



**VANGUARD  
UNIVERSITY**

**2020**

**Annual Security & Fire Safety  
Report**

55 Fair Drive  
Costa Mesa, California 92626

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# Vanguard University of Southern California

Is a private Christian, co-educational liberal arts university which is fully accredited by WASC Senior Colleges and Universities Commission (WSCUC) and endorsed by the Alliance for Assemblies of God Higher Education. As stated in the organization's Articles of Incorporation, Vanguard University is incorporated with the State of California as a *Religious Corporation* and is not organized for the private gain of any person; and is organized under the Nonprofit Religious Corporation Law exclusively for religious purposes.

## University Mission Statement

The mission of Vanguard University is to pursue knowledge, cultivate character, deepen faith, and equip each student for Spirit-empowered life of Christ-centered leadership and service.

<https://www.vanguard.edu/about/mission>

## Vanguard History

During the Summer of 1920, Harold K. Needham, D.W. Kerr, and W.C. Pierce opened a school to prepare Christian workers for the various ministries of the church. The new institute, Southern California Bible School, moved from Los Angeles to Pasadena in 1927. In 1939 it was chartered by the State of California as a college eligible to grant degrees, and it became Southern California Bible College, the first four-year institution of the Assemblies of God. In 1943 the college received recognition by the government for the training of military chaplains. It moved to the present campus in 1950. The name was changed to Southern California College nine years later when majors in the liberal arts were added to curriculum.



Regional accreditation and membership in the Western Association of Schools and Colleges were granted in 1964. In 1967 the college received recognition and approval of its teaching credential program from the California State Board of Education. In June 1983 the Graduate Studies Program received approval from the Western Association of Schools and Colleges. A Degree Completion Program was started in 1994 for adult learners. On July 1, 1999 university status was achieved when Southern California College registered with the Secretary of State's Office as Vanguard University of Southern California and offers undergraduate and graduate degrees as well as several certificate programs.

In addition to its founding president, Harold K. Needham, Vanguard University of Southern California has had the able leadership of eight presidents: Daniel W. Kerr, Irvine J. Harrison, John B. Scott, O. Cope Budge, Emil A. Balliet, Wayne E. Kraiss, Murray W. Dempster and Carol Taylor. Vanguard inaugurated its tenth president, Dr. Michael J. Beals, on February 7, 2014.

For a century, Vanguard University has been a leader in educational innovation within its denomination, preparing students for all types of ministry. As a Christian university, Vanguard is constantly seeking to expand its influence and service through education that provides excellence without compromise for the glory of Jesus Christ.

<https://www.vanguard.edu/about/history>

## **Annual Security and Fire Safety Report Overview**

This Annual Security and Fire Safety Report is prepared in compliance with the Clery Act. The purpose of this report is to provide current and prospective students and employees with safety and security information about Vanguard University's Campuses. This report contains statements regarding security and fire safety policies, statistical information regarding crimes that occur on campus and in other specified areas, statistics of fires that occur in on-campus student housing facilities, and general information regarding the Department of Campus Safety's services.

### **Policies for Compiling the Annual Security Report (ASR)**

This Annual Security and Fire Safety Report is prepared annually by the Director of Campus Safety with the collaboration of the Title IX Coordinator, Title VII Officer, Residence Life Director, Human Resources, Risk Management and In House Legal Counsel. The information contained in this report was gathered from various sources including the University's Institutional Manual, Employee Handbook, Student Handbook, Campus tracking logs/databases, Title IX Policy, The Department of Campus Safety Policy and Procedure Manual, and the Emergency Operations Plan. Additional crime and fire statistics were acquired through local law enforcement agencies where educational courses are taught.

This report includes crime and fire safety data, along with policies pertaining to campus safety, crime, and fire safety. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: Department of Campus Safety, Office of Residence Life, Title IX Office, the Costa Mesa Police Department, Santa Ana Police Department, Fullerton Police Department, and non-police officials identified by Federal Law as Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. This data is reported to the United States Department of Education via an annual web-based data collection.

This Annual Security and Fire Safety Report is reported and published prior to October 1st of each year and distributed to all students and employees of Vanguard University via the Annual Security Report Page on the Campus Safety website. Current students and employees are notified via Vanguard University email of the Annual Security and Fire Safety Report's publication. This Annual Report is also available to prospective students and prospective employees via the Campus Safety website. To obtain a written copy of the report, please contact the Campus Safety office at (714) 966-6799.

<https://www.vanguard.edu/resources/campus-public-safety>

### **Covid-19**

Campus Safety personnel worked throughout the COVID-19 pandemic. Though the main campus in Costa Mesa, CA was restricted to a substantially reduced occupancy, the Department of Campus Safety remained on duty 24-7, protecting the University from intruders. Campus Safety worked with the

COVID-19 Response Team to create a safe campus environment for those essential workers at all university campuses.

## **Clery Act / Background**

In 1990, Congress enacted the Student Right-to-know and Campus Security Act as part of its annual Higher Education Reauthorization Act. This law has been changed a number of times and is now known as the Clery Act. The Clery Act requires colleges and universities to report the number of certain crimes of the prior three calendar years by the first of October.

## **Annual Security Report Access**

This report is available to university personnel and students via the university's intranet. The Campus Safety website contains the ASR in an online pdf format which is available to anyone.

## **Security and Access**

## **Campus Public Safety Authority and Jurisdiction**

The Vanguard University Department of Campus Public Safety is a private security organization dedicated to the safety and well-being of the campus community. Campus Public Safety authority is established by the University President and Board of Trustees. When need arises, Campus Public Safety officers are authorized to make citizen arrests, pursuant to California Penal Code 837, of any and all persons creating disturbances against the general peace, interfering with the security of campus facilities or grounds, or interfering with or disturbing the safety and the general welfare of the Vanguard University community. When such a citizen's arrest is necessary, Campus Public Safety will notify the Costa Mesa Police Department, which maintains criminal jurisdiction on campus, in accordance with the law.

Campus Public Safety officers also have the authority to control access to University property, issue parking permits and citations in accordance with the University Vehicle Code, ask for proof of student or employee status (in the form of a University identification card), and enforce University conduct policies. Students who engage in illegal activity or who violate University conduct policies are referred to Residence Life for possible disciplinary action. University employees who engage in illegal activity or who violate University conduct policies are reported to the Office of Human Resources. Criminal offenses may also be reported to the appropriate law enforcement agency.



Vanguard Campus Public Safety is not a sworn law enforcement agency. It does not maintain any memorandum of understanding with local law enforcement agencies that might clarify roles and responsibilities in the investigation of campus crimes.

The Department of Campus Public Safety is authorized to handle all criminal activity control functions of the campus in the name of Vanguard University.

- ❖ Authority to release information to alert Vanguard University to criminal or suspected criminal activity on campus as approved by the Director of Campus Public Safety.
- ❖ Authority to investigate and report on all campus criminal and suspected criminal activity.
- ❖ Authority to design and implement programs for the prevention of crime on campus and apprehension of suspected criminals under the authority of a Private Persons Arrest as applicable.
- ❖ Authority to question individuals on the private property owned, leased, or operated by Vanguard University to identify and determine validity of reasons for being on university property or to investigate a potential crime.
- ❖ Authority to properly and lawfully perform a Private Persons Arrest of individuals suspected of committing crimes on property owned, leased, and/or operated by Vanguard University.
- ❖ Authority to use any lawful means available to protect and save from harm any member of the Vanguard Community.
- ❖ Authority to train and carry necessary tools and equipment to ensure the Officer's ability to protect and save from harm any member of the Vanguard Community. The specific authorized tools are: flashlight, pepper spray, handcuffs, Taser / CEW, and ASP Baton.
- ❖ Decisions to search/seize a student's room or possessions will be made with concurrence by the office of Residence Life when immediate danger is not an issue. In those cases, a representative from the office of Residence Life will be present if possible at any search and seizure activity involving a student of this institution.

<https://www.vanguard.edu/resources/campus-public-safety>

## **Campus Safety Training**

Campus Safety Officers train every month in areas they are expected to be proficient in. Some officers are certified experts and instructors in a variety of areas. Instructors for the department train their fellow personnel and student workers to be more skillful.

Campus Safety personnel receive training in the following areas:

- **832 P.C.**
- **Arrest & Control**
- **First Aid / C.P.R. / A.E.D. / Narcan**
- **Report Writing**
- **Dispatching**
- **C.E.R.T. (Community Emergency response Team)**
- **R.A.D. (Rape Aggression Defense)**
- **Investigations**
- **O.C. Spray**
- **Baton**
- **Taser / CEW**



## Campus Access and Security

Vanguard University main campus is located at 55 Fair Dr. Costa Mesa, CA. The Vanguard University campus covers approximately 36 acres in the City of Costa Mesa. The campus borders the Orange County Fair, the Costa Mesa municipal buildings and a residential neighborhood.

The University is a welcoming community and for this reason it has maintained an open campus environment. There are six vehicle points of entry throughout campus parking lots. Vehicular access to campus is available along Fair Drive, Newport Blvd., and Vanguard Way. Campus guests and visitors must obtain a one-day visitor parking permit, which is to be displayed clearly on the dashboard. All

students, faculty and staff are required to register their vehicles with the Department of Campus Public Safety and to display a valid parking permit on their windshield. The City of Costa Mesa owns and controls a parking lot to the west of the campus adjacent to City municipal buildings. Vanguard University does not have a perimeter fence to prevent or control pedestrian traffic. Access control to Vanguard University property is a shared responsibility by various departments such as; Campus Public Safety, Utilities, Maintenance, Residence Life, and other university departments.



Campus Public Safety does monitor campus buildings by conducting patrols of all Vanguard property (owned, leased or operated) and conducting parking enforcement. Buildings on the main campus, and at Vanguard Center, are monitored by a mixture of automatic locks, hard key system, and fire alarms. Access to Vanguard facilities including buildings, athletic fields and parking lots are restricted to students, faculty, staff, and approved guests. All non-affiliated groups, organizations and individuals must receive authorization from Event Relations and Conferencing Department, or the corresponding visiting department. The main campus is open to the general public during designated times, days, and during special events.

The Campus Public Safety Officers open doors daily of all administrative and academic buildings on the

main campus. The main campus is generally unlocked for classes and business purposes at 7:00 AM. Most buildings containing classes and office spaces vary in locking times. Campus Public Safety Officers secure the main campus from 6:00 PM to 9:00 PM. During the evening, officers conduct nightly security checks of buildings and doors; locking of all campus administrative and academic buildings. When building is closed to general use, Campus Safety Officers grant access to authorized personnel.

A series of cameras located throughout the University's main campus are monitored by Campus Safety Officers. Campus Safety is currently reviewing the existing camera systems in place with the assistance of the Information Technology Department.

The University Safety Committee conducts periodic assessments of the campus and makes recommendations to the Administration through the Director of Campus Public Safety and the Risk Manager, for improvements to structural and environmental conditions. During 2020 safety assessments were made by Campus Safety officers. Officers identified safety issues and they were addressed with the Facilities Department. The Safety Committee did not meet in person during 2020.

## **Non-Campus Properties**

In support of its graduate and undergraduate academic programs, the University also rents and leases off-campus locations in Fullerton and Santa Ana. Campus Safety does not patrol non-campus properties.

## **Student Housing**

Vanguard University is a residential campus with five on-campus residence halls and one apartment complex. Vanguard University does not recognize any student group that maintains its own off-campus housing.

Most entrances to residence halls are secured at all times and are accessed by ID activated access controls. The quad style design of Newport Hall and Balboa Hall do not have a main entrance but do have auto-locking entrance doors with closers. Vanguard Centre is apartment-style and does not have a main entrance. Access is limited to residents and their guests in a manner determined by the Office of Residence Life. During the winter and summer breaks the residence halls are closed to all students except to those authorized by the Office of Residence Life.

By University policy, access to residential hall and dorm rooms are restricted to resident students, their guests and to university personnel. Campus Safety Officers will only grant room access to locked-out occupants upon verification of occupant's residency. Resident students must comply with University policies regarding guests, visiting, and quiet hours outlined in the Student Handbook, which is located in the University's website. Department of Campus Safety Officers patrol the residence halls on a regular basis to enforce security measures and University policies.

<https://www.vanguard.edu/student-life>

## **Campus Maintenance**

The campus is maintained by the Facility Services Department and patrolled by Campus Public Safety. Facilities and landscaping at Vanguard Main Campus are maintained in a manner that reduces hazardous and unsafe conditions. The campus Safety Officers routinely monitor the lighting of the campus, fire systems, and landscaping, to ensure proper operation of these systems and prevent unsafe conditions on the main campus, deficiencies are promptly reported for repairs. All members of the Vanguard Community are encouraged to promptly report any safety or hazardous issues to the Department of

Campus Safety.

## Emergency Blue Poles



There are four (4) emergency blue poles located throughout the main campus. When the emergency button is activated the blue pole will connect the caller with Campus Safety. If after three rings the Campus Safety personnel do not answer the phone, the line will be transferred to 9-1-1 (Costa Mesa Police Department). Each pole has been given a location designation which was provided to Costa Mesa police dispatch center.

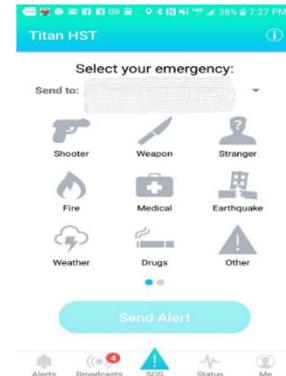
## Improvements to Campus Security



In the past two years, the University has made substantial additions and improvements on the main campus to its electronic access control and emergency communication systems, which directly contribute to campus security and emergency preparedness.

Access control was expanded to Huntington and Laguna Residence Halls. Exterior gating was added to the Catalina Residence Hall and new lighting was added to the Catalina parking lot. There are plans to add electronic access control to more buildings in the future.

The emergency communication platform was changed to Titan HST for all Vanguard University campuses. This comprehensive communication platform allows students to push out non-emergency as well as emergency messages to Campus Safety.



