



2026 Annual Security Report
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Pacific Oaks College

2026 ANNUAL SECURITY REPORT

Introduction

The Annual Security Report (“Report”) is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Pacific Oaks College ("College or “Pacific Oaks”) with information on: the College's security arrangements, policies and procedures; the College's programming to provide education on drug and alcohol abuse, certain kinds of sex offenses, and the prevention of crime; and procedures to notify the campus community in the event of an emergency. The purpose of the Report is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Annual Report

The College is committed to taking all actions necessary to provide a safe and secure working and learning environment for students and staff. This Report was prepared by the Dean of Student Affairs in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's Campus Security Authorities (“CSA”) and other elements of the College. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this Report. Prospective students and employees are also notified of the Report's availability. Hard copies of the Report may also be obtained at no cost by contacting:

Dr. Rosalyn Kempf, Dean of Student Affairs
Pacific Oaks College
45 W. Eureka Street, Pasadena, CA, 91103
Phone: 626-529-8493.

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement

The third-party security service provider Allied Universal is responsible for campus safety at the College.

Campus Security

The College outsources security personnel from a third-party security service provider for its Pasadena Campus. Under the current contract, security personnel are

scheduled to be on the Pasadena campus during college operations, which include in-person class instructions.

The security personnel are unarmed and may only make a “citizen’s arrest” of a person who is the act of committing a crime; when safely and legally able to do to.

Security personnel are instructed not to attempt to apprehend a suspect, unless the person is caught in a criminal act; however, security personnel will only act in accordance with the provisions of reasonable force.

Criminal incidents are referred to local law enforcement agencies who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to report the crime immediately to the College and the appropriate public agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

The College recognizes that laws and policies are necessary for society to function and supports the reinforcement of law by governmental agencies and policies by officials of the College. All persons on the campus are subject to these laws and rules at all times.

Relationship with Local Law Enforcement Agencies

The College maintains a close working relationship with the Pasadena Police Department (“PPD”) and communicates items of mutual concern when applicable for the College. Local police may be called when appropriate by either security personnel or the senior administrator or staff member on campus.

PPD dispatches officers when a crime is reported by the College or by a victim. The College has requested cooperation from the local police departments in informing the College about any crimes that may warrant a timely warning as well as any incidents that may warrant an emergency response.

PPD have provided training programs for our community, collaborated with College’s campus threat and risk assessments, and reviewed our Campus Emergency Preparedness Manual.

The College does not maintain any special relationships with State and local police agencies and does not have any agreements with those law enforcement agencies (such as a written memorandum of understanding) to investigate alleged crimes.

Campus Security Authorities

The College has designated certain officials to serve as CSAs. Reports of criminal activity can be made to these officials or to local law enforcement. CSAs ensure that the crimes are reported for collection and inclusion in the College's Annual Security Report of crime statistics. The College has designated the following individuals as CSAs.

- Carrie Zalkind - Chief of Staff: czalkind@pacificoaks.edu or 626-529-8007

- Dr. Gabe Jones - Vice President, Academic Affairs: gjones6@pacificoaks.edu or 626-529-8204
- Christina Moldenhauer - Human Resources Director: cmoldenhauer@pacificoaks.edu or 626-529-8470
- Dr. Rosalyn Kempf - Dean of Student Affairs and Title IX Coordinator: rkempf@pacificoaks.edu or 626-529-8493

Reporting a Crime or Emergency

The College encourages accurate and prompt reporting of all criminal activity, emergencies, or other incidents occurring on campus, on other property owned by the College, and on public property, as defined below. Such a report is encouraged when the victim of a crime elects to, or is unable to, make such a report.

- All crimes occurring on the campus should be promptly reported to on-site Security service at 626-529-8432. This helps ensure incidents are properly included in the annual Disclosure of Crime Statistics and a Crime Alert can be issued when necessary.
- In an emergency, dial 911. Police must respond to every 911 call, whether called in on a cellphone or a landline, even if the caller hangs up without saying anything.
- Students, staff, and visitors should also report situations to one of the campus security authorities identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a College staff member will assist in making the report to police.

Confidential Reporting

The College protects the confidentiality of victims. The identity of the victim will only be provided for purposes of investigating the crime, assisting the victim or disciplining the perpetrator.

If you are the victim of a crime and do not want to pursue action within the institutional system or the criminal justice system, you may still want to consider making a confidential report. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated CSAs. At a minimum, crime victims will receive valuable counseling and referral information.

Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. The purpose of a confidential report is to respect the desire of a crime victim to keep the incident confidential, while taking steps to ensure the future safety of the College community. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the College Community (students, faculty, and staff) to potential

danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the school.

Reports of sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, made to a Pacific Oaks College Responsible Employee are not confidential. Responsible Employees are required to report all known details of alleged sexual misconduct to the Title IX Coordinator. The College will limit the sharing of reported information, to the extent possible, to those responsible for handling the College's response, and a Complainant may request confidentiality; however, the Title IX Coordinator will determine whether that request can be honored in light of the College's obligations under Title IX and applicable law.

Individuals who wish to make a confidential disclosure may instead speak with a privileged or confidential resource, such as an outside professional counselor, domestic violence counselor, pastoral counselor, Student Solutions, or the Employee Assistance Program (EAP). These confidential resources are not required to report disclosures of sexual misconduct to the College's Title IX Coordinator without the Complainant's permission, although they may have separate reporting obligations under state law.

The College does not employ any pastoral or professional counselors and thus does not have procedures for these positions to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Clery Geography

The University's required crime statistics reporting areas are defined as the following:

- **On Campus Property** includes violations of law that occurred on campus property.
- **Public Property** includes violations of law that occurred on public property that is within the campus, or immediately adjacent to and accessible from University property (i.e., sidewalks and streets).
- **Non-Campus Property** includes violations of law that occurred at University owned, leased, or controlled locations that are not within the same reasonably contiguous geographic area of main campus.

Please note that statistics for otherwise reportable crimes that do not occur within the Clery Act-specified geography are not included in these statistics even if University students or employees are involved.

Security of and Access to Campus Facilities

During regular business hours, the College is restricted to students, employees, and invitees, except when part or all the campus, its buildings or facilities are open to the general public for a designated time or purpose, or when used by non-affiliated groups organizations or individuals that have been granted or approved by authorized College

officials. The College uses electronic locks to restrict access to students and employees in possession of valid electronic access badges or electronic access keys. Invitees and visitors must sign in with reception/security staff and be escorted by the employee granting them access.

When an event on campus is open to the general public, attendees are expected to comply with applicable College policies, rules and procedures and to comply with reasonable behavior expectations. Those who do not comply may be required to leave the campus. The main entrances to buildings on campus are to be open to students, faculty, administrators, staff, and guests of the College during normal operating hours. All College buildings and facilities will be locked when they are not open for general use by those who are authorized or permitted to use them. When a College building or facility is not open for general use and is locked, entry to the building or facility may be controlled or limited by the Facilities Department. Advance authorization by an appropriate College official may be required before an individual is permitted access to a College building or facility when the building or facility is locked and not open for general use. Emergencies may necessitate changes or alterations to any posted schedule.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured
- Do not lend keys or access cards to non-students and do not leave them unattended
- Do not give access codes to anyone who does not belong to the campus community

Permission to access the campus, buildings and facilities of the College may be denied or rescinded at any time, in the College's sole and complete discretion. An individual who refuses to leave the campus or a College building or facility after being asked to do so by a College official and/or security personnel will be considered to be trespassing on College property.

