hearing process and will be based on a preponderance of evidence standard. Respondents are presumed not responsible prior to a determination by the Hearing Panel.

INFORMAL RESOLUTION OF A COMPLAINT

In recognition that a wide spectrum of behaviors can constitute violations of University policies, the Title IX Office may resolve reports informally and appropriately, based on the circumstances. In all cases, the Title IX Officer(s) will have discretion to determine whether or not informal resolution or mediation is appropriate to the circumstances.

Informal resolution is not appropriate for cases involving a complaint of sexual assault and/or relationship and interpersonal violence, nor for circumstances involving severe misconduct or behavior. These types of cases will utilize the formal disciplinary process.

At any time prior to reaching a determination regarding responsibility, the Title IX Coordinator may facilitate an informal resolution process, such as mediation or arbitration, that does not involve a full investigation and adjudication. The following standards apply to any informal resolution:

- Both Parties must voluntarily consent to resolve the complaint without engaging in the formal grievance procedure
- No conditions may be placed on the parties in exchange for their consent – The University may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of Sexual Harassment consistent with this section.
- Both Parties will be notified, in writing, of the allegations made in the Formal Complaint, the requirements of the informal resolution process, and what elements of the process will remain confidential (or not).
- Complainant will not be required to "work out" the problem directly with the Respondent.
- An informal resolution process may take the form of a mediation or arbitration before a neutral third party.
- Either Party can withdraw consent and end the informal process at any time, in which case the University will revert to the formal grievance procedures outlined herein.
- The informal resolution process will be confidential; however, if an informal resolution process is ended by request, any information obtained may be used in a subsequent formal resolution process and hearing.
- Once a Complaint has been resolved through an informal resolution process, the matter will be closed and documented in writing and signed by all parties. Complaints resolved

through the informal process will not be referred for official disciplinary action.

- The results of an informal process may be the parties agreeing on counseling, education, or mutual avoidance, among other options.
- An informal resolution cannot be appealed.

In response to reports under this Policy where the Complainant does not wish to engage in informal resolution, where informal resolution is not appropriate, or in cases where attempts at informal resolution are unsuccessful, the University Title IX Coordinator may conduct a formal investigation. In such cases, the individual making the report shall be encouraged to file a written complaint. As necessary, the University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a Formal Complaint by the victim.

ADVISORS

Both parties have the right to have one (1) advisor of their choice present at every step in the investigation and hearing process. The advisor may be a victim advocate or other supporting person. The advisor may be an attorney. Advisors must either be professionals or at least adults capable of understanding the purpose and scope of cross-examination. Each party is responsible for any such costs and fees associated with said advisor. Within ten (10) days of the Notice of Allegations, each Party shall submit a written notification of advisor selection ("Advisor Selection Notice") to the Title IX Coordinator. During the investigation process, the advisor is only present to support the student (or employee) and will not represent the student (or employee) nor speak on behalf of the student (or employee). Advisors are permitted to speak with the student (or employee) as necessary, privately or during investigation meetings, to fully perform a supportive role. Whoever is selected as an advisor is limited to observing and consulting with, and providing support to the complainant, witness, or accused party during the investigation. The advisor role in the hearing process will be detailed in a further section of the policy.

INVESTIGATING THE COMPLAINT

Both Parties have the right to have an advisor of their choice present at every step in the investigation and hearing process. During the investigation process, the advisor is only present to support the student (or employee) and will not represent the student (or employee) nor speak on behalf of the student (or employee). Advisors are permitted to speak with the student (or employee) as necessary, privately or during investigation meetings, to fully perform a supportive role. Whoever is selected as an advisor is limited to observing and consulting with, and providing support to the Complainant, witness, or Respondent during the investigation. The advisor role in the hearing process will be detailed in a further section of this Policy.

Neither the Title IX Coordinator, Deputy Title IX Coordinator, nor any individuals designated to serve as an investigator shall have a bias or conflict of interest for or against Complainants or Respondents generally or an individual Complainant or Respondent. A party may submit a written letter of concern relating to bias and/or conflict of interest at any time with the Title IX Coordinator; if the letter of concern relates to the Title IX Coordinator, the Party shall submit the letter to the Deputy Title IX Coordinator or the Vice President of Academic and Student Affairs. The Deputy Title IX Coordinator or the Vice President of Academic and Student Affairs shall promptly speak with the individual(s) alleged to have a bias or conflict of interest and conduct any other appropriate inquiry into the matter. The Deputy Title IX Coordinator or the Vice President of Academic and Student Affairs shall make a determination as to whether the individual(s) alleged to

have a bias or conflict of shall be removed from their role. If the individual(s) alleged to have a bias or conflict is removed from their role, the Title IX Coordinator, Deputy Title IX Coordinator, or the Vice President of Academic and Student Affairs shall appoint an alternate individual(s) to serve in their place, depending on the individual(s) alleged to have such bias.

Interview Protocol For Follow-Up Interviews
The University utilizes trauma informed victim interview protocols for the preliminary victim interview and comprehensive follow-up interviews as appropriate. The investigation generally shall include interviews with the Complainant and Respondent (parties if available) and, interviews with other witnesses as needed. The University shall seek the identification and location of witnesses not identified by the Parties and a review of relevant documents as appropriate. The Investigator will send a written notice of the interview date, time, and location, name of participant(s), and purpose of the interview to the Parties and witnesses, and any identified Party advisor, in sufficient time for the Party to prepare and participate.

During the investigation, the Complainant and Respondent will be provided an equal opportunity to meet with the Investigator, submit evidence, identify witnesses who may have relevant information, and propose questions for the Investigator to ask the other party and witnesses. The Investigator has discretion to determine which witnesses to interview and what questions to ask, and may decline to ask questions that are, for example, repetitive, harassing or not relevant to whether the reported violation(s) occurred.

Disclosure of facts to witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of this Policy and may be a basis for discipline, including expulsion or termination. Evidence of false complaints or false information shall be referred by the University Title IX Coordinator to the appropriate University processes.

The Investigator will independently gather other relevant information or evidence, including documents, photographs, communications between the Parties, and medical records (subject to the consent of the applicable person), and other electronic records as appropriate. The Investigator will conduct a review of relevant documents as appropriate.

The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the written complaint was received unless the University determines in its discretion that good cause has been established and more time is required to initiate and complete the investigation. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event that an investigation cannot be completed within 60 days, the parties shall be notified in writing.

Interim Measures
At any time during the investigation, the Investigator may recommend that interim protections or remedies for the Complainant or witnesses be provided by appropriate University officials. The University may recommend short term, or interim, protections or remedies. These remedial actions may include, but are not limited to:

- making the complainant aware of their rights;
- resources and support services;
- issuance of No Contact orders to separate or limit contact between the parties;
- modification of extracurricular, working or course schedules, assignments, or tests;
- increased monitoring, supervising, or security at applicable locations or activities; and/or
- interim suspension(s) pending investigation.

These remedies or protections may apply in ground or online contexts. Failure to comply with the terms of interim protections may be considered a separate violation of this Policy.

LIVE HEARING

After both parties have received the Investigative Report, a date will be set for a hearing to allow both Parties to respond to the evidence gathered and for a Hearing Panel to determine if a Policy violation has occurred. The University will provide written notification to the Complainant and Respondent of the hearing date and procedures. The Complainant and Respondent will be provided at least 10 business days' notice of the hearing date from the date that the Investigative Report was provided to the Parties.

The Hearing Panel is a fact-finding committee comprised of individuals trained or experienced in adjudicating allegations of Sex Discrimination or Sexual Harassment. Depending on the complexity of the issues, a Hearing Panel may have a single adjudicator or a panel of 3. The individuals who serve as panelists will be selected by the Title IX Coordinator, or other designated official.

The Hearing Panel will have for its review, the Formal Complaint, all responses to the Investigative Report, and any Formal cross-complaints, all witness statements written or recorded, and any evidence preserved for the hearing in the form of the Investigative Report. The Hearing Panel will be chaired by a person who is not the Title IX Investigator nor the Title IX Coordinator.

The Hearing will occur either in person, or in a synchronous distance technology format enabling participants simultaneously to see and hear each other, at the discretion of the University. At the request of either party, the Title IX Coordinator must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. An audio or video recording and transcript of the hearing will be made and will be made available to both parties for inspection and review. The Complainant and Respondent(s) will be provided the same opportunity to present fact and expert witnesses and other supporting and exculpatory evidence.