The University has upgraded many classroom door hardware across campus so that individual classrooms could be locked from the inside without the use of a key. That work continues in 2021. Campus Safety continues to assess classroom security and make improvements where possible.

## REPORTING PROCEDURES

## Campus Security Authority

Campus Security Authorities as part of the federal Jeanne Clery Disclosure of Campus Security Policy

and Campus Crime Statistics Act (20 USC § 1092(f)), otherwise known as the Clery Act, report qualifying incidents reported to College's Campus Safety Department. Findings are required to be annually published and made available to the campus community.

One purpose of the Clery Act is to encourage the reporting and collection of accurate campus crime statistics to promote crime awareness and enhance campus safety. The intent of including non-law enforcement personnel in the Campus Security Authority (CSA) role is to acknowledge that some community members and students in particular may be hesitant about reporting crimes to local law enforcement or Campus Public Safety but may be more inclined to report incidents to other campus-affiliated individuals. CSAs include members of the Campus Public Safety Department or, any person(s) who has the authority and the duty to take action or respond to particular issues on behalf of the University, or any individual(s) who has significant responsibility for students and campus activities.

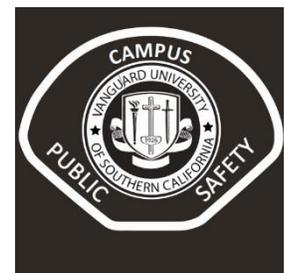
**Examples of CSAs in this category include, but are not limited to:**

- Campus Safety Personnel
- Residence Life Officials
- Title IX Coordinator(s) and Deputies
- Athletic Administrators including Director, Assistant Directors and Coaches, Trainers, etc.
- Faculty and staff advisors to student organizations

University CSAs have an obligation to promptly report allegations of Clery Act defined incidents which occurred on campus, on public property bordering campus and in non-campus areas which the University leases or otherwise controls. If a Clery Act qualifying crime or an incident that may be a crime is reported to a CSA, the CSA is obligated to record the information using the Student Life Incident Report Form. The reporting CSA should ensure that he/she completes all information on the form based on the information in their possession. CSAs should not investigate the crime or attempt to determine whether a crime, in fact, took place. Campus Safety personnel may later contact the reporting CSA to gather additional information if needed.

## Reporting a Crime

Vanguard University encourages accurate and prompt reporting of all crimes to Campus Public Safety, regardless of campus location. Reports can be made in person or by phone with Campus Public Safety or also may be reported through the [Student Life Incident Report Form](#) or the [Office of Title IX Report Form](#) for sex-based crimes, or other Civil Rights violations. Blue poles around campus also alert Campus Safety and may be used for crimes in progress.



If you are the victim or witness of a crime or suspicious incident, or if you notice a security problem, notify the Department of Campus Safety immediately by calling (714) 966-6799. You can also call this number in the event of a police, fire, or medical emergency. Campus Safety is available 24 hours a day, 7 days a week. Crimes should be accurately and promptly reported to the Department of Campus Safety or the appropriate police agency when the victim of a crime elects to or is unable to make such a report. Prompt reporting to the Department of Campus Safety helps ensure that Campus Safety can comply with the requirements of the Clery Act, including reviewing these reports for the purpose of including them in the crime log and annual statistical disclosure and assessing them for issuing Crime Alerts when deemed necessary. In response to a call, Campus Safety will take the required action, either dispatching

an officer or asking the victim to report to the Campus Safety office to file an incident report. All reported crimes will be investigated by the University and may become a matter of public record.

Campus Public Safety Department aggressively pursues accurate and prompt action against any person who attempts to commit a crime or other inappropriate action on the campus. To this end, university students and personnel are strongly encouraged to promptly report all suspicious, and criminal activity to Campus Public Safety or Costa Mesa Police Department. When a victim of a crime elects to, or is unable to, make a report, Campus Public Safety may assist the victim in the reporting process.

**Campus Safety:**

Emergency and Non-Emergency: (714) 966-6799

**Costa Mesa Police Department:**

Emergency: 911

Front Desk: (714) 754-5280

After Hours (Non-Emergency) (714) 754-5252

<https://www.costamesaca.gov/city-hall/city-departments/police>

**Fullerton Police Department**

Emergency: 911

Front Desk: (714) 738-6100

<https://www.cityoffullerton.com/government/departments/police/>

**Santa Ana Police Department**

Emergency: 911

Front Desk: (714) 245-8665

<https://www.santa-ana.org/pd>

Reports of discrimination, harassment and/or retaliation should be made to one of the university's Title IX Coordinators promptly. Other options include using our anonymous reporting system Lighthouse or contacting the Counseling Center.

Title IX Coordinators:

Catherine Santiago: [catherine.santiago@vanguard.edu](mailto:catherine.santiago@vanguard.edu) (714) 619-6674

Tom Weizoerick: [tom.weizoerick@vanguard.edu](mailto:tom.weizoerick@vanguard.edu) (714) 668-6165

**Confidential Reporting**

Pastoral and professional counselors are not required to report but are encouraged to voluntarily report crimes, if and when they deem it appropriate, for inclusion in the annual disclosure of crime statistics to help provide a clearer picture of crimes that occur within the University's reporting area.

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- **On campus counselors working in the university's counseling center**

- The Vanguard University Counseling Center (VUCC) offers students the opportunity to look at themselves and their environment and to change the way they think, feel, and behave so that they can make the most of their time at Vanguard University. VUCC provides free services to currently enrolled undergraduate, professional studies, and graduate students. These services include:
  - Individual counseling
  - Couples counseling
  - Premarital counseling
  - Group counseling
  - Crisis intervention
  - Training and educational workshops
- **Phone:**  
(714) 662-5256
- **Email:**  
[counselingcenter@vanguard.edu](mailto:counselingcenter@vanguard.edu)
- Appointments may be requested online by logging into the student portal, in person or by calling our office.
- <https://www.vanguard.edu/resources/counseling-center>
- **Pastoral Team**
  - Reverend Michael Whitford, University Pastor | Associate Dean of Spiritual Formation  
Email: [vupastor@vanguard.edu](mailto:vupastor@vanguard.edu)
  - Krystal Baca, Associate Pastor  
Email: [krystal.baca@vanguard.edu](mailto:krystal.baca@vanguard.edu)
  - Asenath Casarez, Worship Pastor  
Email: [asenath.casarez@vanguard.edu](mailto:asenath.casarez@vanguard.edu)
- **Employee Assistance Program “Lighthouse” (for employees)**
  - Vanguard University is committed to promoting an environment where:
    - Academic integrity is valued and expected
    - Excellence is sought and rewarded
    - Teaching and learning flourish
    - Diversity of thought and culture is respected
    - Intellectual freedom is preserved
    - Equal opportunity is afforded
    - To foster this environment, Vanguard offers students, faculty and staff access to a confidential, anonymous reporting system that is not part of the university. Available 24/7/365, LIGHTHOUSE sends the report to VU while protecting the reporter's identity and allowing anonymous follow-up.
    - Online: [LIGHTHOUSE](#)  
By phone: (855) 636-0005
- **Off Campus Domestic violence resources**
  - Domestic Violence Hotline: (800) 978-3600

- **Off Campus local rape crisis counselors**
  - Newhope 24-Hour Hotline (Counseling crisis): (714) 639-4673
- **Local or state assistance agencies who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor.**
  - Child Abuse Hotline: (714) 938-0505

On campus resources are available free of charge and can be seen on an emergency basis during normal business hours (8:00 AM – 5:00 PM). These individuals will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient or parishioner.

Those seeking to report misconduct may seek advice from the Title IX Coordinator, Deputies or the Director of Human Resources to determine the appropriate response. If a reporting party is unsure of someone’s duties and ability to maintain privacy, ask them before talking to them. They will be able to explain and help a reporting party to make decisions about who is in the best position to help. If personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect privacy to the greatest possible extent.

- Human Resources: [HR@vanguard.edu](mailto:HR@vanguard.edu)
- Title IX: [VUTitleIX@vanguard.edu](mailto:VUTitleIX@vanguard.edu).

## Daily Crime Log

The Campus Safety Department must maintain a “Police Log” of all crimes reported to Campus Public Safety Department. The Daily Crime Log is available to all that visit the Campus Safety Website.

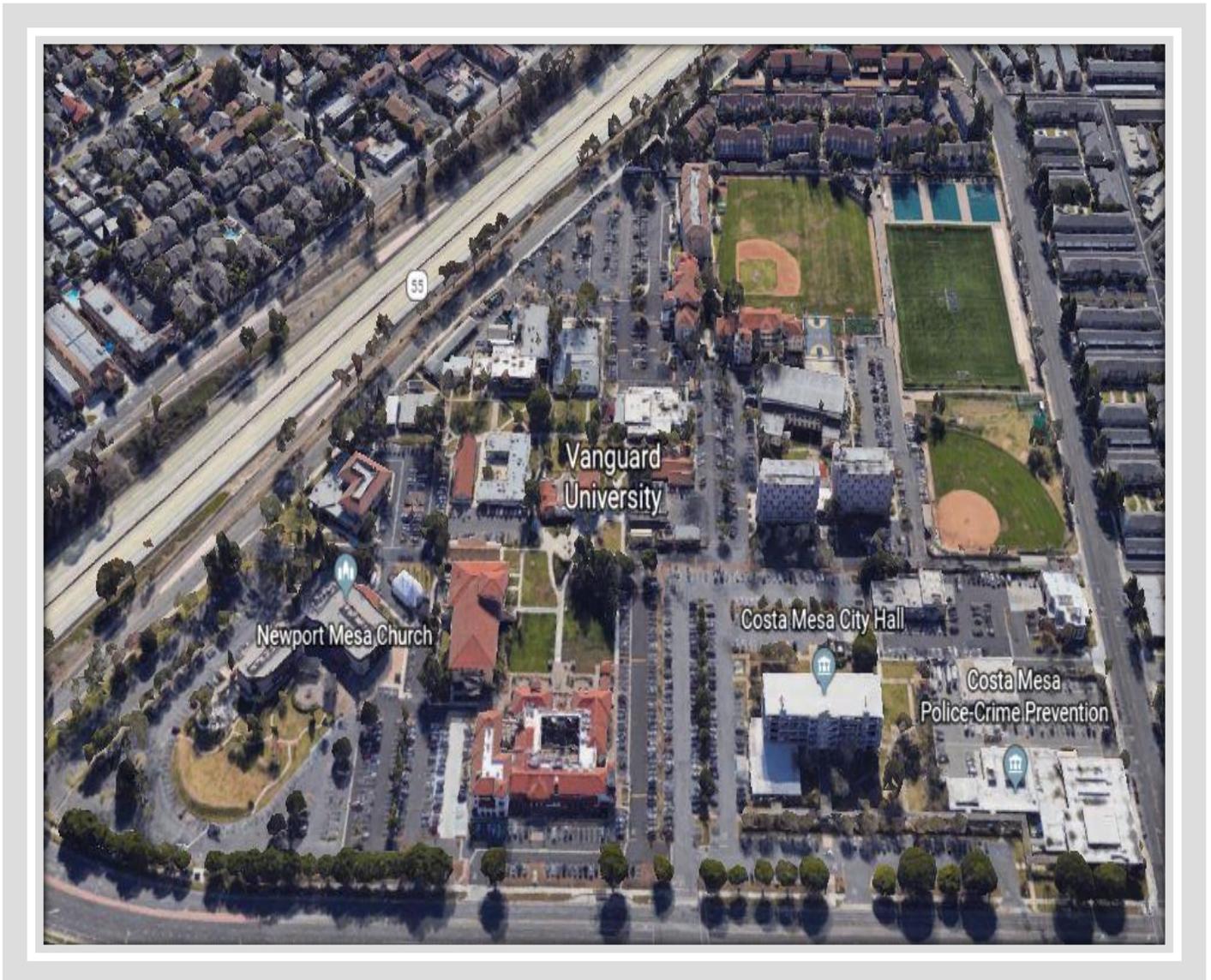
<https://www.vanguard.edu/resources/campus-public-safety/daily-crime-log>

## Campus Locations

Vanguard University's main campus and Vanguard Centre reside in the Costa Mesa Police District 02. Both properties are served primarily by Campus Public Safety. All crimes reported on these two properties should be made to Campus Public Safety and Costa Mesa Police Department.