Security Considerations in the Maintenance of Facilities

The College outsources security personnel from a third-party security service provider Allied Universal for its Pasadena Campus. Under the current contract, security personnel are scheduled to be on the Pasadena campus during college operations, which include in-person class instructions.

The security personnel maintain a presence in the main lobby/entrance of the Pasadena campus and monitor entry of employees and guests. Under the current contract, security personnel make regular scheduled patrols of the interior and exterior of the facilities and inform the Facilities Department of any unsafe security conditions, such as broken lights or overgrown shrubbery, that need to be addressed.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

Safety Awareness & Crime Prevention Programs

The College recognizes that crime prevention is the responsibility of the College and each person working, attending school, or visiting a College facility. Crime prevention is best served by vigilant surveillance of the premises and reporting any suspicious personal behavior.

To achieve its goals, the College has established a safety program dedicated to providing a safe and healthy working environment through identifying health and safety risks before they become hazards and developing programs for risk prevention. These programs are designed to encourage safety awareness among individuals and to provide essential information on procedures to be followed in case of an accident, injury, illness, or emergency.

Safety Awareness Strategies

Students and employees are provided the following safety strategies and recommendation on an annual basis during the fall semester:

Each person should have a preconceived plan of action in the event they become involved in, or be a witness to, a criminal act. By following the generally prudent rules listed below, each employee or student can help ensure that they will not become the victim of a crime.

- Park your car in College-designated parking areas, if possible.
 - Do not leave items in your car which are visible from the outside; rather, place the items in the locked trunk of your car, or under a car seat, if possible.
 - Lock all car doors, and check them, before leaving your parked car. Keep your car key in your hand until you are in a well-lit or heavily trafficked area. This will allow you to rapidly reenter your vehicle, should you see a suspicious person in the area.
 - Be alert for suspicious persons and activity in the classroom or work area. If you see an unfamiliar face in the vicinity, proceed to your work/class area, and then report the matter immediately.
- If you work in a College office, get in the habit of closing and locking your office door each time you must leave the office unattended.

- If you leave valuable articles in open view in your office, place them in a locked desk drawer or in a sheltered location.
- Should you be accosted, have a plan of action in mind.
- In case of personal attack, scream as loudly as you can and run toward a more lighted or highly trafficked area. Do not voluntarily enter an assailant's automobile or go with an assailant to a more remote location.
- If an assailant demands your money, you may want to take out a pre-positioned amount of money, throw it away from you, and then begin running as fast as possible in the opposite direction.
 - Try to note the size and physical characteristics of your assailant, as well as the color and make of their car (if applicable), so that you are able to report the crime with critical, detailed information.
- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
 - Try to avoid isolated areas. It is more difficult to get help if no one is around.
 - Walk with purpose. Even if you do not know where you are going, act like you do.
 - Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
 - Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

Crime Prevention Strategies

The College is strongly committed to crime prevention, and prioritizes the personal physical safety of its students, faculty, and staff to ensure a successful learning environment. College campuses, like all other communities, are not immune to crime. The cooperation and involvement of students, faculty, and staff in campus safety is essential to prevent and minimize criminal activity and injury, as well as enhance the quality of life for members of the College community.

On a semester basis, the College sends a Campus Safety Reminder to inform faculty, staff and students about campus safety and security procedures and practices and to share tips to promote crime prevention. In addition, this information is also disseminated to all students through a weekly newsletter.

Crime prevention includes individual safety consciousness and awareness of personal environment. The College suggests the following crime prevention measures, which can contribute to the safety and security of the College community:

- If anything makes you feel unsafe or threatened, dial 9-1-1.
- When using a personal vehicle, keep the doors always locked.
 - Before entering a vehicle, always look under the vehicle and in the back seat.
- Keep personal keys (car, apartment, home, etc.) in your possession always.
- At night, travel in well-lit areas and in pairs if possible. Avoid short cuts and deserted areas.
- Notice and be aware of suspicious persons and conditions.
 - A suspicious person is either one who is exhibiting suspicious behavior, or who is in an area or doing something that is not normal to the regular campus activities, such as: a person in the parking lot who is moving from car to car, peeking inside or trying to open the doors, a person who appears to be paranoid or making strange and sudden movements for no apparent reason), among others.
- Do not leave valuable items in your car, including personal items and/or school related materials, such as textbooks, laptop computers, smartphones, etc.
- Do not park in isolated areas.
- **Do not prop doors open.**
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary and certainly do not advertise the amount you are carrying.
- Keep your purse, backpack, or briefcase close to your body.
- Avoid giving out personal information or making appointments with strangers over the phone.
- Mark personal items that you bring on campus.
 - This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Do not bring any kind of firearms, dangerous weapons, explosives, or lethal materials onto College property.
 - Unauthorized use, possession, or storage of these or other potentially dangerous items on College premises, or at College activities, regardless of whether you have been issued a federal or local license to possess any of these items, is strictly prohibited, and you may be subject to discipline and/or criminal prosecution.

Monitoring Off Campus Locations of Recognized Student Organizations

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the College will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary

proceeding conducted by the College 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 such victim shall be treated as the alleged victim for purposes of the paragraph.

This disclosure does not apply to victims of dating violence, domestic violence, sexual assault, or stalking.

Drug and Alcohol Policy

The College is committed to creating and maintaining an environment that is free of alcohol abuse. The College prohibits the possession, use, and sale of alcohol beverages on campus or as any part of the College activities, unless it is done so in accordance with applicable College policies, and it also enforces the state's underage drinking laws.

The College also enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited on campus or as any part of the College's activities. Violators of the College's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution. Notwithstanding any California law regarding the use of marijuana, federal law continues to make marijuana, with or without a prescription, an illegal drug at the college.

Disciplinary Action

Violation of any of the standards set forth in this policy will result in appropriate disciplinary action, up to and including dismissal from the College and referral for prosecution. For those who are not students or employees of the College, disciplinary sanctions may include severance of the individual's relationship with the College and referral for prosecution. For employees, a drug related or alcohol-related conviction, even for off-campus conduct not part of College-sponsored or College-related activities, may result in disciplinary action, up to and including termination of employment, depending on the relevance of the conviction to the employee's position, the severity of the offense, and other relevant circumstances.

Federal Drug Laws (Updated August 3, 2026)

Denial of Federal Benefits (21 U.S.C. § 862) A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A

warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. § 841) Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, “liquid ecstasy”), or flunitrazepam (or, “rohypnol”), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university **(21 U.S.C. § 860)** face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

Federal Drug Possession Penalties (21 U.S.C. § 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at <https://www.campusdrugprevention.gov/content/drug-scheduling-and-penalties>.