ADVISOR ROLE IN CROSS EXAMINATION AT THE LIVE HEARING

During the hearing, the advisor for each Party is permitted to cross-examine the other party and any witnesses. Cross examination must be conducted directly, orally, and in real time by the Party's advisor. Parties are not allowed to represent themselves. Neither Party is permitted to directly cross-examine the other Party and all cross-examination must be conducted by the advisor. Before a Party or witness answers a cross-examination question, the Hearing Panel chair will determine if a question is relevant and explain any reasoning for determining to exclude a question.

If a Party does not have an advisor present at the live hearing, the University must provide without fee or charge to that Party, an advisor of the University's choice, who may be, but is not required to

be, an attorney, to conduct cross-examination on behalf of that party.

Questions about the Complainant's sexual predisposition or prior sexual history are not permitted unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

DETERMINING RESPONSIBILITY
At the conclusion of the Hearing, the Hearing Panel members will consider all information presented at the Hearing and determine if a violation of this Policy has occurred.

Respondents are presumed not responsible prior to a determination by the Hearing Panel . The burden of gathering evidence and carrying the burden of proof is solely on the institution. The standard of evidence in these cases is preponderance of the evidence. Preponderance of the evidence means that it is "more likely than not" that the Respondent is responsible for the charged violation. The institution will use the same evidentiary standard for all proceedings pursuant to this Policy, whether involving students or employees.

For allegations of discrimination or harassing behavior, there are two possible findings:

- Substantiated: It is more likely than not that the allegation is true
- Unsubstantiated: It is not possible to determine whether the allegation is true or untrue. There is insufficient evidence to prove or disprove that the allegation is true.

The Hearing Panel Chair will develop a written determination of responsibility that includes:

- A description of the specific behavior that is potentially considered a violation of this Policy;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- A finding of fact supporting the determination;
- Conclusions regarding the application of this Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- Any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided to the Complainant. If the alleged Complainant is deceased as a result of such crime or offence, the next of kin of such complainant shall be treated as the alleged complainant for purposes of this notice; and
- The University's procedures and permissible bases for the Complainant and Respondent to appeal.

The Hearing Panel Chair must provide the written determination to the Parties simultaneously.

The determination regarding responsibility becomes final either on the date that the Hearing Panel Chair provides the Parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

SANCTIONS

Not all forms of Sexual Harassment or Sex Discrimination will be deemed to be equally serious offenses, and the University will assign sanctions that are appropriate to the violation, taking into consideration the context and seriousness of the violation. Any student found responsible for violating this Policy will receive a sanction in accordance with the Student Code of Conduct and/or offender history.

The following disciplinary sanctions comprise a range of official action for students, which may be imposed for violation of regulations. One or more sanctions may be imposed. Additionally, students who violate federal, state, or local laws also may be referred to the criminal justice system for prosecution:

Disciplinary Warning

This written action is taken when the individual's conduct or involvement merits an official admonition. The student is warned that further misconduct may result in more severe disciplinary action.

Disciplinary Probation

A form of reprimand that is fitting for the type of violation or repeated violations as designated for a certain period of time by the hearing officer. The student may, if it is deemed appropriate, represent the University in activities and hold office in student organizations during the time stipulated as probationary. The student is notified that further infractions of any University regulation may result in more stringent restriction being placed on his/her actions.

Interim Suspension

The Director of Student Success may suspend a student for an interim period pending full disciplinary proceedings whenever there is evidence that the continued presence of the student on the campus poses a substantial threat to the safety or well-being of any person or persons, University property, or the property of others. An interim suspension may become effective immediately without prior notice. A student suspended on an interim basis will be given an opportunity to appear personally before a hearing officer within 10 or fewer calendar days from the effective date of the interim suspension.

During an interim suspension, the student will be barred from all or part of the University's premises. Any student under interim suspension who returns to campus from which he/she is barred without written permission from the Director of Student Success will be subject to dismissal from the University and arrested for trespassing.

Suspension

This sanction is one of involuntary separation of the student from the University for a designated period of time. After this period of time, the student is eligible to return. The Director of Student

Success /or designee may establish additional requirements, which must be fulfilled to his/her satisfaction, prior to reinstatement. Permanent notation of suspension will appear on the student's transcript and academic history. The student shall not participate in any University-sponsored activity and may be barred from University premises during suspension.

Conduct Dismissal

This sanction by Director of Student Success /or designee is one of involuntary and permanent separation from the University. Notice of permanent dismissal will appear on the student's academic history and transcript. The student will also be barred from University activities and premises.

Good Standing
A student is not considered to be in good standing for purposes of admission to the University while under a sanction of suspension or expulsion, or while his or her admission or re-admission has been qualified.

Administrative Hold And Withholding A Degree
The University may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent written notice of a pending investigation or disciplinary case concerning that student and may withhold awarding a degree otherwise earned until the completion of the process set forth herein, including the completion of all sanctions imposed.

Any employee found responsible for violating this or other University policies will receive a sanction in accordance with University policies and procedures. The discipline may include, but is not limited to:

1. Unpaid leave from work during the investigation,
2. Unpaid suspension from work after a violation has been found,
3. A Performance Improvement Plan, or
4. Termination of employment

Any third party (visitor, guest, contractor, subcontractor, vendor, partner, or business affiliate) found responsible for violating this Policy will receive a sanction ranging from a written warning to being banned from any University property, activities, and/or programs.

Other Discrimination Incidents
It is University policy that all persons should enjoy freedom from unlawful discrimination of any kind, including harassment or retaliation for reporting a complaint (see Non-Discrimination policy). This policy prohibits discrimination between members of the University community, including between students and between employees and students.

All other incidents, including non-harassment, misconduct, or any other consideration made unlawful by federal, state, or local laws, should contact the compliance officers listed in the Non-Discrimination policy who are available to help students resolve issues. The University encourages discussion between the parties directly involved in any complaint, especially in the early stages of a dispute before the respective parties have assumed positions which may polarize the dispute and render a solution more difficult. In any event, students have the right to file a formal written

grievance, either initially or if informal resolution is not possible.

FINDINGS APPEAL
If the Complainant and/or the Respondent(s) disagree with the findings, in part or in totality, either the Complainant or the Respondent may appeal the finding in part or in totality on the following bases:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
- The Title IX Coordinator, investigator(s), or Hearing Panel (s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The Respondent and/or Complainant have five (5) business days, barring documented unforeseen circumstances from the date of communication of findings, to present the formal appeal, in writing, to the University President:

Jack Paduntin, President
1000 S. Fremont Ave - Unit 45, Bldg A-10, 4th FL,
Suite 10402, Alhambra, CA 91803
(626) 350-1500 ext 131
Jack.paduntin@ciam.edu

The written appeal must state the basis for appeal and provide sufficient information that supports the grounds for appeal.

The President, or their Designee, will review all cases presented for appeal within five (5) business days of the appeal, barring documented unforeseen circumstances, to determine if the presented grounds for appeal and supporting information will be accepted or rejected. If the appeal does not meet the stated grounds for appeal, the appeal will be rejected. The President, or Designee, will, within two (2) business days of deciding whether to accept or reject the appeal, barring documented unforeseen circumstances, simultaneously and in writing, inform the Complainant and the Respondent the appeal decision.

If the President, or Designee, determines there is sufficient evidence to support an appeal based on procedural irregularity or new evidence, the matter will return to the Title IX Coordinator for further action unless the appeal alleges the Title IX Coordinator, investigator(s), or Hearing Panel (s) had a conflict of interest or bias which deprived the process of impartiality in a way that was outcome determinative.

In appeals of conflict of interest or bias, the appeal will remain with the President, or Designee , for review and final decision. The bias appeal review will be completed within fourteen (14) calendar days of submission to the President, or Designee, barring documented unforeseen circumstances that may extend the appeal review. The President, or Designee, will communicate the appeal findings simultaneously and in writing to the Complainant and the Respondent. Additionally, the President, or Designee, will consult with the Title IX Coordinator for any impact to remedies implemented.

Additional Information for Investigations

Attempted Violations:

In most circumstances, CIAM will treat attempts to commit a violation of this Policy as if those attempts had been completed.