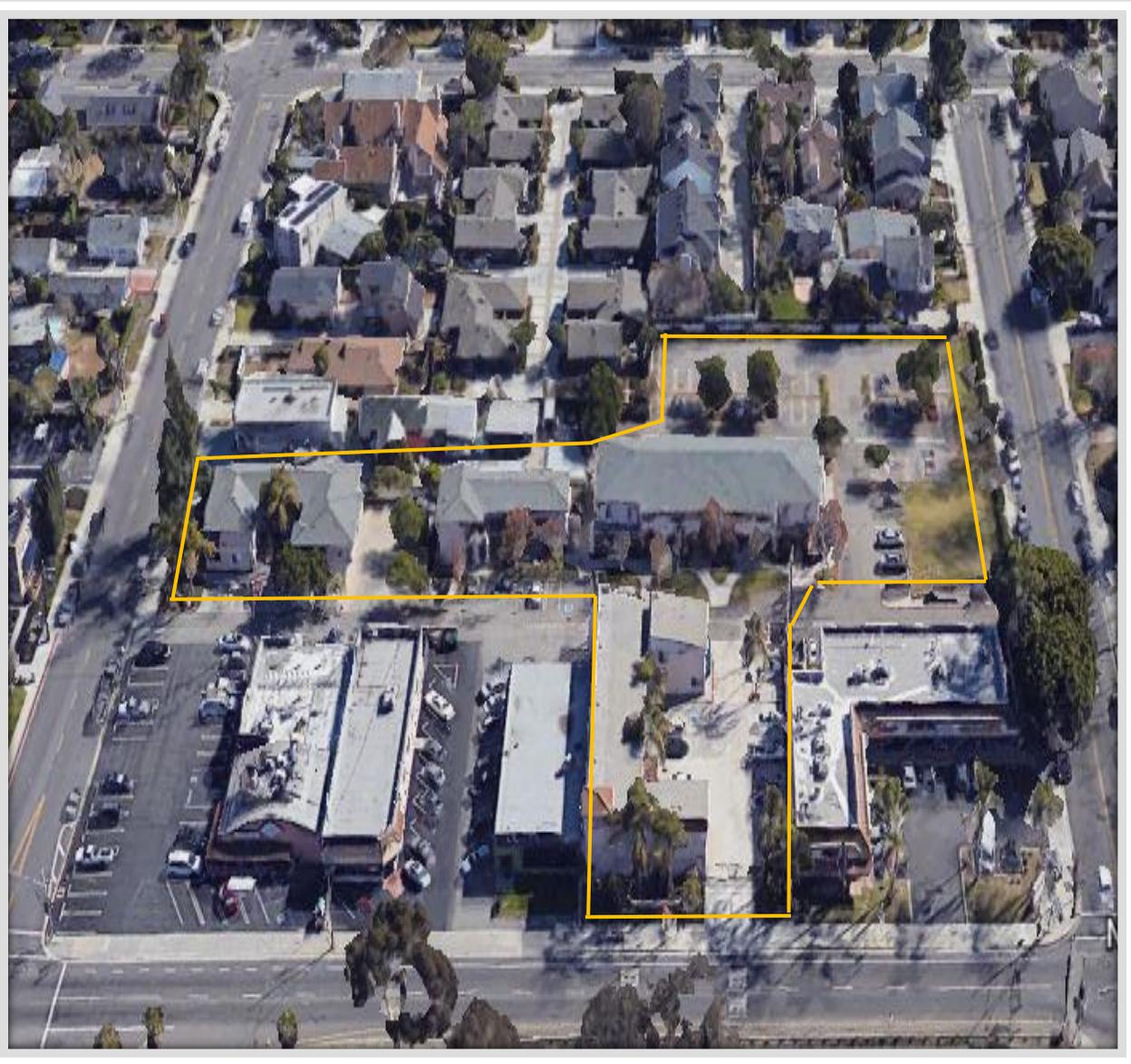
### Vanguard University-Main Campus

Main campus located at 55 Fair Dr. Costa Mesa, CA, 92626. Vanguard University has five residence halls within the main campus geography (Laguna Hall, Huntington Hall, Newport Hall, Balboa Hall, and Catalina Hall).



# Vanguard University-Vanguard Centre On-Campus Housing

Vanguard University-Vanguard Centre is located at 2374 Newport Boulevard but considered on-campus for Clery purposes due to campus proximity.

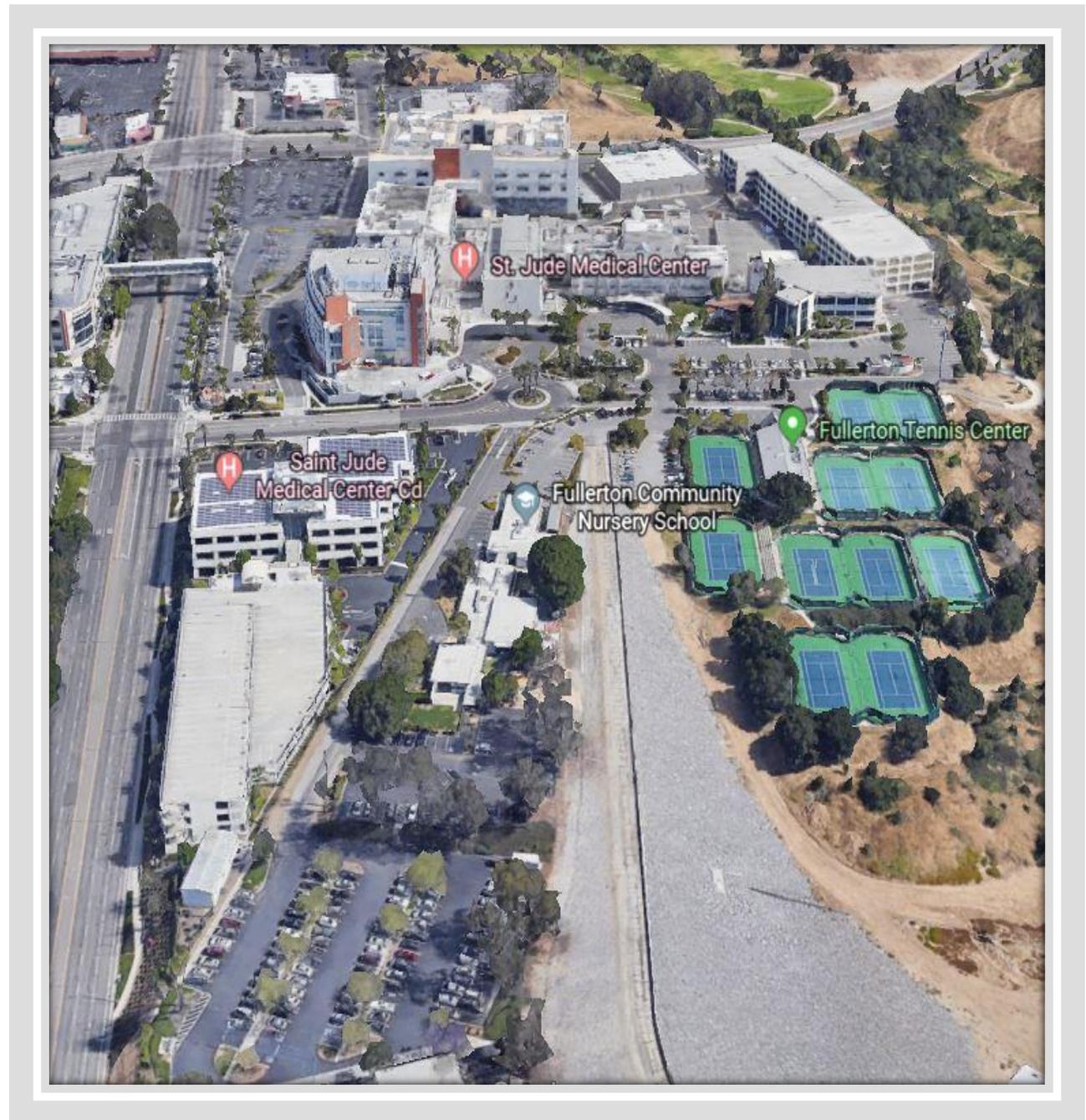


## Non-Campus Locations

Vanguard university has several non-campus locations which are being used for institutional purposes.

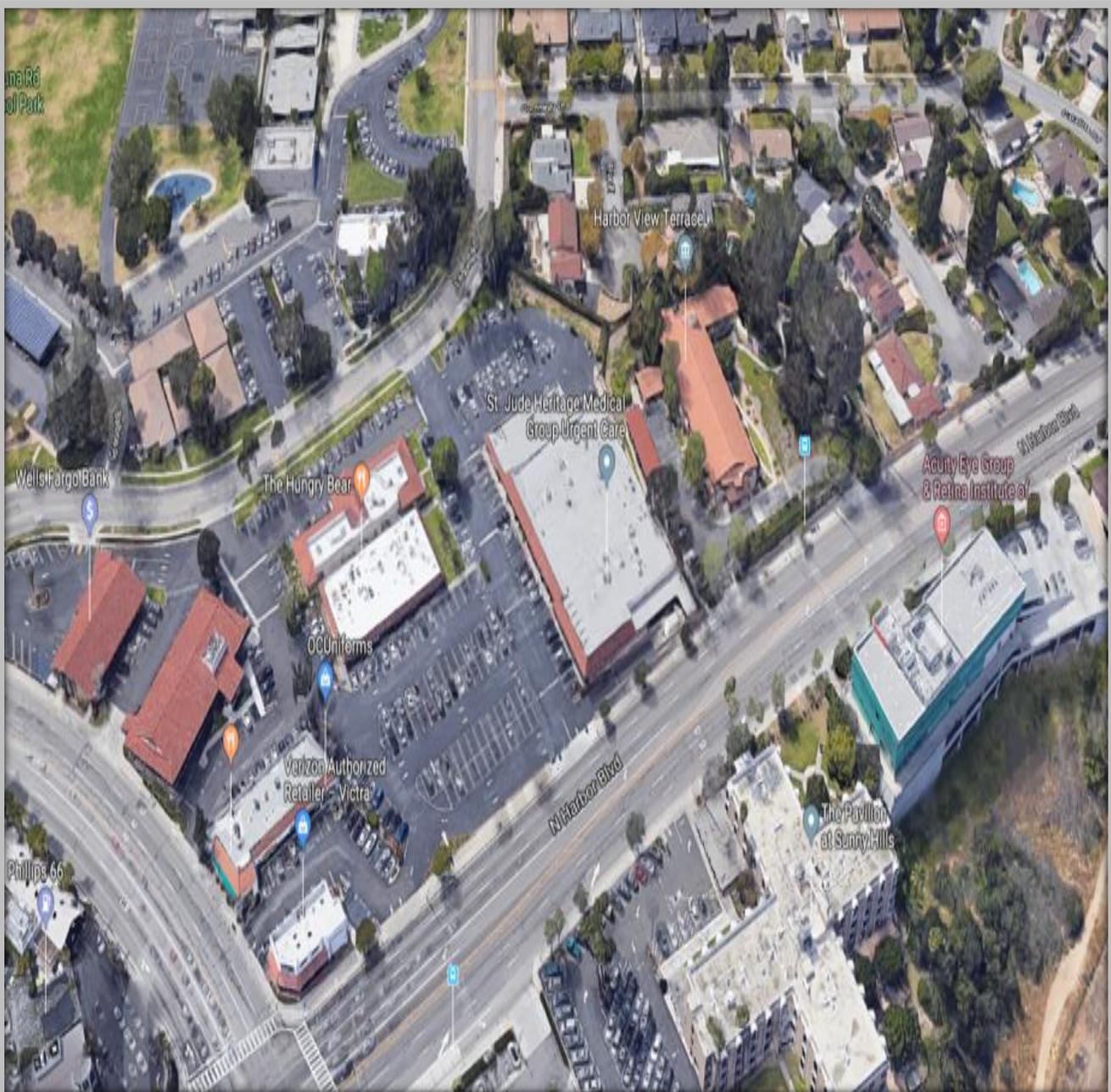
### Fullerton – St. Jude Medical Center

101 E. Valencia Mesa Drive, Fullerton, CA 92835, is the St. Jude Medical Center. Vanguard provides graduate nursing courses at this location. MSN graduate courses are taught to Medical Center registered nursing staff. All classes take place in the Erickson Educational Building. St. Jude Medical Center provides security through Allied Security. All security contact is directed through Security Director, Hector Campos. His contact number is (714) 871-3280.



## Fullerton – St. Jude Heritage Medical Group Urgent Care

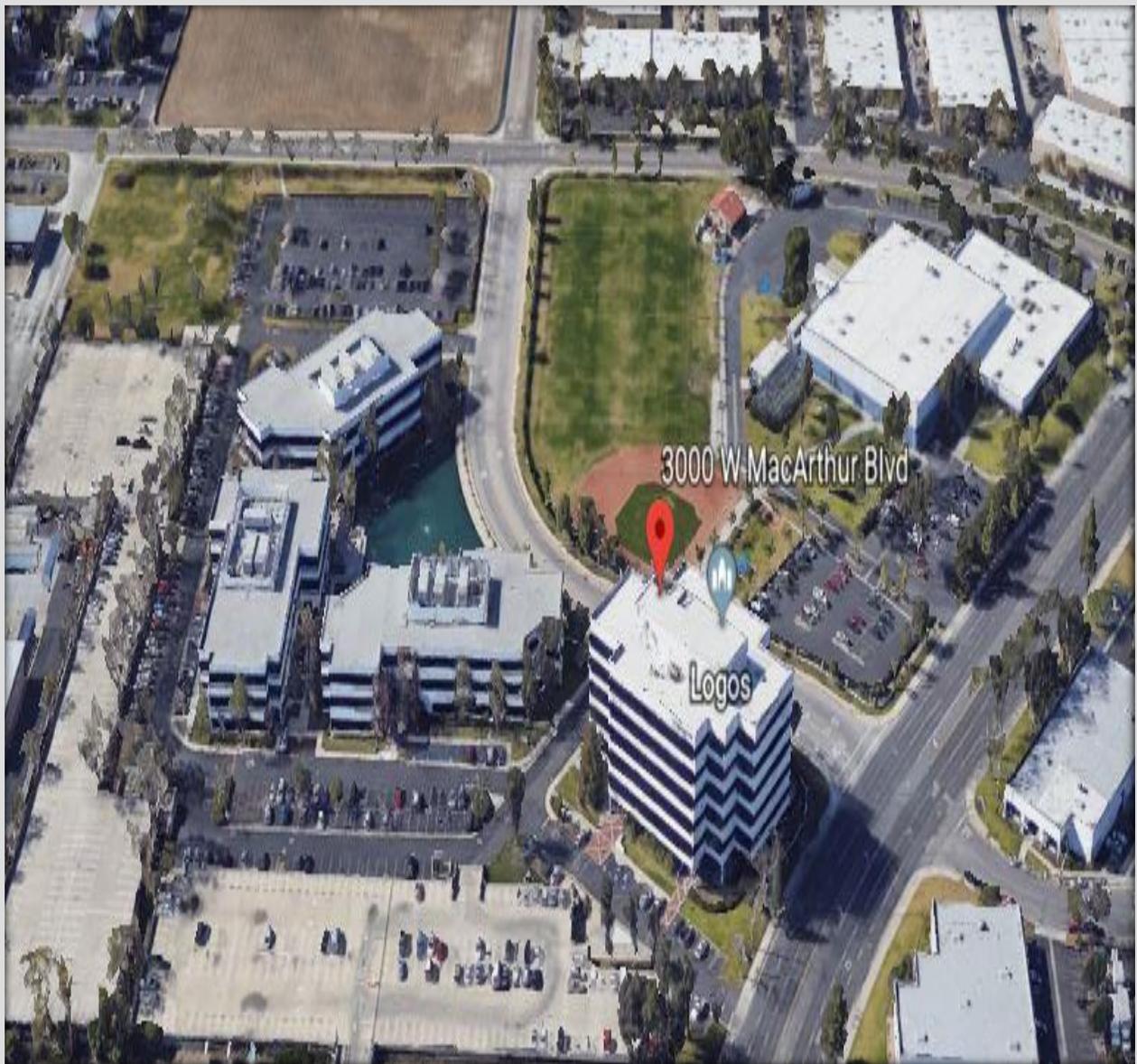
2251 Harbor Blvd, Fullerton, CA 92835., St. Jude Heritage Medical Group Urgent Care. This location is used by our Nursing Department for graduate level programming. MSN graduate courses are taught to Medical Center registered nursing staff. All classes take place in classrooms A and B. St. Jude Medical Center Urgent Care provides security through Allied Security. All security contact is directed through Security Director, Hector Campos. His contact number is (714) 871-3280.



