



## I. POLICY SUMMARY

Design Institute of San Diego (DISD) is providing the following information to all of its employees and students as part of DISD'S commitment to safety, security and maintaining a community dedicated to academic excellence, where individuals can work and learn together in an atmosphere free of harassment, exploitation, or intimidations. DISD prohibits sexual violence, harassment and retaliation. A prompt response will be given to all reports of prohibited conduct and administrators will take appropriate action to prevent, correct, and when necessary, discipline behavior that violates this Policy on Sexual Violence and Sexual Harassment (Policy).

This Policy includes DISD's responsibilities and procedures and is meant to comply with the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics Act, Violence Against Women Act, and California's SB-967 Yes-Means-Yes Student Safety Act. If you should have any questions about any of the information provided in this material, please contact the [Director](#), or by telephone at **858-566-1200**.

This policy along with an annual update of Campus Crime Statistics Report is distributed to every student and employee on an annual basis via email at the beginning of the Fall semester. Copies are also included in every new student orientation and new employee-hiring packet. The Report may also be found on the Institution's public website, located at <http://www.disd.edu/about-consumer-information.php>.

## II. DEFINITIONS

### A. Consent

Consent is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of both persons an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence, do not alone constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity. The existence of a dating relationship or past sexual relations between the persons involved should never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct).

The Respondent's belief that the Complainant consented shall not provide a valid excuse where:

1. The Respondent's belief arose from the Respondent's own intoxication or recklessness;
2. The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or
3. The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
  - a. asleep or unconscious;
  - b. due to the influence of drugs, alcohol, or medication, unable to understand the fact, nature, or extent of the sexual activity; or
  - c. unable to communicate due to a mental or physical condition.

### B. Prohibited Conduct

1. **Sexual Violence:**

- a. **Sexual Assault - Penetration:** Without the consent of the Complainant, penetration, no matter how slight, of the vagina, anus, or mouth by a penis; or the vagina or anus by any body part or object.
- b. **Sexual Assault - Contact:** Without the consent of the Complainant, touching an intimate body part (genitals, anus, groin, breast, or buttocks) (i) unclothed or (ii) clothed for sexual gratification.

**Note:** As this definition encompasses a broad spectrum of conduct, not all of which constitutes sexual violence. The Title IX Officer will determine whether the allegation should be treated as sexual violence or sexual harassment.

**Note:** Sexual Assault—Penetration and Sexual Assault—Contact are aggravated when it includes the following:

- Overcoming the will of Complainant by:
  - force (the use of physical force or inducing reasonable fear of immediate or future bodily injury);
  - violence (the use of physical force to cause harm or injury);
  - menace (a threat, statement, or act showing intent to injure);
  - duress (a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity, taking into account all circumstances including age and relationship, to do or submit to something that they would not otherwise do).
  - deliberately causing a person to be incapacitated (through drugs or alcohol);
- Intentionally taking advantage of the other person's incapacitation (including voluntary intoxication).
- Recording, photographing, transmitting, or distributing intimate or sexual images without the prior knowledge and consent of the parties

c. **Relationship Violence:**

- i. **Dating Violence:** Conduct by a person who is or has been in a romantic or intimate relationship with the Complainant that intentionally, or recklessly, causes bodily injury (any force with a probability of causing broken bones, connective tissue damage and/or lacerations to the skin) to the Complainant or places the Complainant in reasonable fear of serious bodily injury resulting in unconsciousness, protracted or obvious disfigurement or protracted loss of a bodily member, organ or mental faculty). The nature of the relationship between the Complainant and Respondent is determined by the length, type, and frequency of interaction between them.
  - ii. **Domestic Violence:** Conduct by a current or former spouse or intimate partner of the Complainant; or a person with whom the Complainant shares a child in common, that intentionally, or recklessly, causes bodily injury to the Complainant or another, or places the Complainant or another in reasonable fear of serious bodily injury.
- d. **Stalking:** Repeated conduct directed at a Complainant (e.g., following, monitoring, observing, surveilling, threatening, communicating or interfering with property), of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress.