Group Actions:
When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group or individually and may proceed against the group of jointly accused individuals or individually, at the discretion of the University.

FEDERAL TIMELY WARNING REPORTING OBLIGATIONS
Victims of crimes should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

NOTICE PURSUANT TO THE CAMPUS SEX CRIMES PREVENTION ACT (CSCPA)
In accordance with the Campus Sex Crimes Prevention Act (CSCPA), California's Megan's Law and in conjunction with the police department jurisdictions in which CIAM's California campuses are located, this policy will be the guiding factor in notifying the CIAM community of registered sex offenders associated with the University.

All persons required to register with a local law enforcement agency as a sex offender, according to California Penal Code 290, who enroll in class, work, or make deliveries on the CIAM campus thirty (30) days or more in one (1) year, must register at the relevant Police Department as being associated with CIAM University.

The police department will evaluate the classification of the offender according to California's Megan's Law. If the offender fits into a category of a High-Risk Sex Offender or Serious Sex Offender, the police department is supposed to inform the University of the registration.

Per CSCPA and California's Megan's Law, CIAM will then notify the campus community of the sex offender's registration. This notification will include the name of the offender and may include a photo and a summary of the offender and prior convictions. CIAM will make an effort to contact and inform the offender of the intent to notify the community before notification is made. Notification to the community may be made by using copies of flyers supplied by the police department, flyers developed by the University, campus wide email, flyers in campus mailboxes, or establishing a web page on CIAM's intranet.

The purpose of the notification is not to cause undue hardship to a student seeking an education at CIAM or to create a hostile work environment. The purpose of this policy is to keep the University community informed for their safety, and to comply with local and federal law.

Any member of the CIAM community who wishes to obtain further information regarding sexual offender/predators in the area of our campuses may refer to the State of California Attorney General website at: https://www.meganslaw.ca.gov/

DISCLOSURE STATEMENT
CIAM will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of victim shall be treated as the alleged victim for purposes of this paragraph.

STATISTICAL REPORTING
CIAM is required to disclose statistics concerning the occurrence of certain crimes enumerated in the Clery Act that occur within the University's Clery geography and that are reported to the CSA or local law enforcement. For purposes of reporting, all personally identifiable information is kept confidential, but statistical information must be obtained for publication in the Annual Campus Safety and Security Report. This Report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Campus Crime Statistics
The tables represent a summary of campus crimes reported to the designated Campus Security Authorities or law enforcement officials during the past three years. Under federal regulations the University must annually distribute the statistics on the reported on-campus occurrences of murder, manslaughter, rape, incest, fondling, statutory rape, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, arson, and motor vehicle theft, as well as data on the number of arrests for liquor law violations, drug abuse violations and weapons possession. These reports are generated for police purposes, not public relations purposes, and therefore the categories and definitions used are those used by law enforcement agencies as stipulated in the Uniform Crime Report (UCR). There were no criminal offenses at CIAM's campus that manifested evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

Definitions
The definitions, see Appendix B, for Criminal Offense, Hate Crime, arrest and disciplinary referral statistics are provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of Fondling, Incest and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified per the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual.

For the categories of Domestic Violence, Dating Violence and Stalking, we are required to use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department's Clery Act regulations.

NOTE: Crime statistics are based on reported offenses, not the findings of a court, coroner, jury or the decision of a prosecutor.

CAMPUS HAZING POLICY
California Institute of Advanced Management (the "University" or "CIAM") is committed to providing a safe and healthy environment for its campus communities through compliance with applicable federal and state laws, including the Jeanne Clery Campus Safety Act. To promote the safety of the

University and its students, faculty, staff, employees, and visitors, the University has created this Campus Hazing Policy to provide information regarding hazing prevention, reporting suspected hazing, the University's procedure to investigate reports of hazing, and relevant state laws regarding hazing incidents.

DEFINITIONS

"Hazing:"

1. An intentional, knowing, or reckless act
2. committed by a person, whether individually or in concert with other persons,
3. against a student, regardless of that student's willingness to participate, that—
4. was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in, an organization (such as a club, society, association, athletic team, fraternity, sorority, or student government); and
5. causes or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical training necessary for participation in an athletic team), of physical injury or psychological injury including—
    a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
    c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
    d. causing, coercing, or otherwise inducing another person to perform sexual acts;
    e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
    f. any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and
    g. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

"Student organization:" An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

"Supportive measures:" Counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the complainant and the respondent, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Unless otherwise required by law, CIAM will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the University's ability to provide the supportive measures.

HAZING PREVENTION

There are no University-recognized or established student organizations on or off campus. However, the University will take all reasonable steps necessary to prevent hazing. CIAM maintains a program to prevent hazing from occurring in its working/learning environment including the provision of supervisory, staff, faculty, and student hazing awareness and prevention training.

Administrators will support and assist staff, faculty, and students in the pursuit of investigating and remediating problems of hazing whenever it occurs.

HOW TO REPORT HAZING
Students, faculty, staff, and employees are obligated to report any incident or suspected incident of hazing. In the event of an **emergency**:

- **Call 911** or
- The **Alhambra Police Department** at (626) 570-5151.

In all other situations, suspected hazing may be reported to the following University contacts:

- **The University's Title IX Coordinator, Deputy Coordinator, or the Director of Student Success:**

  Claudia Sarabia, Title IX Coordinator
  CIAM Emergency Response Primary Contact
  1000 S. Fremont Avenue, BLD A10, 4th Floor, Suite 10402, Alhambra, CA 91803
  (626) 350-1500 x112
  claudia.sarabia@ciam.edu

  Melissa Valle, Deputy Title IX Coordinator and Director of Student Success
  1000 S. Fremont Avenue, BLD A10, 4th Floor, Suite 10402, Alhambra, CA 91803
  (626) 350-1500 x106
  melissa.valle@ciam.edu

- **For anonymous and Confidential Reporting:**

  Student Success Feedback Box – Fill out form

CIAM prohibits retaliation, including but not limited to making any threatening communication by verbal, written and/or electronic means, against any individual who reports and/or provides any information concerning a suspected hazing incident. Any student or employee found engaging in retaliation will be subject to disciplinary action up to and including suspension, expulsion, and/or termination of employment.

Investigative Procedure
After receiving a complaint, CIAM will promptly send written notice to both the complainant and the respondent(s) of the allegations, including information regarding supportive measures available to them.

In recognition that a wide spectrum of behaviors can constitute violations of the University's Campus Hazing Policy, the Title IX Coordinator may resolve reports informally and appropriately, based on the circumstances.

In the event the hazing allegations contains incidents of sexual assault and/or relationship and interpersonal violence, or other severe misconduct, a formal investigative process outlined below will be utilized.

Formal Investigative Process
The investigation generally includes interviews with the complainant and respondent (if available) and, interviews with other witnesses as needed. The University will seek the identification and

location of witnesses not identified by the parties and a review of relevant documents as appropriate. The investigator will send a written notice of the interview date, time, and location, name of participant(s), and purpose of the interview to the parties and witnesses, and any identified party advisor, in sufficient time for the party to prepare and participate.

During the investigation, the complainant and respondent will be provided an opportunity to meet with the investigator, submit evidence, identify witnesses who may have relevant information, and propose questions for the investigator to ask the other party and witnesses. The investigator has discretion to determine which witnesses to interview and what questions to ask, and may decline to ask questions that are, for example, repetitive, harassing or not relevant to whether the reported violation(s) occurred.

The investigator will independently gather other relevant information or evidence, including documents, photographs, communications between the parties, and medical records (subject to the consent of the applicable person), and other electronic records as appropriate. The investigator will conduct a review of relevant documents as appropriate.

The investigation shall be completed as promptly as possible. Disclosure of facts to witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

The complainant and the respondent shall be simultaneously informed in writing of the completion of the investigation and provided with a copy of the investigative report. At least 10 days before any hearing, the parties, and their advisors will be provided the investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, to which the parties may respond. If the alleged complainant is deceased as a result of such crime or offence, the next of kin of such complainant shall be treated as the alleged complainant for purposes of this notice. The report shall include a statement of the allegations and issues and a summary of the evidence and information that was gathered in the investigation and deemed relevant by the investigator for purposes of determining if a Policy violation has occurred.

