Campus/Workplace Security Policy Guide

2026/2027

INSTITUTE OF TECHNOLOGY

REDDING BRANCH CAMPUS

2026-2027 Institute of Technology Campus Security/Workplace Policy Guide

Campus /Workplace Security Policy Guide (Without Student Housing)

JEANNE CLERY

Jeanne Clery was a 19-year-old Lehigh University freshman who was raped and murdered in her dorm room on April 5, 1986. Her parents later discovered there were approximately 38 violent crimes on the Lehigh campus in the three years prior to Jeanne being murdered. They joined with other victims of campus crime and persuaded Congress to enact a law, originally known as the "Crime Awareness and Campus Security Act of 1990."

THE CLERY ACT

In 1990, the Higher Education Act of 1965 (HEA) was amended to include the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101- 542). This amendment required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. In 1998, the act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This act is more commonly known as the "Clery Act". The Clery Act requires colleges and universities to:

- ☐ Collect, classify and count crime reports and statistics
- ☐ Issue campus alerts
- ☐ Publish an annual security report
- ☐ Submit crime statistics to the Department of Education
- ☐ Maintain a daily crime log
- ☐ Disclose missing student notification procedures
- ☐ Provide fire safety information

The Institute of Technology publishes an annual Campus Security and Fire Safety Report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 ("Clery Act"), 20 U.S.C. § 1092(f), Title 34 U.S. Code of Federal Regulations Section 668.46. This report includes important information about safety and security policies implemented to protect the welfare of our campus community, as well as crime statistics for all of the campuses and centers within the school system. You may view this report on the College website www.iot.edu. You may also request a copy of the report by contacting the Institute of Technology at 1755 Hilltop Drive Redding, CA 96002. Crime Statistics for each campus within the Institute of Technology system for calendar year 2025 may be viewed at the U.S. Department of Education, Campus Safety and Security Data Analysis Cutting Tool at www.ope.ed.gov/security/.

CAMPUS SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), originally known as the Campus Security Act, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

INSTITUTE OF TECHNOLOGY CAMPUS FACILITIES

The Institute of Technology campus in Redding, California encompasses approximately 30,000 square feet of administration and instructional space located in two individual buildings separated by Presidio Street. Each building is secured with locking doors and maintains an alarm system that is activated when the campus closes each day. All College personnel and students are issued identification badges and are required to wear them on campus. All visitors to the campus are required to check in at the main reception area before entering the administration or instructional areas of the campus. The area surrounding the campus is patrolled by local law enforcement personnel. There are no residential facilities on College property, nor in use by the College at any other location.

PREPARING THE ANNUAL SECURITY REPORT

This annual security report is compiled and prepared by the Corporate office of Select Education Group, LLC in cooperation with Institute of Technology campus based personnel. Statistical information for activity that occurs off campus is retrieved from the Redding Police Department and the Shasta County Sherriff's department. For purposes of issuing timely warnings and the annual statistical disclosure required under Clery, the campus community should report all crimes to the local campus personnel.

There are currently no fraternities or sororities located off-campus that is recognized by the Institute of Technology. Criminal activity occurring off-campus is monitored and recorded by the following agencies: Redding Police Department and the Shasta County Sherriff's Department. Students involved in criminal activity off-campus may be contacted, cited or arrested by one of these agencies. During the preparation of the Annual Security Report, each of the above agencies is contacted and a good faith effort is made to obtain information as to crimes that are reportable under the Clery Act.

CAMPUS SECURITY AUTHORITIES

Who is a Campus Authority?

Even at institutions with police or security on campus, a student who is a victim of a crime may be more inclined to report it to someone other than the campus police or security. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be campus security authorities.

Who is a Campus Security Authority?

- A campus police department or a campus security department of an institution.
- Local Police/Sheriff (Good Faith Request).
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).

Although the reporting of criminal activity directly to a Campus Police Department is the ideal scenario, crimes may also be reported to college officials who have significant responsibility for student and campus activities. The faculty and staff of the Institute of Technology are trained to assist students in contacting (CSA's) Campus Security Authorities in the event the student needs to report a crime. Campus Security Authorities (CSA) are responsible for forwarding non-identifying information for inclusion in the annual security report, regardless of whether or not the victim chooses to file a report with law enforcement or press charges. As defined under the Clery Act, CSA's include college deans and assistant

deans, college directors, assistant directors, athletic team coaches, athletic assistant coaches, faculty advisors to student groups, and campus staff involved in disciplinary and judicial proceedings. Please be aware that information forwarded by CSA's is for statistical purposes only.

PROFESSIONAL AND PASTORAL COUNSELORS

When acting in their official capacity, professional and pastoral counselors are not required to report crimes for inclusion in the annual disclosure of crime statistics under 20 U.S.C. Section 1092(f). Professional and pastoral counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures available for reporting crimes on a voluntary, confidential basis for inclusion in the annual crime statistics. A "pastoral counselor" is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and functioning within the scope of that recognition as a pastoral counselor. A "professional counselor" is a person whose official responsibilities include providing mental health counseling and who is functioning within the scope of his or her license or certification.

VOLUNTARY/CONFIDENTIAL REPORTING

If you are the victim of a crime, we encourage you to file a crime report with the Institute of Technology. If you would like to maintain confidentiality and do not wish to pursue action within the college or criminal justice system, you are encouraged to consider filing a confidential report for purposes of inclusion in the annual disclosure of crime statistics. These types of reports can be made to the Institute of Technology. Individuals can do this by mail. The information can enhance community safety by allowing the college to keep a more accurate record of crimes, helping to determine whether a pattern of crime exists and alerting the campus to potential danger.

TIMELY WARNING

The College is required to issue "Timely Warnings" when Clery Act events occur and may affect College students and personnel.

Scope: Narrow focus on Clery crimes.
Why: Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Timely warnings are issued for any Clery crime committed within your Clery geography that is reported to your campus security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees.
Where: Applies to crimes that occur anywhere on your geographical locations.
When: Issue a warning as soon as the pertinent information is available. In the event of a situation which, in the judgment of the College President, constitutes an ongoing or continuing threat of a criminal nature to the campus community, a timely warning will be issued by the Administration.

Events that qualify for timely warnings include, but are not limited to, the following:

- Burglary
- Homicide
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Any crime considered to represent a threat to the public

The warning will be distributed utilizing one or more of the following systems:

- Campus e-mail
- Text message/cell phones
- Public address system
- Posted flyer

EMERGENCY NOTIFICATIONS

Emergency Notification

Scope: Wide focus on any significant emergency or dangerous situation (may include Clery crimes).
Why: Emergency notification is triggered by an event that is currently occurring on or imminently threatening the College facilities. Initiate emergency notification procedures for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees.
Where: Applies to situations that occur on College property.
When: Initiate procedures immediately upon confirmation that a dangerous situation or emergency exists or threatens.

Upon confirmation of a serious or emergency situation that poses an immediate threat to the health or safety of the campus community, a campus-wide notice will be disseminated, unless issuing a notification will, in the judgment of the responding authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency events that qualify for emergency notifications include, but are not limited to:

- Outbreak of Meningitis, Norovirus, or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Active Shooter/Armed Intruder
- Bomb Threat
- Civil Unrest
- Explosion
- Nearby chemical or hazardous waste spill
- Aircraft crash
- Fire

The notification will be distributed as soon as possible under the following guidelines:

Authority to activate a public notification will rest with the College President who may designate agents with the authority to activate a notification. In situations when there is not time for consultation, a Campus Security Authority may initiate a notification. In matters of a criminal nature, the College President or local law enforcement will determine whether notifications are appropriate and necessary. The College President or designee will determine an incident's extent and scope, and whether it meets the criteria for an emergency notification.

In matters not of a criminal nature, the College President or Campus Security Authority that has jurisdiction will determine whether notifications are appropriate and necessary. When a Campus Security Authority

that has jurisdiction over an incident is not available to make a determination about notifications, a designee may determine an incident's extent and scope and whether it meets the criteria for an emergency notification.

Once requested by a designated authority, notifications will be made as soon as practicable. Notifications will generally be made by a staff member who has been trained and is authorized to send notifications.

All messages should include the type of situation, the location of the situation, the time and date, instructions for the recipient and an additional method for the public to obtain information. One or more of the following systems will be used for sending notifications:

• Campus e-mail
• Public address system
• Text Message/cell phones
• Posted Flyers

EMERGENCY RESPONSE and EVACUATION PLAN

Institute of Technology requires its ground campuses to maintain an Emergency Response and Evacuation Plan (EREP) which includes plans and instructions to be followed by campus administration, faculty, staff, students and guests in the event of emergencies and evacuations. Each campus has a group of Campus Security Authorities (CSA's), who are responsible for reporting and ensuring the evacuation of the campus in the case of an emergency. The EREP includes:

1. The process by which the campus will confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on the campus.

2. A provision for immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation.

3. Procedures for disseminating emergency information to the larger community.

4. Procedures for disseminating updated emergency information, which explain how this information will be communicated to the campus and relevant members of the community on a regular basis.

5. Procedures for testing and publishing the plan on an annual basis.

6. A list of CSA's (titles) responsible for carrying out this process. The campus will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

SECURITY & ACCESS TO FACILITIES

1. Each campus limits access to all campus facilities to authorized personnel, students, and visitors. Unauthorized persons will be considered "trespassers" and will be dealt with accordingly.

2. Adequate lighting is provided at all campus locations, especially in outside areas. Certain school staff and faculty are always on campus during business hours.

3. Only authorized vehicles are allowed to park in the designated parking areas.

4. Persons employed as security personnel at each campus represent the campus and are instructed to enforce campus security policies.

5. Security personnel is defined as campus police department, campus security department, or any individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department such as individuals who are responsible for monitoring entrance into campus property, an individual or organization specified in a campus security policy as an individual or organization to which students and employees should report criminal offenses, or an official of a campus who has significant responsibility for student and campus activities including, but not limited to student housing, student discipline, or campus judicial proceedings. The security personnel do not have powers of arrests, unless such personnel possess valid certification as a law enforcement officer, peace officer, or are authorized to act in such a capacity by way of official authority granted by a court of state regulatory agency.

6. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing**.**

7. The campus maintains its relationship with local police through campus in-services and collection of statistical in-services. In addition, the campus works with local law enforcements as necessary to report or investigate crimes.

CRIME AWARENESS & PREVENTION

1. All new campus employees and students are instructed on crime awareness during orientation, including the description of campus security measures and procedures for reporting any criminal activity or emergency. Students are required to follow campus security guidelines for their own personal and property safety, and are encouraged to report any suspicious activity.

2. Prospective students and employees are provided with a summary of the campus measures to prevent crime on campus, with details for acquiring the complete policies and procedures package from the campus via the campus website or at the residential campus location. This information on crime awareness is readily available upon request, and will be updated and re- distributed to all existing students and staff on an annual basis.

3. The campus conducts bi-annual in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement or qualified officials twice a year.

4. The campus does not maintain any off-campus student organizations.

5. Students performing externship or clinical practice off-campus are expected to practice safety and security procedures as if the site were an extension of the campus.

CRIME PREVENTION

Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. The following list is a compilation of tips devoted to crime prevention:

1. Do not prop open campus or residence hall doors.

2. Do not leave personal property unattended.

3. Report suspicious individuals to security.

4. Keep your classroom locked at all times.

5. At night, always walk in groups of at least two.

6. Stay on main walkways.

7. Remove valuables from your car and lock it.

8. Engrave your valuables.

9. Attend college-sponsored programs led by law enforcement officials.

10. Always carry your picture ID.

11. Be aware of your surroundings and what is going on around you. If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

CRIME LOG

The campus maintains a Crime Log that records, by the date the crime was reported, any crime that occurred on campus, on a non-campus building or property, on public property, or within the geographic jurisdiction of the Campus.

The log includes:

1. Date of entry
2. Incident report date
3. Date/time of the crime
4. Nature/type of the crime/complaint
5. General location of crime
6. Disposition of complaint, if known

A campus may withhold information required above if there is clear and convincing evidence that the release of the information would:

a) Jeopardize an ongoing criminal investigation or the safety of an individual;

b) Cause a suspect to flee or evade detection; or

c) Result in the destruction of evidence.

The campus must make an entry or an addition to an entry to the log within two business days of the report of the information to the campus authority, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

The campus must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The campus must make any portion of the log older than 60 days available within two business days of a request for inspection.

REPORTING CRIMES

1. Students should accurately and promptly report criminal acts to the Campus President or designee at the campus, a member of the Campus Management staff, campus security or local police departments.

2. Reporting crimes is on a voluntary, confidential basis.

3. The Campus President or designee is responsible to document any criminal acts, as well as reporting crimes to the local authorities as required by law.

4. The campus is required to make timely warnings to members of the campus community regarding the occurrence of crimes, those that are reported to campus security, and those considered by the institution to represent a threat to students and employees. The campus community includes all campus buildings and grounds, all adjacent public property and externship sites.

5. Timely warnings to the campus community will be issued in a handout or flyer and also posted on any notice boards within the campus.