Drug and Alcohol State Laws

Category	Summary (California Code)
Possession of Marijuana	It is legal for persons 21 years of age or older to smoke or ingest cannabis or cannabis products. Cal. Health & Safety Code § 11362.1. It is legal for persons 21 years of age or older to possess, process, transport, purchase, obtain, or give away to persons 21 years of age or older without any compensation whatsoever, not more than 28.5 grams of cannabis not in the form of concentrated cannabis or not more than eight grams of cannabis in the form of concentrated cannabis, including as contained in cannabis products. <i>Id.</i> Persons under 18 years of age who are found guilty of a first offense of possession of not more than 28.5 grams of cannabis, or not more than eight grams of concentrated cannabis, or both, will be required to complete four hours of drug education or counseling and up to 10 hours of community service over a period not to exceed 60 days. Cal. Health & Safety Code § 11357. For a second offense or subsequent offense, persons under 18 years of age will be required to complete six hours of drug education or counseling and up to 20 hours of community service over a period not to exceed 90 days. <i>Id.</i> If the offender is at least 18 years of age but less than 21, a fine of not more than \$100 will be imposed. <i>Id.</i> If the offender is over 18 years of age and possesses more than 28.5 grams of cannabis, or more than eight grams of concentrated cannabis, or both, a term of imprisonment for a period of not more than six months and/or a fine of not more than \$500 will be imposed. <i>Id.</i> As the quantity of cannabis increases, the crime classification becomes more severe and related penalties increase. <i>Id.</i> Except as otherwise authorized by law, a person aged 18 or older who transports, imports, sells, furnishes, administers, or gives away, or offers to transport, import, sell, furnish, administer, or give away, or attempts to import or transport any cannabis will generally be punished by imprisonment for six months, a fine of not more than \$500, or both. Cal. Health & Safety Code § 11360. However, for a person who transports, offers to transport, or attempts to transport not more than 28.5 grams of cannabis, other than concentrated cannabis, that person will instead be guilty of an infraction and shall be punished by a fine of not more than one hundred dollars (\$100). <i>Id.</i>
Controlled Substances	California statutes cover a wide range of offenses related to delivering, selling, furnishing, transferring, possessing, or manufacturing controlled substances formerly classified as “narcotics” and “restricted dangerous drugs.” See Cal. Health & Safety Code §§ 11350 – 11392.

Category	Summary (California Code)
	Penalties include prison sentences and monetary fines. See Cal. Health & Safety Code §§ 11350, 11377. These penalties can vary widely based on the type of controlled substance involved, the number and type of prior convictions, and the intent of the individual to manufacture, sell, or use the drug. The possession of many drugs, absent other actions, prior convictions, or additional illicit intent, will lead to a penalty of imprisonment of up to one year. Cal. Health & Safety Code §§ 11350, 11377. Possession of controlled substances with intent to sell leads to longer penalties. Cal. Health & Safety Code §§ 11351, 11378. Even more serious punishment can result from transporting, importing into the state, selling, furnishing, administering, or giving away controlled substances. Cal. Health & Safety Code §§ 11352, 11379. Involving a minor in any capacity—such as using or employing a minor, inducing a minor to violate provisions, selling or furnishing to a minor, or acting in locations where minors are present—can also result in lengthy penalties. Cal. Health & Safety Code §§ 11353 – 11354, 11380.
Alcohol and Minors	Any person under 21 years of age who purchases any alcoholic beverage or consumes any alcoholic beverage in any on-sale premises is guilty of a misdemeanor punishable by a fine of \$250 and/or between 24 and 32 hours of community service. Cal. Bus. & Prof. Code § 25658. Second or subsequent offenses are punishable by a fine of up to \$500 and/or between 36 and 48 hours of community service. <i>Id.</i> Additionally, any person under 21 years of age who possesses any alcoholic beverage on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor and shall be punished by a fine of \$250 or 24 hours to 32 hours of community service. Cal. Bus. & Prof. Code § 25662. Any person who uses false evidence of age or identity for the purpose of ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure, the serving of any alcoholic beverage, or who possesses any false evidence of age and identity, is guilty of a misdemeanor and will be punished by a fine of at least \$250, 24 to 32 hours of community service, or both. Cal. Bus. & Prof. Code § 25661. It is also a misdemeanor for a person to be intoxicated or under the influence of a controlled substance in public to the extent that the person is unable to exercise care for their own safety or the safety of others or to the extent that they interfere with or obstruct any street, sidewalk, or other public way. Cal. Penal Code § 647(f). This is punishable by a fine of \$1,000, imprisonment for six months or less, or both, although there are circumstances where a person will not be criminally charged. Cal. Penal Code §§ 647(f)-(g), 19.

Category	Summary (California Code)
	A person who sells, furnishes, gives, or causes to be sold, furnished, or given away any alcoholic beverage to any person under 21 years of age is guilty of a misdemeanor. Cal. Bus. & Prof. Code § 25658. Furnishing an alcoholic beverage to any person under 21 years of age is punishable by a fine of \$1,000 and at least 24 hours of community service. <i>Id.</i> If the person under 21 years of age subsequently consumes the alcohol and causes great bodily injury or death to themselves or any other person, the person who furnished the alcohol will be imprisoned for a term between 6 months and 1 year and/or fined \$3,000. <i>Id.</i>
Driving Under the Influence (DUI)	It is illegal to operate a vehicle while under the influence of alcohol or any drug, or to operate a vehicle or with a blood alcohol content of 0.08 percent or more. Cal. Veh. Code § 23152. It is also illegal to operate a vehicle when addicted to the use of any drug unless the person is participating in an approved narcotic treatment program. See Violation of these provisions is a misdemeanor. Cal. Veh. Code § 40000.15. Punishment for a first offense is between 96 hours to 6 months imprisonment, with at least 48 hours of imprisonment being continuous, as well as a fine of \$390 to \$1,000. Cal. Veh. Code § 23536. It is an infraction punishable by a fine of up to \$250 to drink any alcoholic beverage or smoke or ingest marijuana or any marijuana product while driving or riding as a passenger in a motor vehicle on the highway or on many lands open and accessible to the public. Cal. Veh. Code §§ 23220 – 23221; Cal. Penal Code § 19.8. It is also an infraction punishable by a fine of up to \$250 for a driver or passenger of a motor vehicle on a highway or on many lands open and accessible to the public to possess an opened container of alcohol. Cal. Veh. Code § 23223. With exceptions, it is illegal for a person under 21 to drive a motor vehicle carrying an alcoholic beverage or for a passenger in a motor vehicle under 21 to possess or have under their control an alcoholic beverage. Cal. Veh. Code § 23224(d). This may result in the vehicle being impounded for up to 30 days, as well as a fine of up to \$1,000, imprisonment for up to six months, or both. Cal. Veh. Code § 23224(c)-(d).

Drug and Alcohol Abuse Prevention Program

Getting Help

Any student, employee, or other member of the College community who is concerned about substance use, abuse and rehabilitation is strongly encouraged to contact their family physician or health plan. Employees may seek help through the College's Employee Assistance Program. For information about the College's Employee Assistance Program (<https://www.guidanceresources.com/groWeb/login/login.xhtml>),

please contact the Human Resources Department. In accordance with applicable law, the College will reasonably accommodate an employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, unless doing so presents undue hardship to the College.