The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

Hearing Panel

After both parties have received the investigative report, a date will be set for a hearing to allow both parties to respond to the evidence gathered and for a Hearing Panel to determine if a Policy violation has occurred. The University will provide written notification to the complainant and respondent of the hearing date and procedures. The complainant and respondent will be provided at least 10 business days' notice of the hearing date from the date that the investigative report was provided to the parties.

The Hearing Panel is a fact-finding committee comprised of individuals trained or experienced in Hazing. Depending on the complexity of the issues, a Hearing Panel may have a single adjudicator or a panel of 3. The individuals who serve as panelists will be selected by the Title IX Coordinator, or other designated official.

The Hearing Panel will have for its review, the initial complaint, the respondent's response and any cross- complaints, all witness statements written or recorded, and any evidence preserved for the hearing in the form of the investigative report. The Hearing Panel will be chaired by a person who is not the investigator nor the Title IX Coordinator.

Hearing
The Hearing will occur either in person, or in a synchronous distance technology format enabling participants simultaneously to see and hear each other, at the discretion of the University. At the request of either party, the Title IX Coordinator must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. An audio or video recording and transcript of the hearing will be made and will be made available to both parties for inspection and review. The complainant and respondent(s) will be provided the same opportunity to present fact and expert witnesses and other supporting and exculpatory evidence.

During the hearing, the advisor for each party is permitted to cross-examine the other party and any witnesses. Cross examination must be conducted directly, orally, and in real time by the party's advisor. Parties are not allowed to represent themselves. Neither party is permitted to directly cross-examine the other party and all cross-examination must be conducted by the advisor. Before a party or witness answers a cross-examination question, the Hearing Panel chair will determine if a question is relevant and explain any reasoning for determining to exclude a question.

If a party does not have an advisor present at the live hearing, the University must provide without fee or charge to that party, an advisor of the University's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

If a party or witness does not submit to cross-examination at the live hearing, the Hearing Panel must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Hearing Panel 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.

Determination
At the conclusion of the Hearing, the Hearing Panel members will consider all information presented at the Hearing and determine if a Policy violation has occurred. The Hearing Panel Chair will develop a written determination of responsibility that includes:

- A description of the specific behavior that is potentially considered a violation of the University's Campus Hazing Policy
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held
- A finding of fact supporting the determination
- Conclusions regarding the application of the University's Campus Hazing Policy to the facts.
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility
- Any disciplinary sanctions the University imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant. If the alleged complainant is deceased as a result of such crime or offense, the next of kin of such complainant shall be treated as the alleged complainant for purposes of this notice.
- The University's procedures and permissible bases for the complainant and respondent to appeal.

Student Sanctions
The range of disciplinary sanctions that may be imposed upon a student responsible for a violation of this Policy, either singly or in combination, are:

1. Disciplinary Warning: This written action is taken when the individual's conduct or involvement merits an official admonition. The student is warned that further misconduct may result in more severe disciplinary action.
2. Disciplinary Probation: A form of reprimand that is fitting for the type of violation or repeated violations as designated for a certain period of time by the hearing officer. The student may, if it is deemed appropriate, represent the University in activities and hold office in student organizations during the time stipulated as probationary. The student is notified that further infractions of any University regulation may result in more stringent restriction being placed on his/her actions.
3. Interim Suspension: The Director of Student Success may suspend a student for an interim period pending full disciplinary proceedings whenever there is evidence that the continued presence of the student on the campus poses a substantial threat to the safety or well-being of any person or persons, University property, or the property of others. An interim suspension may become effective immediately without prior notice. A student suspended on an interim basis will be given an opportunity to appear personally before a hearing officer within 10 or fewer calendar days from the effective date of the interim suspension. During an interim suspension, the student will be barred from all or part of the University's premises. Any student under interim suspension who returns to campus from which he/she is barred without written permission from the Director of Student Success will be subject to dismissal from the University and arrested for trespassing.
4. Suspension: This sanction is one of involuntary separation of the student from the University for a designated period of time. After this period of time, the student is eligible to return. The Director of Student Success /or designee may establish additional requirements, which must be fulfilled to his/her satisfaction, prior to reinstatement. Permanent notation of suspension will appear on the student's transcript and academic history. The student shall not participate in any University-sponsored activity and may be barred from University premises during suspension.
5. Conduct Dismissal: This sanction by Director of Student Success /or designee is one of involuntary and permanent separation from the University. Notice of permanent dismissal will appear on the student's academic history and transcript. The student will also be barred from University activities and premises. A student is not considered to be in good standing for purposes of admission to the University while under a sanction of suspension or expulsion, or while his or her admission or re-admission has been qualified.
6. Administrative Hold and Withholding a Degree: The University may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent written notice of a pending investigation or disciplinary case concerning that student and may withhold awarding a degree otherwise earned until the completion of the process set forth herein, including the completion of all sanctions imposed.

Employee and Third-Party Sanctions

Any employee found responsible for violating this or other University policies will receive a sanction in accordance with University policies and procedures. The discipline may include, but is not limited to:

1. Unpaid leave from work during the investigation,
2. Unpaid suspension from work after a violation has been found,
3. A Performance Improvement Plan, or
4. Termination of employment

Any third party (visitor, guest, contractor, subcontractor, vendor, partner, or business affiliate) found responsible for violating this Policy will receive a sanction ranging from a written warning to being banned from any University property, activities, and/or programs.

APPLICABLE STATE LAWS

In the State of California, acts of hazing may be punishable by law as a misdemeanor or felony offense or constitute grounds for a civil action for injury or damages, as described in Cal. Penal Code § 245.6. (Cal. Educ. Code § 66308).

CRIME STATISTICS
Crime Statistics for 2023-2025

CIAM – Alhambra	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Criminal Offense				
Murder and non-negligent manslaughter	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Negligent manslaughter	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Sex offenses - Forcible	2023	0	N/A	0
	2024	0	N/A	1
	2025	0	N/A	0
Rape	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Fondling	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Sex Offenses – Non - Forcible	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Incest	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Statutory rape	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Robbery	2023	0	N/A	7
	2024	0	N/A	0
	2025	0	N/A	0
Aggravated Assaults	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Burglary	2023	0	N/A	8
	2024	0	N/A	0
	2025	1	N/A	0
Motor Vehicle Thefts	2023	0	N/A	3
	2024	0	N/A	1
	2025	1	N/A	0
Arson	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0

Hate Crimes – On Campus

Criminal Offences On Campus	Year	Race	Religion	Sexual Orient-ation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder and non-negligent manslaughter	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Rape	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Fondling	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Incest	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Statutory rape	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Robbery	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Aggravated Assaults	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Burglary	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Motor Vehicle Thefts	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Arson	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Simple Assault	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Larceny-theft	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Intimidation	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0

Hate Crimes – Public Property

Criminal Offences Public Property	Year	Race	Religion	Sexual Orient-ation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder and non-negligent manslaughter	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Rape	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Fondling	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Incest	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Statutory rape	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Robbery	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Aggravated Assaults	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Burglary	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Motor Vehicle Thefts	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Arson	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Simple Assault	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Larceny-theft	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Intimidation	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0	0
Destruction/ damage/	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0

vandalism of property	2025	0	0	0	0	0	0	0	0

CIAM – Alhambra	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Violence Against Women Act				
Domestic Violence	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Dating Violence	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Stalking	2023	0	N/A	1
	2024	0	N/A	0
	2025	0	N/A	0

CIAM – Alhambra	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arrests				
Weapons: carrying, possessing, etc.	2023	0	N/A	0
Drug abuse violations	2024	0	N/A	1
	2025	0	N/A	0
Liquor law violations	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Drug abuse violations	2023	0	N/A	0
	2024	0	N/A	2
	2025	0	N/A	0
Disciplinary Action				
Weapons: carrying, possessing, etc.	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Liquor law violations	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0
Drug abuse violations	2023	0	N/A	0
	2024	0	N/A	0
	2025	0	N/A	0

Please Note: CIAM does not have On-campus Student Housing Facilities, nor any non-campus property.
*These statistics were provided by The Alhambra Campus Security Office and The Alhambra Police Department and will be available on October 1, 2026.