## **Santa Ana – KWAVE Building (formerly LOGOS)**

3000 W. MacArthur Blvd., Santa Ana, CA 92835, which is occupied by two Graduate programs, Clinical Psychology and Organizational Psychology programs. Vanguard is leasing space in the 1<sup>st</sup> Floor and 2<sup>nd</sup> Floor of building for administration and academic use.

This property has its own security services and it is under the jurisdiction of the Calvary Chapel Costa Mesa Security Department. The building and parking lots are patrolled 24 hours/7 days a week. The property has the use of video surveillance. Security can be contacted by calling (714)788-3293 and office is located at 3800 S. Fairview St. Santa Ana, CA.



# Compliance with the Clery Act

The information below provides context for the crime statistics reported as part of Compliance with Clery Act. The statistics in this report are published with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. The Department of Campus Safety submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the DOE is available to the public through their website. The procedures for the preparing the Annual Security Report and its associated crime statistics were collected from the following sources: Department of Campus Safety, Campus Security Authorities, Costa Mesa Police Department, and several other police agencies having jurisdiction over separate non-campus facilities.

Written request for statistical information is made on an annual basis to all police, non-police officials including campus security authorities (CSA).

The purpose of this report is to provide information to the Vanguard University Community and public. The report is distributed via email to all university students, and personnel, and link is created on the university's website to aid prospective students, parents, and employees to view a current report. The following pages contain a list of crimes and disciplinary referrals that have been committed within Clery defined geography as reported to university officials for the past three years.

## Clery Act Crime Definitions

The Clery Act requires the publication of certain crimes defined according to the FBI Uniform Crime Reporting / National Incident-Based Reporting System. These crimes and definition are as follows:

1. **Murder and Non-Negligent Manslaughter:** The willful (nonnegligent) killing of one human being by another.
2. **Negligent Manslaughter:** The killing of another person through gross negligence.
3. **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.
4. **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 and probably would result in serious personal injury if the crime were successfully completed.)
5. **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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
6. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
7. **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.
8. **Arrest for Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: Manufacture, sale, or possession of deadly weapons;

carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

9. **Arrests for Drug Abuse Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
10. **Arrests for Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are no included in this definition.)
11. **Disciplinary Referrals for Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
12. **Disciplinary Referrals for Drug Abuse Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
13. **Disciplinary Referrals for Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are no included in this definition.)
14. **Hate Crimes:** For purposes of this report, hate crimes include any of the crimes listed in the crime statistics table, any other crime involving bodily injury, and any crime of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, reported to the Campus Public Safety Department, a local law enforcement agency, or a campus security authority, that manifests evidence that the victim was selected because of the perpetrator's bias. Categories of bias are race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

## Sex Offenses-Forcible

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

1. **Forcible Rape:** The carnal knowledge of a person, forcibly and / or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his / her youth or his / her temporary or permanent mental or physical incapacity.
2. **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and / or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his / her youth or because of his / her temporary or permanent mental or physical incapacity.
3. **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body or another person, forcibly and / or

against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his / her youth or because of his / her temporary or permanent mental or physical incapacity.

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

## Sex Offenses-Non-Forcible

Unlawful, nonforcible sexual intercourse.

1. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

## California Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. In California, convicted sex offenders must register with the local law enforcement agency for the jurisdiction in which they live. You can link to this information, which appears on the California Department of Justice's official web site [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

## Violence Against Women Act (VAWA)

In accordance with the Violence Against Women Act, statistics on dating violence, domestic violence, and stalking are reportable under the Clery Act since March 7, 2014.

**Dating violence:** 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 inter-action between the persons involved in the relationship.

**Domestic violence:** A felony or misdemeanor crime of violence committed (i) by a current or former spouse or inti-mate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) 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 ; (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable

person to (i) fear for the person’s safety or the safety of others; or (ii) suffer substantial emotional distress.

Although Vanguard University does not suffer a large amount of crime, crimes have occurred on or near the campus. The University collects and publishes crimes statistics in accordance with the requirements of the Jeanne Clery Act.

## Data

The following pages contain a list of crimes and disciplinary referrals that have been committed within Clery defined geography as reported to university officials for the past three years. These statistics ONLY reflect reports made to Campus Security Authorities and to law enforcement in the calendar year under which they appear. They do NOT include crimes that were not reported, crimes that have occurred outside the institution’s Clery geography (listed previously), or lesser crimes (theft, vandalism, etc.) not required by the Clery Act. ‘Disciplinary referral’ is defined as the referral of any person to any official who initiates a formal or informal disciplinary action of which a record is kept and which may result in the imposition of a sanction.

For the listed statistics, a crime or disciplinary referral that occurs inside a residence hall will show a mark in both “On Campus” and “In Resident Halls” sections as all residence halls are also on campus. The mark in both sections does not indicate that two separate crimes occurred, it only shows where the single act occurred with better specificity. On Public Property statistics for Vanguard Main campus and Vanguard Centre campus are provided by the Costa Mesa Police Department.

### On Campus

<b>VANGUARD MAIN CAMPUS &amp; Vanguard Centre</b>				
(55 Fair Drive, Costa Mesa, CA) (2374 Newport Blvd., Costa Mesa, CA)				
<b>Criminal Offense Reports</b>				
<b>TYPE</b>	<b>LOCATION</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Criminal Homicide (Murder / Non-Negligent Manslaughter)	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Criminal Homicide Negligent Manslaughter	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Rape	On Campus	2	1	0
	In Resident Halls	1	1	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Fondling	On Campus	0	1	1
	In Resident Halls	0	1	1
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Incest	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Statutory Rape	On Campus	0	0	1
	In Resident Halls	0	0	1
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Robbery	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0

	On Public Property	0	0	0
Aggravated Assault	On Campus	0	0	1
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	1
Burglary	On Campus	0	2	2
	In Resident Halls	0	2	2
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arson	On Campus	2	0	0
	In Resident Halls	2	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	1	0	0
Motor Vehicle Theft	On Campus	0	1	1
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Hate Crimes	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	1	0	0

**VANGUARD MAIN CAMPUS & Vanguard Centre**

(55 Fair Drive, Costa Mesa, CA) (2374 Newport Blvd., Costa Mesa, CA)

**Arrest and Referrals for Disciplinary Action**

TYPE	LOCATION	2018	2019	2020
Arrests Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Liquor Law Violations	On Campus	28	19	6
	In Resident Halls	25	19	6
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	4
Disciplinary Referrals Drug Abuse Violations	On Campus	12	11	9
	In Resident Halls	11	10	9
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	5
Disciplinary Violations Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

**VANGUARD MAIN CAMPUS**

(55 Fair Drive, Costa Mesa, CA) (2374 Newport Blvd., Costa Mesa, CA)

**VAWA Offense Reports**

TYPE	LOCATION	2018	2019	2020
Domestic Violence	On Campus	0	1	0
	In Resident Halls	0	1	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Dating Violence	On Campus	1	0	0

	In Resident Halls	1	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Stalking	On Campus	1	1	1
	In Resident Halls	1	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

*Non-Campus*

<b>Fullerton Police Crime Statistics</b>				
(101 E Valencia Mesa Drive, Fullerton, CA)				
<b>Criminal Offense Reports</b>				
<b>TYPE</b>	<b>LOCATION</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Criminal Homicide (Murder / Non-Negligent Manslaughter)	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Criminal Homicide Negligent Manslaughter	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Fondling	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	2
	On Public Property	0	0	0
Sexual Assault Incest	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Statutory Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Robbery	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	1
	On Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	1
	On Public Property	0	0	0
Burglary	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arson	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	1
	On Public Property	0	0	0
Hate Crimes	On Campus	0	0	0

	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
<b>Fullerton Police Crime Statistics</b> (101 E Valencia Mesa Drive, Fullerton, CA)				
<b>Arrest and Referrals for Disciplinary Action</b>				
TYPE	LOCATION	2018	2019	2020
Arrests Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Violations Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
<b>Fullerton Police Crime Statistics</b> (101 E Valencia Mesa Drive, Fullerton, CA)				
<b>VAWA Offense Reports</b>				
TYPE	LOCATION	2018	2019	2020
Domestic Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	1
	On Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	1
	On Public Property	0	0	0
Stalking	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

<b>Fullerton Police Crime Statistics</b> (2251 Harbor Blvd, Fullerton, CA)				
<b>Criminal Offense Reports</b>				
TYPE	LOCATION	2018	2019	2020

Criminal Homicide (Murder / Non-Negligent Manslaughter)	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Criminal Homicide Negligent Manslaughter	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Fondling	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Incest	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Statutory Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Robbery	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Burglary	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arson	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Hate Crimes	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
<b>Fullerton Police Crime Statistics</b>				
(2251 Harbor Blvd, Fullerton, CA)				
<b>Arrest and Referrals for Disciplinary Action</b>				
<b>TYPE</b>	<b>LOCATION</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Arrests Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0

	On Public Property	0	0	0
Arrests	On Campus	0	0	0
Weapons Violations	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals	On Campus	0	0	0
Liquor Law Violations	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals	On Campus	0	0	0
Drug Abuse Violations	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Violations	On Campus	0	0	0
Weapons Violations	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
<b>Fullerton Police Crime Statistics</b> (2251 Harbor Blvd, Fullerton, CA)				
<b>VAWA Offense Reports</b>				
TYPE	LOCATION	2018	2019	2020
Domestic Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Stalking	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

<b>Santa Ana Police Crime Statistics</b> (3000 W. MacArthur Blvd., Santa Ana, CA)				
<b>Criminal Offense Reports</b>				
TYPE	LOCATION	2018	2019	2020
Criminal Homicide (Murder / Non-Negligent Manslaughter)	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Criminal Homicide Negligent Manslaughter	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Fondling	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0

	On Public Property	0	0	0
Sexual Assault Incest	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Statutory Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Robbery	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Burglary	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arson	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Hate Crimes	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

**Santa Ana Police Crime Statistics**

(3000 W. MacArthur Blvd., Santa Ana, CA)

**Arrest and Referrals for Disciplinary Action**

TYPE	LOCATION	2018	2019	2020
Arrests Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Violations Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0

	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
<b>Santa Ana Police Crime Statistics</b> (3000 W. MacArthur Blvd., Santa Ana, CA)				
<b>VAWA Offense Reports</b>				
TYPE	LOCATION	2018	2019	2020
Domestic Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Stalking	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

EMERGENCY NOTIFICATIONS & TIMELY WARNING POLICIES

**Emergency Notifications**

Federal law also requires the university to provide emergency notification for any other significant emergency or dangerous situation that presents an immediate threat to health and safety on campus. Examples of incidents that may trigger emergency notifications (rather than timely warnings) are the commission of non-Clery crimes to the extent they pose an ongoing threat to the Vanguard community, and non-criminal incidents such as weather hazards, fires, and outbreaks of illnesses. Emergency notifications are issued upon confirmation of an emergency. A Campus Safety officer will confirm all reported emergencies and then notify the Director (or Assistant Director) of Campus Safety the circumstances for issuing the alert.

The Director of Campus Safety or designee determines whether to issue an emergency notification on a case-by-case basis, using the best information available to the Department at the time of the incident. As a result, information may be limited at the time of the first notification. However, at minimum, an initial notice will include information immediately available to the Campus Safety Department together with recommendations concerning immediately necessary health or safety measures. As information becomes available to Campus Safety, the Campus Safety representative will provide updates to the community. Timely warnings and emergency notifications are important, and they will be issued to assist community members in making informed decisions about their personal safety and in preventing similar incidents from occurring. The University Administration urges all of its community members to take any such warning seriously and to pay close attention to the information provided by the university in response to an incident.

**Timely Warnings**

The Clery Act requires the University to provide the Vanguard University community with “timely warnings” concerning any Clery Act crime that:

- (a) is reported to campus security authorities or local law enforcement (and which is made known to the university),

- (b) occurs within the university's Clery geography, and
- (c) poses a continuing and serious threat to the Vanguard community.

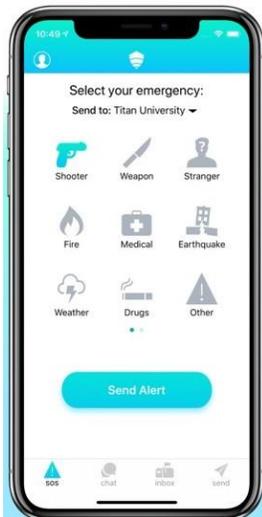
The Director of Campus Safety or designee will determine if the situation qualifies as a campus wide alert, or if the alert will need to go to specific areas of the campus. The Director of Campus Safety determines whether to issue a timely warning on a case-by-case basis, considering all available facts, including but not limited to, the nature of the crime, whether the incident is considered to present a serious or continuing threat to the Vanguard community, and whether issuance of a warning would compromise law enforcement efforts.