6. If there is an ongoing investigation of a crime that occurred in, at, or on any of the locations listed above that would be jeopardized, cause the suspect to flee, risk the safety of an individual, or result in the destruction of evidence, the campus may delay the timely warning until any adverse effect is no longer likely to occur.

7. The statistics are collected centrally for each campus on a monthly basis and reported to the Department of Education annually.

8. Should also include the institution's response after a crime is reported (ex. disciplinary hearing).

CRIME STATISTICS

The federal law requires that colleges and universities disclose statistics on twelve crimes that may occur on campus, on non-campus property, or on public property adjacent to the campus. For the purposes of the Clery Act, any building that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student facility even if the building itself is owned or controlled by a third party, as classified by the FBI Uniform Crime Report. Campus specific statistics are attached as an addendum and may be obtained by students and/or employees (current and perspective) via the campus website or at the residential campus location.

Federal Bureau of Investigation's (FBI) Uniform Crime Report (UCR) program. **A nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of crimes as defined by the FBI UCR.**

DEFINITIONS for Crimes (as defined by the FBI Uniform Crime Report)

1. **HOMICIDE:** The willful (non-negligent) killing of one human being by another or the killing of another person through gross negligence. In general, (1) any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is considered **Murder and Non-negligent Manslaughter** and (2) any death caused by the gross negligence of another is considered **Criminal Homicide-Manslaughter by Negligence**.

2. **SEXUAL ASSAULT:** Any sexual act directed against another person, forcibly and/or against the person's will; not forcibly or against the person's will when the victim is incapable of giving consent.
   RAPE: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
   FONDLING: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.
   INCEST: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   STATUTORY RAPE: Sexual intercourse with a person who is under the statutory age of consent. (Statutory age of consent may vary by state.)

3. **DOMESTIC VIOLENCE:** Any felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted us of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior; by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim, who is cohabitating or has cohabitated with the victim as a spouse or intimate partner, shares a child in common with the victim; or commits acts against a youth or adult against an adult or youth victim who is protected from acts under the family or domestic violence laws of the jurisdiction [under VAWA].

4. **DATING VIOLENCE:** Any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of the relationship; and the frequency of the interaction of the persons involved in the relationship.

5. **STALKING:** May be defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
   For the purpose of this definition:
   COURSE OF CONDUCT: Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
   REASONABLE PERSON: A reasonable person under similar circumstances and with similar identities to the victim.
   SUBSTANTIAL EMOTIONAL DISTRESS: Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

6. **SIMPLE ASSAULT:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Included are offenses such as minor assault, hazing, assault and battery, and injury caused by culpable negligence. As with Aggravated Assault, there are no attempted Simple Assaults. **Simple, Not Aggravated** includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries Agencies must classify as simple assault such offenses as assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses. In addition, Reporting Agencies must classify the offense as simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first-aid treatment. Under certain circumstances, offenses of disorderly conduct, domestic violence, or affray must be classified as simple assault.

7. **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.

   Examples include:

   a) Firearm includes all assaults in which a firearm of any type is used or is threatened to be used. (Examples: revolvers, automatic pistols, shotguns, rifles, etc.).

   b) Knife or Cutting Instrument includes assaults wherein weapons are used as cutting or stabbing objects or their use is threatened. (Examples: knives, razors, hatchets, scissors, etc.).

   c) Other Dangerous Weapon includes assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. (Examples: Mace, pepper spray, clubs, bricks, etc.). Attacks by explosives, acid, lye, poison, scalding, burnings, etc. are also included in this category.

   d) Hands, Fists, Feet, Etc. – Aggravated Injury includes only the attacks using personal weapons such as hands, arms, feet, fists, and teeth that result in serious or aggravated injury. Reporting agencies must consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. They must classify the assault as aggravated if the person injury is serious, for example, there are broken bones, internal injuries, or stitches required. Often the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing aggravated from simple assault. To classify an assault, consider the following:

      1. The type of weapon employed or the use of an object as a weapon
      2. The seriousness of the injury
      3. The intent of the assailant to cause serious injury

8. **ROBBERY:** 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.

   Examples include:

   a) Firearm includes robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear.

b) Knife or Cutting Instrument includes robberies in which a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear.

c) Other Dangerous Weapon includes robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray, or other dangerous weapon is employed or its use is threatened.

d) Strong-arm – Hands, Fists, Feet, Etc. includes muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists, and teeth are employed or their use is threatened to deprive the victim of possessions.

9. **LARCENY/THEFT:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession (where one does not have physical custody or possession, but is in a position to exercise control over a thing), of another person. Larceny and theft mean the same thing in the UCR Program. Motor vehicle theft is not included and is counted separately because of the great volume of such thefts. Agencies must report local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny as larceny-theft.

   Examples include:

   a. Pocket-picking –This includes wallets, purses, pockets, etc. If the victim is manhandled or if force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and must be so classified.

   b. Purse-snatching – This includes purses, handbags, etc. If more force is used than actually necessary to snatch the purse from the owner, or if the victim resists the theft in any way, then the offense is classified as a strong-arm robbery.

   c. Shoplifting.

   d. Theft from motor vehicles whether locked or unlocked (Except theft of motor vehicle parts and accessories) *If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies must classify the incident as a motor vehicle theft.

   e. Theft of motor vehicle parts and accessories (attached to vehicle).

   f. Theft of bicycles.

   g. Theft from buildings.

   h. Theft from Coin-Operated Machine or Device.

   i. All other larceny-theft not specifically classified – All thefts which do not fit the definition of the specific categories of larceny listed above. This includes theft of furniture, tools, etc.

10. **BURGLARY:** The unlawful entry (breaking or entering) with intent to commit a felony or theft, breaking and entering with intent to commit a larceny, house-breaking, safecracking, and all attempts at these offenses as burglary. The definition of a structure includes, but is not limited to, any residence, business, campus or classroom, other buildings, public buildings, etc.

    An incident must meet three conditions to be classified as a Burglary:

a. There must be evidence of unlawful entry (trespass). Both Forcible Entry and Unlawful Entry – No Force are counted.
b. The Unlawful Entry must occur within a structure, which is defined as having four walls, a roof, and a door.
c. The Unlawful Entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Examples include:

a. Forcible Entry is any offense where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. (Examples: Using tools, breaking windows, master keys, or picks to gain entry). Agencies must also include this category burglary by concealment inside a building followed by exiting the structure.

b. Unlawful Entry – No Force is considered when the entry of a structure is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is achieved by other than the tenant who has lawful access.

c. Attempted Forcible Entry includes those situations where a forcible entry burglary is attempted but not completed. Once the thief is inside a locked structure, the offense becomes a Burglary – Forcible Entry. Agencies must classify attempts to enter an unlocked structure as well as actual trespass to an unlocked structure as Burglary – Unlawful Entry – No Force. Only situations in which a thief has attempted to break into a locked structure are classified as Burglary – Attempted Forcible Entry. **Note: If a forcible or unlawful entry of a building is made to steal a motor vehicle, the reporting agency must count the offense and the value of the vehicle under burglary, not motor vehicle theft.**

11. **VANDALISM:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. This offense covers a wide range of malicious behavior directed at property, such as cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying campus records, tipping over gravestones, and defacing library books. Reporting agencies must include attempts to commit any of the above.

12. **MOTOR VEHICLE THEFT:** Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle, which the UCR Program defines as a self-propelled vehicle that runs on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles are classified as motor vehicles. Joyriding should be included as Motor Vehicle Theft. **Note: If a motor vehicle is stolen in conjunction with another offense, each offense must be classified accordingly.**

Examples include:

a. Trucks and Buses include the theft of those vehicles specifically designed (but not necessarily used) to commercially transport people and cargo. Pickup trucks and cargo vans, regardless of their use, are included in this category. The UCR Program considers a self-propelled motor home to be a truck.

b. Other Vehicles includes all other motor vehicles that meet the UCR definition such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles, and motorized wheelchairs. Obviously, all situations cannot be covered, so the classifier's decision must be based on UCR standards and the results of law enforcement investigation.

13. **INTIMIDATION:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Intimidation involves an offender making some type of threat to the victim without actually using or displaying a weapon. Such threats can be made in person, over the telephone, or in writing.

14. **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 or another, etc. Include as arson only structural fires determined through investigation to have been willfully or maliciously set. Attempts to burn are included in this offense, but fires of suspicious or unknown origins are not. **Note: If arson is recorded, the campus is responsible for updating the Fire Safety Report to include arson or any other types of fire.**

    Examples include:

    a. Structural includes single occupancy residential (houses, townhouses, etc.), other residential (apartments, tenements, hotels, etc.), storage (barns, garages, etc.), industrial/manufacturing, other commercial (stores, restaurants, offices, etc.), community/public (churches, jails, campuses, colleges, etc.), all other structure (out buildings, monuments, buildings under construction, etc.). Structures are further divided into two subcategories: residential and nonresidential.

    b. Mobile includes motor vehicles (automobiles, trucks, buses, motorcycles, etc.) and other mobile property (trailers, recreational vehicles, airplanes, boats, etc.).

    c. Other subcategory encompasses arson of all property not classified as structural or mobile. Willful or malicious burnings of property such as crops, timber, fences, signs, and merchandise stored outside structures are included in this category. Incidents in which persons are killed as a direct result of arson are classified as both criminal homicides and arson. Similarly, the number of persons severely injured during arson must be reported as aggravated assaults along with the arson.

15. **HATE CRIMES:** In general, "hate" or "bias" crime is often defined as unlawful actions designed to frighten or harm an individual because of his/her race, religion, gender, disability, ethnicity, national origin, or sexual orientation. A hate crime is classified as any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. An important distinction is required when reporting a hate crime. The mere fact that an offender is biased against a victim's race, religion, gender, disability, ethnicity, national origin, or sexual orientation is not sufficient to deem the offense a hate crime. Rather, it must be determined that the offender's criminal act was motivated, in whole or in part, by the offender's bias.

HIERARCHY RULE: A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

Anti-Hazing Policy

The Institute of Technology is committed to fostering an environment where students can participate fully in academic life free from abuse, coercion, humiliation or risk of harm. The College does not tolerate hazing in any form, and any conduct determined to be in violation of the Anti-Hazing Policy will not be tolerated. You can speak with any employee on campus if you or a friend are experiencing hazing.

- The College will investigate Hazing complaints in a prompt and impartial manner.
- The College will take steps to prevent the recurrence of hazing and make corrections on behalf of the complainant or others as appropriate.
- Hazing investigations will be conducted expediently and should not exceed 60 days to reach a resolution unless there are extenuating circumstances.
- Effective October 1, 2026, Annual Statistics on Hazing are available in the Institute of Technology Campus Safety and Security Report.
- Institute of Technology will publish the Campus Safety and Security report on the Institute of Technology website.
- Institute of Technology will publish the Campus Hazing Transparency Report on the Institute of Technology website.

Applicable State and Local Laws (California)

In addition to federal law, hazing may violate state statutes. In **California**, "Matt's Law" under **Penal Code §245.6** makes it unlawful to engage in hazing that is likely to cause serious bodily injury; violations may result in misdemeanor or felony charges, and civil actions may be brought against participants or organizations regardless of recognition status.

How to Report Hazing

The institution strongly encourages immediate reporting of suspected hazing. Reports may be submitted to the Student Services Department, Campus President, the Director of Education, any Campus Security Authority (CSA), or anonymously through the **online reporting form**.

Campus Security Authority Chart, Individuals to contact to report hazing:

1. Campus President
2. Director of Education
3. Director of Financial Aid
4. Director of Admissions
5. Director of Career Services
6. Director of Student Services

In emergencies or situations involving risk of serious harm, individuals should contact 911 and Campus Safety immediately. Reports received by CSAs are included in Clery Act statistics, and retaliation for reporting hazing in good faith is strictly prohibited.

When complaints that allege hazing are received by appropriate authorized personnel, then the Office of the Campus President shall initiate the investigation process.

Complaint and Investigation Procedures

Upon receiving a report of hazing, the institution will promptly assess safety

risks, provide supportive measures as appropriate, and initiate an investigation. Investigations may include interviews with involved parties, review of digital or physical evidence, consultation with law enforcement when alleged conduct may constitute criminal behavior, and a formal determination based on the preponderance-of-evidence standard.

The College retains the authority to proceed administratively even when law enforcement declines criminal investigation. At the conclusion of the review, written findings and sanctions will be issued to involved parties, and substantiated organizational violations will be documented in the **Campus Hazing Transparency Report (CHTR)**, as required by the SCHA. Additionally, the College will maintain copies of complaints and documentation of the steps taken from the receipt of the complaint through the determination, findings of fact supporting determination, and notifications.

Upon receipt of a hazing complaint, the Campus President and/or Director of Student Services, will investigate the allegations. The Office of the Campus President may temporarily delay the fact-finding portion of the investigation while law enforcement officers collect evidence for a criminal investigation, but will promptly resume its investigation at such time as there will be no interference with law enforcement evidence collection. When and investigation is delayed, immediate steps shall be considered and may be imposed by the Campus President to ensure the safety and well-being of the campus community. Within seven (7) days after the date that the Campus President documents the investigative findings, the Campus President shall issue sanctions in writing to anyone in violation of the Anti-Hazing Policy and provide all documentation to the Compliance department to ensure documentation in the Campus Hazing Transparency Report (CHTR) and Annual Security Report (ASR).