2. **Sexual Harassment:**

- a. Sexual Harassment is unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, nonverbal or physical conduct of a sexual nature when:
  - i. Quid Pro Quo: a person's submission to such conduct is implicitly or explicitly made the basis for employment decisions, academic

- evaluation, grades or advancement, or other decisions affecting participation in a DISD program; or
  - ii. Hostile Environment: such conduct is sufficiently severe or pervasive that it unreasonably denies, adversely limits, or interferes with a person's participation in or benefit from the education, employment or other programs and services of DISD and creates an environment that a reasonable person would find to be intimidating or offensive.
  - b. Consideration is given to the totality of the circumstances in which the conduct occurred. Sexual harassment may include incidents:
    - i. between any members of the DISD community, including faculty, staff, student employees, students, and non-student or non-employee participants in DISD programs (e.g., vendors, contractors and visitors);
    - ii. in hierarchical relationships and between peers; and
    - iii. between individuals of any gender or gender identity.
  - c. This Policy shall be implemented in a manner that recognizes the importance of the rights to freedom of speech and expression and shall not be interpreted to prohibit expressive conduct that is protected by free speech and DISD academic freedom policy.
3. **Other Prohibited Behavior:**
- a. Invasions of Sexual Privacy
    - i. Without a person's consent, watching or enabling others to watch that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy;
    - ii. Without a person's consent, making photographs (including videos) or audio recordings, or posting, transmitting or distributing such recorded material depicting that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy; or
    - iii. Using depictions of nudity or sexual activity to extort something of value from a person.
  - b. Sexual intercourse with a person under the age of 18.
  - c. Exposing one's genitals in a public place for the purpose of sexual gratification.
  - d. Failing to comply with the terms of a no-contact order, a suspension of any length, or any order of exclusion issued under this Policy.
4. **Weapons Policy** - Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on DISD owned or controlled property, and at college-sponsored activities.
5. **Drug and Alcohol Policies** - In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all DISD students and employees annually.

Pursuant to federal and state drug laws, employees and students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. DISD also enforces state laws regarding underage drinking. This prohibition applies while on DISD property or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from DISD or termination of employment. For more information, please refer to the Drug Free Awareness Statement and Substance Abuse Policy.

**C. Other Definitions**

1. **Confidential Resources:**

The following employees who receive reports in their confidential capacity include:

- a. Director of Student Services
  - b. Director
2. **Complainant:** Any person who files a report of sexual violence or sexual harassment or other prohibited behavior or retaliation or any person who has been the alleged subject of such Prohibited Conduct or retaliation.
3. **Preponderance of Evidence:** Any person who files a report of sexual violence or sexual harassment or other prohibited behavior or retaliation or any person who has been the alleged subject of such Prohibited Conduct or retaliation.
4. **Respondent:** A person alleged to have engaged in Prohibited Conduct and about whom a report of sexual violence, sexual harassment, other prohibited behavior, or retaliation is made.
5. **Responsible Employee:** Any DISD employee who is not a Confidential Resource and who receives, in the course of employment, information that a student has suffered sexual violence, sexual harassment or other prohibited behavior shall promptly notify the Title IX Officer or designee.
  - a. Administration
  - b. Faculty Members
  - c. Campus Security Guard

### III. POLICY TEXT

#### A. General

Design Institute of San Diego is committed to creating and maintaining a community free of sexual violence and sexual harassment. Sexual violence and sexual harassment violate both law and DISD policy. Any member of the DISD community may report conduct that may constitute sexual violence, sexual harassment or retaliation. DISD will respond promptly and will take appropriate action to stop, prevent or remedy such conduct, and when necessary, take disciplinary action.

In addition to sexual harassment, discrimination based on sex, gender, gender identity, gender expression, sex- or gender-stereotyping, and sexual orientation violates law and DISD policies. Such discrimination may also contribute to the creation of a hostile work or academic environment based on sex and thus constitute or contribute to sexual harassment. Harassment that may not be sexual, but still contributes to a hostile work or academic environment, may also violate DISD's non-discrimination policies.