Students can access Guidance Resources, a no-cost benefit available to provide confidential support, resources, and information 24 hours a day, seven days a week: www.guidanceresources.com. Web identifier: PACIFIC

Drug and Alcohol Abuse Prevention Program

The college provides information and resources to students related to its Drug and Alcohol Prevention Program within the Pacific Oaks Student Gateway. For more information on the College Drug-free & Alcohol Policy visit: <https://catalog.pacificoaks.edu/content.php?catoid=187&navoid=24904#alcohol-and-drug-free-environment>

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Pacific Oaks College Anti-Discrimination, Anti-Harassment, and Title IX Policy: <https://www.pacificoaks.edu/title-ix-policy/>

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program

The College conducts a Primary Prevention and Awareness Program ("PPAP") for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

Crime Type (California Penal Code)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that California law does not define the term dating violence. California law does define “dating relationship” as frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement independent of financial considerations. (Cal. Fam. Code § 6210).
Domestic Violence	“Domestic violence” is abuse perpetrated against any of the following persons: (a) A spouse or former spouse. (b) A cohabitant or former cohabitant, as defined in Section 6209. (c) A person with whom the respondent is having or has had a dating or engagement relationship. (d) A person with whom the respondent has had a child, where the presumption applies that the male parent is the father of the child of the female parent under the Uniform Parentage Act. (e) A child of a party or a child who is the subject of an action under the Uniform Parentage Act, where the presumption applies that the male parent is the father of the child to be protected. (f) Any other person related by consanguinity or affinity within the second degree. (Cal Fam. Code. § 6211). California law (Cal. Pen. Code § 243(e)(1)) provides penalties for battery (defined in Cal. Pen. Code § 242 as any willful and unlawful use of force or violence upon the person of another) when it is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship. Also, Cal. Pen. Code § 273.5 provides penalties for willful infliction of corporal injury: a. A person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000), or by both that fine and imprisonment. b. Subdivision (a) shall apply if the victim is or was one or more of the following: 1. The offender's spouse or former spouse. 2. The offender's cohabitant or former cohabitant.

Crime Type (California Penal Code)	Definitions
	3. The offender's fiancé, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243. 4. The mother or father of the offender's child. c. Holding oneself out to be the spouse of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section. d. As used in this section, "traumatic condition" means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, "strangulation" and "suffocation" include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck. e. For the purpose of this section, a person shall be considered the father or mother of another person's child if the alleged male parent is presumed the natural father under Sections 7611 and 7612 of the Family Code.
Stalking (Cal. Pen. Code § 646.9)	• 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 that person in reasonable fear for their safety, or the safety of their immediate family, is guilty of the crime of stalking. • The following definitions apply to the crime of stalking: ○ "harass" 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. ○ "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." ○ "credible threat" means a verbal or written threat, including a threat 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, including threats to a person's pet, service animal, emotional support animal, or horse, made with the intent to place the person that is the target of the

Crime Type (California Penal Code)	Definitions
	threat in reasonable fear for their safety, or the safety of their 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 their safety or the safety of their 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.” ○ 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.
Sexual Assault	The institution has determined, based on good-faith research, that California law does not define the term sexual assault. California prosecutes such crimes as “sexual battery” under Cal. Penal Code § 243.4, defined as: 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. 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. 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. 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

Crime Type (California Penal Code)	Definitions
	incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. 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, or any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of misdemeanor sexual battery. (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 18 years of age.
Rape, Fondling, Incest, Statutory Rape	For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. These definitions under California law are as follows: Rape (Cal. Pen. Code § 261): a. Rape is an act of sexual intercourse accomplished under any of the following circumstances:

Crime Type (California Penal Code)	Definitions
	1. (A) If a person is at the time 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. A person with a mental disorder or developmental or physical disability shall not be presumed to be unable to give legal consent to sexual intercourse due to that disability. This paragraph does not preclude the prosecution of the person committing the act under any paragraph of this subdivision or any other law. (B) In determining whether the person is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, both of the following shall be considered, as applicable: (i) Any mitigating measure in place, as defined in subdivision (n) of Section 11065 of Title 2 of the California Code of Regulations, as that regulation existed on January 1, 2025. (ii) Any voluntary supports in place, as described in Division 11.5 (commencing with Section 21000) of the Welfare and Institutions Code, except subdivisions (a) and (b) of Section 21000. 2. If 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. If a person is prevented from resisting by an intoxicating or anesthetic substance, or a controlled substance, and this condition was known, or reasonably should have been known by the accused. 4. If 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.

Crime Type (California Penal Code)	Definitions
	5. If 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 artifice, pretense, or concealment practiced by the accused, with intent to induce the belief. 6. If 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. If 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. For purposes of this section, the following definitions apply: (1) "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 the victim's relationship to the defendant, are factors to consider in appraising the existence of duress. (2) "Incapable, because of a mental disorder or developmental or physical disability, of giving legal consent" means that a person is at the time of the intercourse either of the following: (A) Unable to understand the nature of the act or transaction involved due to a mental disorder or developmental or physical disability. (B) Unable to act freely and voluntarily due to a mental disorder or developmental or physical disability. (3) "Menace" means any threat, declaration, or act that shows an intention to inflict an injury upon another. Fondling: The institution has determined, based on good-faith research, that California law does not define the term fondling.

Crime Type (California Penal Code)	Definitions
	California prosecutes such crimes as "sexual battery" under Cal. Penal Code § 243.4 (defined above). Incest (Cal. Pen. Code § 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 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison. Statutory Rape: The institution has determined, based on good-faith research, that California law does not define the term statutory rape. California prosecutes such crimes as "Unlawful sexual intercourse with person under 18" under Cal. Penal Code § 261.5 (defined below).
Other "sexual assault" crimes	Other crimes under California law that may be classified as a "sexual assault" include the following: • Unlawful sexual intercourse with person under 18 (Cal. Pen. Code § 261.5): a. 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 18 years of age and an "adult" is a person who is 18 years of age or older. b. A person who engages in an act of unlawful sexual intercourse with a minor who is not more than three years older or three years younger than the perpetrator, is guilty of a misdemeanor. c. A person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or 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. d. A person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 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. • Unlawful sexual intercourse, sexual penetration, oral copulation or sodomy; consent procured by false or fraudulent

Crime Type (California Penal Code)	Definitions
	representation with intent to create fear (Cal. Pen. Code § 266c): Every person who induces any other person to engage in sexual intercourse, sexual penetration, oral copulation, or sodomy when his or her consent is procured by false or fraudulent representation or pretense that is made with the intent to create fear, and which does induce fear, and that would cause a reasonable person in like circumstances to act contrary to the person's free will, and does cause the victim to so act, is punishable by imprisonment in a county jail for not more than one year or in the state prison for two, three, or four years. As used in this section, "fear" means the fear of physical injury or death to the person or to any relative of the person or member of the person's family. • Aggravated sexual assault of a child (Cal. Pen. Code § 269): Any person who commits any of the following acts [as defined by state law] upon a child who is under 14 years of age and seven or more years younger than the person is guilty of aggravated sexual assault of a child: (1) Rape; (2) Rape or sexual penetration, in concert; (3) Sodomy; (4) Oral copulation; (5) Sexual penetration. • Sodomy (Cal. Pen. Code § 286): Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy. • Oral copulation (Cal. Pen. Code § 287): Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another person. • Forcible acts of sexual penetration (Cal. Pen. Code § 289): A. Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years. B. Any person who commits an act of sexual penetration upon a child who is under 14 years of age, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years. C. Any person who commits an act of sexual penetration upon a minor who is 14 years of age or older, when the act is accomplished against the victim's will by means

Crime Type (California Penal Code)	Definitions
	of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 6, 8, or 10 years.
Consent (as it relates to sexual activity)	• Cal. Pen. Code § 261.6: (a) In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, "consent" means 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. (b) A current or previous dating or marital relationship is not sufficient to constitute consent if consent is at issue in a prosecution under Section 261, 286, 287, 289, or former Section 262 or 288a. • Cal. Pen. Code § 261.7: In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.

College Definition of Consent

The College uses the following definition of consent in its sexual misconduct policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

At the College, consent is informed, voluntary, and revocable. Consent cannot be given when a person is incapacitated.

- Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.
- Consent is voluntary. It must be given without coercion, force, threats, or intimidation.
- Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
- Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any

time. Once consent is withdrawn, the sexual activity must stop immediately. Any condition on consent imposed by a consenting party must be respected, or the interaction may not be considered consensual.

- Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is asleep, unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if their understanding of the act is affected by a physical or mental impairment. A person cannot consent if the person is incapacitated due to the use of or influence of alcohol or drugs.

Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don’t make assumptions about the other person’s consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don’t take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.

- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality.

Bystander Intervention

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: presentations, online training modules, distribution of written

materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

- New students receive education on the prevention of dating violence, domestic violence, sexual assault, and stalking through a presentation by the Office of Student Services during orientation. All new employees are required to complete an online training module on these topics upon hire and are required to retake the online training each year.
- As part of its ongoing campaign, the College uses a variety of strategies, such as in-person presentations by sexual assault organizations, emails blasts with pertinent information, portal announcements, etc. While programming occurs throughout the year, the College also offers educational sessions and literature in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911. You may also contact the on-site Security service at 626-529-8432 and the College's Title IX staff at:

Title IX Coordinator: Dr. Rosalyn Kempf, Dean of Student Affairs
45 Eureka Street
Pasadena, CA 91103
E-mail: POTitleIX@pacificoaks.edu
Phone: (626) 529-8493

Deputy Title IX Coordinator: Martha Hernandez, Director of Student Engagement
45 Eureka Street
Pasadena, CA 91103
E-mail: POTitleIX@pacificoaks.edu
Phone: (626) 529-8478

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported, if applicable.
2. 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.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.

4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe, wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at:

Huntington Hospital
100 West California Boulevard
Pasadena, CA 91105
Phone: (626) 397-5111

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

- Security/Front Desk 626-529-8432
- Pasadena Police/Fire Department Telephone: 911 Address: 207 Garfield Avenue, Pasadena, CA 91101
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

Pacific Oaks complies with California law in recognizing restraining orders or no contact orders. Students should provide a copy to the Dean of Student Affairs or their designee. Likewise, employees should provide a copy to the Director of Human Resources or their designee.

A complainant may then meet with Dean of Student Affairs for students or the Director of Human Resources for employees to develop a Safety Action Plan, which is a plan for Campus Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: security escorts,

special parking arrangements, changing classroom or work location, or allowing a student to complete assignments from home, etc.)

The College cannot apply for a legal order of protection from the applicable jurisdiction, aka: Restraining order or Emergency Protective Order, which is issued by a law enforcement agency or court of law for a student. Student Affairs (students) may assist a Pacific Oaks community member by directing them to the appropriate agency for assistance. NOTE: The College can apply for a Workplace Violence Restraining Order on behalf an employee that has suffered unlawful violence or threat of violence from another individual that can be construed to be, or to have been, carried out at the workplace.

Type Of Order	Rights of Victims	Institution's Responsibilities
Restraining orders	The right to a restraining order	Develop a Safety Action Plan when requested by the victim
Orders of protection	Same as restraining order	Same as restraining order
No contact orders	Same as restraining order	Same as restraining order
Similar lawful orders issued by a criminal, civil, or tribal court	Same as restraining order	Same as restraining order
Orders by the College	The right to request a "no contact" directive	Student Affairs and/or Human Resources will evaluate and issue a "no contact" directive if necessary.

Restraining orders and other protective orders may be available through the applicable jurisdiction (see chart below).

Type of Order:	Who Can File For One:	Court:	Based On:
Domestic Violence Civil Protection Order (Restraining Order in California)	Family or household members including: - Spouses, former spouses - Parent, child, foster parent - People who have kids together - Intimate partners who lived together in the last 5 years	Domestic Relations Court –where victim lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for recent the incident must be)

Stalking Protection Order (Restraining Order in California)	Any person who is a victim of stalking. No relationship with stalker is required.	Common Pleas Court - Where victim lives (if family or household member, can be filed as DV Protection Order, see above)	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm
Sexually Oriented Offense Protection Order (Restraining Order in California)	Any person who was a victim of a sexually oriented offense (see ORC 2950.01). No relationship with the offender is required. Case does not have to be criminally prosecuted.	Common Pleas Court – where victim lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)

Any student or employee who has a protection order or no contact order should notify the Dean of Student Affairs or their designee and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

The institution does not issue legal orders of protection. However, as a matter of institutional policy, the institution may impose a no-contact order between individuals in appropriate circumstances. The institution may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

Available Victim Services

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

Resources and Services

College Resources

- **Student Solutions**

College is proud to partner with Student Solutions, a free, confidential, around-the-clock counseling service.

Phone: 855-460-6668

Website: www.guidanceresources.com

Web identifier: PACIFIC

- **ComPsych** - Employee Assistance Program (EAP)

College employees can receive counseling services through EAP; available 24 hours a day, 7 days a week.

Phone: 800-272-7255

Website: www.guidanceresources.com

Your company web ID: COM589

- **Student Financial Aid** – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at: <https://www.pacificoaks.edu/admissions/cost-financial-aid/financial-aid-services/>

State/Local Resources

- **State/Local Resources:**
 - Crime Victims Services 877-433-9069
<https://oag.ca.gov/victimservices>
 - **Southern California/Pasadena**
 - San Gabriel Valley Medical Center 877-209-3049 (SART)*
 - Los Angeles County Crisis Hotline 877-727-4747

The following resources and services are available to victims of sexual misconduct in the Pasadena and Greater Los Angeles area.

- **Peace Over Violence (Pasadena)**

A sexual and domestic violence, stalking, child abuse and youth violence prevention center headquartered in Los Angeles and dedicated to building healthy relationships, families, and communities free from sexual, domestic, and interpersonal violence.

Metro Headquarters: 1015 Wilshire Blvd. Suite 200 - Los Angeles, CA 90017

West San Gabriel Valley Center: 892 N. Fair Oaks Avenue, Suite D – Pasadena, CA 91103

24-Hour Hotline: 626-793-3385

Website: www.peaceoverviolence.org

- **Rape Treatment Center (Greater Los Angeles Area)**

The Rape Treatment Center is nationally recognized for its comprehensive, free treatment for sexual assault victims, including 24-hour emergency medical care. Victim advocacy services are available.

Address: 1250 Sixteenth Street, Santa Monica, California 90404

24-hour Hotline: 424-259-7208

Website: <https://www.uclahealth.org/medical-services/rtc>

National Resources

- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org/>
- US Dept. of Justice Office on Violence Against Women:
<https://www.justice.gov/ovw>
- National Domestic Violence Hotline: <https://www.thehotline.org/>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/>
- Immigration Advocates Network: <https://www.immigrationadvocates.org/>

Accommodations and Protective Measures

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or protective measures should be made to the Title IX Coordinator at POTitleIX@pacificoaks.edu, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations

- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Procedures for Disciplinary Action

Sexual misconduct is a threat to the entire College community. Incidents occurring on College property must be brought to the attention of campus personnel. If you are the victim or witness to a crime, you have the responsibility to report it immediately to a CSA and the local police. All members of the College community are encouraged to report all crimes or suspicious activity accurately and promptly. Incidents can be reported directly to the [Human Resources](#) Office by calling the office at (626) 529-8498 or the campus security desk at 626-529-8432. Emergencies requiring immediate attention should be reported to emergency responders by calling 9-1-1 (from an office line 9-9-1-1) or the local non-emergency number. All work-related injuries or illnesses must be reported to Human Resources by calling 626-529-8470 or emailing poccsshr@pacificoaks.edu.