Appeals

Appeals to determinations may be filed by email, mail, or hand delivered to the Campus President. Appeals must be received within five (5) business days of receipt of the decision of the investigation. Upon receipt of the appeal, the office of the Campus President may consider newly discovered evidence, if not reasonably available during the first investigation, and make a determination whether any modifications should be made to the investigative report and/or determination. A written decision describing the result of the appeal and the rationale for the result will be issued within fifteen (15) business days of the receipt of the appeal.

Prevention and Awareness Programs

Consistent with the SCHA's emphasis on prevention and transparency, the College maintains an ongoing, campus-wide hazing prevention program informed by research-based best practices. Prevention efforts include annual distribution of the institution's **Annual Security Report (ASR)**, which contains this Hazing Prevention Policy, to all students and employees; mandatory training on hazing prevention, reporting obligations, and bystander intervention for all new students and employees upon enrollment or hire; and annual refresher training for all continuing students, staff, and faculty.

Campus Hazing Transparency Report (CHTR).

In accordance with federal law, the Institute of Technology maintains a **Campus Hazing Transparency Report** that lists all student organizations found responsible for hazing, the general description of violations, and the dates of alleged conduct, investigation initiation, findings, and final notice. This report is publicly accessible on the institution's website and updated at least twice annually, ensuring that students and families have access to clear and timely information about organizational misconduct related to hazing. This information is available by visiting https://www.iot.edu/about-us/disclosures/ and clicking on the section titled **"Campus Crime (Clery Act, Anti-Hazing, and Title IX) Disclosures**.

Hazing Violations – Campus Hazing Transparency Report (CHTR)

Institute of Technology had no hazing incidents to report.

- Last update September 29, 2026

Crime Statistics – Redding Campus

Criminal Offenses	2025		2024		2023	
	On Campus	Public	On Campus	Public	On Campus	Public
Homicide						
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex Offenses						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Non-forcible						
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

VAWA Offenses	On Campus	Public	On Campus	Public	On Campus	Public
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Arrests	On Campus	Public	On Campus	Public	On Campus	Public
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	2	0	0	0
Liquor law violations	0	0	0	0	0	0

Disciplinary Actions	On Campus	Public	On Campus	Public	On Campus	Public
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Unfounded Crimes	On Campus	Public	On Campus	Public	On Campus	Public
Unfounded Crimes	0	0	0	0	0	0

Hate Crimes	2025		2024		2023	
	On Campus	Public	On Campus	Public	On Campus	Public
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Sex Offenses						
Forcible						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Non-forcible						
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction / damage / vandalism of property	0	0	0	0	0	0

Bias Key: R = Race; F = Faith; S = Sexual Orientation

Updated 9/29/2026

DISCIPLINARY REFERRALS

The following are the FBI Uniform Crime Report's definition of crime for which arrests and disciplinary referrals must be reported:

LIQUOR LAW VIOLATIONS: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include arrests for driving while impaired or under the influence of alcohol).

The campus will report the following in its annual statistics:

1. The number of campus violations.
2. The type of sanction for violations.
3. The number of arrests.
4. The number of fatalities.

DRUG LAW VIOLATIONS: Violations of state and local laws, specifically those for the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
The campus will report the following in its annual statistics:

1. The number of campus violations.
2. The type of sanction for violations.
3. The number of arrests.
4. The number of fatalities.

WEAPONS POSSESSION: Defined as a violation of law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms. Cutting instruments, explosives, incendiary devices or other deadly weapons are included in this category. If a weapon is utilized during any of the categories above, a separate weapon violation will be recorded in the campus statistics.

SEX OFFENDERS

The Campus Sex Crimes Prevention Act (CSCPA) requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to https://www.nsopw.gov/ for the national registry and www.meganslaw.ca.gov in California.

SEX OFFENSES (Also see the Title IX Brochure in this document)

In order to prevent the occurrence of rape, acquaintance rape, and other forcible and non-forcible sex offenses, the Colleges policy includes the following:

a. In conjunction with the campus security bi-annual in-services, the campus will address awareness and prevention of rape and sex offenses. These in-service programs are conducted by trained professionals twice a year. Notice of the programs is given to faculty, employees, and students by bulletins posted at the campus.

b. If a sex offense occurs, the victim should immediately notify the campus authorities and local police. The standard of evidence used by the College in these cases will be that standard applied by any reasonable person investigating a similar circumstance. Any evidence that may support the offense should be meticulously preserved for police identification. To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.

c. Students have the option to report rape or sex offenses to the proper law enforcement authorities including on-campus and local police. The campus staff will assist the student in reporting these offenses at the student's request.

d. The campus provides and assists students with on- and off-campus counseling, mental health services, and other student services for victims of sex offenses. Information may be obtained from the Campus President or designee.

e. Upon request by a victim of a sex offense, the campus will change that victim's academic schedule if the change is reasonably available.

f. The campus has adopted a Procedure for Processing Complaints of Unlawful Discrimination and Other Grievances (the "Grievance Procedure") which applies in the event of an accusation of a sex offense. Copies of the Grievance Procedure may be obtained from the Campus President or designee. As provided in the Grievance Procedure, the accuser and the accused are entitled to the same opportunities to have others present during any proceedings that take place. Both the accused and the accuser will be notified of the results of the proceedings as stated in the Grievance Procedure. Decisions reached during the proceedings, other than referral to legal authorities, may be appealed using the campus Grievance Procedure. Documentation of any sex offense proceedings is required by Institute of Technology and must be kept on file indefinitely by the campus and the Home Office. This should include sanctions the campus may impose following a final determination of a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses. See the Title IX Brochure in this document.

DISCIPLINARY PROCEEDINGS

The Higher Education Opportunity Act (HEOA) requires colleges to disclose, upon written request, to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing related to the offense conducted by the campus against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the campus must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

DEFINITION

Referred for campus disciplinary action: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

DRUG-FREE CAMPUS POLICY:

1. This policy applies to all students and employees of Institute of Technology while attending school or any school function. Please refer to the Financial Aid Consumer Information packet for additional information on IOT's drug free program. As stated in California Health and Safety Code 1135.5 adults preparing for the sale or gift of a controlled substance to minors upon school grounds or public playgrounds may be punished by imprisonment in the state prison for five, seven or nine years. As stated in California Health and Safety Code 11353.6, Juvenile Drug Trafficking and Schoolyard Act of 1988, any such acts shall receive an additional punishment of three, four or five years at the court's discretion.

2. All students attending Institute of Technology are considered adults and are in an adult situation. For this reason, there will be ***no warnings*** if the use of alcohol or illicit drugs is found on campus or at campus functions. Notifications of the police will be left to the judgment of the attending instructor or school personnel. The student's instructor will be notified of the dismissal within 24 hours of the situation.

EMERGENCY RESPONSE and EVACUATION PLAN

The *Institute of Technology Campus Security Authority Chart* details personnel who are responsible for carrying out the Emergency Response and Evacuation Plan.

Campus Security Authority Chart, Individuals to contact in case of an emergency:

1. Campus President
2. Director of Education
3. Director of Financial Aid
4. Director of Admission
5. Director of Career Services
6. Director of Student Services

CLERY ACT GEOGRAPHY DEFINITIONS

ON CAMPUS

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

*Please see Clery Act Map of the Redding Campus.

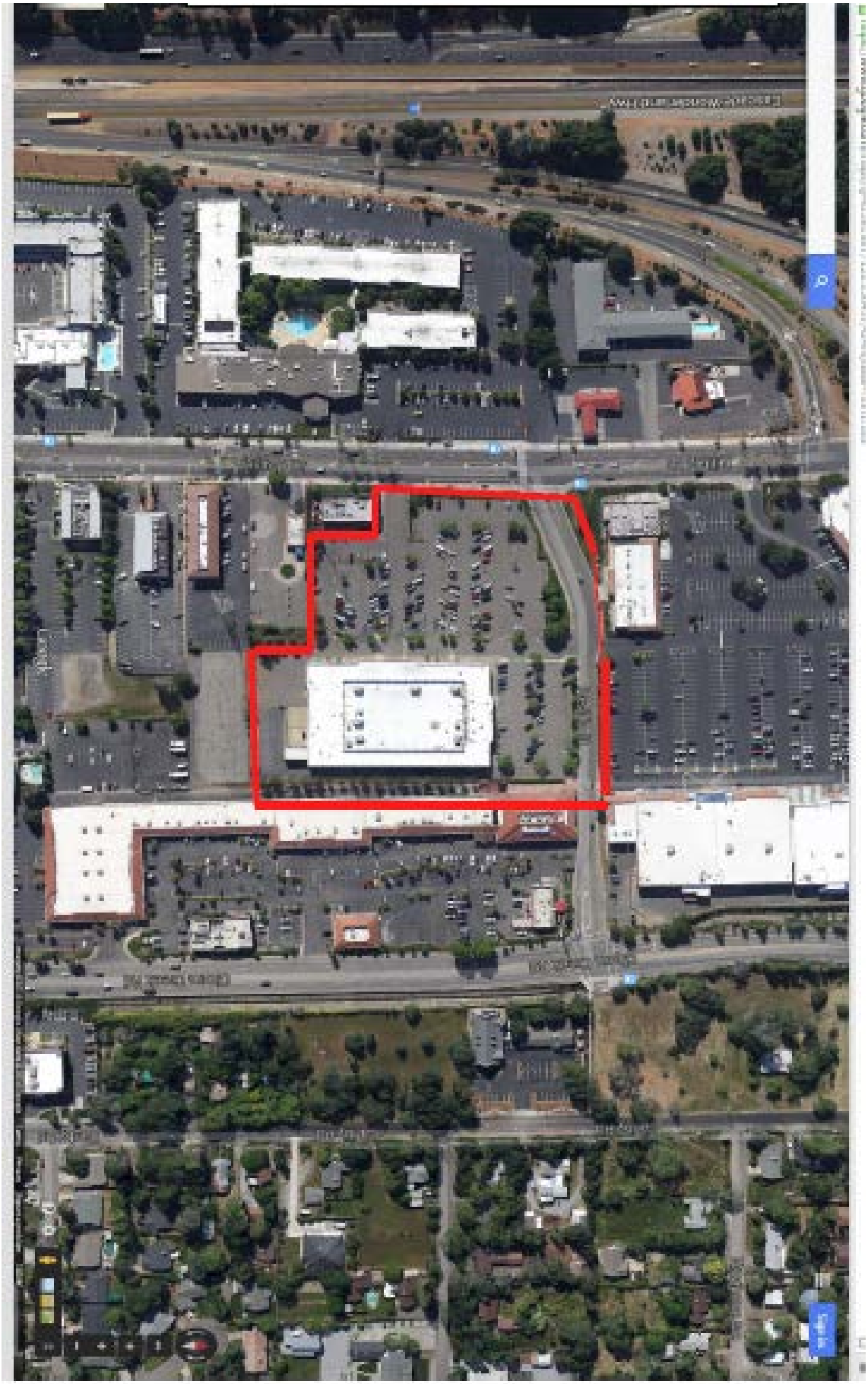
NON-CAMPUS BUILDING OR PROPERTY

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

PUBLIC PROPERTY

All public property (including thoroughfares, streets, sidewalks, and parking facilities) that is within the campus, or immediately adjacent to and accessible from the campus.

1755 Hilltop Drive, Redding, CA 96002. The area outlined in RED represents the Redding Campus.



Institute of Technology

Emergency Response Plan
2026-2027

Institute
of Technology

Institute of Technology Emergency Response Plan

The purpose of this plan is to provide for the carrying out of emergency functions to save lives; establish responsibilities necessary to performing these functions; prevent, minimize, and repair damage; and ensure continuity of operations so that essential services may continue to be provided to the Campus. This plan assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response and critical support services, and provides a management structure for coordinating and deploying essential resources.

Your campus has a detailed Emergency Response Plan (ERP) procedure that outlines the procedures to be followed in case of an emergency. This document serves as a description of what you should expect in an emergency situation and actions you should take specific to your campus or location. Please contact your Campus President or designee for more information about the detailed ERP procedures.

An emergency is any situation that poses danger to the safety of persons or property, and which requires an immediate response. An emergency can be caused by air pollution, fire, flood or floodwater, storm, hurricane, epidemic, riot, earthquake, intruder, or other causes. An emergency may be beyond the control of the resources available to the campus and may require the combined efforts of the state, city, or other political subdivisions.

It is a primary goal of Institute of Technology to provide a safe and secure environment for our students, faculty, and staff at all of our locations. However, emergencies both large and small can arise suddenly, and it is critical that site personnel know how to respond to them immediately and effectively. They must be prepared to respond in an appropriate, coordinated manner that minimizes the risks to everyone involved and allows students, faculty, and staff to resume or continue to function normally without creating additional emergencies.