#### B. Prohibited Conduct

This Policy prohibits sexual violence, sexual harassment, retaliation and other prohibited behavior as defined in Section II.

#### C. Protection of Complainants, Respondents, and Witnesses

1. **Immunity:** To encourage reporting, neither a Complainant nor witness in an investigation of sexual violence will be subject to disciplinary sanctions for a violation of any relevant DISD conduct policy at or near the time of the incident, unless the violation placed the health or safety of another at risk; involved plagiarism, cheating, or academic dishonesty; or was otherwise egregious. DISD encourages the reporting of Prohibited Conduct and therefore generally does not hold Complainants and/or witnesses accountable for alcohol or drug-related student violations that may have occurred at the time of the Prohibited Conduct.

2. **Retaliation:** Includes threats, intimidation, reprisals, and/or adverse employment or educational actions against a person based on their report of Prohibited Conduct or participation in the investigation, report, remedial, or disciplinary processes provided for in this Policy and is prohibited.
3. **Privacy:** DISD will protect the privacy of individuals involved in a report of Prohibited Conduct to the extent permitted by law and by DISD policy and procedures. However, it should be recognized that an investigation may involve interviews with a number of persons to inquire if they have relevant evidence, and extremely sensitive information may be gathered. While such information is considered confidential, DISD policy may also require the disclosure of certain information during or following an investigation.

## IV. PROCEDURES

**A. Reporting Criminal Actions or Other Emergencies** - A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the [Director](#), or the [Director of Student Services](#). Reports are kept in a secure location in the office of the Director. Names of victims or witnesses are not disclosed in the crime report. It is the policy of DISD that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. Students and employees should promptly report all criminal actions and emergencies occurring on or around DISD, during business hours to the Director of Students Services, either in person or by calling 858-566-1200, ext. 1024. If the Director of Student Services is not available, you may contact the Director at 858-566-1200, ext. 1027, or you may contact the San Diego Police Department by dialing 911 or if after 6:30 p.m. DISD Security, provided by Off Duty Officers at 858-444-0103. In the event of fire or medical emergencies, staff and employees should contact The San Diego Police Department by dialing 911 and then notify the Director or DISD Security.

**B. Victim Notification** - Upon learning of possible sexual violence involving a student, regardless of whether the victim chooses to report the incident to law enforcement, DISD will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence if available. The standard of evidence that will be used is preponderance of the evidence. This is a burden of proof in which it is determined to be more likely than not, or at least 51% certain, that the violation has in fact occurred. If DISD determines that sexual violence may have occurred, the Institution will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

On-campus disciplinary procedures against students will be prompt, fair, and impartial. The Director will conduct the disciplinary proceeding and will receive training related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be simultaneously informed, in writing, of the outcome of any campus disciplinary proceeding as well as any procedures for appeal. For this purpose, the outcome of a disciplinary proceeding means only DISD's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of any disciplinary proceeding, including rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

## V. Educational Programs

**A. Programs Promoting the Prevention of Rape and other Sex Offenses:** Educational programs promoting the prevention and awareness of rape, acquaintance rape, and other sex offenses will be provided to all students and employees via campus staff members, guest presenters, on-line learning resources, by referral, or other appropriate methods, throughout the year. Education programs will discuss topics such as rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Additional programs may address the prevention of domestic violence, dating violence, sexual assault, and stalking. Bystander intervention is part of the educational program and tips for intervening are described. For instance, in a situation involving sexual assault, relationship violence, or stalking, a bystander should minimize risk and:

- Approach everyone as a friend;
- Not be antagonistic;
- Avoid violence;
- Be honest and direct whenever possible;
- Recruit help, if possible;
- Keep safe; and
- If things get out of hand, contact the police.

**B. Programs to Inform Students About Campus Security:** All new DISD employees and students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as the security of their fellow classmates. During the New Student Orientation process new students receive information on campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation information, and procedures for reporting any criminal activity or emergency. At least once a year the entire campus community will participate in emergency training and evacuation methods.