The university will not issue a timely warning if:

- (a) the suspect is apprehended and the threat of imminent danger to the campus community has been mitigated by the apprehension; or
- (b) a report is not filed with the local police and if campus security authorities are not notified of the incident in a manner which allows the university to post a "timely" warning to the community.

Timely warnings are issued without delay upon Campus Safety reaching a determination a crime presents a continuing threat to the Vanguard community and as soon as pertinent information becomes available. A timely warning will include a brief description of the incident; a brief description of the suspect(s) if available; the date, time and location of the incident; and precautions the community should take in response to the incident. Timely warnings will never include the name or identifying information concerning the victims/survivors in an incident.

Students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents to the Department of Campus Safety in a timely manner to assist in proving accurate Emergency Notifications or Timely Warnings to the University community when appropriate.



Timely warnings will be issued through the university email to students, faculty, and staff, posted on bulletin boards and at all resident hall's entrances if deemed necessary. Notification can also be sent thru the university's mass notification system known as TITAN HST (displayed left). Timely Warnings are only issued for "Clery" reportable crimes from the Uniform Crime Reporting Program.

If the Director of Campus Public Safety is not available, the on-duty officer (or other administrative designee) may issue the warning in a timely manner under the direction of the Vice President of Student Affairs. Timely warnings will be issued to inform the entire campus community of crimes or situations that may represent a serious or continuing threat.

The Vice President of Student Affairs and University in-house legal counsel have developed emergency templates in conjunction with the Director of Campus Safety. When an incident falls outside of the pre-designed emergency templates, the Director of Campus Safety/designee are authorized to develop emergency alert content.

Activating an alert can be accomplished by initiating the Titan HST App or by using the Titan web-based portal. Certain personnel have been designated as "administrators" in order to issue an alert. Only those with administrative rights can initiate an alert. Those primarily responsible for issuing alerts are:

- Director of Campus Safety
- Assistant Director of Campus Safety
- Campus Safety Dispatcher / Officers

The additional staff members that have been given administrative rights to assist with initiating/activating an alert are:

- University President
- Vice President of Student Affairs
- Director of Risk Management
- Director of Residence Life

## Crime Alerts

Vanguard University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate our notification system, unless using a notification will, in the professional judgment of responsible Vanguard University authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Depending on the nature of the crime for which the Timely Warning is issued, the notice may be posted on the Campus Safety web page. Anyone with information warranting the issue of a timely warning should report the circumstances to the Campus Public Safety personnel at the Campus Public Safety office located on the first floor of Laguna Residence Hall.

<https://www.vanguard.edu/resources/campus-public-safety/campus-crime-alerts>



**VANGUARD UNIVERSITY CRIME ALERT**

CAMPUS SAFETY  
EMERGENCY NUMBER  
(714) 764-9799

NON-EMERGENCIES  
(714) 764-3649

Visit the  
Campus Safety  
Website:  
<https://www.vanguard.edu/resources/campus-public-safety>

**SUSPICIOUS SUBJECT**

**Date / Time:** September 9, 2019 @ 5:11 PM  
**Location:** ORANGE COAST COLLEGE  
**Subject:** UNKNOWN MALE SUBJECT

**Details:** The Orange Coast College Campus Safety Department notified Vanguard University Campus Safety of a suspicious subject at their facility. The above subject (depicted in the photo) approached a female student in the computer lab and attempted to take her out to the campus parking lot. The female student immediately reported the incident to OCC Campus Safety.

If you see this individual on campus, **DO NOT CONTACT HIM.** Please notify Campus Safety immediately.

ALERT # 2019-007

Vanguard University Campus Safety  
Crime Alerts are released when certain events that warrant an advisory are reported on or near Vanguard University. These alerts are intended to assist assistance with ongoing investigations and raise awareness about safety and security incidents among the Vanguard University community.

Complainants of sexual misconduct should be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the potential danger.

Institutions must provide timely warnings in a manner likely to reach all members of the campus community. Timely warnings are limited to those crimes an institution is required to report and include in its Annual Security Report (ASR).

## EMERGENCY RESPONSE & EVACUATION PROCEDURES

Vanguard University's response to any event, man-made or natural is based on existing emergency management organizational systems: The Federal Response Plan. Incident Command System and the Standardized Emergency Management System. These systems are solidified thorough the principles of Unified Command and Mutual Aid.

Campus Safety conducts two fire drill/evacuation drills annually. Each building exit points are marked with evacuation procedures and directions where building evacuees will gather once outside the building. This can change based on the nature of the situation or disaster. Additional evacuation and emergency resource information can be found in the Titan APP which is available to all students and staff members.

These tests are generally pre-announced for the first drill. The second drill is generally conducted without notice. During the evacuation staff and student response to the drill is evaluated and immediately corrected if possible. Documentation for the drills, corrections needed, and training opportunities are documented by Campus Safety.

# Emergency Declaration

An emergency should be declared if the following criteria are met:

- ❖ **Significantly disrupts normal operations**
- ❖ **Requires the mobilization of resources**
- ❖ **Has the potential for growth**

## Personnel Designated to Declare Emergency

Any member of the President's or Vice President's for Student Affairs Cabinet, Campus Public Safety Director or Campus Public Safety Officer on duty can declare an emergency.

## Emergency Communications and Notification

In an effort to disseminate appropriate and reliable information Vanguard University will provide communication using all means available. An Emergency Operations Center may be established based on incident driven situations. Communication will come from the EOC (Emergency Operations Center) designated liaison or Director, and the established organizational structure will be used to disseminate information. The EOC Director will be designated at the time of the emergency utilizing the Incident Command System structure. The Public Information Officer is responsible for disseminating the information through social media channels and other media forms. Various means of communication exist for the university which includes:

- ❖ **Vanguard University Website**
- ❖ **E-mails: Staff, Faculty, Students, Parents**
- ❖ **Handouts**
- ❖ **Briefings**
- ❖ **Signage**
- ❖ **Press Releases**
- ❖ **Building Alarm Systems**
- ❖ **Phone Systems/ Text Messages**
- ❖ **Titan HST**

The Campus Public Safety department has developed emergency response guides available to all members of the university on the Campus Public Safety **Emergency Preparedness** webpage. Staff can access the emergency response guides on the shared drive, under community folder, in the emergency preparedness file.

<https://www.vanguard.edu/resources/campus-public-safety/security-and-emergency-resources>

## Missing Student Notification

When a member of the faculty, staff or students realizes that a student is missing they should follow the following procedure:

1. Contact Campus Public Safety immediately and report that the student might be missing.
2. Campus Public Safety will then:
  - ❖ **Initiate an investigation to determine the validity of the missing person report.**
  - ❖ **Contact the Director of Residence Life for on campus students to decide as to the status of the missing student.**
3. If the student is determined to be missing, Campus Public Safety will:
  - ❖ **Notify the missing student's emergency contact person within 24 hours of making the determination.**

- ❖ **The student can request additional person(s) contacted in the event they are missing. This can be accomplished by the student pre-designating who the contact person should be.**
  - ❖ **If the missing student is under the age of 18 years of age, notify the parent(s)/guardian as contained in the records of the university within 24 hours of making the determination.**
4. Notify the Costa Mesa Police Department within 24 hours of making the determination. (*Campus Safety encourages anyone to immediately notify Campus Safety or the local police department when they learn of a student that is missing*).
  5. Notify the Vice President of Student Affairs who will initiate whatever action they deem appropriate under the circumstances in the best interest of the missing student.
  6. Contact information will be confidential.

<https://selfservice.vanguard.edu/Student/Account/Login?ReturnUrl=%2f>

## Fire Prevention

Vanguard University has instituted policies and rules to prevent fires that may include but are not limited to electrical appliances, smoking and open flames. Each Staff member and Student has access to the Titan APP which contains evacuation procedures and instructions on what to do in the event of an emergency, emergency contact numbers, campus map, building map and other emergency information.

Campus Safety monitors the fire suppression equipment in the residence buildings, Science Building, and Scott Academic Building, and monitors the security lights, parking lot lights, and sidewalk lights to make sure the students have a safe and secure path of travel.

Fireworks or other types of explosive devices are not allowed on Vanguard University campus property. Students are expected to be alert to fire hazards and use good judgement when potential hazards exist. Basic safety regulations in the residence halls are:

- Common hallways/areas must be free of clutter and other obstacles that could potentially hinder evacuation routes.
- Electrical appliances must be UL approved.
- The burning of candles or incense; the use of kerosene or propane lanterns or lamps; and the storage of combustible fuels, paints, or oils is not permitted in residence halls.
- Halogen lamps, lava lamps, and extension cords are not permitted.
- Anything that produces an open flame is not permitted.
- Students should not tamper with existing electrical equipment, lighting, wiring, and switches.
- Room decorations should consist of fire-retardant materials.
- Students are required to observe all fire alarm and evacuation procedures.
- Hanging anything from fire sprinklers or pipes in residence halls is prohibited.
- Hot plates, toasters, crockpots, rice cookers, potpourri burners, electric skillets and saucepans, broiler ovens, sandwich grills, toaster ovens, full size refrigerators or other such electrical appliances are not allowed.

**Policies and rules can also be found in:**

- ❖ Student Handbook  
<https://www.vanguard.edu/student-life>
- ❖ Fire Prevention Program  
<https://www.costamesaca.gov/city-hall/city-departments/fire-rescue/fire-prevention-community-risk-reduction/guidelines-and-standards>

Any student or staff member is encouraged to call Costa Mesa Fire Department utilizing the 911 system from their phone (9-911 if calling from campus phone). Once the Fire Department is contacted, staff and students are directed to contact Campus Safety. Fire alarms that are activated by any fire will contact the Fire Department automatically through the alarm monitoring company, Fire Safety First.

## Fire Safety Systems

### Laguna Residence Hall:

- ❖ Smoke Detector and Automatic Fire Suppression System

### Huntington Residence Hall:

- ❖ Smoke Detector and Automatic Fire Suppression System

### Balboa Residence Hall:

- ❖ Smoke Detector and Automatic Fire Suppression System

### Newport Residence Hall:

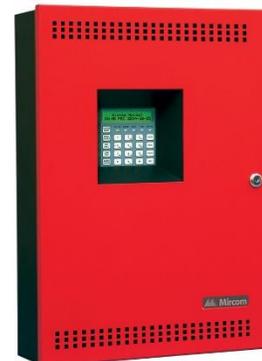
- ❖ Smoke Detector and Automatic Fire Suppression System

### Catalina Residence Hall:

- ❖ Smoke Detector and Automatic Fire Suppression System

### Vanguard Center:

- ❖ Buildings- A, B and D Smoke Detector System
- ❖ Building C- Smoke Detector and Automatic Fire Suppression System



Fire Safety First is the current alarm monitoring and fire system analysis company that provides ALL alarm related services for Vanguard University’s main campus. Future improvements for the campus fire alarm system will continue in 2021. Fire Safety First will work with Vanguard’s Information Technology Department and the Facilities Department to insure campus fire alarms are functioning appropriately.

## Fire Statistics

ON-CAMPUS HOUSING (Main Campus)	55 Fair Dr. Costa Mesa CA, 92626		
	2018	2019	2020
Huntington Hall	0	0	0
Laguna Hall	0	0	0
Newport Hall	0	0	0
Balboa Hall	0	0	0
Catalina Hall	0	0	0

ON-CAMPUS HOUSING (Vanguard Centre)	2374 Newport Blvd. Costa Mesa, 92627		
	2018	2019	2020
Vanguard Centre	0	1	0
Description		Occurred in dorm room	

## Fire Drills for 2020

Each student housing facility conducted one fire drill 2020. A second planned fire drill was not successfully executed due to students being sent home during COVID19. The university schedules a fire drill for each building at the Fall Semester and the Spring Semester.

During a fire drill the evacuation alarm is a loud horn and is the only audible alarm system used on this campus. Every alarm should be treated as an emergency.

To activate the building alarm system, break or remove the protective cover on one of the red fire alarm boxes located in the hallway, and pull the handle.

## Building Evacuation Procedures

For the main campus, the following building evacuation procedures when an alarm is sounded, or campus officials give an evacuation order.

- ❖ **Be aware of all the marked exits from your building and refer to the emergency evacuation procedures posted near the entrance/exits and elevators.**
- ❖ **When the building evacuation alarm is sounded or when you are ordered to leave, take your belongings and walk quickly to the nearest marked exit and calmly ask others to do the same.**

Assist the disabled with exiting the building and remember that elevators are reserved for their use. If elevators are not operating, assist the disabled to the nearest stairway. If the disabled person is in a wheelchair and the elevator is not available, an able-bodied person should stay with the wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel of the exact location of the wheelchair user. Resident Assistants and/or campus officials will assist in evacuation of all building occupants.



<https://www.vanguard.edu/resources/campus-public-safety/security-and-emergency-resources>

## Outside Evacuation Procedures

For the main campus, the following are outside evacuation procedures when an alarm is sounded, or campus officials give an evacuation order.

- ❖ **Proceed to a clear area that is at least 150 feet away from the affected building.**
- ❖ **Keep walkways clear for emergency personnel and vehicles.**
- ❖ **Proceed to your building's evacuee staging area so that officials can verify all occupants are safe.**
- ❖ **Do not return to a building until Campus Public Safety tell you to do so even if the alarm has ceased.**

The Department of Campus Public Safety is authorized to develop, implement, and coordinate Emergency/Disaster Control plans to save and protect lives and property of Vanguard University, through effective utilization of University and community resources. These functions involve the following:

- Coordinate information and outside emergency assistance
- Set up, define, and administer plans, in conjunction with the Director of Planning and Construction and the Director of Facility Services, detailing institutional policies and procedures for handling emergencies and / or disasters
- Handle initial control and coordination during all emergencies / disasters, such as: medical, earthquake, fire, flood, bomb threats, electrical, gas / water leak. Responsibility and control will be transferred to the responding emergency agency as soon as they arrive and assume control
- Direct all members of the Vanguard community (faculty, staff, and students) during the emergency / disaster to effectively save lives, with assistance from designated persons identified in the Emergency and Disaster Manual
- Participate in the development and implementation of policies / procedures of the university disaster plan

The following list generally describes the response actions for Campus Safety officers at a disaster scene. This list is not intended to be all-inclusive:

- Broadcast emergency information, including requests for additional assistance and resources.
- Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- Provide first aid to injured parties if it can be done safely.
- Evacuate the location safely as required or appropriate.
- Secure the inner perimeter.
- Secure an outer perimeter.