The greatest mistakes leaders make in a crisis come from not knowing what steps to take or in what order to take them. Planning, preparation, training, and drills help prevent these mistakes. Site personnel will be trained at least once a year on the ERP to prepare them to respond to emergencies. While the ERP provides guidance for how to respond to numerous types of emergencies, it cannot foresee every possible emergency. Therefore, site personnel must be prepared to evaluate all the circumstances and make sound judgments based on the situation.

Clear communication is essential during an emergency. Multiple methods must be used as no one system alone can transfer information. As decisions are made, appropriate communications must be developed and distributed in a timely manner to all key audiences: students, faculty, staff, Institute of Technology senior executives, and the general public.

In any emergency, the Campus' Incident Commander (IC) will, without delay, and taking into account then safety of the community, determine the content of the notification and initiate the campus or location notification system, unless issuing a notification will, in his/her professional judgment, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency Communication

When an emergency condition exists, the IC will notify the necessary members of the Emergency Response Team (ERT) to respond to their areas of assignment. Notifications must be given in plain

language. Code words should not be used. The methods of communication the school may utilize to notify all persons on campus of an emergency include:

a) Intercoms
b) Two-way radios
c) Telephones
d) Runners

The Campus' IC will evaluate the situation and determine the best method to notify the campus community of the emergency. In some cases, e-mail, the Web, word-of-mouth, or even the media will be used to alert the campus or broader community of events on campus.

The ERT is responsible for controlling the overall emergency response and managing personnel, students, facilities, equipment, and communications. The team consists of several members of the Campus' faculty and staff. Your campus or location has specific policies that ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

The ERT positions with short descriptions are as follows:

1. **Incident Commander (IC):**

The IC ensures the safety of students, staff, and others on campus. The IC will assess the type and scope of emergency, determine the threat, if any, to human life and structures, and activate the rest of the ERT, if necessary. The IC will also determine the content of the emergency notification and the appropriate audience to receive the communication. Several incident-specific responses are included in this ERP for reference.

2. **Safety Officer:**

The Safety Officer ensures that all emergency response related activities are conducted in as safe a manner as possible. The Safety Officer will monitor drills, exercises, and emergency response activities for safety, and identify and mitigate safety hazards and situations.

3. **Communications Officer:**
The Communications Officer is responsible for coordinating all on-site communications between the ERT and the media, families of students, and the public. The Communications Officer will release statements, arrange interviews, and ensure that the privacy of students and on-site personnel is protected when communicating with the media.

4. **Operations Chief:**

The Operations Chief manages the direct response to the disaster, including site facility check, security, search and rescue, medical, student care, and student release. Specifically, the Operations Chief:

a) Briefs the ERT on the situation, assigns team members to their proper roles, and supervises ERT activities.

b) When additional site personnel are available, briefs them on the situation and assigns them as needed.

c) Supervises search and rescue operations.

d) As information is received from operations staff, forwards it to the IC.

e) Makes arrangements to provide shelter for students and staff; and

f) Ensures that operations staff follows standard procedures, using appropriate safety gear, and document their activities.

5. **Search and Rescue Teams and Team Leader**:
The Search and Rescue Team, led by a Team Leader, searches areas for on-campus occupants that may be in danger. The Team searches known hazards or situations first, then searches the campus using specific planned routes.

6. **Medical Team and the Medical Team Leader:**

The Medical Team, led by a Team Leader, is responsible for providing emergency medical response, first aid, and counseling prior to the arrival of emergency medical services.

7. **Student Care Team:**

The Student Care Team ensures the care and safety of all students on campus, except those who are in the medical treatment area.

GENERAL PROCEDURES

Institute of Technology is committed to providing as safe, comfortable, and productive work environment as possible during periods of severe weather such as hurricanes and tornados. **The National Weather Service will issue a HURRICANE WARNING when hurricane conditions are expected in the next 36 hours.** When a warning is issued, Institute of Technology will determine the course of action for offices in the threatened area. Institute of Technology offices in the warning area will close no later than **12 hours** after a Hurricane Warning is issued. Affected offices will remain closed until the Warning has been lifted and the buildings have been deemed safe for re-entry. It is Institute of Technology's intention to re-open each office as soon as possible. Your campus location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus location.

Incident Commander (IC):

Calls 911, if necessary.

Activates the Emergency Response Team (ERT).

Determines if students and site personnel should be evacuated outside of building or to a relocation center.

Directs students and site personnel to follow evacuation drill procedures and the primary evacuation route, or alternate routes if the primary route is too dangerous.

Describes how ERT will provide for disabled and non-English speaking students and site personnel.

Faculty:

Direct students to follow the evacuation procedure announced by the IC.

Take class roster and emergency kit.

Take roll when safely outside.

Immediately notify the IC of any missing students.

Stay with class until relieved by another faculty member.

If evacuated to relocation center, take roll again and notify the IC of any missing students. Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or local office. Lockdown/shelter-in-place orders may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons if they were to leave the facility or campus building.

Incident Commander (IC):

Calls 911, if necessary.

Activates the Emergency Response Team (ERT).
Issues lockdown/shelter-in-place order by announcing a warning over PA system, sending a messenger to each classroom, or other alternate method, as deemed necessary by the situation.

Directs all students, site personnel, and visitors to seek shelter in classrooms or other secure rooms.

Faculty:

Lock classroom doors and barricade with furniture.

Close windows and, if available, close window blinds, curtains, or shades.

Direct all persons to move away from windows and doors so that they cannot be seen from outside the room.

Direct all persons to get down on the floor.

Allow no one to exit the classroom until the IC gives the all-clear signal.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

Reverse evacuation provides refuge for students, site personnel, and members of the public within facilities during an emergency. Shelters must be located in areas that maximize the safety of everyone seeking shelter. Safe areas may change depending on the emergency. Implementation of lockdown/shelter-in-place procedures may be necessary once everyone is inside the shelter.

Incident Commander (IC):

Calls 911, if necessary.

Activates the Emergency Response Team (ERT).

Identifies safe areas in each building.

Directs students, site personnel, and members of the public to assemble in the safe areas.

Faculty:

Take class roster and emergency kit. Close all

exterior doors and windows. Barricade doors and

windows with furniture. Turn off any ventilation

leading outdoors.

Move everyone away from windows and doors.

If advised, instruct everyone to cover mouth and nose with handkerchief, cloth, paper towels, or tissues.

Take roll of students and staff after securing the safe area.

Immediately notify the IC of any missing people.

All persons must remain in safe areas until notified by the IC that the emergency has ended.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

The person who recognizes the emergency should call 911, if necessary.

The person who recognizes the emergency should notify the Incident Commander (IC).

The IC will seal off high-risk area.

The IC will announce emergency via intercom, if necessary.

The IC will take charge of area until incident is contained or relieved.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

Select site personnel and students will meet with mental health workers to determine level of intervention required.

The Campus President will:

Designate rooms as private counseling areas.

Escort affected students, siblings, close friends, and other “highly stressed” students or site personnel to counselors.

Debrief all students and site personnel.

Assess stress level of all students and site personnel.

Recommend counseling to overly stressed students and site personnel.

Follow up with students and site personnel who received counseling.

Designate site personnel to attend funeral(s), if necessary.

Allow for changes in normal routines or test schedules following any injuries or deaths.

INCIDENT SPECIFIC RESPONSES

In the event of a cyberattack or loss of access to IDL tools (learning management system, Microsoft Teams, etc.)

The NHI team conducts formal risk assessments of the security of its systems in view of: (1) material changes in NHI’s operations, (2) technologies deployed by NHI, and (3) reasonably foreseeable internal and external risks to NHI systems and to the security, confidentiality and integrity of Student Personal Information.

INCIDENT RESPONSE MANAGEMENT NHI has an information security and privacy incident management process which requires security incidents to be effectively reported, remedied, investigated and monitored to ensure that corrective and preventive action are taken to control and remediate security incidents in a timely manner as outlined in the Student Information Security Policy.

In the event of interruption to IDL technologies student access to tools such as the Learning Management System (LMS) or Microsoft Teams, NHI will notify students via phone and/or email with instructions for short and long-term access to learning materials. The institution has backup of all student learning materials offered via the IDL method of delivery and is able to continue instruction utilizing other means of delivery (e.g. Zoom, etc.) in the event that the LMS or Microsoft Teams experience an outage.

In the event of any emergency situation that disrupts the ability to access the building short-term or long-term :

During the emergency, students will be directed to safety as outlined in this emergency response plan. In the event that the ability to access the campus building is interrupted long-term, students will be moved to an alternate location to be identified by the Campus Manager. Once an alternative on-ground location is identified, students will be notified via text message and/or email notification. In any event of the temporary closure of the school due to emergency, National Holistic Institute will provide timely and continuous notification and instructions to students to ensure the continuation of learning continues in a safe environment.

In the event a fire or smoke from a fire has been detected:

The person who recognizes the fire should activate fire alarm or call 911.

The ERT will evacuate students and site personnel to a safe distance outside of building. Follow

the primary fire drill route as detailed by your campus location, or the alternate route if the primary route is too dangerous.

Instructors and managers take roll after evacuating and immediately notify the IC of any missing people.

IC may move students to an alternate relocation center if the weather is inclement or the building is damaged.

No one may re-enter the building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If a person is suspected of carrying a weapon into a Institute of Technology facility or onto a campus:

The person who believes someone has a weapon should immediately call 911.

The person who believes someone has a weapon should immediately notify the Incident Commander (IC).

If suspect threatens you with a weapon, do not try to disarm him or her. Back away with your arms up. Remain calm.

The ERT should escort police on search through the building, if requested.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

The person who witnesses an assault or fight should call 911, if necessary, and notify the Incident Commander (IC).

The ERT will diffuse the situation, if possible.

The ERT should seal off area where assault/fight took place, if possible.

The ERT will document all activities and ask victim(s)/witness(es) for their account of incident, including details about whether:

A weapon was used; or

A victim has a physical injury causing substantial pain or impairment of physical condition; or

Victim was assaulted involving sexual contact (this means intentional touching of anus, breast, buttocks, or genitalia of another person in a sexual manner without consent, including touching of those areas covered by clothing).

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

The person who discovers a wild animal on the premises should call 911, if necessary.

The person who discovers a wild animal on the premises should notify the Incident Commander (IC).

If possible, the ERT will seal off the area if the animal is still present.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

The person who receives a bomb threat should immediately call 911.

The person who receives a bomb threat should notify the Incident Commander (IC) IC initiates Evacuation Procedures.

Follow Evacuation Procedures to a safe distance outside of building.

No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If gas odor has been detected in the building:

The person who smells the gas odor should immediately call 911.

The person who smells the gas odor should immediately notify Incident Commander (IC).

The person who smells the gas odor should use the fire alarm pull station.

The ERT will evacuate students and staff to a safe distance outside of building.

Follow the primary evacuation route as detailed by your campus or location, or the alternate route if the primary route is too dangerous.

Instructors and managers take roll after evacuating.

Immediately notify the IC of any missing people.

IC may move students to an alternate relocation center if the weather is inclement or the building is damaged.

No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If gas odor has been detected outside the building:

The person who receives the report of the gas odor should immediately call 911.

The person who receives the report of the gas odor should immediately notify the Incident Commander (IC).

IC determines whether to shelter in place or evacuate (fire personnel will assist with decision)

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If advised to evacuate:

The ERT will designate team member to evacuate students and staff to a safe distance outside of building.

Follow the primary evacuation route, or the alternate route if the primary route is too dangerous.

Instructors and managers take roll after being evacuated.

Immediately notify the IC of any missing people.

IC may move students to an alternate relocation center if the weather is inclement or the building is damaged.

No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

Incident occurred in an Institute of Technology facility or campus:

The person experiencing the event should immediately call 911, if necessary.

The person experiencing the event should immediately notify the Incident Commander (IC).

IC determines whether to shelter in place or evacuate (fire personnel will assist with decision).

Follow procedures for sheltering or evacuation.

IC seals off area of leak/spill.

IC takes charge of area until fire personnel contain incident.

No one may re-enter the building(s) until entire building(s) is declared safe by fire or police Personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

occurred near Institute of Technology facility or campus:

The person experiencing the event should immediately call 911, if necessary.

The person experiencing the event should immediately notify the Incident Commander (IC).

IC determines whether to shelter in place or evacuate (fire personnel will assist with decision).

Follow procedures for sheltering or evacuation.

No one may re-enter the building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

Institute of Technology campuses within 10 miles of a nuclear facility will be prepared for a radiological event. Should a radiological event occur, it is standard protocol for the nuclear facility to blast a steady siren for 3 to 5 minutes. If this siren is heard, seek additional information from an Emergency Alert Station (EAS) on a radio. A radiological release may require protective actions.

There are two basic protective actions: sheltering-in-place and evacuation. The procedures are described in the General Procedures section of this document.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If a serious injury or death occurs in an Institute of Technology building or on a campus:

The person who encounters the serious injury or death should immediately call 911.

The person who encounters the serious injury or death should notify the Incident Commander (IC).