Disciplinary Proceedings for Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Pacific Oaks College uses disciplinary proceedings to address reports of dating violence, domestic violence, sexual assault, and stalking involving students and employees. The specific proceeding used depends on whether the alleged conduct falls within the jurisdiction of the College's Title IX Formal Grievance Process.

Allegations that constitute Sexual Harassment under the College's Title IX Policy, including sexual assault, dating violence, domestic violence, and stalking, and that satisfy applicable Title IX jurisdictional requirements are processed under the Title IX Formal Grievance Process in Section C of the College's Anti-Discrimination, Anti-Harassment and Title IX Policy. Sexual misconduct that does not fall within Title IX jurisdiction, or that is dismissed from the Title IX process for jurisdictional reasons but

may otherwise violate College policy, is processed under the General Discrimination, Harassment and Retaliation Resolution Process in Section B or another applicable College procedure.

Determination of the Applicable Proceeding

Upon receiving notice or a report of sexual misconduct, the Title IX Coordinator conducts an initial assessment to determine the appropriate process. The Title IX Formal Grievance Process applies when the alleged conduct meets the College's Title IX definition of Sexual Harassment and satisfies Title IX jurisdictional requirements, including that the conduct occurred within a Pacific Oaks College education program or activity, occurred against a person in the United States, and is otherwise within the College's disciplinary authority. If the allegations do not fall within Title IX jurisdiction, the Title IX Coordinator determines whether the matter should proceed under the General Discrimination, Harassment and Retaliation Resolution Process or another applicable College policy. A dismissal from the Title IX process does not prevent the College from addressing the conduct through another appropriate disciplinary process.

Filing a Report or Disciplinary Complaint

Reports of sexual harassment, sexual assault, dating violence, domestic violence, and stalking may be made to:

Title IX Coordinator
Dr. Rosalyn Kempf, Dean of Student Affairs
Pacific Oaks College
45 W. Eureka Street
Pasadena, CA 91103
Phone: (626) 529-8493
Email: POTitleIX@pacificoaks.edu

Reports may be made directly to the Title IX Coordinator by email, telephone, in person, or via online [form](#). Reports may also be made to designated Responsible Employees, who are required to forward known information regarding sexual misconduct to the Title IX Coordinator.

A Complainant is not required to make a report to law enforcement in order to receive assistance or pursue disciplinary options through Pacific Oaks College. A Complainant may report to law enforcement, request College assistance in notifying law enforcement, decline to notify law enforcement, or pursue both a criminal complaint and the College's disciplinary process.

For purposes of the Title IX Formal Grievance Process, a Formal Complaint is required before the College proceeds with an investigation or informal resolution. The Formal Complaint must allege Sexual Harassment against a Respondent, request that the College investigate the allegation, and be signed by the Complainant or, in limited

circumstances, by the Title IX Coordinator. The Title IX Coordinator will assist a Complainant who wishes to submit a Formal Complaint.

Title IX Formal Grievance Process

The Title IX Formal Grievance Process applies to qualifying allegations of Sexual Harassment, including sexual assault, dating violence, domestic violence, and stalking, involving student or employee Respondents.

Following a report, the Title IX Coordinator conducts an initial assessment, typically within one to five business days. The Coordinator contacts the Complainant, offers supportive measures, provides information regarding rights and options, determines whether the Complainant wishes to file a Formal Complaint, and assesses whether the allegations fall within Title IX jurisdiction.

When a Formal Complaint proceeds through formal resolution, a trained and impartial investigator conducts an investigation. The parties receive written notice of the allegations and have an equal opportunity to identify witnesses, present evidence, suggest questions, and review and respond to relevant evidence. Before the investigation is completed, the parties receive the evidence and draft investigation report for a 10-business-day review and comment period. The final investigation report is provided to the parties and their Title IX Advisors at least 10 business days before the hearing.

Pacific Oaks College makes every reasonable effort to complete the Title IX resolution process, including notification of the outcome, within 90 business days following receipt of the report, excluding the appeal process. Investigations are normally completed within approximately 60 business days. These timelines may be extended for good cause, with written notice to the parties explaining the reason for the extension and the projected revised timeline.

Unless the complaint is resolved through informal resolution, the matter proceeds to a live hearing before an impartial Decision-Maker who did not serve as the investigator. The hearing generally occurs 14 to 21 business days after completion of the investigation. The investigator presents the investigation report, parties and witnesses may provide relevant information, and the Decision-Maker and the parties' Title IX Advisors may question parties and witnesses in accordance with the procedures established by the policy.

The Decision-Maker determines responsibility using the preponderance of the evidence standard, meaning whether it is more likely than not that the Respondent committed the alleged policy violation. If the Respondent is found responsible, the Decision-Maker determines appropriate sanctions in consultation with other appropriate administrators as required. A written Final Determination is provided to the parties and includes the findings, rationale, sanctions, remedies, and appeal procedures.

Either party may appeal a dismissal of a Formal Complaint or the Final Determination by submitting a written appeal to the Title IX Coordinator within five business days. Appeals are considered by a trained, impartial three-member Appeals Panel. The Appeals Panel generally issues its decision within five business days, absent exigent circumstances.

Informal Resolution Within the Title IX Process

After a Formal Complaint has been filed and before a determination of responsibility has been made, the parties may voluntarily agree to informal resolution if the Title IX Coordinator determines that informal resolution is appropriate. Informal resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or resolution by agreement.

Participation is voluntary, and either party may discontinue the informal process and return to the formal process before a resolution is reached. Under the College's policy, reports of sexual violence are not resolved informally, and informal resolution may not be used to resolve allegations that an employee sexually harassed a student. An agreed-upon informal resolution is not appealable.

General Discrimination, Harassment and Retaliation Resolution Process

Sexual misconduct that falls outside Title IX jurisdiction, including conduct that may constitute dating violence, domestic violence, sexual assault, or stalking under applicable College policy but does not satisfy Title IX jurisdictional requirements, is addressed through the General Discrimination, Harassment and Retaliation Resolution Process.

Following a report, the Dean of Student Affairs/Title IX Coordinator or designee conducts an initial assessment, contacts the Complainant, offers supportive measures, reviews the reported information, and determines the appropriate next steps. When appropriate, the matter may proceed through informal resolution or Administrative Resolution.

Under Informal Resolution, the parties may voluntarily agree to resolve the matter, the Respondent may accept responsibility, or the matter may otherwise be resolved through appropriate remedies and/or sanctions. Informal Resolution is not a prerequisite to Administrative Resolution, and a party may stop the informal process and request Administrative Resolution.

Under Administrative Resolution, the parties receive written notice of the investigation and a meaningful summary of the allegations, typically at least 48 hours before an interview. An impartial investigator interviews relevant parties and witnesses, gathers relevant evidence, permits the parties to identify witnesses and suggest questions, provides opportunities to review evidence, and prepares a written investigation report.

Pacific Oaks College aims to complete these investigations within 60 business days, although the period may be extended for appropriate cause with notice to the parties.

The investigator determines whether a policy violation occurred using the preponderance of the evidence standard. When the Respondent is an employee, a finding of responsibility is referred to Human Resources for determination of appropriate sanctions. When the Respondent is a student, sanctions are determined by a trained Sanctions Panel.

For student Respondents, the Sanctions Panel generally meets within five business days after receiving the investigative materials to determine appropriate sanctions. Student Complainants and Respondents may appeal the investigative determination and/or sanctions by submitting a written appeal within five business days. Under this General Resolution Process, employees and other non-student College community members do not have a right to appeal.