## Crime Prevention and Safety Programs

### Rape Aggression Defense Training



Campus Safety officers provide self-defense training for female students. The self-defense training is a program of realistic, self-defense tactics and techniques. It is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, and progresses on to basic hands-on defense training. Self Defense is offered to students as a Physical Education course and to employees through Human Resources training courses. Students interested in the course may enroll during Registration, employees may sign up for courses with Human Resources as they become available. Campus safety is committed to teaching two self-defense related courses annually. Students are educated on safety procedures during freshman orientation. Students and employees are responsible for their own security.

## First Aid, CPR and AED Training

Campus Safety is able to provide First Aid, CPR, and AED training certification for students and employees desiring the training. First aid and C.P.R. training classes give you the information and the skills you need to help adults and children during many emergency situations.



## C.E.R.T. (Community Emergency Response Team)

Campus Safety has become a leader in emergency planning and response through our C.E.R.T. program. Campus Safety Officers and Resident Directors go through the 24-hour program and become certified. Campus Safety is also certified to instruct others in C.E.R.T.

## Safety Service Requests

(Escorts, Unlocks / Access, & Calls For Service) Campus Safety Officers provide additional services for students and employees on the main campus such as escorts, unlocks / access, and calls for service. These measures are often service oriented and preventative in nature.

Campus Public Safety Officers will escort students and employees to and from any location on the main campus. Students with cell phones should program the Campus Public Safety phone number (714-966-6799) into their phone for easy access. Students and employees may also use the TITAN HST app to request escorts. Safety of the students and employees is a priority of the Campus Public Safety Department.

Campus Public Safety recommends that students lock their rooms when they are not present and carry their keys with them at all times.

- If you have been locked out of your room, please contact your roommate to open your room.
- If you cannot find your roommate then contact your Resident Assistant.
- If your RA is unavailable, please call Campus Public Safety at 714-966-6799 for an unlock.

You will be asked to show your student ID to verify that you have been assigned to the room before the officer will unlock the door. Unauthorized access to other students' rooms is strictly forbidden.

A person requesting access to a building/office must show their valid Vanguard University Identification Card to the Campus Public Safety Officer.

Departments must supply the Campus Public Safety Department an After Hours Access list of students allowed into classrooms/offices for work or class projects. Departments should include on the list approved access for Faculty/Staff into offices of other employees. It is the responsibility of the departments to keep the approval list up-to-date. All persons granted access into buildings/rooms are responsible to deny access to unapproved persons.

Departments are also responsible for locking and unlocking their offices/suites.

## DRUG & ALCOHOL POLICY

### **Notice of a Drug Free Campus**

Vanguard University has a vital interest in maintaining safe, healthy and productive working conditions for its Employees. An Employee under the influence of a drug or alcohol on the job can be a serious safety risk to himself or herself, to other Employees, and, in some instances, to the general public, and also can cause damage to the University and its reputation with suppliers, customers and the communities where the University operates.

In accordance with the intent of the Drug-Free Workplace Act of 1988, Vanguard University hereby advises all employees and students that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on Vanguard University property or within its work places is a specific violation of federal laws and institutional rules.

The possession, use, or sale of alcohol or an illegal drug in the workplace is unacceptable. Accordingly, the University has established the following policy with respect to the possession, use or sale of alcohol or drugs while at work or on University property or on University business.

Any employee or student found violating these federal regulations will be dismissed from the institution; unless the student or employee successfully participates in a Drug-Abuse Assistance or Rehabilitation Program under the auspices of Student Affairs.

The goal of this policy is to maximize safety and productivity on campus while preserving the privacy and dignity of its students, staff and faculty. This policy applies uniformly to all Employees and students and also applies to prospective Employees and students after they receive an offer.

The Vanguard University Counseling Center has available resources to assist in drug counseling and drug rehabilitation assistance. These services are not limited to students but are available to all Vanguard University students, employees and their immediate families.

Be advised that under Drug-Free Schools and Communities ACT (DFSCA) the institution is required to notify the appropriate Federal Funding Agency within the ten days after receiving voluntary notice from an employee, or otherwise receiving actual notice of a conviction or violation of substance abuse under these regulations.

### **Alcohol**

Possession or being under the influence of alcohol by any Employee while at work or on University property or on University business is prohibited.

The California Business and Professions Code states that the purchase, possession, distribution, or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under B & P Code 25658 (sections a & b), 25658.5 and 25662.

Students violating this policy whether on or off campus are subject to disciplinary actions up to and including suspension or dismissal from the University in accordance with university policies and procedures. In addition to the University process, the University will involve local law enforcement officials when appropriate.

The Department of Campus Safety has primary responsibility for the enforcement of State underage drinking laws.

## **Illegal Drugs**

Possession, use, sale, purchase, or being under the influence of an illegal drug while at work or on university property or university business is prohibited. Employees who are convicted for off-the-job drug activity may be considered to be in violation of this policy. In deciding what action to take, management will take into consideration the nature of the charges, the employees present job assignment, the employee's record with the university, and other factors relative to the impact of the employee's conviction upon the conduct of University business.

Any employee or student found violating these federal regulations will be subject to disciplinary sanctions/actions consistent with local, state and federal law and the policies of Vanguard University, including any violation of code of conduct or student conduct, up to and including expulsion or termination of employment and referral for prosecution; unless the employee or student successfully participates in a Drug-Abuse Rehabilitation Program, after the successful completion of which, may involve reentry to the University.

<https://www.vanguard.edu/student-life>

[https://www.vanguard.edu/uploaded/Institutional\\_Manual/Employment\\_Policies/Employee\\_Handbook\\_revisions\\_FINAL\\_2021-0224\\_\(FI2021-16\)\\_v2.pdf](https://www.vanguard.edu/uploaded/Institutional_Manual/Employment_Policies/Employee_Handbook_revisions_FINAL_2021-0224_(FI2021-16)_v2.pdf)

## **Legal Drugs**

In some circumstances, an employee's use of a legal drug can pose a significant risk to the safety of the employee or others. The use of, or being under the influence of, any legally obtained drug, or do to misuse of a legally obtained drug, while at work or on University property or on University business is prohibited if such use or influence may affect the safety of other employees or other members of the public. An employee who has reason to believe that the use of a legal drug may present a safety risk to others must report such drug use to the University either to their supervisor to determine the best manner in which to address the issue. The University may require to the employee to take a leave of absent or comply with other appropriate remedies determined by management, including reasonable accommodation if appropriate.

## **Post-Accident/Reasonable Suspicion Testing**

The University may require a drug test or alcohol screening of an employee or student who has been involved in an accident while on University property or University business or in other circumstances where the University has a reasonable suspicion that the employee or student may have been under the influence or otherwise in violation of this policy. An employee's consent to submit to such a test is a condition of employment and the employee's refusal to consent will result in termination, even for a first refusal.

[https://issuu.com/vanguardu/docs/2018-2019\\_student\\_handbook\\_final\\_8](https://issuu.com/vanguardu/docs/2018-2019_student_handbook_final_8)

### *Consequences of Positive Test Results*

In the case of positive test result, an employee or student is subject to termination or the student conduct process. The University will refuse to hire or accept a prospective employee or student who receives a positive drug test result.

## **Confidentiality**

Information regarding tests conducted under this policy will be kept in the strictest confidence unless otherwise directed by law. Testing records will be kept separate from regular personal file and will be made available to only those with a need to know the results.

## **No Contract Rights in Favor of Employees**

This policy is not intended to be a contract, and the University may amend, change or discontinue this policy at any time. Employment at the Vanguard University is at-will and may be terminated by the Employees or by the University, at any time, with or without cause. The use, sale, possession or distribution of alcoholic beverages and/or illegal substances by students of Vanguard University is prohibited and violates this policy as well as the University's standard of conduct.

The Department of Campus Safety has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

## **Publications that Include the Drug and Alcohol Abuse Prevention Program**

Vanguard University's policies and procedures comply with the minimum requirements of the Drug-Free Schools and Communities Act (DFSCA).

The University's Policies and Procedures Manual ("Institutional Manual"), which includes the Employee Handbook, as well as the Undergraduate Student Handbook, the Graduate Student Handbook contain the following statements of policy as they pertain to undergraduate students, graduate students, and employees respectively:

- Standards that clearly prohibit the unlawful possession, use, sale or distribution of illicit drugs and alcohol on school property or as part of any school activities.
- Legal sanctions under federal, state, and local law for the unlawful possession, use, sale or distribution of illicit drugs and alcohol.
- Disciplinary sanctions for violations of University drug and alcohol standards.
- Health risks associated with the use of illicit drugs and abuse of alcohol.
- Available drug or alcohol counseling, treatment, and rehabilitation.

Vanguard University's Drug and Alcohol Abuse Prevention Program shall be provided to students in the [student handbooks online](#) and to employees in the [employee handbook online](#).

The following protocol will apply to assure that all current and new students upon enrollment and all current and new employees upon hire are provided an electronic copy of Vanguard University's Drug and Alcohol Abuse Prevention Policy.

- A description of the Drug and Alcohol Abuse Prevention Program and a link to the appropriate online student handbook that contains it will be distributed to all undergraduate and graduate students via email at least annually. New students will be emailed this information after the start of each semester.
- A description of the Drug and Alcohol Prevention Program and a link to the online Employee Handbook that contains it will be distributed to all employees via email at least annually. Human Resources shall review the Employee Handbook including the Drug and Alcohol Abuse Prevention Program with each employee when hired and direct them to the electronic version online.

Disclosures that are Published in the Annual Security Report Prevention and Treatment In compliance with the Drug Free Schools and Communities Act, Vanguard University publishes information regarding the University's programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Vanguard University students and employees.

The University provides services related to alcohol use and abuse including the dissemination of informational materials, counseling services, referrals and disciplinary sanctions to students and employees. Information is also distributed through educational events hosted and supported by the Office of Residence Life, Counseling Center and Title IX Office annually.

## **Alcohol Abuse Health Risks**

Alcohol abuse can cause very serious health and behavioral problems, including short and long term effects upon the body (physiological) and (psychological), as well impairment of learning ability, memory, and performance.

### *ALCOHOL*

- Decreased performance and absenteeism
- Drowsiness and mood swings
- Poor judgment and coordination/tremors
- Lower morale/self-esteem
- Increase in conflict with others

## **Substance Abuse Health Risks**

Substance abuse can cause very serious health and behavioral problems, including short and long term effects upon the body (physiological) and (psychological), as well impairment of learning ability, memory,

and performance.

### *MARIJUANA*

- Disruption of space and distance judgment
- Slower motor skills and coordination
- Dilated pupils
- Drowsiness/mood swings
- Forgetfulness
- Diminished mental powers

### *COCAINE*

- Short attention span
- Mood swings; euphoria
- Irritability, depression
- Impaired judgment and decision-making ability

- Stealing to cover the cost of drugs
- Lack of dependability
- Runny nose; excessive sweating

#### *HALLUCINOGENS*

- Loss of memory/concentration
- Pupils dilated or constricted
- Visual/auditory hallucinations
- Sudden bizarre behavioral changes
- Moodiness
- Interpersonal conflicts

#### *AMPHETAMINES*

- Dilated pupils
- Increased accidents
- Diminished reflexes

#### *METHAMPHETAMINE*

- Impaired judgment/decision making
- Hyperactivity, irritability, anxiety, depression
- Decreased appetite, weight loss, tremors

#### *SEDATIVES / TRANQUILIZERS*

- Diminished reflexes/lower productivity
- Memory loss
- Slurred speech/depression
- Slowed mental process

## **Assistance in Overcoming Alcohol and Other Drug Abuse**

If you need help or know someone with an alcohol, drug, or substance-related problem, please know that the University's Counseling Center, Health Center, Human Resources Department, Student Success, and Student Life Staff (e.g., Resident Directors, Commuter Life staff) will provide assistance to those who come forward seeking help. The Counseling Center provides confidential consultations with trained psychologists and marriage & family therapists, at extremely low cost, and also makes referrals to outside counseling and treatment services.

#### *OTHER RESOURCES*

Alcoholics Anonymous – English: (323) 936-4343/en Español: (323) 750-2039

Al-Anon - (818) 760-7122

Adult Children of Alcoholics - (310) 534-1815

Cocaine Anonymous - (888) 714-8341

Family Anonymous Drug Abuse - (847) 294-5877

Marijuana Anonymous - (800) 766-6779 (English/Español)

Narcotics Anonymous – English - (800) 863-2962/

Narcotics Anonymous – en Español - (888) 622-4692

National Council on Alcohol and Drug Dependency - (818) 997-0414

## **Legal Sanctions (State Laws)**

The following is a brief summary of the legal sanctions for violations of state and municipal laws governing alcohol. (Note: This list is not a complete summary of relevant laws and ordinances.)

- The purchase, possession, or consumption of alcoholic beverages by any person under the age of 21 is prohibited.
- The selling, either directly or indirectly, of alcoholic beverages is prohibited.
- The serving of alcohol to an intoxicated person is prohibited.
- The serving of alcohol to someone to the point of intoxication is prohibited.
- The manufacture use or provision of a false state identification card, driver's license, or certification of birth or baptism is prohibited.
- The act(s) of being drunk and disorderly in public view, including on public sidewalks and walkways, is prohibited.
- The consumption of alcoholic beverages Vanguard University property including, but not limited to, in academic facilities, recreation fields, university housing corridors and lounges is prohibited.
- The act of driving a motor vehicle or a bicycle while under the influence of alcohol is prohibited.
- The possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is prohibited.