If possible, the ERT will isolate the affected person.

IC notifies Institute of Technology Communications team.

If it is an injury, the IC designates a staff member to accompany the injured person to the hospital.

Institute of Technology Communications team determines the method of notifying the family of the affected person, students, and site personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If a member of the campus community dies or is seriously injured offsite:

The person who encounters the serious injury or death should notify the IC.

IC notifies IOT Communications team.

IOT Communications team determines method of notifying students and site personnel.

The person who discovers the unrest should call 911.

The person who discovers the unrest should notify the Incident Commander (IC).

The ERT will ensure the safety of students and site personnel in the immediate vicinity.

IC warns site personnel of the unrest.

IC warns other students, if necessary, of the unrest.

IC will seal off the affected area, if possible.

IC determines whether or not to issue a lockdown order (if it determined that a lockdown is necessary, see the Lockdown/Shelter-in-Place Procedure section).

Instructors and managers make a list of all the students that are absent from their classrooms and deliver this information to the IC.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If a suicide attempt occurs in an Institute of Technology building or on a campus:

The person who discovers the attempt should immediately call 911.

The person who discovers the attempt should notify the Incident Commander (IC).

IC activates ERT.

The IC or other designated person should attempt to calm suicidal person.

The ERT should isolate suicidal person from other students or site personnel, if possible.

Stay with the person until a counselor or suicide intervention team arrives.

Do not leave the suicidal person alone.

IC notifies the designated suicide intervention service.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

Weapons of mass destruction likely to be employed by terrorists fall into a few basic categories: nuclear and conventional.

Nuclear Weapon Use

Defense against nuclear weapons depends primarily on distance from the point of detonation. If a nuclear device is detonated:

The person who discovers the attack should immediately call 911.

The person who discovers the attack should immediately notify the Incident Commander (IC).

The ERT will utilize PA system or other system to notify campus occupants of the emergency.

The ERT will move students and staff to specifically identified basement or lower level rooms; interior hallways may be used as an alternative.

Campus personnel should close all doors leading into hallways to minimize flying glass.

The ERT should shut down all utility systems to the building (gas and electricity are the priorities).

Shelter in place to protect from fallout, if attack is far enough away.

Keep students and site personnel inside buildings.

Allow students and site personnel to leave at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

Conventional Explosive Device Use

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survival. If responding to the threat of an imminent blast nearby:

The person perceiving the attack should immediately call 911.

The person perceiving the attack should immediately notify the Incident Commander (IC). If

the source of the threat is outside, the ERT will:

Reverse-evacuate all people into school buildings.

Move students and staff to specifically identified basement or lower level rooms; interior hallways may be used as an alternative.

Close all doors leading into hallways to minimize flying glass.

Shut down all utility systems to the building (gas and electricity are the priorities).

All people assume the duck, cover, and hold position on the ground.

Keep students and site personnel inside buildings.

Allow students and staff to leave at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

If the source of the threat is inside an Institute of Technology building, the ERT will:

Evacuate students and site personnel to a safe distance outside of building.

Follow the primary fire drill route, or the alternate route if the primary route is too dangerous.

Instructors and managers take roll after evacuating.

Immediately notify the IC of any missing people.

IC may decide to move students to an alternate relocation center.

No one may re-enter the building(s) until entire building(s) is declared safe by public safety, emergency management, or military authorities.

The ERT will seek medical treatment for any students or site personnel affected by the explosive device.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

The campus will test these procedures once per year, and will include:

Drills that may be announced or unannounced;

Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year; and

Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

2026/2027

Title IX Policy: Addressing Sexual Harassment & Sexual Violence

Institute of Technology

Institute of Technology

Select Education Group

Revised: September 2026

Understanding Title IX

Many of us were introduced to Title IX as the legislation that resulted in the law that enforced standards of equity for girls and women participating in athletics in schools. Title IX does provide the legal basis for establishing equity in athletics but it does so much more than that.

Title IX also prohibits Sexual Harassment, which includes acts of sexual violence such as sexual battery, rape, and acts of sexual coercion. These are all forms of sex discrimination and are prohibited by Title IX. These acts of violence promote a hostile environment on campus and we take this very seriously as we endeavor to provide a safe and secure campus environment for our students. It is important that we be able to respond effectively when a student does have a problem in these areas.

The Title IX Coordinator

Our campus Title IX Coordinator is available to you and responsible to provide the following services:

- Overseeing all Title IX complaints and investigations to provide prompt, fair and equitable resolutions.
- Identifying and addressing patterns and systemic problems that are identified.
- Meeting with students, providing Supportive Measures and answering questions.
- Working cooperatively with other College officials.
- Managing Title IX training, education and communication.
- Assist College staff and faculty regarding how to respond appropriately to reports of sexual violence.
- Ensuring the College meets its Title IX requirements.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972

You can speak with anyone on campus if you or a friend is experiencing sexual harassment or sexual violence. Any staff or faculty member can refer you to our **Title IX Coordinator** and other resources to assist you. Ask for help now, don't wait!

Remember sexual harassment, including acts of sexual violence, rape, sexual battery and sexual coercion are forms of sexual harassment prohibited by Title IX.

Title IX Coordinator – Redding Campus
Brandi Vanderpool
Telephone: (530) 224-1000
Email: bvanderpool@iot.edu
1775 Hilltop Drive
Redding, CA 96002

Notice of Non-Discrimination

The College doesn't tolerate discrimination and that means:

- In accordance with Title IX requirements, the Institute of Technology doesn't discriminate on the basis of sex in educational programs or activities (including admission and employment).
- If you have questions about the application of Title IX to a specific circumstance, you may be referred to our Title IX Coordinator or you may decide to contact the Department of Education's Office of Civil Rights at ocr@ed.gov.
- Sexual discrimination that is prohibited by Title IX includes sexual harassment and sexual violence (the next few pages describe what types of actions constitute sexual harassment and sexual violence).

College Policies and Disciplinary Procedures

- The College will investigate Title IX complaints in a prompt and impartial manner.
- The College will take steps to prevent the recurrence of harassment and to correct its discriminatory effects on the complainant and others as appropriate.
- The parties to the complaint can present witnesses and other evidence during the investigation.
- Sexual assault complaints will not be resolved utilizing mediation.
- Grievance investigations will be conducted expediently and should not exceed 60 days to reach a resolution unless there are extenuating circumstances.
- Both parties will be notified of the outcome of the complaint.

What about Title IX Complaints and Criminal Investigations?

When alleged sexual harassment or sexual violence occurs, the College will promptly and equitably investigate the alleged Title IX violation to determine the facts. Appropriate steps will be taken to resolve the matter in accordance with Title IX requirements.

A Title IX investigation is separate from any law enforcement investigation and the filing of any criminal complaints. You have the right to file a Title IX complaint and a criminal complaint with law enforcement.

Our Title IX Coordinator can assist you in determining the best course of action for you as you consider the College grievance procedure.

Sexual Harassment

Sexual harassment can deny or limit, on the basis of sex, the student's ability to participate in or receive benefits, services or opportunities from the College's programs. That makes it a form of sex discrimination prohibited by Title IX.

1. According to the Department of Education's Office of Civil Rights the following criteria is used to define what constitutes sexual harassment: An employee of the recipient conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.[1]

See the examples below.

Sexual Conduct that is defined as Sexual Harassment

- Making sexual propositions or pressuring someone for sexual favors.
- Unwelcome sexual advances.
- Writing graffiti of a sexual nature.
- Displaying or distributing sexually explicit drawings, pictures or written material.
- Performing sexual gestures or touching oneself sexually in front of others.
- Telling sexual or dirty jokes.
- Spreading sexual rumors or rating other students as to sexual activity or performance.
- Circulating or showing emails, websites or social media pages of a sexual nature.

[1]"Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C 12291(a)(30).

Here is some other key information:

- Sexual harassment presents itself in different forms depending on the harasser and the nature of the harassment.
- Anyone on campus can commit sexual harassment (visitors, students, and staff).
- The conduct may be nonverbal, physical or verbal.
- Male and female students can be victims and the harasser may also be of the same sex.
- Sexual harassment may occur on campus or at an off campus event sponsored by the College such as a field trip or retreat.

Here are some examples of sexual harassment on campus:

- An instructor grading a student's work conditions the grade on whether or not the student responds to sexual advances.
- An Externship Coordinator only schedules students that give out sexual favors to the best externship locations.
- An instructor continually tells off color jokes in the classroom and displays images of a sexual nature in the faculty office.
- A student constantly shares information about other students with whom he has had sexual encounters in a public forum on campus.
- Students (male or female) exchange social media posts or email of a sexual nature without the consent of the other party.

Here are two common forms of sexual harassment.

Two Forms of Sexual Harassment

Quid Pro Quo Harassment. This occurs when a campus faculty or staff member causes a student to believe he or she must submit to sexual advances or other forms of unwelcome sexual conduct in order to participate in school activities. It may also occur when an employee causes a student to feel that the employee will make educational decision based on whether or not the student submits to unwelcome sexual conduct. Even if the student submits to the sexual advances or other forms of unwelcome sexual conduct, it may still be considered sexual harassment.

Example: A faculty member threatens to fail a student unless the student agrees to date him or her.

Hostile Environment Harassment. This occurs when the sexual misconduct is so severe, pervasive, and objectively offensive that is causes a student to not participate in or benefit from an educational experience at the College, or creates an intimidating or abusive educational environment.

Example: Someone continually makes sexually suggestive comments or sexually assaults a student.

Sexual Violence

Sexual violence is a form of sexual harassment and includes acts that are criminal in nature and are prohibited by Title IX.

Many types of sexual violence may not involve physical contact between the two parties such as sexual harassment, voyeurism, and sexual threats. Some examples of sexual violence that do include physical contact are:

- Rape
- Sexual assault.
- Sexual battery.
- Sexual coercion.
- Unwanted touching.
- Dating violence.
- Sexually motivated stalking.

When consent is not obtained in advance of a sex act and the act is committed against the victims will or in instances where the victim is unable to give consent due to the effects of alcohol or drugs, such acts constitute sexual violence.
A majority of the victims of sexual violence are women and are often victimized when under the influence of alcohol or drugs. The assailant is usually male and usually someone the victim knows. An estimated 20% to 25% of college women and 6.1% of men in the U.S have experienced an attempted or completed rape during their attendance at a college.

If you are a victim of sexual violence, there is no need to be afraid or embarrassed, assistance is available. Tell someone you trust, get help and the ongoing care you need.

The Role Alcohol Plays in Sexual Violence

On average, at least 50% of campus sexual assaults involve alcohol. It is the primary drug used by perpetrators of sexual violence.

- Alcohol impairs the perpetrators judgment so he/she ignores the indicators that a person doesn't welcome sexual advances.
- Alcohol impairs the victim so that they don't recognize the risk of certain sexual encounters and may not be able to resist sexual advances.
- Perpetrators may use alcohol as an excuse for their inappropriate behavior.
- Victims who drink have a more difficult time establishing that the perpetrator assaulted them against their will.

Sexual Violence (cont.)

What to do when you are a victim of sexual violence.

- Go to a safe place, away from the perpetrator.
- Locate a friend, faculty member or school administrator.
- Contact the Title IX Coordinator.
- Contact law enforcement when appropriate.
- Preserve any evidence of the assault, do not bath, comb your hair, change clothes, or use medications.
- Preserve any bedding or objects the perpetrator may have left behind that may contain evidence of the assault.
- At the appropriate time seek medical attention, ensure you have no injuries (external or internal) and get information or treatment for STDs, HIV/AIDS and possible pregnancy.
- Consider having a rape kit done even if you have not decided whether or not to press charges against the perpetrator. This preserves evidence for later.
- Seek counseling support.
- Take time to consider all legal options and ask questions for clarification.

Sexual Coercion

Using pressure, force, alcohol or other drugs to have sexual contact with someone against their will is considered sexual coercion.

You may be experiencing it if:

- You feel pressured by your date to engage in sexual conduct. “If you love me you will have sex with me.”
- Gifts or social outings are used as leverage to make you feel like you owe your partner sex.
- There are times you don’t want to have sex but don’t feel like you can say no.
- You have had a sexual experience that frightened you or left you feeling angry or guilty.
- You were pressured into having sex without taking precautions because your partner didn’t want to.

If you have had experiences like these then you may be a victim of sexual coercion, a form of sexual violence, and it’s a violation of your rights.

Your Rights and Supportive Measures

When you are a victim of sexual harassment or sexual violence and come forward to report what has happened, you are a "complainant". This is simply a word used to describe the reporting party. As a complainant there are certain supportive measures available that are designed to help prevent the recurrence of sexual harassment or violence and to help address the effects of such acts. Those supportive measures include, but are not limited to:

- Certain assurances that you and the respondent will not be required to attend the same classes.
- Avoidance of contact directives.
- Providing an escort to ensure the student can move safely between school programs and activities.
- Assistance identifying additional resources including off-campus support and services.
- The availability of counseling services.
- Access to a sexual assault response team advocates.
- The availability of medical services.
- Academic support services like advising and tutoring.
- The option to re-take a course or withdraw from a course without penalty.
- The review of any adverse action the college may have taken against you that may be related to conduct that was the result of your attempts to avoid sexual harassment or violence.
- The option to file a criminal complaint with the assistance and support of the college.