In an emergency, DISD will inform members of community about emergency situations by contacting the local police department and asking them to make our local neighboring businesses apprised of the situation. Communication formats in addition include college email, telephones, or building alarms. The text message alert system can transmit short notifications by text message to a cell phone as well as to on-campus email addresses. The messages are initiated by a member of the DISD administration when required for safety purposes.

Every student can update their contact preference via telephone or email by contacting the [Registrar](#) at 858-566-1200, ext. 1022.

**C. Programs to Inform Students and Employees About the Prevention of Crimes:** DISD will provide resources for seminars and workshops designed to heighten awareness of crime and its prevention. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

Currently all DISD students are invited to participate in training on sexual violence and relationship violence prevention by taking the online course titled "Think About It: Community College" administered through CampusClarity. The administration and faculty are invited to participate a similar training course titled "Intersections: Supervisor Anti-Harassment & Title IX" which is administered through LawRoom. These courses help us all to think deeply about these critical issues affecting many college campuses and individuals today.

In the event DISD when working with local police and/or DISD security, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by email and posters.

Students, Faculty, and Administrative Staff are requested to review all policies that are distributed as well as the institutional catalog that refer to crime awareness, campus security, discrimination and student conduct.

Notification of emergencies requiring immediate action or evacuation are disseminated via text message and through the emergency evacuation procedures on campus.

Brochures on sexual assault issues are available in the library and Director of Student Services office. Should a student, or employee report to the institution that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, it is the student(s) option to notify the appropriate law enforcement authorities. At the student's request The Director of Student Services or another DISD administrator will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack. It is important that evidence be preserved for proof of a criminal offense.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you; you should not be alone.

It is also recommended that victims call the **Rape Crisis Hotline at 888-385-4657**. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, DISD staff will assist the victim in notifying law enforcement authorities. If the victim needs additional counseling services beyond those identified below, DISD staff will assist in identifying off-campus counseling or mental health services.

If the victim does not want to pursue action with DISD or the criminal justice system, the student still may want to consider making a confidential report. With the student's permission, The Director of Student Services or Director can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others.

After any campus sexual assaults are reported, the victims of such crimes have the right to request that DISD personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including if applicable the transfer of classes. Victims will receive written notification about options for, and available assistance, in changing academic, living, and working situations, if so requested by the victim.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: **Center for Community Counseling: 858-272-5777** or **Women's Resource Center: 760-757-3500**. Written notification to students and employees about their rights and

options regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community will be provided.

## VI. Campus Security Policies and Report

Any incident that might occur on campus property or during a campus activity are reported and documented on an Incident Report, which is sent to the Director of Student Services and the Director. Reports are kept in a secure location in the Director's office. The statistics included in the Annual Campus Security Report are prepared by compiling any statistics and data from the incident reports, local police departments, DISD security, and other relevant information provided by the Director of Student Services.

### A. Access to the Academic Buildings

DISD contracts with a private security company to provide a guard who monitors activities inside the campus buildings and parking areas in the evenings. Students, faculty and employees are encouraged to be vigilant of criminal activity and to report any such activity to the **security guard by calling 858-444-0103** (this number is also posted in all classrooms), or by contacting a **local law enforcement agency immediately by dialing 911**.

Security cameras monitor the perimeter and interiors of most buildings. Exterior lighting is provided around the building and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons may be questioned or asked to leave by the security guard.

### B. Campus Guard and Campus Security Authorities

An unarmed guard is available after 5:30 p.m. Monday-Thursday to assist students, faculty and staff of DISD. The guard is authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. The guard has the authority to evict unauthorized persons from the premises. Students are advised to carry their DISD Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact San Diego Police, the Director and the Director of Student Services if any illegal activity occurs.