## **Legal Sanctions (State and Federal Law)**

The following is a brief summary of the state and federal criminal sanctions that may be imposed upon someone who violates the laws governing alcohol and other drug policy at Vanguard University or elsewhere in the state of California.

- A violation of California law for the unlawful sale of alcohol may include imprisonment in the county jail for six months, plus fines and penalties.
- A violation of California law for the use of alcohol by obviously intoxicated individuals will vary with the particular circumstances but may include imprisonment in the county jail and substantial fines and penalties. Additionally, minors who are arrested for violations concerning the use of alcohol run the risk of having their driving privileges suspended or revoked until they are 18.
- A violation of California law for the possession, use and/or sale of narcotics, and/or other illicit drugs includes imprisonment in the county jail or state prison for one to nine years, plus fines up to \$100,000 for each count.

- A violation of federal law for the possession, use and/or sale of narcotics, marijuana and/or other illicit drugs may include imprisonment in the federal penitentiary for one to fifteen years plus substantial financial penalties.
- A violation of the law involving an individual being under the influence of a combination of alcohol and other drugs may result in an increase in criminal sanctions and penalties.

In addition to the sanctions imposed by the university, individuals who have violated State and Federal law regarding possession, use, and/or distribution of alcohol and other drugs may be referred by the university to the appropriate authorities for arrest and prosecution.

Vanguard University, an institution of higher education, complies with the Drug-Free Schools and Campuses Regulations of 1989 and the Drug-Free Workplace Act of 1988 which state that, “as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.”

Vanguard University sanctions students violating this policy are subject to disciplinary actions up to and including suspension or dismissal from the University in accordance with university policies and procedures. Employees found to have violated the tenets of this policy are subject to disciplinary action, up to and including the suspension or termination of employment. A review by Human Resources of the nature of the violation will determine the particular action to be taken. In addition to the University process, the University will involve local law enforcement officials when appropriate.

## UNIVERSITY POLICY AND PROCEDURES

# Equal Opportunity, Harassment and Nondiscrimination

Vanguard University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the University’s Equity Grievance Process, as detailed below. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or nonmembers of the campus community, students, student organizations, faculty, administrators and/or staff. The University reserves the right to act on incidents occurring on-campus or off-campus, when the off-campus conduct could have an on-campus impact or impact on the educational mission of the University.

The Title IX/Equity/AA Coordinator/ Grievance Coordinator oversees implementation of the University’s Affirmative Action and Equal Opportunity plan and the University/College’s policy on equal opportunity, harassment and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX/Equity/AA Coordinator or Deputies promptly, but there is no time limitation on the filing of grievances.

## Title IX

[https://www.vanguard.edu/uploaded/Institutional\\_Manual/Title\\_IX\\_Policy\\_for\\_all\\_Students\\_and\\_University\\_Personnel\\_\(BT30I001\).pdf](https://www.vanguard.edu/uploaded/Institutional_Manual/Title_IX_Policy_for_all_Students_and_University_Personnel_(BT30I001).pdf)

Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106) sexual harassment is a form of prohibited sex discrimination. Title IX provides: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

Title IX requires colleges and universities to provide enhanced, improved, sustained and consistent response to sexual violence on campus and if a college or university is found to be out of compliance with federal regulation, each violation can be assessed a fine of up to \$35,000 if the Office of Civil Rights (OCR) determine that the institution did not adequately respond to reports of sexual violence.

The Campus Sexual Violence Elimination (SAVE) Act adds to what must be reported annually on the Clery report, expanding the definition of sexual violence to include domestic violence and stalking, mandating that colleges and universities provide prevention, bystander awareness training, clear policies and a clear process for reporting. California standard SB 967 was signed into law on September 28, 2014 changing the “Yes Means Yes” standard from requiring having to say “No” to sexual activity to requiring an affirmative consent and requiring colleges and universities to set this as the standard for conduct.

Vanguard University (throughout this policy, Vanguard University will further be referred to as the “University”) is a Christian university affiliated with the Southern California District Council of the Assemblies of God. The University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational environment. The University’s mission is to pursue knowledge, cultivate character, deepen faith, and equip each student for a Spirit empowered life of Christ-centered leadership and service.

In accordance with its mission, the University is committed to provide a learning, living, and working environment that is free of all forms of prohibited discrimination and harassment, including all forms of sexual misconduct, including sexual harassment, sexual assault, dating or domestic violence, stalking, sexual exploitation, or retaliation. The University does not unlawfully discriminate according to age, race, color, gender, and national and ethnic origin or any other protected class in its employment practices or in administering admissions and educational policies, scholarship and loan programs, and athletic and other school-administered programs, except to the extent that religious freedom exemptions apply, in compliance with this Policy and Title VII of the Civil Rights Act of 1964. Further, the University is committed to providing a learning and living environment that promotes safety, transparency, personal integrity, civility, mutual respect and freedom from discrimination.

As a Christian university affiliated with the Southern California District Council of the Assemblies of God, the University is exempted from certain provisions of the California Equity in Higher Education Act that are not consistent with its religious tenets and mission. These exemptions may apply to, but are not limited to, requirements in the university’s community standards, housing policies, admissions processes and employee hiring and general employment practices. The University retains all rights afforded under federal law and the laws of the State of California.

The Title IX Sexual Harassment Policy shall address complaints of Sexual Harassment as defined by the U.S. Department of Education under Title IX of the Education Amendments Act of 1972, and this process shall be limited by, among other things, conduct that occurs within the United States and conduct that occurs within the University’s education program or activity (a concept further defined and discussed below)(hereinafter Process A, i.e. Title IX Sexual Harassment).

All students, faculty, staff, affiliates and others participating in University programs and activities in the United States are subject to this Process A. The Title IX regulations define “sexual harassment” to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a University employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a University education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking. Complaints of other Sexual Misconduct not falling under the narrowed definition of Sexual

Harassment under Title IX, shall be addressed by the Title IX Office through Process B, Sexual Misconduct (further described below).

When a complaint of discrimination on the basis of sex is received by the Title IX Co-Coordinator or OWA, the Title IX Co-Coordinator shall make the determination as to whether the incident shall be resolved under 1) Process A, Title IX Sexual Harassment, or 2) dismissed from Process A and referred to Process B, Sexual Misconduct and/or a civil rights violation or 3) dismissed from Process A and forwarded to another office for other conduct violations. When the Respondent is a member of the University community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the University community.

This community includes, but is not limited to, students,1 student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

The Title IX Coordinator(s) manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator(s) oversee all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. To raise any concern involving bias or conflict of interest by the Title IX Coordinator(s), contact the University Vice President for Student Affairs at [OfficeVPSA@vanguard.edu](mailto:OfficeVPSA@vanguard.edu).

Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator(s). Reports of misconduct or discrimination committed by the Title IX Coordinator(s) should be reported to the University Vice President for Student Affairs at [OfficeVPSA@vanguard.edu](mailto:OfficeVPSA@vanguard.edu). Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator(s).

All reports are acted upon promptly while every effort is made by the University to preserve the privacy of reports. Additionally, safe and anonymous reports, can be made by victims and/or third parties either by phone or online, using the Lighthouse Services:

- ❖ **toll free number (855-636-0005)**
- ❖ <https://www.vanguard.edu/resources/reporting-hotline>

Notice/Complaints of Sexual Misconduct and Unlawful Discrimination, Harassment, and/or Retaliation Notice or complaints of unlawful discrimination, sexual harassment, and/or retaliation may be made using any of the following options: a) File a complaint with, or give verbal notice to, the Title IX Coordinator(s), a Title IX Deputy Coordinator, or other designated Official with Authority through the University website or [VUTitleIX@vanguard.edu](mailto:VUTitleIX@vanguard.edu) or by phone. Such a report may be made at any time (including during non-business hours) by using the Title IX Office telephone number, 714-662-5271 or email [VUTitleIX@vanguard.edu](mailto:VUTitleIX@vanguard.edu), or by mail to the office address, listed for the Title IX Coordinator(s) or any other official listed.

Report online, using the reporting form posted at [www.vanguard.edu/title-ix-reporting](http://www.vanguard.edu/title-ix-reporting). Anonymous reports are accepted but can give rise to a need to investigate. The University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University respects a Complainant request to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University to discuss and/or provide supportive measures. b) Vanguard offers students, faculty and staff access to a

confidential, anonymous reporting system that is not part of the university.

Available 24/7/365, LIGHTHOUSE sends the report to VU while protecting the reporter's identity and allowing anonymous follow-up. Lighthouse does not replace existing university processes for reporting concerns. It's an alternative for anyone who feels unsafe using the usual channels. To make a report through LIGHTHOUSE, call (855) 636- 0005 or online at <https://www.lighthouse-services.com/vanguard/IncidentLandingPageV2-vanguard.asp>

**Confidential reporting is available 24 hours a day, 7 days a week for use by staff, faculty, and students. Reports of discrimination by the Title IX Coordinator should be reported to the University President at [OfficeofthePresident@vanguard.edu](mailto:OfficeofthePresident@vanguard.edu).**

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

**Tom Weizoerick Title IX Co-Coordinator Office of Title IX** – Laguna Hall, 1st Floor 55 Fair Drive, Costa Mesa, CA 92626 (714) 662-5271 | [VUTitleIX@vanguard.edu](mailto:VUTitleIX@vanguard.edu) <https://www.vanguard.edu/resources/title-ix>

**Elizabeth Banks Student Services and Program Coordinator Counseling and Health Center, Office of Title IX** – Smith Hall Building, 1st Floor 55 Fair Drive, Costa Mesa, CA 92626 (714) 662-5271 | [VUTitleIX@vanguard.edu](mailto:VUTitleIX@vanguard.edu) <https://www.vanguard.edu/resources/title-ix>

A Formal Complaint under Process A means a document submitted or signed by the Complainant or signed by the Title IX Coordinator(s) alleging a policy violation by a Respondent and requesting that the University investigate the allegation(s).

After the Initial Report, the Title IX Procedure for Sexual Harassment (Process A) will not move forward until a Formal Complaint is filed. A Formal Complaint can be filed in one of two ways:

a) Complainant submits Formal Complaint.

i) A Complainant may complete and sign a Formal Complaint alleging Title IX Prohibited Conduct against a Respondent and requesting that the University investigate the allegation of Title IX Prohibited Conduct.

ii) A complaint may be filed directly with the Title IX Coordinator(s) in person, by mail, or by electronic mail, by using the contact information in the section immediately above. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that the University investigate the allegations.

iii) At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in one of the University’s programs or activities. b) Title IX Coordinator submits Formal Complaint. The Title IX Coordinator may complete and sign a Formal Complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator(s) will contact the Complainant verify the status of the report. A Complainant may request that the University not proceed with an Investigation or further resolution under this Procedure. A Complainant’s wishes with respect to whether the University investigates will be respected unless the Title IX Coordinator determines that signing a Formal Complaint over the wishes of the Complainant is not clearly unreasonable in light of the known circumstances. In such a case, the Title IX Coordinator will inform the Complainant that due to various federal and state laws and/or in order to protect the safety of the campus community some circumstances require the

University to move forward with an investigation, even if the Complainant requests otherwise.

The University can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal.

This risk analysis is performed by the Title IX Coordinator(s) and a recommendation shall be submitted to the Vice President for Student Affairs, using standard objective violence risk assessment procedures. In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to appeal and request to meet with the Vice President for Student Affairs prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

The University will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Vice President for Student Affairs, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

For any action involving an employee who is a faculty member, the Vice President for Student Affairs shall consult with the Provost. For any staff employee, the Vice President for Student Affairs shall consult with Human Resources. At the discretion of the Title IX Coordinator(s), alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

All allegations are acted upon promptly by the University once it has received notice or a formal complaint. The University will strive to resolve a complaint within 90 calendar days; however, in cases involving multiple complaints or other extenuating circumstances, such a timeframe may be impracticable. In such cases, the University shall document any delays beyond 90 days and provide notice to the Parties of the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

Every effort is made by the University to preserve the privacy of reports. The University will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The University reserves the right to determine which University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the FERPA. In certain cases, the University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

There is no time limitation on providing notice/complaints to the Title IX Coordinator(s). However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator(s), who may document

allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate. When notice/complaint is affected by a time delay, the University will, generally, apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of California regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. Sexual Assault is also prohibited and shall be addressed under this Process.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Other sexual misconduct or other discrimination on the basis of sex that does not fall within these specific definitions may still violate University policy and may be reported to the Title IX Office.

- The types of Sexual Harassment covered by this Title IX Procedure includes conduct on the basis of sex that satisfies one or more of the following categories:
  - a) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
  - b) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct, i.e. quid pro quo.

Sexual Assault is the umbrella category including the offenses of sexual assault, stalking, and dating violence and domestic violence. Sexual assault, includes:

- Sex Offenses, Forcible: Any sexual act directed against another person, without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
  - A "sexual act" is specifically defined by federal regulations to include one or more of the following:
    - 1) Forcible Rape:
      - (a) Penetration,
      - (b) however slight,
      - (c) of the vagina or anus with any body part or object, or
      - (d) oral penetration by a sex organ of another person,
      - (e) without the consent of the Complainant.
    - 2) Forcible Sodomy:
      - (a) Oral or anal sexual intercourse with another person,
      - (b) forcibly,
      - (c) and/or against that person's will (non-consensually), or
      - (d) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - 3) Sexual Assault with an Object:
      - (a) The use of an object or instrument to penetrate,
      - (b) however slightly,
      - (c) the genital or anal opening of the body of another person,
      - (d) forcibly,
      - (e) and/or against that person's will (non-consensually),
      - (f) or not forcibly or against the person's will in instances in which the

Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

4) Forcible Fondling:

(a) The touching of the private body parts of another person (buttocks, groin, breasts),

(b) for the purpose of sexual gratification,

(c) forcibly,

(d) and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- Sex Offenses, Non-forcible:

- Incest:

- 1) Non-forcible sexual intercourse,

- 2) between persons who are related to each other,

- 3) within the degrees wherein marriage is prohibited by California state law. ii.