You also have the right to:

- You have the right to an impartial, reliable and appropriate investigation of your complaint including the interview of witnesses and other evidence you provide. You have the right to appeal the decision that is rendered as does the respondent.
- You have the right to the timeline for the investigation, when the investigation will take place, when an appeal may be filed, when the outcome will be provided to the parties to the complaint.
- You have a right to have the complaint decided on the preponderance of the evidence provided which is the standard which means it is more likely than not that sexual harassment has occurred.
- You have the right to written notification of the outcome of the investigation of the complaint. You have the right to information about any sanctions imposed on the perpetrator if it directly relates to you.
- The College cannot require you to abide by a non-disclosure agreement, written or otherwise, because the Clery Act requires that both the complainant and respondent be informed of the outcome and of any institutional sanctions or proceedings alleging a sex offense.

Your Rights and Supportive Measures

If you want to learn more about your rights or if you believe your College is violating Federal Law, you may contact the U. S. Department of Education, Office of Civil Rights, at ocr@ed.gov or (800) 421-3481. You can also fill out a complaint form online through the Department of Education www2.ed.gov/about/offices/list/ocr/complaintintro.html.

Confidentiality Concerns

If you are concerned about confidentiality, here's where we stand on the issue.

- The College will take all reasonable steps to investigate and respond to your concerns in a manner consistent with your requests for confidentiality. The College will also let you know if confidentiality can be maintained in your case.
- If a student makes a request for confidentiality and decides not to press charges in a sexual violence case, an anonymous report of the incident must still be made so that the College can comply with the Clery Act requirements (crime reporting requirements).
- Counselors, to whom you may be referred as a result of your complaint, can maintain the confidentiality you desire.
- In some cases, the greater good of the student population may outweigh the desire of the complaining student to maintain confidentiality.

Proactive steps may be taken to protect students before the final determination of the investigation has been reached.

Students do not have to wait to obtain important protective support.

You have the option to avoid contact with the alleged perpetrator immediately. The College will speak with you about this right away.

Student Advocates – How will they help?

Victims of sexual harassment or sexual violence can expect support from College staff, faculty and student services to meet needs that arise as a result of such events. Here are some of the ways the College can assist you:

- Provide information about community and campus based services to support you.
- Make referrals for counseling through programs offered at your campus.
- Accompany you to the hospital or to a meeting with law enforcement officials as needed.
- Assist you with filing a report.
- Provide support when you seek protective orders or other remedies such as class schedule changes.
- Provide companionship and a listening ear.
- Direct you to help for academic concerns.
- Support you as you prepare for judicial meetings and accompany you for moral support.
- Assure you that the assault was not your fault.
- Provide follow-up after the remedies are in place.

Responding to Retaliation

Title IX protects all college students from retaliation if they report sexual harassment or violence. If after reporting an incident of sexual harassment or sexual violence the alleged perpetrator or his or her friends taunt you or harass you in any way report it immediately.

The Title IX Coordinator at the College and others are there as resources to take strong action if any retaliation or new incidents of harassment occur.

The College will be attentive to your needs as long as you are enrolled so you know you're not alone. The College is your link to both campus based and community based resources.

Helping Someone Else

Perhaps you know someone else, a friend or classmate who has been the victim of sexual harassment or sexual violence. You may be the best person to help them, you can…

- Listen compassionately.
- Suggest they contact campus based or community based resources for help.
- Seek the advice and counsel of student advocates on campus as you try to help your friend.

Connecting your friend with trained professionals is an important step toward getting them the help they need.

Intervening as a Bystander

Every campus has a body of students who by virtue of their inaction support sexual harassment and sexual violence. They may not intend to do so, but when they don't act the end result is that they allow sexual harassment and sexual violence to occur. It sends a message to perpetrators that their conduct is okay.

Proactive Steps Bystanders Can Take

Here's what you can do to stop sexual harassment and sexual violence.

- Take a stand against violence and voice your opposition to it.
- Respect others and their rights.
- Speak up when others blame victims for sexual violence.
- Enlist the support of male friends in your stand against violence.
- Educate female friends about sexual harassment and sexual violence.
- Educate yourself about the resources available for victims.
- Be aware of and use campus resources.
- Participate in awareness events.
- Empower victims to tell their stories.

Reactive Intervention Strategies

When you observe an incident of sexual harassment or sexual violence, here are some steps you can take to intervene.

- Get campus personnel involved immediately.
- Invite a friend in a potentially dangerous situation to leave with you.
- Ensure a friend has safe passage home from campus events.
- When you encounter a victim ask if they are okay.
- Be a friend, provide a listening ear.
- Contact law enforcement when it is appropriate to do so.
- Contact campus based or community based counseling services for assistance.

Definitions

Title IX Sexual Harassment Definitions

The following terms have the following definitions as used in this Title IX Sexual Harassment Grievance Process:

"Actual Knowledge"— Notice of Title IX Sexual Harassment or allegations of Title IX Sexual Harassment to the Institute of Technology's Title IX Coordinator or to any Official With Authority, as defined herein. Assumption of knowledge based solely on the Institute of Technology's status as an employer or other presumption under law does not constitute Actual Knowledge. This standard is not met when the only official of the Institute of Technology with Actual Knowledge is the Title IX Respondent. "Notice" as used here includes, but is not limited to, a report or complaint of Title IX Sexual Harassment to the Title IX Coordinator or any Official With Authority in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator or the Institute of Technology employee receiving the person's verbal or written report.

"Business Days"— Days on which the Institute of Technology campus is open.

"Consent"— Informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in a mutually agreed upon sexual activity. A person can withdraw consent at any time. There is no consent when there is force, threats, intimidation, or duress. A person's lack of verbal or physical resistance or manner of dress do not constitute consent. Consent to past sexual activity with another person does not constitute consent to future sexual activity with that person. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person cannot consent to sexual activity if the person is unable to understand the nature, fact, or extent of the activity or give knowing consent due to circumstances including without limitation the following:

1. the person is incapacitated due to the use or influence of alcohol or other drugs;
2. the person is asleep or unconscious;
3. the person is under the legal age to provide consent; or
4. the person has a disability that prevents such person from having the ability or capacity to give consent.

Definition of "Consent" in your state — Positive cooperation in an act or attitude pursuant to the exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. (California Penal Code § 163.315.)

Definition of "Affirmative Consent" in your state — Affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to

be an indicator of consent. (California Education Code Section 67386)

“Education Program or Activity”— Locations, events, or circumstances in the United States over which the Institute of Technology exercises substantial control over both the Title IX Respondent and the context in which Title IX Sexual Harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the Institute of Technology. Depending on the facts, this phrase may extend to off-campus Title IX Sexual Harassment incidents.

“Officials With Authority”— Includes any official designated by the Institute of Technology to have authority to institute corrective measures on behalf of the institution, specifically: Campus President, Director of Education, Director of Financial Aid, Director of Admissions, Director of Career Services, and Director of Student Services.

“Title IX Appellate Decisionmaker”— One or more individuals designated to conduct an appeal required by Title IX and this Title IX Sexual Harassment Grievance Process. The Title IX Decisionmaker cannot be the Title IX Coordinator or the Title IX Investigator or Decisionmaker assigned to the same Formal Complaint, must be free from conflicts of interest or bias against complainants and respondents generally and against an individual Title IX Complainant or Respondent, and must be trained to properly implement this Title IX Sexual Harassment Grievance Process and to serve impartially.

“Title IX Complainant” or “Complainant” — An individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

“Title IX Formal Complaint”— A document filed by a Title IX Complainant or signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a Title IX Respondent and requesting that the Institute of Technology investigate the allegation. At the time of filing a Formal Title IX Complaint, a Title IX Complainant must be participating in or attempting to participate in the Institute of Technology’s Education Program or Activity within which the Formal Title IX Complaint is filed. A Formal Title IX Complaint may be filed with the Title IX Coordinator in person, by mail, or by email, by using the contact information required to be listed for the Title IX Coordinator in the Institute of Technology’s Nondiscrimination Policy and included in this Student Handbook. As used here, the phrase “document filed by a Title IX Complainant” means a document or electronic submission (such as by email or paper or electronic form provided for this purpose by the Institute of Technology) that contains the Title IX Complainant’s physical or digital signature, or otherwise indicates that the Title IX Complainant is the person filing the Formal Title IX Complaint. Where the Title IX Coordinator signs a Formal Title IX Complaint, the Title IX Coordinator is not a complainant or otherwise a party under this Title IX Sexual Harassment Grievance Process.

“Title IX Investigator”— An individual designated to investigate a Formal Title IX Complaint according to this Title IX Sexual Harassment Grievance Process. The Title IX Investigator cannot be the Title IX Decisionmaker or the Title IX Appellate Decisionmaker assigned to the same Formal Complaint, must be free from conflicts of interest or bias against complainants and respondents generally and against an individual Title IX Complainant or Respondent, and must be trained to properly implement this Title IX Sexual Harassment Grievance Process and to serve impartially.

“Title IX Respondent” or “Respondent” — An individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

“Title IX Sexual Harassment”— Conduct on the basis of sex that satisfies one or more of the following:

- An Institute of Technology employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institute of Technology’s education program or activity; or
- Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).
  - Sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI). 20 U.S.C. §1092(f)(6)(A)(v). For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.
  - Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
  - Domestic violence includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or 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. 34 C.F.R. §12291(a)(8).
  - Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 C.F.R. §12291(a)(30).

“Title IX Supportive Measures”— Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Title IX Complainant or Respondent before or after the filing of a Formal Title IX Complaint or where no Formal Title IX Complaint has been filed. Such measures are designed to restore or preserve equal access to the Institute of Technology’s Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Institute of Technology’s educational environment and deter sexual harassment. Title IX Supportive Measures may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

“Title IX Team”— The group of individuals responsible for addressing reports and complaints of Title IX Sexual Harassment, including the Title IX Coordinator or designee, Title IX Investigators, Title IX Decisionmakers, Title IX Appellate Decisionmakers, and Title IX Informal Resolution Facilitators.

“Title IX Decisionmaker” or “Decisionmaker” — An individual designated by the Title IX Coordinator or designee to reach a determination regarding responsibility in a Formal Title IX

Complaint by applying the preponderance of the evidence standard of proof. The Title IX Decisionmaker cannot be the Title IX Coordinator or the Title IX Investigator or Appellate Decisionmaker assigned to the same Formal Complaint, must be free from conflicts of interest or bias against complainants and respondents generally and against an individual Title IX Complainant or Respondent, and must be trained to properly implement this Title IX Sexual Harassment Grievance Process and to serve impartially.

"Sexual Misconduct" — For the purposes of this document, Sexual Misconduct means sexual harassment and sexual assault as those terms are defined in the Title IX brochure on Sexual Harassment and Sexual Violence. The grounds for discipline for such conduct are Physical Abuse, Sexual, Racial, Dating Violence, Domestic Violence, or Other Forms of Harassment, Stalking and/or Expectation of Privacy.

"Sexual Misconduct Complaint" — For the purposes of this document, a formal written complaint made to the Title IX Coordinator or designee, or a complaint made to any Campus Security personnel alleging that the Complainant was subjected to acts, committed by the student who is the subject of the complaint, which acts violated the provisions of the College policy concerning sexual harassment, sexual violence, dating violence, domestic violence and/or stalking.

Title IX at Institute of Technology

In compliance with Title IX, the Institute of Technology does not deny or limit any student or employee the ability to participate in or benefit from any program offered by the College on the basis of sex or gender.

Making Title IX Sexual Harassment Complaints

Complaints that allege Sexual Harassment may be made directly to any Campus Security Authority, Official With Authority, the Director of Student Services, or the *Office of the Campus President or any other campus personnel authorized to receive such complaints. When the initial complaint is received and documented by appropriate authorized personnel, then the Office of the Campus President shall disclose to the Complainant the options for pursuing the complaint under applicable campus polices and/or to law enforcement agencies.

Title IX Sexual Harassment Complaints, after receipt by authorized personnel, shall be investigated. All time periods and timelines that would apply pursuant to the provisions of Title IX will be upheld while the Office of the Campus President responds to the Title IX Sexual Harassment Complaint.

** The Office of the Campus President is the office for the Prevention of Harassment and Discrimination and is the office that represents the campus Title IX Officer, who is responsible for coordinating the institution's efforts to comply with Title IX and related College and campus policies focused on nondiscrimination on the basis of sex. These responsibilities include the oversight of the campus response to complaints of sexual harassment and assault. The Title IX Officer and other designated staff can conduct administrative investigations of complaints of sexual harassment and assault, according to College and campus policies and procedures.*

Title IX Sexual Harassment Grievance Process

This Title IX Sexual Harassment Grievance Process will be used to process any report or complaint of "Title IX Sexual Harassment," as defined in this Title IX Policy: Addressing Sexual Harassment & Sexual Violence. Any person may report Title IX Sexual Harassment under this process, whether or not the reporting party is the person alleged to be the victim of the conduct. Reports of Title IX Sexual Harassment may be made in person, by mail, by telephone, or by electronic mail at any time (including during non-business hours) directed to the Title IX Coordinator using the contact information contained in this policy. If an Official With Authority, as defined in this Title IX Policy: Addressing Sexual Harassment & Sexual Violence, Definitions section, receives a report or otherwise has knowledge of a report or incident of Title IX Sexual Harassment, the Official With Authority must promptly report such information to the Title IX Coordinator.