Campus Security Authorities at DISD include, security officers and any official of the institution who has significant responsibility for student and campus activities. The Director or her designee may identify other officials as it is deemed necessary. The DISD Authorities are:

Title	Phone
<b>Director of Student Services</b>	<b>858-566-1200, ext. 1024</b>
<b>Director</b>	<b>858-566-1200, ext. 1027</b>
<b>Program Director</b>	<b>858-566-1200, ext. 1014</b>
<b>Registrar</b>	<b>858-566-1200, ext. 1022</b>

All members of the campus community are encouraged to report crimes or criminal activity to campus Security authorities, or to DISD security, via **Off Duty Officers**, at **858-444-0103**. This list of Campus Security Authorities is subject to modification, and is not intended to be all inclusive due to changes in responsibilities within the Institution.

In accordance with the Clery Act regulations, the Director of Student Services, when acting as an advisor, is not considered to be a campus security authority and is not required to report crimes for inclusion into the annual disclosure of crime statistics.

The Director of Student Services may assist the student with locating resources within the community. As a matter of policy, the Director of Student Services is encouraged; if and when they



deem it appropriate, to inform persons being advised of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics. Please contact the **Director of Student Services** at **858-566-1200, ext. 1024** to confidentiality report a crime.

If a student is a victim of a crime and does not want to pursue action with DISD or the criminal justice system, the student still may want to consider making a confidential report with the student's permission, the Director of Student Services can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others. Reports filed in this manner are counted and disclosed in the Annual Security Report statistics for DISD. Reports are kept in a secure location in the Director's office.

For additional information on Student Support Services, please contact the **Director of Student Services** at **858-566-1200, ext. 1024**

DISD maintains a Crime Log of all criminal incidents reported to the institution. The Crime Log includes the date and time the incident occurred, the nature of the offense, the location of the offense and the offense allegedly committed. The Crime Log is available for public inspection in the Director of Student Services office during normal business hours.

#### **C. Relationships with Local and State Police**

DISD is located in San Diego, California. DISD stays in contact with the San Diego Police Department to ensure that the college is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat.

#### **D. Timely Warnings**

Timely warnings are provided to give students, faculty, and staff notification of crimes that have occurred on the institution's geographic area and have been reported to campus security authorities or to local police agencies and are considered by the institution to represent a serious or continuing threat to students and employees. Timely warnings are not limited to violent crimes or crimes against person, but may be threats to persons or to property. For example, there may be a rash of burglaries or motor vehicle thefts that merit a warning because they represent a continuing threat to the campus community.

The decision to issue a timely warning is based on the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The timely warning should allow the members of the campus community protect themselves. Timely warning reports are provided to the campus community in a variety of ways so that the warning will be able to reach the entire campus community. The timely warning includes information about the crime that triggered the timely warning and all information that will promote safety and that would aid in the prevention of similar crimes. Should DISD determine the need for a timely warning, reports will be provided through a variety of mechanisms, including the emergency text notification tool, the school website, and email.

#### **E. Information Regarding Registered Sex Offenders**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available from **The San Diego Police Department** at **619-531-2000** Information is also available online at:

<http://www.meganslaw.ca.gov/Search.aspx?lang=ENGLISH> .

On-campus computer labs with Internet access are available for you to view the above Web site at 8555 Commerce Avenue, San Diego, CA 92121 open Monday-Thursday 8 am - 10:00 pm and weekend hours as posted each semester.

## **F. Crime Statistics**

Statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. DISD prepares the Campus Security Report annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted when applicable to maintain a working relationship and formulate statistics for the annual report. The chart includes statistics available to DISD concerning the occurrences on campus, which were reported to the local police agencies or the Institution.

## **G. Reporting Area**

DISD reports statistics from all property owned or controlled by the college including school-sponsored housing. Information relative to areas adjacent or contiguous with Institute facilities has been provided by San Diego Police Department. For purposes of the Clery Act, The DISD campus is defined as 8555, 8565, 8595, 8515, and 8545 Commerce Avenue, San Diego, CA 92121 and the public walkways surrounding the campus.