Student and Employee Matters

The College uses the same jurisdictional analysis to determine whether a student or employee matter proceeds under the Title IX Formal Grievance Process or the General Discrimination, Harassment and Retaliation Resolution Process. Within those processes, certain decision-making and sanctioning procedures differ depending upon whether the Respondent is a student or employee. Under the Title IX process, the Title IX Coordinator selects an appropriate Decision-Maker based on whether the Respondent is a student or employee. Under the General Resolution Process, student sanctions are determined by a Sanctions Panel, while employee sanctions are determined by Human Resources.

Rights of the Parties in an Institutional Proceeding

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
 - A prompt, fair and impartial process is one that is:
 - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
 - Conducted in a manner that:
 - Is consistent with the institution's policies and transparent to the accuser and the accused.
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used

during the informal and formal disciplinary meetings and hearings.

- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Such training addresses topics such as the definition of sexual harassment; the scope of the College's education programs and activities; how to conduct investigations, hearings, and appeals and informal resolutions (as applicable); relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.

The college Title IX Coordinator and Deputy Title IX Coordinator complete the following:

- Title IX Coordinator: <https://icslawyer.com/posting-for-review-2025-title-ix-u-he-title-ix-coordinator/>
 - Title IX Investigator: <https://icslawyer.com/posting-for-review-2025-title-ix-u-he-title-ix-investigator/>
3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the preponderance of the evidence standard .
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses

Following a final determination in the institution's disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, Pacific

Oaks College may impose disciplinary sanctions based on the nature and circumstances of the violation, including any relevant mitigating and aggravating factors.

Sanctions for students may include: formal written warning; Professional Development Plan, which is intended to require reflection and remediation of behavior found to be in violation of College policy; no contact order pertaining to certain Pacific Oaks College community members or physical locations; referral to counseling and/or Student Solutions; required training or education; dismissal from Pacific Oaks College; and withholding of degree conferral and/or issuance of a diploma.

Sanctions for employees may include: formal written warning; Performance Improvement Plan; referral for counseling and/or to the Employee Assistance Program (EAP); required training or education; probation; loss of variable pay increase; loss of supervisory duties; demotion; suspension with pay or without pay; and termination.

The appropriate sanction is determined in accordance with the applicable disciplinary process and the facts and circumstances of the individual matter.

Protective and Supportive Measures

Following an allegation of dating violence, domestic violence, sexual assault, or stalking, Pacific Oaks College may offer and implement appropriate and reasonable protective and supportive measures. These measures are individualized based on the circumstances and are intended to restore or preserve access to the College's education programs or activities, protect the safety of the parties and the College community, and/or deter harassment, discrimination, or retaliation. Supportive measures are non-disciplinary and non-punitive, are offered as reasonably available, and are provided without fee or charge.

Protective and supportive measures may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services;
- Referral to the Employee Assistance Program (EAP);
- Referral to community-based service providers;
- Visa and immigration assistance;
- Student financial aid counseling;
- Education for the College community or community subgroups;
- Altering work arrangements for employees or student-employees;
- Safety planning;
- Implementing contact limitations, including no-contact orders between the parties;
- Academic support;
- Extensions of academic deadlines or other course- or program-related adjustments;
- Class schedule modifications;
- Withdrawals or leaves of absence; and

- Other actions deemed appropriate by the Title IX Coordinator.

The Title IX Coordinator works with the Complainant to ensure that the Complainant's wishes are taken into account when supportive measures are planned and implemented. The College maintains the privacy of supportive measures to the extent that doing so does not impair the College's ability to provide them. Measures are implemented in a manner designed to minimize academic impact and avoid unreasonably burdening either party.

No-contact orders are tailored to the specific circumstances of the case, including considerations related to the safety and well-being of the parties. Violations of College-issued no-contact orders may be referred to the appropriate student or employee conduct process for enforcement.

When warranted by an immediate threat to the physical health or safety of a student or other individual arising from allegations of sexual harassment, the College may also impose an emergency removal following an individualized safety and risk analysis. Depending on the circumstances, emergency measures may include restricting a Respondent's access to College campuses, programs, courses, activities, facilities, equipment, events, or other privileges.

Publicly Available Recordkeeping

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

Victims to Receive Written Notification of Rights

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

Sex Offender Registration Program

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Title IX Coordinator, Dr. Rosalyn Kempf at rkempf@pacificoaks.edu. State registry of sex offender information may be accessed at the following link:<http://www.meganslaw.ca.gov/>

Timely Warnings & Emergency Notifications

Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the designated officials (Security, Chief of Staff, Human Resources, and Dean of Student Affairs) constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Human Resources, POCCSHR@pacificoaks.edu 626-529-8470
- Dean of Student Affairs, rkempf@pacificoaks.edu, 626-529-8493
- Chief of Staff, czalkind@pacificoaks.edu
- Security (contracted personnel), POCSecurity@pacificoaks.edu, 626-529-8432

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

Emergency Notifications

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify the Campus Security at 626-529-8432 of any emergency or potentially dangerous situation.

The college's Chief of Staff will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the Chief of Staff will consult with the President's Cabinet and other appropriate College officials to determine the appropriate segment or segments of the College community to be notified.

The Chief of Staff in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The Chief of Staff will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

The Chief of Staff will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

At the direction of President, the Chief of Staff and/or Human Resources will notify local law enforcement of the emergency if they are not already aware of it and local media outlets in order that the larger community outside the campus will be aware of the emergency.

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

Method	Sign Up Instructions
Emergency Information on Website	www.pacificoaks.edu .
RAVE Alert	Automatic to college email for all faculty and staff. Can request to add additional email addresses or phone numbers: https://www.getrave.com/login/tcsedsystem
Email Notifications	Automatic for all faculty and staff
Departmental Communications	Automatic for all faculty and staff

Testing & Documentation

The College tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, at various times the Emergency Management Team will meet to train and test and evaluate the College's emergency response plan.

The Facilities Manager maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees information to remind them of the College's emergency response and evacuation procedures.

Stop Campus Hazing Policy and Programming

Hazing is defined by the College as any act, whether physical, emotional, or psychological, required or expected of a person seeking to join or maintain membership in a group, that:

- Is abusive, dangerous, degrading, or disruptive
- Has no legitimate educational or professional purpose
- Violates institutional policy or applicable local, state, or federal laws
- Is intended to or reasonably likely to cause physical or emotional harm
- Involves coercion, intimidation, or compelled participation in activities unrelated to group goals

Policy Statement: Pacific Oaks College prohibits hazing in all settings and by all students and student organizations. This includes acts committed on or off campus, in-person or virtually, and during any activity tied to group affiliation. Students and student organizations are expected to uphold the integrity and safety of the learning community.

Hazing is prohibited regardless of an individual's willingness to participate.

The purpose of this policy is to ensure a safe, respectful, and inclusive environment for all members of Pacific Oaks College community by prohibiting hazing in all forms. This policy supports compliance with the Stop Campus Hazing Act, associated Clery Act reporting obligations, and the institutional values of student safety and accountability.

Hazing includes both active and passive involvement (e.g., witnessing or failing to intervene). It applies to conduct involving prospective, new, current, or returning members of a student group, team, or organization.

Retaliation against individuals who report hazing in good faith or who participate in an investigation is strictly prohibited. These individuals will not face disciplinary action for ancillary policy violations that emerge in the investigation, such as alcohol use, unless such actions involved harm to others or reckless endangerment.