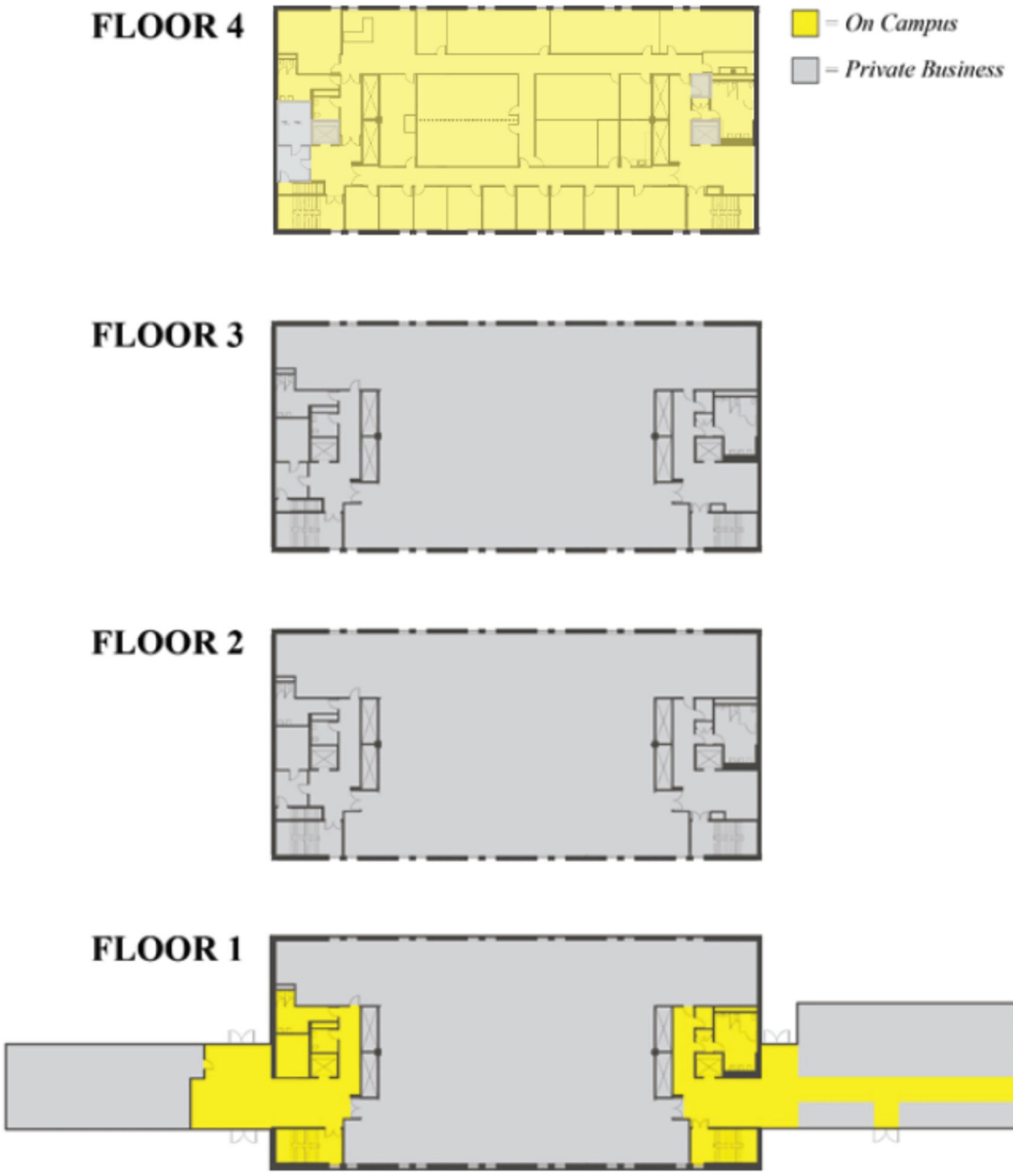
Findings of Hazing Incidents

Student Organization	Date of Incident	Investigation Start Date	Investigation End Date	Violation Description	Sanctions Imposed	Sanction Date
No findings of hazing violations for the period of January 1, 2025 December 20, 2025.						

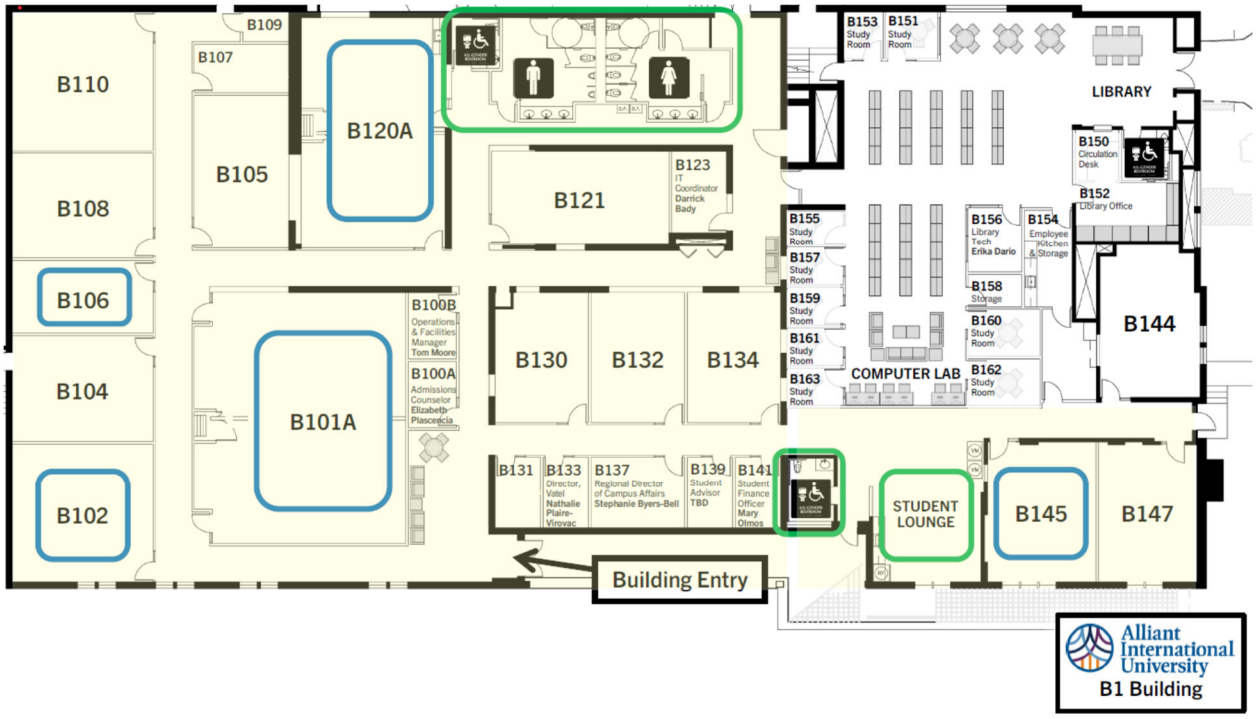
CAMPUS MAP:


Los Angeles County Public Works
(Government Property)
SOUTH FREMONT AVE
DATE AVE
ORANGE ST
ORANGE ST
(Private Property)
(Private Property)
(Private Property)
LA FITNESS
A11
A12
B15
B16
Northeast Parking Lot
North Parking Lot
B2
B6
A10
U3
Central Parking Lot
B14
B1
CHESTNUT ST
A8
A7
A6
A5
A4
A3
A2
A1
A9 West
A9 East
B7
B13
Southeast Parking Lot
B12
A13
B11
B8
South Parking Lot
A0
Visitor Parking
Sprint Store
Pick Up Stix
Just Grillin'
Subway
Starbucks
KOHL'S
WEST MISSION RD
WEST MISSION RD
N
W
E
S

On-Campus Map - Mixed Use Building



Alliant Campus



APPENDIX A: EMERGENCY RESPONSE MANAGEMENT TEAM and CIAM Safety Task Force

Emergency Response Management Team
The Emergency Response Management Team (ERMT), convenes during emergency incidents or crises that impact CIAM facilities or the campus community. The ERMT coordinates with the CIAM Safety Task Force (CSTF) to evaluate the hazards and the potential risk to the safety and well-being of students, faculty, staff, and visitors and then directs the campus communications and response, issuing directives and implementing policies when necessary.
Although the CIAM Safety Task Force will inform the ERMT and make recommendations regarding the campus response, the ERMT will ultimately make all decisions regarding campus operations. During the pandemic this has been particularly challenging as CIAM's response and any mitigation practices must comply with all state and county public health orders, which are revised frequently in response to local conditions.