## **H. Emergency Notification**

At DISD, the safety of our students, faculty, and staff is of primary importance and we all are committed to preventing situations that could cause harm to any member of our community. Sometimes emergencies do occur, however, and in the event of an emergency, it's critical to stay informed. DISD has an emergency text messaging service that will deliver notifications to all students who have registered their phones.

Your personal information will never be used for any purpose other than emergency notification and occasional testing of the emergency service.

### **1. How Do I Register?**

All students, faculty and staff are automatically registered via their cell phone number provided. Every student can update their information via telephone or email by contacting the **Registrar** at **858-566-1200, ext. 1022** or [tgulino@disd.edu](mailto:tgulino@disd.edu).

### **2. Why is this Important?**

The information in the emergency notification system will be used primarily to contact all members of the campus community in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of The DISD community as determined by the senior administration.

### **3. Evacuation Policy - Process Used to Confirm That There is a Significant Emergency or**

**Dangerous Situation:** In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the Director or any other member of the administration. The Director or other administrative member will then review the situation, and if appropriate confer with local law enforcement or other first responders, to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

### **4. Process Used to Determine the Appropriate Segment(s) of the Campus Community to**

**receive notification:** In the event of a confirmed emergency situation, the Director or administrative member will determine the appropriate segments of the campus population to receive notification and determine the content of the notification (i.e., how much information is appropriate to disseminate at different points in time), which will then be passed on to the staff members for immediate dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members. If appropriate, the Director, Director of Student Services, or Registrar will activate the campus alert system. The only reason that DISD would not immediately notify the campus community is if

doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

**The following individuals are responsible for determining the validity of an emergency or dangerous situation and initiation of the Emergency Notification system in order of priority:**

1. Director
2. Program Director
2. Director of Student Services
4. Registrar

5. **Procedure Used to Notify the Campus:** Upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, DISD will immediately notify the campus community, unless issuing a notification will compromise efforts to contain the emergency.

DISD will utilize its administrative staff to inform all students and employees on campus of the need to immediately evacuate the premises to a safe location. If the situation allows, an emergency notification of the need to evacuate the campus will be deployed. Depending upon the nature of the emergency, the Director or another administrative member on campus will determine if the notification would compromise the ability to contain the emergency or endanger additional students or staff members.

In addition, in the event of an emergency requiring DISD to close temporarily, the Director will generate an announcement of the duration of the closure to be listed on the college's website.

The emergency response and evacuation procedures are publicized on an annual basis to all students and faculty through dissemination of this report via email and during the annual emergency drill.

The campus emergency notification protocols and procedure are reviewed with each staff member at orientation and subsequently in staff and faculty meetings. Practice drills are conducted at least annually to assure effectiveness of the plan. A description of the practice drill exercise along with a record of the date, time and whether it was announced or unannounced is maintained by the Registrar.

## 6. **Safety Tips**

Prevention is your best protection against crime. Here are some precautions you can take to assure greater security.

### **At Home**

- Leave at least one light on, inside and out when you are away. If possible, use a timer to turn lights on and off
- Keep your doors and windows locked, even if you are at home, and even if you leave for a few minutes
- NEVER open the door without knowing who is there. Require the caller to identify himself or herself satisfactorily. Use chain bolt when checking ID. If a stranger asks to use a phone, DO NOT PERMIT HIM OR HER TO ENTER. Make the call for that person if you believe it is an actual emergency
- Keep in touch with your neighbors. Watch each other's apartments and let each other know of anything suspicious.
- Don't give out personal information, such as your address. Report threatening or harassing calls to the police or phone company.

### **When Walking**

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots, or construction sites. Take a longer way if it's safer.
- Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you go to summon help if needed
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket
- Don't be distracted by electronic devices or be caught off guard while on your smart phone
- Don't flaunt expensive jewelry, clothing, or "flash" cash
- Have your car or house key in hand and ready as you approach your vehicle or home
- Never hitchhike

### **While Traveling**

- Keep doors locked and windows rolled up, especially at stoplights. Always lock your car and take the keys. Keep valuables out of sight in the trunk. Park in areas that will be well-lit when you return. Check the back seat and the area around the car before getting in
- Car Trouble: Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors
- Ask anyone who stops to help to call the police or the nearest service station for you
- On public transportation, wait in well-lit areas near other people. If someone bothers you, move to a more populated area of the bus or train.