- Statutory Rape:

- 1) Non-forcible sexual intercourse, with a person who is under the statutory age of consent of 18 years old with a person age 21 years and older in the state of California.

- Dating Violence:

- Violence

- on the basis of sex

- committed by a person,

- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

- a) The existence of such a relationship shall be determined based on the Complainant'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. For the purposes of this definition dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse.

- b) Dating violence does not include acts covered under domestic violence.

- Domestic Violence

- Violence

- On the basis of sex iii. committed by a current or former spouse or intimate partner of the Complainant,

- by a person with whom the Complainant shares a child in common, or

- by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or

- by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of California, or

- by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of California.

- Stalking:

- engaging in a course of conduct

- on the basis of sex

- directed at a specific person, that would cause a reasonable person to fear for one's safety or the safety of others or suffer substantial emotional distress

The University reserves the right to impose any level of sanction, ranging from a verbal counseling, reprimand, up to and including suspension or expulsion/termination, for any offense under this policy.

As used in the offenses above, the following definitions and understandings apply:

- **Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent. Sexual activity that is forced is, by definition, non-consensual. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.
- **Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- **Consent:** Vanguard University seeks to provide a safe and caring environment which is set apart by the mission and values of the University. Each person who has chosen to engage in Vanguard University's community has affirmed that he or she is willing to uphold the community standards. These standards may be found in the Student Handbook (<http://www.vanguard.edu/studentlife/student-handbook/>), Staff Handbook, and Faculty Handbook. This policy does not serve to nullify the community standards, rather it is intended to protect and guide those affected by sexual misconduct and discrimination.

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In California, a minor (meaning a person under the age of 18 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 18 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

All members of the Title IX Team or OWAs are expected to report actual or suspected unlawful discrimination or harassment on the basis of sex to appropriate officials immediately, though there are some limited exceptions.

Notice of allegations of Title IX Sexual Harassment, or other Sexual Misconduct, to the Title IX Coordinator(s), a Deputy Title IX Coordinator, or an official with authority to institute corrective measures on the University's behalf, triggers the University's response obligations under Title IX. At Vanguard, such officials include the Title IX Team, the President, Provost, Deans of Schools, Director of Athletics, Vice Presidents, and Vice Provosts of the University. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment.

They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared. If a Complainant expects formal action in response to their allegations, reporting to any OWA can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator(s) (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus therapists working in the Counseling Center
- On-campus health service providers employed in the University Health Center
- Employee Assistance Program (for employees)
- Campus Pastors employed by the Spiritual Formation Department
- Employee Assistance Program
- Athletic Trainers, if they are licensed medical professionals or a working under the supervision of a health professional
- Off-campus (non-employees):
  - Licensed professional counselors and other medical providers
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains
- Attorneys retained by the Complainant All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger to self or others, or abuse of a minor, elder or individual with a disability, or when required to disclose by law or court order.

Campus counselors (for students) and the Employee Assistance Program (for employees) are available to help free of charge and may be consulted on an emergency basis during normal business hours.

#### *TITLE IX POLICY APPLICATION*

This policy applies to behaviors that take place on the campus, at university-sponsored events and may also apply off campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- ❖ **Any action that constitutes criminal offense as defined by federal or California state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the University is located;**
- ❖ **Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others.**
- ❖ **Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or**
- ❖ **Any situation that is detrimental to the educational interests of the University.**
- ❖ **Off-campus discriminatory or harassing speech by employees may be regulated by the University only when such speech is made in an employee's official or work-related capacity.**

#### *INTERNAL INQUIRIES*

Title IX Coordinator  
55 Fair Drive, Costa Mesa, CA 92626  
(714) 556-3610  
Email: [VUtitleIX@vanguard.edu](mailto:VUtitleIX@vanguard.edu)

#### *EXTERNAL INQUIRIES*

- ❖ **Office for Civil Rights (OCR) U.S. Department of Education**  
400 Maryland Avenue, SW Washington, DC 20202-1100
- ❖ **Customer Service Hotline #: (800) 421-3481**
- ❖ **Facsimile: (202) 453-6012**
- ❖ **TDD#: (877) 521-2172**
- ❖ **Email: [OCR@ed.gov](mailto:OCR@ed.gov)**
- ❖ **Web: <http://www.ed.gov/ocr>**
- ❖ **Equal Employment Opportunity Commission (EEOC)**

Contact: <http://www.eeoc.gov/contact/>

## **University Policy - Nondiscrimination**

Vanguard University adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. Vanguard will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, , ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, family responsibilities, gender, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Regarding employment and related matters, on a Federal level, Title VII of the Civil Rights Act of 1964

allows churches and religious organizations to prefer co-religionists in their employment decisions. In other words, the portions of Title VII that apply to hiring, promotion and separation do not apply to ". . . a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities."

This preference exception also allows Vanguard to maintain and enforce community standards tied to our Religious affiliation for purposes of discontinuing employment of faculty and staff who have expressly violated those standards. In addition, California's Fair Employment and Housing Act (FEHA) contains an exemption for non-profit religious associations or corporations under Government Code Sections 12926(d) and 12940(j)(4)(B) whereby Vanguard is not subject to laws relative to aforementioned employment matters. Furthermore, under the Free Exercise Clause of the First Amendment to the Constitution of the United States and various relevant statutes, Vanguard University may lawfully discriminate based on religious and confessional criteria in employment and educational practices, including admission to the University.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community based on their actual or perceived membership in the protected classes listed above is in violation of the University policy on nondiscrimination. When brought to the attention of the University, any such discrimination will be appropriately remedied by the University, per the procedures outlined below.

## **University Policy on Accommodation of Disabilities**

Vanguard University is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself. The ADA Coordinator is responsible for coordinating efforts to comply with these disability laws, including investigation of any grievance alleging noncompliance.

### *STUDENTS WITH DISABILITIES*

Vanguard University is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the University.

<https://www.vanguard.edu/resources/disabilityservices>

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Director of Disability Services who coordinates services for students with disabilities. The coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's needs and academic programs. The Disabilities handbook can be located on the vanguard University Website.

[https://www.vanguard.edu/uploaded/content\\_migration\\_images/Vanguard-University-Student-](https://www.vanguard.edu/uploaded/content_migration_images/Vanguard-University-Student-)

**Director of Disability Services**

- ❖ **Phone: (714) 619-6483**
- ❖ **Email: [DisabilityServices@vanguard.edu](mailto:DisabilityServices@vanguard.edu)**

*EMPLOYEES WITH DISABILITIES*

Pursuant to the ADA, Vanguard University will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship. An employee with a disability is responsible for requesting an accommodation in writing to the Director of Human Resources and provide appropriate documentation. The director will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

## **University Policy on Discriminatory Harassment**

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Vanguard University's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under University policy.

*DISCRIMINATORY AND BIAS-RELATED HARASSMENT*

Harassment constitutes a form of discrimination that is prohibited by law. Vanguard University will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the University may also impose sanctions on the harasser. The University's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct based on actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent, pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

Offensive conduct and/or harassment that does not rise to the level of discrimination or that is of a generic nature not based on a protected status may not result in the imposition of discipline under University policy, but will be addressed through civil confrontation, remedial actions, education and/or effective conflict resolution mechanisms. Vanguard condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest based on any status protected by university policy or law.

<https://www.vanguard.edu/resources/title-ix>

*SEXUAL HARASSMENT*

Both the Equal Employment Opportunity Commission and the State of California regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. The University has adopted the following definition of sexual harassment, to address the special environment of an academic community, which consists not only of employer and employees, but of students as well. Sexual harassment is:

❖ **Unwelcome, sexual or gender-based verbal, written, online and/or physical conduct.**

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the University's Title IX Coordinator or to one of the Deputies.

Sexual harassment creates a hostile environment, and may be disciplined when it is:

- ❖ **sufficiently severe**
- ❖ **persistent/pervasive**
- ❖ **objectively offensive that it has the effect of unreasonably interfering with, denying or limiting employment opportunities**
- ❖ **or the ability to participate in or benefit from the university's educational, social and/or residential program,**
- ❖ **and is based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.**

### *HAZING*

Hazing means any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the university and whose membership is totally or predominately other students from the university.

### *STALKING*

Stalking is a "willful course of conduct" involving repeated or continuing harassment against another individual, which would cause a reasonable person to feel any one or more of the following:

- Terrorized
- Frightened
- Intimidated
- Threatened
- Molested

Stalking Occurs In Many Forms, Such As:

- Following or appearing within the sight of another.
- Approaching or confronting another individual in a public or private place.
- Appearing at the workplace or residence of another.
- Entering or remaining on an individual's property.
- Contacting by telephone.
- Sending mail or electronic mail.

### *ETHNIC INTIMIDATION*

Ethnic Intimidation occurs when a person maliciously, and with specific intent, intimidates or harasses another person because of that person's:

- Race
- Color
- Religion
- Gender
- National Origin

- **Sexual Orientation**

#### *POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS*

All Vanguard University faculty, staff, and volunteers are expected to perform their responsibilities in a manner that is consistent with the mission and values of the University. Consensual romantic relationships can lead to conflicts of interest and become potentially exploitive when they involve colleagues in the workplace and those teaching or in mentoring relationships. Therefore, romantic relationships are not permitted between University faculty/staff and students, or between supervisors and non-supervisory staff or faculty members.

Romantic relationships may include, but are not limited to, a pattern of exclusivity between two individuals, physical touching that implies romantic intention or desire, actual physical intimacy, or written communication or other action that implies or directly shows a sign of romantic interest.

#### *SEXUAL MISCONDUCT*

State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, Vanguard University has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, Vanguard considers Non-Consensual Sexual Intercourse violations to be the most serious, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, the University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other gender-based offenses, including intimate partner or relationship (dating and/or domestic) violence, non-consensual sexual contact and stalking based on the facts and circumstances of the particular grievance. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation and/or gender identity of those involved. Violations include:

- **Sexual Harassment (as defined in section b above)**
- **Non-Consensual Sexual Intercourse**

Defined as:

- Any sexual penetration or intercourse (anal, oral or vaginal)
- However slight
- With any object
- By a person upon another person
- That is without consent and/or by force

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

- **Non-Consensual Sexual Contact**

Defined as:

- any intentional sexual touching
- however, slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

- **Sexual Exploitation**

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include, but are not limited to

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent)

#### *DISEASE TRANSMISSION*

Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent

#### *OTHER CIVIL RIGHTS OFFENSES, WHEN THE ACT IS BASED UPON THE STATUS OF A PROTECTED CLASS*

Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class.

**Discrimination**, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class.

**Intimidation**, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class

- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the hazing policy) based on actual or perceived membership in a protected class; hazing is also illegal under California State law and prohibited by University policy
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally based on actual or perceived membership in a protected class

Violence between those in an intimate relationship to each other based on actual or perceived membership in a protected class (this includes romantic relationships, dating, domestic and/or relationship violence)

Stalking, defined as a course of conduct directed at a specific person based on actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear

Any other University rules, when a violation is motivated by the actual or perceived membership of the victim based on sex or gender or in a protected class, may be pursued using this policy and process.

Sanctions for the above-listed “Other Civil Rights Behaviors” behaviors range from reprimand up through and including expulsion (students) or termination of employment.

## **Retaliation**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing a grievance or for assisting in providing information relevant to a claim of harassment is a serious violation of University policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator or to a member of the Equity Grievance Panel and will be promptly investigated.

Vanguard is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

## **Remedial Action**

Vanguard University will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation and/or discrimination. Such actions could include but are not limited to no contact order, providing counseling and/or medial services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

Vanguard will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Procedures for handling reported incidents are fully described below. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

## **Confidentiality and Reporting of Offenses Under This Policy**

Vanguard has decided to adopt a policy that defines all employees as mandatory reporters. If you learn about sexual harassment, discrimination or sexual assault, you are expected to promptly contact the campus Title IX Coordinator, Deputies or the Senior Director of Human Resources. The Title IX Coordinator will take responsibility for informing appropriate university officials and activating the process. Other serious crimes covered by the Clery Act must be reported to the Department of Campus Public Safety.

The Clery Act requires that CSA's Campus Security Authorities report all Clery Act crimes to the Campus Public Safety office. The definition of "Campus Security Authority", according the federal law, is as follows: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students are unlikely to have significant responsibility for student and campus activities. Also, clerical staff is unlikely to have significant responsibility for student and campus activities.

When reporting sexual harassment or discrimination or sexual assault, the reporter may initially be able to omit personally identifiable information (the name of the complainant the name of the respondent and other identifying details about witnesses, location, etc.). The Title IX Coordinator, Deputies or Senior Director of Human Resources will guide the reporter with regards to how much detail is needed in an initial report. Subsequent to an initial report, the Title IX Coordinator, Deputies or Senior Director of Human Resources may need additional information in order to fulfill the university's obligations under Title IX. In taking these subsequent actions, the university will always be guided by the goals of empowering the complainant and allowing the complainant to retain as much control over the process as possible, but no employee (other than counselors and health care providers) can or should promise confidentiality. Licensed counselors providing counseling services, health service providers and the

Associate Dean of Spiritual Formation are voluntary reporters, not mandated by law, but university policy creates an expectation to report non-personally identifiable information unless the reporter believes doing so would cause harm to the complainant.

## Additional Resources

### **Student Handbook**

<https://www.vanguard.edu/student-life>

### **Employee Handbook**

[https://www.vanguard.edu/uploaded/Institutional Manual/Employment Policies/Employee Handbook revisions FINAL 2021-0224 \(FI2021-16\) v2.pdf](https://www.vanguard.edu/uploaded/Institutional_Manual/Employment_Policies/Employee_Handbook_revisions_FINAL_2021-0224_(FI2021-16)_v2.pdf)

### **Security and Emergency Preparedness**

<https://www.vanguard.edu/resources/campus-public-safety/security-and-emergency-resources>