RESPONSIBILITIES

- Analyze potential risks and the organization's vulnerabilities.
- Identify resources available and needed to respond to a crisis.
- Develops a detailed crisis management plan.
- Obtains or replenishes any missing resources.
- Monitors and detects early signs of an emergency.
- Assesses the impact of the crisis.
- Activates the crisis response and the crisis command system.
- Implements emergency measures and contingency plans as needed.
- Communicates important information to all stakeholders.
- Reviews what works or doesn't work well.

Chair:
Kien Tiet, Vice President of Operations and General Counsel

Members:
Jack Paduntin, President
Claudia Sarabia, Director of People Culture and Performance
Melissa Valle, Director of Student Success
Judy Krause, Provost and Vice President of Academic Affairs

CIAM SAFETY TASK FORCE

The CIAM Safety Task Force (CSTF) implements and oversees the implementation of ERMT decisions and continues to monitor and refine CIAM's operational response to any crisis or emergency, further developing policies and procedures as needed with approval from the ERMT. Additionally, the Task Force ensure that staff are all prepared on how to react based on specific emergencies, and or safety protocols. Some of the emergencies can include:

- First Aid Response
- Fire
- Earthquake
- Inclement weather
- Active Shooter
- Infectious Disease

Responsibilities

The CIAM Safety Task Force (CSTF) will undertake the following activities:

- Arranges support services, such as first aid, mental health resources, and food, if and when applicable.
- Plans and implements emergency drills:
  - Fire
  - Earthquake
  - Inclement weather
  - Active Shooter
- Plans and implements safety inspections
- Pre and post event communication
- Makes suggestions and edits to the safety manuals or emergency plan
- Provides input on building security and/or threat assessment activities
- Supports morale
- Coordinates with the ERMT
- Handles the tactical operations in the crisis response.
- Performs initial damage assessment
- Oversees frontline responders
- Establishes control over the situation at hand.
- Compiles emergency logs, reports, and relevant data
- Seeks to restore the business or operations to normal
- Includes key areas of operations, such as facilities, security, IT, and safety

Officer:

Claudia Sarabia, Director of People Culture and Performance

Members:

Monica Sevilla
Amy Hai
Leilani Garza

APPENDIX B - DEFINITIONS

The definitions for Criminal Offense, Hate Crime, arrest and disciplinary referral statistics are provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of Fondling, Incest and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified per the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual.

For the categories of Domestic Violence, Dating Violence and Stalking, we are required to use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department's Clery Act regulations.

Criminal Offenses —Criminal Homicide, including Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

Hate Crimes —Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;

VAWA Offenses —Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes); and

Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

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

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in paragraph 1 of this definition; that is owned by the institution but controlled by another person, is frequently used by students; and supports institutional purposes (such as food or retail vendor).

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

Campus

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in paragraph 1 of this definition; that is owned by the institution but controlled by another

person, is frequently used by students; and supports institutional purposes (such as food or retail vendor).

Campus Security Authority

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property.
- 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.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Consent - means mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. While consent may be expressed by words or by actions, it is highly recommended that consent be expressed and obtained verbally. Non-verbal consent expressed though actions may lead to confusion and potential for misunderstandings, which may lead to a violation of this Policy. It is the responsibility of the initiator of any sexual activity to obtain their partner's consent. An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain consent if that individual is the one who initiates sexual activity. Consent must be knowing and voluntary. To give consent, a person must be of age in this state. Assent does not constitute consent if obtained through "coercion" or from an individual whom the respondent knows or reasonably should know is "incapacitated". Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease immediately. Consent is automatically withdrawn by a person who is no longer capable of giving consent due to incapacitation. A current or previous consensual dating or sexual relationship between the Parties does not itself imply consent or preclude a finding of responsibility under this Policy.

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

Domestic Violence is a crime of violence committed by a current or former spouse or intimate partner of the complainant. Intimate partners refer to relationships between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time. Other relationships may fall under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth complainant 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.

Destruction/Damage/Vandalism of Property - to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

Hate Crimes - a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- Race. A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- Sexual Orientation. A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- Gender. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- Gender Identity. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- Ethnicity. A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- National Origin. A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- Disability. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Incapacitation is the physical and/or mental inability to make informed, rational judgments. States of incapacitation include but are not limited to unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other

drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the respondent knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Intimidation - to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny/Theft - the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

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

Murder and Non-Negligent Manslaughter - The willful (nonnegligent) killing of one human being by another.

Manslaughter by Negligence – the killing of another person through gross negligence.

Motor Vehicle Theft – the theft or attempted theft of a motor vehicle.

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

Sexual Assault Any person who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- It occurs when sexual activity is engaged without the consent of one party or when one party is unable to consent to the activity.
- The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person,
- Causing the other person's intoxication or incapacitation through the use of drugs or alcohol,
- Or taking advantage of the other person's incapacitation (including voluntary intoxication).

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual or Gender Based Misconduct/Harassment offenses.

Sexual Misconduct - includes but is not limited to sexual harassment and sexual violence, including forcible and non-forcible sex offenses, sexual assault, domestic violence, dating violence, or stalking.

Sexual Harassment - unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or other unwanted conduct of a sexual nature. Sexual harassment is conduct that unreasonably interferes with a person's employment or education, interferes with a person's work or educational performance, or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence.

Sexual Violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Several different acts fall into the category of sexual violence, including, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion, domestic violence, dating violence, and/or stalking. Sexual violence can be carried out by University employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Simple Assault - an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of their safety or the safety of others, or that would cause a reasonable person to suffer substantial emotional distress.

Applicable Law and California Penal Code Definitions

The following definitions reflect California state law and may be different from the federal definitions above. The federal definitions are used for purposes of reporting crime statistics as mandated by the Clery Act as amended by VAWA. It is important to be aware of state law definitions that govern criminal proceedings.

Dating Violence - Included within the definition of domestic violence as set forth in California Penal Code § 13700.

Domestic Violence California Penal Code Section § 13700 (relevant excerpts):

(a) "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another;

(b) "Domestic violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to,

(1) sexual relations between the parties while sharing the same living quarters,

(2) sharing of income or expenses,

(3) joint use or ownership of property,

(4) whether the parties hold themselves out as spouses,

(5) the continuity of the relationship, and

(6) the length of the relationship.

Sexual Assault (Defined under the Clery Act to be an offense that meets the definition of rape, fondling, incest, or statutory rape)

Rape California Penal Code Section § 261 (relevant excerpts):

(a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

(1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

(2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

(3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

(4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions:

(A) Was unconscious or asleep.

(B) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

(6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

(7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(b) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

(c) As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.

Fondling (Sexual Battery) California Penal Code Section § 243.4.

(a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars ($2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars ($10,000).

(b) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars ($2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars ($10,000).

(c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars

($2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars ($10,000).

(d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars ($2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars ($10,000).

(e) (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery, punishable by a fine not exceeding two thousand dollars ($2,000), or by imprisonment in a county jail not exceeding six (6) months, or by both that fine and imprisonment. However, if the defendant was an employer and the victim was an employee of the defendant, the misdemeanor sexual battery shall be punishable by a fine not exceeding three thousand dollars ($3,000), by imprisonment in a county jail not exceeding six (6) months, or by both that fine and imprisonment. Notwithstanding any other provision of law, any amount of a fine above two thousand dollars ($2,000) which is collected from a defendant for a violation of this subdivision shall be transmitted to the State Treasury and, upon appropriation by the Legislature, distributed to the Department of Fair Employment and Housing for the purpose of enforcement of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), including, but not limited to, laws that proscribe sexual harassment in places of employment. However, in no event shall an amount over two thousand dollars ($2,000) be transmitted to the State Treasury until all fines, including any restitution fines that may have been imposed upon the defendant, have been paid in full.

(2) As used in this subdivision, "touches" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

(f) As used in subdivisions (a), (b), (c), and (d), "touches" means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.

(g) As used in this section, the following terms have the following meanings:

(1) "Intimate part" means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.