Processing a report or complaint under this Title IX Sexual Harassment Grievance Process does not preclude processing some or all allegations of a report or complaint under other policies and procedures, to the extent allowed by Title IX and other laws. This grievance process complies

with all requirements of Title IX and its implementing regulations and provides required notice of the procedure used to respond to complaints of Title IX Sexual Harassment for necessary stakeholders.
If the regulations implementing Title IX at 85 Fed. Reg. 30026, 30026-30579, are enjoined or invalidated by a Federal Court with jurisdiction over the Institute of Technology or reversed or replaced by any agency with sufficient authority, this Title IX Sexual Harassment Grievance Process will immediately cease to apply to reports and complaints of sexual harassment and sexual misconduct, including Title IX Sexual Harassment, unless and until any such injunction, invalidation, reversal, or replacement is overturned or reversed.

If the Institute of Technology has Actual Knowledge of Title IX Sexual Harassment, the institution shall respond in a manner that is not clearly unreasonable in light of the known circumstances by using this Title IX Sexual Harassment Grievance Process. No person designated or serving as a Title IX Coordinator or designee, Title IX Investigator, Title IX Decisionmaker, Title IX Appellate Decisionmaker or Title IX Informal Resolution Facilitator will have a conflict of interest or bias for or against Title IX complainants or respondents generally or against an individual Title IX Complainant or Title IX Respondent.

Response to a Title IX Sexual Harassment Complaint

Whether or not a formal complaint alleging Title IX Sexual Harassment is filed, at a minimum, the Title IX Coordinator or designee will do the following:

Initial Meeting with the Complainant: The Title IX Coordinator or designee will promptly contact the Title IX Complainant to:

- Discuss the availability of Supportive Measures;
- Inquire about and consider the Title IX Complainant’s wishes with respect to Supportive Measures;
- Inform the Title IX Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint; and
- Explain to the Title IX Complainant the process for filing a Formal Complaint as set forth in this Title IX Sexual Harassment Grievance Process.

Formal Title IX Complaints

If a Formal Complaint alleging Title IX Sexual Harassment is filed or initiated, the Title IX Coordinator or designee will, at a minimum:
Notice of Allegations: Provide written notice to any known Title IX Complainants and Title IX Respondents including:

- A copy or link to this Title IX Sexual Harassment Grievance Process
- Notice of the allegations of Title IX Sexual Harassment in the formal complaint, including the identities of all known parties involved in the incident(s), the conduct allegedly constituting Title IX Sexual Harassment, the date and location of the alleged incident, and any other details necessary to prepare a response; such notice must be provided with sufficient time for the parties to prepare a response before any interview, which in no case shall be less than 24 hours

- A statement that the Title IX Respondent is presumed not responsible for the alleged conduct
- A statement that a determination regarding responsibility is made at the conclusion of the grievance process
- Notice to the parties that they may have an advisor of choice who may be, but is not required to be, an attorney
- Notice to the parties that they may inspect and review evidence obtained during the investigation
- Notice of any provision of the Institute of Technology's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process

The Institute of Technology will identify and document one or more qualified Title IX Investigator(s) who will investigate the Formal Complaint. The Title IX Investigator(s) will investigate the allegations of Title IX Sexual Harassment in a Formal Complaint.

If at any time during the course of the investigation additional allegations of Title IX Sexual Harassment arise that will be investigated and that were not included in the written notice, the Title IX Coordinator or designee will, within five (5) Business Days of the decision to add the allegations to the investigation, provide notice of the additional allegations as described above to the parties whose identities are then known.

Interim Responses to Title IX Sexual Harassment Complaints

An interim suspension or other interim protections and remedies may be imposed pursuant to the will of the Campus President during an investigation of a Sexual Misconduct Complaint and/or prior to completion of the conduct process. The scope of, and process regarding, such interim suspension shall be in accordance with provisions of College policy, the Clery Act and Title IX.

Supportive Measures: the Institute of Technology will maintain as confidential any supportive measures provided to the Title IX Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the Institute of Technology to provide the Supportive Measures. The Institute of Technology may not impose any disciplinary sanctions or other actions that are not Supportive Measures against a Title IX Respondent unless a Formal Complaint has been filed and a finding of responsibility has been issued against the Title IX Respondent under this Title IX Sexual Harassment Grievance Process.

- Emergency Removals/Leaves of Absence: the Institute of Technology may, however, remove a student-Title IX Respondent from its education program or activity on an emergency basis, provided that the Institute of Technology makes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Title IX Respondent with notice and an opportunity to challenge the decision immediately following the removal. The Institute of Technology also may place a non-student employee Title IX Respondent on paid administrative leave during the pendency of this Title IX Sexual Harassment Grievance Process. Such emergency removals/leaves of absence must comply with any other relevant laws, policies, administrative procedures, and agreements governing removals of students and/or employees from the institution's program or activity.

Mandatory Dismissal

Within seven (7) Business Days of receiving a formal complaint filed by a Complainant, dismiss under this Title IX Sexual Harassment Grievance Process any allegation in the Formal Complaint that would not constitute Title IX Sexual Harassment, even if true; that did not occur in the Institute of Technology's education program or activity; or that did not occur against a person in the United States. Nothing precludes action on ay dismissed allegations under another policy, procedure, or rule of the Institute of Technology. Upon such dismissal, the Title IX Coordinator or designee will send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Special procedures regarding Informal Resolution

Informal Resolution: Unless the Formal Complaint involves an allegation of sexual misconduct by an Institute of Technology employee against a student, the Title IX Investigator will, within five (5) Business Days of assignment to the Formal Complaint, notify the Title IX Complainant and the Title IX Respondent of the option to complete informal resolution. The Institute of Technology will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of Title IX Sexual Harassment consistent with this policy. The Institute of Technology also will not require parties to participate in an informal resolution process under this policy and may not offer an informal resolution process unless a Formal Complaint is filed. However, at any time prior to reaching a determination regarding responsibility, the Institute of Technology may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the Institute of Technology:

Provides to the parties a written notice disclosing:

- the allegations;
- the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint; and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Prior to agreeing to an Informal Resolution of a Title IX Sexual Harassment Complaint, the Campus President shall obtain voluntary written consent to the informal resolution process. Informal resolution may not be offered to resolve allegations that an employee sexually harassed a student.

If informal resolution is undertaken, the Title IX Coordinator or designee will assign an Informal Resolution Facilitator who will attempt to informally resolve the matter between the parties. During the informal resolution process, all timeframes under this Title IX Sexual Harassment Grievance Process will be tolled. If no resolution is reached within twenty (20) Business Days of commencement of the informal resolution, unless such 20-day time period is extended by agreement of the parties, or if the parties do not elect to engage in informal resolution, the Title IX

Investigator(s) will recommence the investigation and the timeframes under this Title IX Sexual Harassment Grievance Process will recommence.

Investigation of Title IX Sexual Misconduct Complaints

In cases involving alleged sexual harassment (including without limitation sexual assault and/or gender discrimination), the Title IX Investigator or other designee will take responsibility for investigating complaints of sexual misconduct. The Office of the Campus President may temporarily delay the fact-finding portion of its investigation while law enforcement officers collect evidence for a criminal investigation, but will promptly resume its investigation at such time as there will be no interference with law enforcement evidence collection. The Title IX investigation will be completed whether or not any related criminal proceedings are concluded.

When an investigation is temporarily delayed, immediate steps shall be considered and may be imposed by the Campus President to ensure the safety and well-being of the Complainant and the campus community during the law enforcement investigation. Such steps shall be imposed consistent with the requirements of the Clery Act and Title IX. The Campus President will not suspend the investigation on the basis that a student faces potential or actual criminal charges associated with the matters being investigated. A Sexual Misconduct investigation shall be completed promptly. If the investigation is not completed within sixty (30) days, the Title IX Coordinator shall inform the Complainant and Respondent of the status of the investigation and provide the Complainant and the Respondent with an estimated date for the completion of the investigation.

Within seven (7) days after the date that the Office of the Title IX Investigator documents the investigative findings, the Title IX Coordinator shall either
(1) issue an Alleged Violation Letter consistent with the requirements of the Clery Act and Title IX; or
(2) extend the time to render a decision; or
(3) choose not to pursue the case and issue a Dismissal Letter to the complainant and the respondent.

Following issuance of the Alleged Violation Letter, the Conduct process shall proceed in accordance with the requirements of College policy, the Clery Act and Title IX, except to the extent that those requirements are specifically modified by issuance of new policy.

During the investigation of a Formal Complaint and throughout this Title IX Sexual Harassment Grievance Process

- The investigation and adjudication of alleged misconduct is not an adversarial process between the complainant, the respondent, and the witnesses. The burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the Institute of Technology. The complainant does not have the burden to prove, nor does the respondent have the burden to disprove, the underlying allegation or allegations of misconduct. The process allows our institution to comply with existing law.

- The Institute of Technology will ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the Institute of Technology and not on the parties, provided that the Institute of Technology cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the Institute of Technology obtains the voluntary, written consent to do so from that party.

- Equal Treatment – Evidence Presentation: Provide an equal opportunity for the parties to present any inculpatory or exculpatory evidence, including fact and expert witnesses. The Institute of Technology will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

- Equal Treatment – Advisors: Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of an advisor for either the Title IX Complainant or Title IX Respondent in any meeting or grievance proceeding; however, the Institute of Technology may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if at all, as long as the restrictions apply equally to both parties.

- Written Notice of Meetings: Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews and other meetings, with sufficient time for the party to prepare to participate.

- Equal Opportunity – Evidence Review: Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which the Institute of Technology does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the Title IX Investigator(s) must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the Title IX Investigator(s) will consider prior to completion of the investigative report.

- Investigative Report: Within thirty (30) Business Days of receipt of the Formal Complaint, the Title IX Investigator will create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a live hearing or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. If the investigation is not completed within sixty (30) days, the Title IX Coordinator shall inform the Complainant and Respondent of the status of the investigation and provide the Complainant and the Respondent with an estimated date for the completion of the investigation.

The process used to investigate and resolve a Formal Complaint will also meet the following additional requirements:

- The process used must treat Title IX Complainants and Title IX Respondents equitably in all manners, including by providing remedies to a Title IX Complainant where a determination of responsibility for Title IX Sexual Harassment has been made against the Title IX Respondent, and by following this Grievance Process before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Title IX Respondent.

- No evidence that constitutes or seeks disclosure of information protected under a legally recognized privilege will be required, allowed, or relied on unless the person holding such privilege has waived the privilege.

- The Title IX Investigator and the Title IX Decisionmaker will objectively review all relevant evidence, including both inculpatory and exculpatory evidence, and credibility determinations will not be based on a person's status as a Title IX Complainant, Title IX Respondent, or Witness.

- All members of the Title IX Team will operate under a presumption that the Title IX Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of this Title IX Sexual Harassment Grievance Process.

- Remedies may include, but are not limited to, the same individualized services described as Supportive Measures in this policy but need not be non-disciplinary or non-punitive and need not avoid burdening the Title IX Respondent. Student discipline can involve a range of consequences, which may include, but are not limited to, Supportive Measures, a warning, recommendation for suspension and/or expulsion, depending on the severity of the action and circumstances of the student(s) involved. Discipline for employees also includes a range of options, including, but not limited to, a letter of reprimand, reassignment, suspension with or without pay, discharge or recommendation for discharge, notifying appropriate legal authorities and/or taking legal action against the employee.

- The Title IX Coordinator or designee may consolidate Formal Complaints as to allegations of Title IX Sexual Harassment against more than one Title IX Respondent, or by more than one Title IX Complainant against one or more Title IX Respondents, or by one party against the other party, where the allegations of Title IX Sexual Harassment arise out of the same facts or circumstances.

Special pre-hearing procedures

College policy provides that pre-hearing information is exchanged by the Campus President and the Respondent no later than (10) days prior to the hearing date. The Campus President shall provide this information to the Complainant prior to the hearing, to the extent permitted by law.

Designation of Decisionmaker: The Title IX Coordinator or designee will identify one or more Title IX Decisionmakers for the Formal Complaint, which cannot include the Title IX Coordinator or designee or the Title IX Investigator assigned to the Formal Complaint.

Special procedures regarding the conduct of the hearing.

The Complainant may be present at the hearing. With regard to the scheduling of the hearing, the Campus President shall make an equal effort to accommodate the schedules of the Respondent and the Complainant. Once the hearing is scheduled, the absence or unavailability of either the Respondent or the Complainant shall not be cause to cancel, postpone, or reschedule a scheduled hearing. Neither the Complainant nor the Respondent may record any portion of the hearing.