### **Responding to an Attack**

In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life cannot. Notify local police immediately.

Learning to defend yourself is a good idea. However, do not overestimate your abilities. It may take lots of practice before you can use the techniques effectively.



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The purpose of this annual report is as follows: to advise current and prospective students, faculty and staff of crimes that have occurred on campus during the past calendar year; to define the procedures for reporting criminal actions or other emergencies occurring on campus; and to state the policies concerning the institution's response to such reports.

SECURITY OF CAMPUS FACILITIES

The school doors are opened at 8:00 a.m. Monday through Friday and remain open during normal business hours. The doors are secured nightly at 10:00 p.m. or after the last class had ended, Monday, Tuesday, Wednesday and Thursday, and at 4:00 p.m. on Friday during the Fall and Spring and at 1:00 p.m. during the Summer. The computer labs are open during normal business hours Monday - Friday and Saturday and Sunday from 10:00 a.m. - 6:00 p.m. unless notified otherwise. No one is allowed to enter the facility after closing or before opening without authorization from a school official. There is a security guard from 5:30 p.m. to 10:30 p.m. Monday - Thursday. The phone number for Off Duty Officers is: 858-444-0103 and is also posted in all the teacher's rooms and in classrooms. The guard can be reached by calling that number. The security guard will ensure that all doors are closed and locked in the evening. Administrative personnel are responsible for checking that opening and closing procedures are followed.

PARKING LOT

Design Institute contracts with a private security company to monitor activities inside the buildings and parking areas in the evenings. Each student and employee is encouraged to be vigilant of criminal activity and to report any such activity to the security guard by calling the number posted in all classrooms or by contacting a local law enforcement agency immediately.

REPORTING PROCEDURES

When notified of any criminal activity, the administrator will report the activity to the local law enforcement agency immediately. Additionally, the campus community will be notified in writing, within 48 hours, of a confirmed report. During the school orientation program, the students will be informed about campus security procedures and polices and the students will be encouraged to be responsible for their own security and the security of others. In the event of an emergency local law enforcement officials can be contacted by calling 911 to report any criminal activity.

CAMPUS STATISTICS OF CRIMINAL OFFENSES/HATE CRIMES

Table with 4 columns: Offense Category, 2017, 2016, 2015. Rows include Murder/Non Negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault/Battery, Larceny-Theft, Intimidation, Burglary, Motor Vehicle Theft, Arson, Simple Assault, and Destruction/Damage/Vandalism. All counts are 0.

## CAMPUS STATISTICS OF VAWA OFFENSES (SEXUAL VIOLENCE)

	2017	2016	2015
Domestic Violence	0	0	0
Dating Violence	0	0	0
Sexual Assault	0	0	0
Stalking	0	0	0

## CAMPUS STATISTICS OF ARRESTS

	2017	2016	2015
Weapons Laws Arrests	0	0	0
Drug Abuse Arrests	0	0	0
Liquor Arrests	0	0	0

## CAMPUS STATISTICS OF DISCIPLINARY ACTIONS

	2017	2016	2015
Weapons Laws Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

## CAMPUS STATISTICS OF HATE CRIMES

There were 0 hate crimes reported for 2017, 2016 and 2015.

## CAMPUS STATISTICS OF UNFOUNDED CRIMES

There were 0 unfounded crimes in 2017, 2016 and 2015.

## POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS

Design Institute has established policies concerning the possession, use and sale of alcohol and illegal drugs by the staff and students. Each student and employee is informed that the facility complies with the Drug Free Work Place Act of 1988 and the results of non-compliance with the terms of this Act. For further information concerning this policy or for an additional copy please contact Student Services.

## PERSONAL PROPERTY

Design Institute is not responsible for lost or stolen property. All students and staff are reminded not to leave personal property un-attended for any length of time.