(2) "Sexual battery" does not include the crimes defined in Section 261 or 289.

(3) "Seriously disabled" means a person with severe physical or sensory disabilities.

(4) "Medically incapacitated" means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.

(5) "Institutionalized" means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.

(6) "Minor" means a person under eighteen (18) years of age.

(h) This section shall not be construed to limit or prevent prosecution under any other law which also proscribes a course of conduct that also is proscribed by this section.

(i) In the case of a felony conviction for a violation of this section, the fact that the defendant was an employer, and the victim was an employee of the defendant, shall be a factor in aggravation in sentencing.

(j) A person who commits a violation of subdivision (a), (b), (c), or (d) against a minor when the person has a prior felony conviction for a violation of this section shall be guilty of a felony, punishable by imprisonment in the state prison for two, three, or four years and a fine not exceeding ten thousand dollars ($10,000).

Incest California Penal Code Section § 285

Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being fourteen (14) years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

Statutory Rape California Penal Code Section § 261.5

(k) Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a "minor" is a person under the age of eighteen (18) years and an "adult" is a person who is at least eighteen (18) years of age.

(l) Any person who engages in an act of unlawful sexual intercourse with a minor who is not more than three (3) years older or three (3) years younger than the perpetrator, is guilty of a misdemeanor.

(m) Any person who engages in an act of unlawful sexual intercourse with a minor who is more than three (3) years younger than the perpetrator is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one (1) year, or by imprisonment pursuant to subdivision (h) of Section 1170.

(n) Any person twenty-one (21) years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under sixteen (16) years of age is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

(o) (1) Notwithstanding any other provision of this section, an adult who engages in an act of sexual intercourse with a minor in violation of this section may be liable for civil penalties in the following amounts:

- An adult who engages in an act of unlawful sexual intercourse with a minor less than two (2) years younger than the adult is liable for a civil penalty not to exceed two thousand dollars ($2,000).
- An adult who engages in an act of unlawful sexual intercourse with a minor at least two (2) years younger than the adult is liable for a civil penalty not to exceed five thousand dollars ($5,000).
- An adult who engages in an act of unlawful sexual intercourse with a minor at least three (3) years younger than the adult is liable for a civil penalty not to exceed ten thousand dollars ($10,000).
- An adult over the age of twenty-one (21) years who engages in an act of unlawful sexual intercourse with a minor under sixteen (16) years of age is liable for a civil penalty not to exceed twenty-five thousand dollars ($25,000).

(2) The district attorney may bring actions to recover civil penalties pursuant to this subdivision. From the amounts collected for each case, an amount equal to the costs of pursuing the action shall be deposited with the treasurer of the county in which the judgment was entered, and the remainder shall be deposited in the Underage Pregnancy Prevention Fund, which is hereby created in the State Treasury. Amounts deposited in the Underage Pregnancy Prevention Fund may be used only for the purpose of preventing underage pregnancy upon appropriation by the Legislature.

(3) In addition to any punishment imposed under this section, the judge may assess a fine not to exceed seventy dollars ($70) against any person who violates this section with the proceeds of this fine to be used in accordance with Section 1463.23. The court shall, however, take into consideration the defendant's ability to pay, and no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.

Stalking California Penal Code Section §646.9

a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one (1) year, or by a fine of not more than one thousand dollars ($1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

b) Any person who violates subdivision (a) when there is a temporary restraining order, injunction, or any other court order in effect prohibiting the behavior described in subdivision (a) against the same party, shall be punished by imprisonment in the state prison for two, three, or four years.

c) (1) Every person who, after having been convicted of a felony under Section 273.5, 273.6, or 422, commits a violation of subdivision (a) shall be punished by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars ($1,000), or by

both that fine and imprisonment, or by imprisonment in the state prison for two, three, or five years.

d) Every person who, after having been convicted of a felony under subdivision (a), commits a violation of this section shall be punished by imprisonment in the state prison for two, three, or five years.

e) In addition to the penalties provided in this section, the sentencing court may order a person convicted of a felony under this section to register as a sex offender pursuant to Section 290.006.

f) For the purposes of this section, "harasses" means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.

g) For the purposes of this section, "course of conduct" means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct."

h) For the purposes of this section, "credible threat" means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of "credible threat."

i) For purposes of this section, the term "electronic communication device" includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers. "Electronic communication" has the same meaning as the term defined in Subsection 12 of Section 2510 of Title 18 of the United States Code.

j) This section shall not apply to conduct that occurs during labor picketing.

k) If probation is granted, or the execution or imposition of a sentence is suspended, for any person convicted under this section, it shall be a condition of probation that the person participate in counseling, as designated by the court. However, the court, upon a showing of good cause, may find that the counseling requirement shall not be imposed.

l) (1) The sentencing court also shall consider issuing an order restraining

the defendant from any contact with the victim, that may be valid for up to ten (10) years, as determined by the court. It is the intent of the Legislature that the length of any restraining order be based upon the seriousness of the facts before the court, the probability of future violations, and the safety of the victim and his or her immediate family.

(2) This protective order may be issued by the court whether the defendant is sentenced to state prison, county jail, or if imposition of sentence is suspended and the defendant is placed on probation.

m) For purposes of this section, "immediate family" means any spouse, parent, child, any person related by consanguinity or affinity within the second degree, or any other person who regularly resides in the household, or who, within the prior six (6) months, regularly resided in the household.

n) The court shall consider whether the defendant would benefit from treatment pursuant to Section 2684. If it is determined to be appropriate, the court shall recommend that the Department of Corrections and Rehabilitation make a certification as provided in Section 2684. Upon the certification, the defendant shall be evaluated and transferred to the appropriate hospital for treatment pursuant to Section 2684.

Consent

In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, "consent" shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.

A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a, or 289.

Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.

APPENDIX C - PREVENTION

Crime Prevention Tips

A significant part of crime prevention is individual safety consciousness and awareness of one's personal environment. These simple measures can contribute to the safety and security of the University community:

- Lock your car.
- Take and keep your car keys with you at all times.
- Travel in well-lighted areas, especially at night, and in pairs, if possible.
- Avoid shortcuts and deserted areas.
- Leave items of high monetary value at home.
- Secure your belongings.
- Be aware of your surroundings at all times; pay attention to what other people are doing.
- Familiarize yourself with the University's policies and procedures including the Sexual Assault/Harassment Policy, Alcohol Use Policy, Drug and Alcohol Abuse Prevention Information and other information located in the Academic Catalog. The Academic Catalog is publicly available on the CIAM website at https://ciam.edu/catalog/and is available upon request from Student Services.
- Notify the Public CSTF/Campus Security Authority immediately if you observe someone acting suspiciously or see evidence of possible security problems.
- Call 911 in an emergency, or Campus Property Security office at (626)-300-2211

Avoid These Risky Behaviors:

- Don't give out copies of your key or leave your key under a doormat.
- Don't put your address on your key chain.
- Don't put notes on your door indicating that you are not home.
- If you come home and find the door open or a window broken, don't go in. Instead, go to a neighbor's home to call for help.
- Don't give personal information to strangers on the telephone, in person, or on the Internet.
- Don't keep large sums of money or expensive valuables at home. Get a bank account or a security deposit box.
- Do not leave personal property or valuable items unattended in public places.
- Do not carry more cash than necessary and never advertise what you have. If anything makes you feel unsafe or threatened, call a CSA or dial 9-1-1.
- Don't open your door to strangers. Look through the peephole or ask for the identity of callers before you open the door.
- Don't take shortcuts.
- Don't walk in poorly lighted areas.
- Don't accept rides with strangers.
- Never leave valuable items visible in your car including personal and University related materials such as textbooks.

Prevent*ing* Dating Violence, Domestic Violence, Sexual Assault And Stalking

The Title IX Coordinator is responsible for training all University employees about the CIAM's Title IX policies and conducting the new student and employee training. These training sessions include:

- A statement that CIAM prohibits crimes of dating violence, domestic violence, sexual assault and stalking;
- The definitions of those crimes under federal and state law;

- The definition of consent, in reference to sexual activity, if available under state law;
- A description of safe and positive options for bystander intervention;
- Information on risk reduction;
- Information contained the University's policies and procedures related to preventing, reporting and responding to sexual offenses, including disciplinary procedures and victim rights;
- A description of the University's ongoing prevention and awareness campaigns for students and employees.