Anyone who believes they have been subject to hazing should submit the Report an Incident Form or email the Dean of Student Affairs directly at rkempf@pacificoaks.edu.

If you are a victim of hazing, go to a safe place and call Pacific Oaks College Security at 626-529-8432 or complete the Report an Incident Form, or contact the Dean of Student Affairs at 626-529-8493 or rkempf@pacificoaks.edu. Those who witness or hear about an incident of hazing are also encouraged to report in the same manner.

Reports are reviewed by the Dean of Student Affairs to determine the appropriate response pathway.

- The Dean of Student Affairs will determine whether resolution is appropriate through informal, or formal processes. These may include educational conversations, group conduct review, or individual referral to Student Standards.
- Sanctions range from educational measures to organizational suspension or individual student dismissal.
- The Dean of Student Affairs maintains records and manages notification to affiliated organizations, if applicable.

The institution strives to complete the investigation within 30 days.

An individual may appeal the decision to the Vice President of Academic Affairs within 5 days of being notified of the decision. The Vice President of Academic Affairs will render a decision within 14 days of receiving an appeal. The decision of the Vice President of Academic Affairs is final.

Hazing Prevention and Awareness Program

The institution provides prevention and awareness programming related to hazing as part of the New Student Orientation. Employees are provided hazing prevention and awareness information as part of required training modules through Human Resources. The community is reminded that hazing is prohibited and provided information regarding how to file a report, how reports of hazing are investigated, laws and or regulations pertaining to hazing, as well as primary prevention strategies intended to stop hazing before it occurs. This may include skill building for bystander intervention, information about ethical leadership, and the promotion of strategies for building group cohesion without hazing.

Hazing State Laws

Summary (Code of California)	
a.	It shall be unlawful to engage in hazing, as defined in this section.
b.	“Hazing” means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community

Summary (Code of California)

college, college, university, or other educational institution in this state. The term “hazing” does not include customary athletic events or school-sanctioned events.

- c. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
- d. Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.
- e. The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- f. Prosecution under this section shall not prohibit prosecution under any other provision of law. Cal. Penal Code § 245.6.

California’s Stop Campus Hazing Act, titled in Cal. Educ. Code § 66305 , defines hazing and other applicable terms at § 66306 as follows:

Unless the context otherwise requires, for purposes of this chapter, the following definitions shall apply:

- a. “Affiliated” means currently recognized or sanctioned by the educational institution through its official student organization application process. For purposes of this chapter, an organization that had previously been recognized or sanctioned by the educational institution but has subsequently had that recognition or sanction withdrawn or revoked by the educational institution shall not be considered affiliated.
- b. “Educational institution” means a public or private institution of higher education in the state. The term includes the officers, employees, or governing bodies of the institution, when acting in their official capacity.
- c. “Hazing” means any method of initiation or preinitiation into an affiliated student organization or student body, which the initiator knows or should have known is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term “hazing” does not include customary athletic events or school-sanctioned events. Cal. Educ. Code § 66306.

Summary (Code of California)

(a) Beginning January 1, 2026, a former, current, or prospective student, against whom hazing is directed and who has suffered injury as a result, may commence a civil action for damages. In addition to bringing an action against any participants in the hazing or the organization pursuant to subdivision (e) of Section 245.6 of the Penal Code, an action may be brought against any educational institution for the hazing practice of the organization involving one or more students if all of the following apply:

(1) The educational institution had direct involvement in the hazing practice of the organization, or knew or should have known of the hazing practice and failed to take reasonable steps to prevent the hazing practice of the organization.

(2) At the time of the alleged hazing incident, the organization involved in the hazing is affiliated with the educational institution.

(3) The alleged hazing incident occurred on or after January 1, 2026.

(b) For purposes of paragraph (1) of subdivision (a), there shall be a rebuttable presumption that an educational institution took reasonable steps to prevent the hazing practice of the organization if the educational institution has all of the following:

(1)(A) Rules and regulations governing student behavior that include a prohibition on hazing, anonymous reporting of hazing incidents, and disciplinary actions for the violation of the hazing prohibition.

(B) Procedures by which all students are informed of the rules and regulations, with applicable penalties, and any revisions to the rules and regulations.

(2)(A) Rules and regulations governing employee behavior that include a prohibition on hazing and disciplinary actions for the violation of the hazing prohibition.

(B) Procedures by which all employees are informed of the rules and regulations, with applicable penalties, and any revisions to the rules and regulations.

(3)(A) A comprehensive prevention and outreach program addressing hazing. The comprehensive prevention program shall include components on identifying hazing, hazing prevention, and bystander intervention strategies. An outreach program shall be provided to inform students of the educational institution's policy on the prohibition on hazing, and, at a minimum, include a process for contacting and informing the student body, athletic programs, and affiliated student organizations about the educational institution's overall prohibition on hazing policy. For purposes of this paragraph, "comprehensive prevention and outreach program" includes, but is not limited to, providing information to students about all of the following:

Summary (Code of California)
(i) Hazing awareness, prevention, and the educational institution's policy on the prohibition on hazing. (ii) Campus policies and resources relating to hazing, including how to report hazing to the appropriate campus personnel, which includes anonymous reporting. (iii) A focus on prevention and bystander intervention training as it relates to hazing. (B) The comprehensive prevention and outreach program to address hazing shall be part of every incoming student's orientation and shall be offered annually to the following campus-affiliated organizations: (i) Athletic teams. (ii) Affiliated sororities and fraternities. (c) Notwithstanding the provisions of this section, nothing in this section affects existing rights, obligations, and remedies under Section 245.6 of the Penal Code. (d) The duties and obligations imposed by this chapter are cumulative with any other duties or obligations imposed under any other law and shall not be construed to relieve any party from any duties or obligations imposed under any other law, and do not limit any rights or remedies under existing law. Cal. Educ. Code § 66308.
Cal. Educ. Code § 66309 further requires annual reports to be made regarding the total number of hazing incidents to the state legislature (disaggregated by campus) and defines “student organizations” in this part to include: (A) A conference-based competitive program at the institution of higher education. (B) A sorority or fraternity that has officially met the formal chartering and recognition requirements at the institution of higher education where it operates and remains in good standing at the time of the alleged hazing incident. Cal. Educ. Code § 66309. The California State Universities are subject to additional requirements under Cal. Code Regs. tit. 5, § 41301.

Clery Act Crime Definitions

The following section provides definitions for Clery Act crimes.

Primary Criminal Offenses:

Criminal Homicide: Murder and Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Criminal Homicide: Negligent Manslaughter – The killing of another person through gross negligence.

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

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

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

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

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

Hate Crimes (any of the above mentioned offenses, and any incident of):

Larceny/Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

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

Destruction/Damage/Vandalism of Property – To 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.

Violence Against Women Act Offenses:

Domestic Violence – Any felony or misdemeanor crime of violence committed by:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence – Any 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.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

Arrests and Referrals for Disciplinary Action:

Weapons Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

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

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

Clery Act Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

Crime	On Campus			Non Campus			Public Property		
	2025	2024	2023	2025	2024	2023	2025	2024	2023
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hazing	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* The College does not have on-campus student housing facilities.

Hate crimes:

2025: No hate crimes reported.

2024: No hate crimes reported.

2023: No hate crimes reported.

Statistics for unfounded crimes provided by law enforcement agencies:

2025: 0 unfounded crimes.

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

Data from law enforcement agencies:

- The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the College's Clery Geography.