Live Hearing: A live hearing will be provided as part of the grievance process. The live hearing will comply with the following requirements:

The live hearing may, upon the request of either party, be held virtually, with parties located in separate rooms with technology enabling the Title IX Decisionmaker(s) and parties to simultaneously see and hear the party or witness answering questions. Unless the live hearing is conducted virtually, all parties must be physically present in the same geographic location. Requests for visual or physical separation should be made to the Title IX Coordinator at least five (5) days prior to the hearing.

All hearings will be documented through audio recording, audiovisual recording, or transcript, at the institution's discretion, and will be made available to the parties for inspection or review.

At the hearing, the Title IX Decisionmaker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenges credibility. Only relevant cross-examination and other questions may be asked of a party or witness. With respect to cross-examination:

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

- The Title IX Decisionmaker must explain to the party proposing the questions any decision to exclude a question as not relevant. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by the party personally.
- Cross-examination must be conducted by the party's advisor, and never by the party. If a party does not have an advisor present at the live hearing, the Institution will provide an advisor of the Institution's choice, without charge to the party, who may be, but is not required to be, an attorney to conduct cross-examination on behalf of the party.

If a party or witness does not submit to cross-examination at the live hearing, the Title IX Decisionmaker(s) cannot rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Decisionmaker(s) cannot draw an inference about the determination regarding responsibility based solely on the party or witness's absence or refusal to answer cross-examination or other questions.

Special notice of the outcome

Written Determination: Within twenty (20) Business Days of receipt of the final written responses and evidence from the parties, the Title IX Decisionmaker(s) must issue a written determination regarding responsibility. To reach this decision, the Title IX Decisionmaker(s) must apply the preponderance of the evidence standard, regardless of whether the Title IX Respondent is a student or an employee. The written determination must include:

- Identification of the allegations potentially constituting Title IX Sexual Harassment
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held
- Findings of fact supporting the determination
- Conclusions regarding the application of this Title IX Sexual Harassment Grievance Process to the facts
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the Institute of Technology will impose on the Title IX Respondent, and whether remedies designed to restore or preserve equal access to the Institute of Technology's Education Program or Activity will be provided by the Institute of Technology to the Title IX Complainant, and
- The Institute of Technology's procedures and permissible bases for the Title IX Complainant and Title IX Respondent to appeal.

Notice of Written Determination: The Title IX Decisionmaker(s) or a designee must provide the written determination to the parties simultaneously.

Special appeal process and procedures.

Any action that is subject to appeal pursuant to this policy is subject to the following requirements. Such action specifically includes the Administrative Disposition and the final outcome of a formal hearing.

A Title IX Complainant or Title IX Respondent who wishes to appeal must submit a notice of appeal to the Title IX Coordinator within ten (10) calendar days of the date of the Title IX Decisionmaker(s)'s decision. An appeal may be filed by email, mail, or hand delivery to the Title IX Coordinator. If delivered by mail, the notice of appeal must be postmarked by the fifth (5th) calendar day after the date of the Title IX Decisionmaker(s)'s decision.

When such an appeal is submitted within that time period, the Title IX Coordinator will:

- Notice of Appeal: Within 5 Business Days of receipt of the appeal, notify the other party in writing that an appeal was filed
- Equal Treatment – Appeal: Implement appeal procedures equally for both parties
- Different Title IX Appellate Decisionmaker: Ensure that the Appellate Decisionmaker(s) are not the same person(s) as the Title IX Decisionmaker(s) that reached the determination regarding responsibility or dismissal, the Title IX Investigator(s) assigned to the formal complaint, or the Title IX Coordinator or designee.

- Appeal Standards Met: Ensure that the Title IX Appellate Decisionmaker(s) complies/comply with the standards set forth in this policy for appeals

Appeal: Both parties may appeal from either a determination regarding responsibility or from the Institute of Technology's dismissal of a Formal Complaint or any allegations therein, on the following bases:

1. Newly discovered evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
2. Procedural irregularity or error that affected the outcome of the matter; or
3. Claims that the Title IX Coordinator or designee, Investigator(s), or Decisionmaker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Title IX Complainant or Title IX Respondent that affected the outcome of the matter; or
4. Evidence or arguments, which for good cause, should be considered.

The Title IX Appellate Decisionmaker(s) or his/her designee will make the final determination of all matters appealed under this provision. The Title IX Appellate Decisionmaker(s) President/CEO or his/her designee may:

1. Reject the appeal and affirm the original decision and/or sanctions; or
2. Approve the appeal; and
    a. Modify the decision and/or sanction(s) in question; or
    b. Require that the matter be reopened and that elements of the Conduct process, including without limitations hearings, be repeated.

If the appeal is based upon newly discovered evidence, then the matter may be referred back to the Office of the Campus President to determine whether any modifications should be made to the investigative report.

Upon receipt of an appeal, the Title IX Appellate Decisionmaker(s) must do the following:

- Equal Treatment – Written Statement: Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome

- Written Appeal Decision: Issue a written decision describing the result of the appeal and the rationale for the result within fifteen (15) Business Days of receipt of the notice of appeal, and

- Notice of Written Appeal Decision: Provide the written decision on appeal simultaneously to both parties

If an appeal is successful, the Title IX Coordinator or designee will remand the matter back to the appropriate member of the Title IX Team to remedy the concern. A determination regarding responsibility becomes final on the date that

1. if an appeal is filed, the Title IX Appellate Decisionmaker or designee provides the parties with the written determination of the result of the appeal upholding the determination; or
2. if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator or designee is responsible for effective implementation of any remedies.

The filing of a timely appeal suspends the imposition of sanctions and/or formal resolution of charges until the appeal is decided, but interim action may be taken as determined by the Campus President or his/her designee consistent with the process and requirements of the hearing procedures. The imposition of discipline or determination not to uphold charges following a formal hearing shall not be effective until the appeal period has run and, if an appeal has been made, the appeal has been resolved. Grades or degrees may be withheld pending resolution of appeals.

Special General Provisions. Notices.

Notices or communications given to the Respondent by the Campus President concerning the following shall be provided to Complainant on the same day:

1. Administrative Disposition;
2. Notice of the outcome of a hearing;
3. Final decision to impose sanctions issued by the Campus President; and
4. Any decision regarding an appeal.

Privacy

Portions of the communication to Complainant of actions and proposed actions may be redacted if such redaction is required or permitted by law in order to protect the privacy of the student who is the subject of the Title IX Sexual Harassment Complaint, other students, or other persons. In accordance with federal and state law, the Campus President may maintain certain information regarding a Title IX Sexual Harassment Complaint in confidence in order to protect the privacy and confidentiality of the Complainant; however, this information will not be used in a hearing.

The Institute of Technology must keep confidential the identity of any individual who has made a report or complaint of sexual discrimination, including Title IX Sexual Harassment; any person who has filed a Formal Complaint of sexual harassment; any Title IX Complainant; any individual who has been reported to be the perpetrator of sex discrimination; any Title IX Respondent; and any witness, except as may be permitted or required by law or to conduct any investigation, hearing, or judicial proceeding arising under this Title IX Sexual Harassment Grievance Process.

Special Grounds for Discipline; retaliation and intimidation.

The campus does not permit retaliation against any person for bringing a Title IX Sexual Harassment Complaint. Students may be disciplined for retaliating in any fashion against any person who makes a Title IX Sexual Harassment Complaint. Retaliation includes, but is not limited to, harassment, threats, intimidation, reprisals, and/or adverse actions committed or

instigated by the person who is the subject of the complaint or persons acting on behalf of that person against directed toward the Complainant or anyone providing emotional or material support to the Complainant. Any student who participates in retaliation may be subject to the disciplinary process as outlined in
the College catalog.

Students may be subject to the disciplinary process as outlined in the College catalog for any attempt to intimidate any witness or otherwise attempt to prevent the testimony of any witness who has information relevant to a student conduct proceeding.

Application of sanctions.

Any sanctions described in College policy may be imposed in response to a Sexual Misconduct Complaint. Sanctions include without limitation exclusion, probation, suspension and dismissal.

Right to Pursue Other Remedies Not Impaired

The right of a person to resolution of a report or complaint under this policy shall not be impaired by the person's pursuit of other remedies, such as criminal complaints, civil actions, etc. Use of this policy and the grievance processes herein are not a prerequisite to the pursuit of other remedies and may not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the Institute of Technology will conduct its own investigation, although in some cases delays due to another process may be warranted or required.

Resources

Institute of Technology

Select Education Group

Updated 9/2026

For additional information or a printed copy of the following resources, see your campus Student Services representative. The following list will provide contact information for services available within the community.

Emergencies (Fire Dept., Police, Paramedics & Highway Patrol): **Dial 911**

National Suicide Prevention Lifeline
988
https://988lifeline.org/

Find your local 2-1-1
http://www.211.org/

How 2-1-1 Can Help
Crisis
Food
Health
Housing + Utilities
Human Trafficking
Jobs + Employment
Reentry
Veterans

Substance Abuse and Mental Health Services Administration (SAMHSA)
samhsa.gov

COMMUNITY RESOURCES

Fresno / Clovis, CA

Marjaree Mason Center
1600 'M' Street
Fresno, CA, 93721
(559) 237-4706
24 Hour Crisis Line (559) 233-HELP (4357)
https://mmcenter.org/

Rape Counseling Services
259 N. Blackstone Ave.

Fresno, CA 93701
(559) 497-2900
24 Hour Crisis Line (559) 222-7273
http://rcsfresno.org/

Fresno County Department of Public Health
1221 Fulton Street
Fresno, CA 93721
(559) 600-3200
https://www.co.fresno.ca.us/departments/public-health

Modesto, CA

Haven Counseling Center: Rape/Sexual Assault Support Group
618 13th Street
Modesto, CA 95354
24 Hour Crisis Line (209) 577-5980
Modesto Office: (209) 524-4331
www.havenwcs.org

Stanislaus County Health Services Agency
820 Scenic Dr.
Modesto, CA 95350
(209) 558-7000
http://www.schsa.org/

Redding, CA

Crime Victims Assistance Center
1355 West Street
Redding, CA 96001
(530) 225-5220
https://www.shastacounty.gov/district-attorney/page/crime-victims-assistance-center

One SAFE place
https://www.ospshasta.org//
Sierra Center (Client Services/Administration)
2250 Benton Dr.
Redding, CA 96003
Phone: 530-244-0117 (Crisis Hotline)
Admin Phone: 530-244-0118

Shasta Public Health Department
(530) 229-8400
https://www.shastacounty.gov/health-human-services

Salem, OR

Center for Hope & Safety
A nonprofit organization in Salem that provides a safe refuge and support to sexual assault and domestic violence victims.

24-Hour Crisis Line (503) 399-7722
Office (503) 378-1572
https://hopeandsafety.org/

SABLE House
A domestic violence and sexual violence resource in Polk County through crisis intervention and community education services.
Crisis Hotline (503) 623-4033
Office (503) 623-6703
www.sablehouse.org

Marion County Victims' Assistance Program
More than 50 volunteers provide services to victims of violent crimes in Marion County, including advocating for victims and providing education.
555 Court St. NE, Suite 3231
Salem, OR 97309
Office (503) 588-5253
www.co.marion.or.us/DA/victimassistance

Polk County Victims' Assistance Program
The Polk County District Attorney's Office offers help with everything from answering basic questions about what to expect in court to filling out forms for restitution.
850 Main Street
Dallas, OR 97338
(503) 623-9268, Press 3
www.co.polk.or.us/da/prosecution/va/crime-victims-assistance-program

Canyon Crisis Center
An organization in Mill City that provides emergency shelter, support groups, legal advocacy and referrals to other services for victims of domestic and sexual violence.
24 Hour-Crisis Line (503) 897-2327
825 N.W. Santiam Blvd., Mill City, Oregon 97360
https://canyoncrisis.org/

Organizations

National Domestic Violence Hotline
1-800-799-SAFE (7233)
http://www.thehotline.org/

RAINN (Rape, Abuse & Incest National Network)
24 Hour Hotline 1-800-656-HOPE (4673)
www.rainn.org

love is respect
Highly-trained advocates offer support, information and advocacy to young people who have questions or concerns about their dating relationships. We also provide information and support to concerned friends and family members, teachers, counselors, service providers and members of law enforcement. Free and confidential phone, live chat and texting services are available 24/7/365.
www.loveisrespect.org
Text LOVEIS to 22522*

Call 1-866-331-9474

The National Center for Victims of a Crime
Victim Connect
If you need immediate assistance, the Victim Connect Hotline provides information and referrals for victims of all crime and can be reached at 1-855-4-VICTIM (855-484-2846)
Stalking Resource Center
https://victimsofcrime.org/

1in6 Online Helpline
A helpline for Male Survivors of Childhood Sexual Abuse and Adult Sexual Assault
https://1in6.org
Online Helpline Chat

NCAVP
National Coalition of Anti-Violence Programs
National Advocacy for Local LGBTQ Communities
Hotline 212-714-1141
https://avp.org/

Federal Government

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
(800) 421-3481
OCR@ed.gov