Preventive Measures To Reduce Risk Of Assault

- Do not drink to excess. One drink can affect judgment.
- Say "NO" like you mean it when the situation causes concern.
- Never hitchhike.
- Use the "Buddy System". Avoid walking alone, especially after dark.
- Walk in well-lit areas.
- Tell friends and/or family where you are going, how you are getting there, how long you will be, and when you will be back.
- Lock the door at home or away.

Domestic Violence Prevention Tips when in the home

- Learn where to get help; memorize emergency phone numbers.
- Plan an escape route; teach it to your children.
- Pack a bag with important items; put it in a safe place in case you need to leave quickly. Include cash, car keys and important documents such as passport, birth certificate, medical records and medications.
- Get to a room with a phone to call for help; lock the abuser outside if you can.
- Think about a neighbor or friend you can run to for help.

Domestic Violence Prevention Tips outside the home

- Change your regular travel habits.
- Shop and bank in a different place.
- Keep a cell phone and program it to 9-1-1.
- Give a picture of the abuser to friends and co-workers.
- Don't go to lunch alone.

Domestic Violence Tips when in an emergency situation

- Stay away from the kitchen (the abuser can find weapons like knives there).
- Get to a room with a door or window to escape.
- Get to a room with a phone to call for help; lock the abuser outside if you can.
- Think about a neighbor or friend you can run to for help.
- Seek medical attention if you are hurt.
- Take pictures of bruises or injuries.

APPENDIX D - WHAT TO DO IF YOU ARE A VICTIM OF A SEX OFFENSE, ASSAULT OF VIOLENCE

Upon observing or involvement in any type of sexual harassment or sexual violence, including dating violence, domestic violence, sexual assault, or stalking ("sex offense") on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, students, faculty, and staff should report the incident to the Title IX Coordinator (contact Information listed above). Where there is any question about whether an incident is a sex offense, a report should be made to the University for assistance in determining the nature of the incident.

The Title IX Coordinator will meet with you privately:

- They will act thoughtfully without prejudging or blaming you.
- You will be treated with courtesy, sensitivity, dignity and understanding.
- They will accommodate your request to speak to a law enforcement officer of the same gender.
- They will help in arranging hospital and/or counseling services or other assistance
- We will change your academic situations after an alleged sex offense if you request it and the changes are reasonable and available.
- You and the accused (if also a student or employee) will have the same opportunities to have others present during a disciplinary meeting and both of you will be informed of the final results and actions taken against the accused.

Victims of Assault/Violence

If you are a victim of a sexual violence at this University, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the University's Title IX Coordinator or any CSA who reports to the Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation.

When A Sex Offense Occurs

If you should become the victim of sexual assault or other form of domestic violence, do your best to remember the person who attacked you and committed the crime, the more details you can remember, the better. For more information on these crimes visit Home - NCDVTMH . For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Therefore, survivors of sexual violence are reminded that you have not committed a crime and are advised to do the following immediately:

1. **Protect Yourself** - Find a safe place as soon as possible.
2. **Contact Someone You Trust** – You may wish to ask a trusted friend or family member to assist and support you, or CSA who reports to the Title IX Coordinator
3. **Get Medical Attention** –Seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the incident in order to adequately preserve evidence. Survivors of a sexual assault are encouraged to go to the nearest hospital before washing yourself or your clothing. A representative from the University and/or a support person can also accompany you to the hospital and provide you transportation. If you go to the hospital, local police will be called, but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you, should you decide later to exercise it. The

hospital staff will collect evidence, check for injuries, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence.

4. **Try to Preserve Physical Evidence** - It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued.
    - Do not shower, bathe, or douche after the attack.
    - Do not discard or wash clothing or linen.
    - Do not blame yourself.
    - If possible, a survivor should not wash, eat, drink, shower, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into a clean paper bag. Do not disturb the crime scene. Leave all sheets, towels, etc. that may bear evidence for the police to collect.
    - Call 911 to report an assault or domestic violence when you are in fear for your life.

APPENDIX E -RESOURCES

Support Resources

On-Campus
The following people are available to help you cope if you become the victim of a sexual assault:

- Campus Safety : 626-350-2211
- Advisors:

  Ted Von Heiland, Student Advisor
  (626) 350-1500 ext. 122
  ted.vonheilandjr@ciam.edu

  Luke Stuard, Student Advisor
  (626) 350-1500 ext. 117
  Luke.stuard@ciam.edu

- Campus Directors

  Melissa Valle, Director of Student Success
  (626) 350-1500 ext. 106
  melissa.valle@ciam.edu

  Judy Krause, Provost and Vice President of Academic Affairs
  (626) 350-1500 ext. 125
  judy.krause@ciam.edu

Community Resources

Victim-Witness Assistance Program

This program through the Los Angeles County District Attorney's Office provides crime victims with information about their rights in California along with victim compensation. Crime victims can also request other victim services with the Department of Corrections and Rehabilitation at their website Victim Services | Los Angeles County District Attorney's Office (lacounty.gov)

The Hate Crime Victim Assistance & Advocacy Initiative
Trained staff with the Los Angeles County Commission on Human Relations are able to offer assistance to victims of hate crimes through this advocacy initiative. Financial compensation, counseling, emergency relocation, and explanation of law enforcement and legal matters are just some forms of assistance that the county provides.
hrc.lacounty.gov/projects-and-programs

Peace Over Violence

Victims of sexual assault, rape, domestic violence, or other types of abuse can receive assistance through this group and can also learn how to be an advocate for preventing such crimes after exiting the legal system. Peace Over Violence

California Victim Compensation and Government Claims Board

The California Victim Compensation Program (CalVCP) provides compensation for victims of violent crimes in the state who are injured or threatened with injury. Crimes that are covered under CalVCP include domestic violence, child abuse, sexual and physical assault, homicide, robbery, drunk driving and vehicular manslaughter. CalVCB - CA Victim Compensation Board

Our House Grief Support Center

Our House can provide assistance by giving crime victims various resources. Grief Support in LA & NY - OUR HOUSE Grief Support Center (ourhouse-grief.org)

National DV Hotline
National Domestic Violence Information & Referral Hotline (Offers a confidential 24-hour crisis hotline, and shelter for battered women) 1-800-799-SAFE (7233) – 24-hour hotline: www.thehotline.org

LA County DV Hotline

1-800-978-3600 – 24-hour hotline

Sojourn Services for Battered Women and their Children

(310) 264-6644 – 24-hour hotline

Sojourn Domestic Violence Services - The People Concern

RAINN • (Rape, Abuse & Incest National Network)

1-800-656-HOPE (4673) – 24-hour hotline www.rainn.org

The National Center for Victims of Crime advocates for victims' rights, trains professionals who work with victims, and serves as a trusted source of information on victims' issues. The National Center for Victims of Crime – The National Center for Victims of Crime

LGBTQ Community Resources

www.BreakTheCycle.org

www.lalgbtcenter.org

Center for Community Solutions and Services (24-hour)
(888) 385-4657

National Center for Victims of Crime Victim Service Helpline
(800) FYI-CALL

Counseling services may be available from other sources such as the following:

- Local health department
- Rape crisis center

- Family doctor
- Hospital clinic
- Hotline
- Mental health professionals
- Clergy

Drug and Alcohol Abuse Resources
Your health plan may provide programs for substance use, abuse and dependency. The following is a partial list of community resources. For more information about organizations in your area, call the following numbers and ask for information on your local chapter.

Alcoholics Anonymous
www.aa.org

Narcotics Anonymous
www.na.org

SMART Recovery
www.smartrecovery.org
(866) 951-5357

National Council on Alcoholism and Drug Dependence
www.ncadd.org
(916) 922-9217

Southern California Alcohol & Drug Programs Outpatient Services
scadpinc.org/outpatient_alcohol_and_drug_counseling_services.aspx (833) 699-7771

Center for Substance Abuse Referral Hotline
(800) 622-4357 (HELP)

Alcohol Treatment Referral Hotline
(800) 252-6465

Alcohol and Drug Abuse Helpline and Treatment
(800) 234-0420

Document Resources

Summary of Major Provisions of the Department of Education's Title IX Final Rule

Rule Fact Sheet