

MERRITT COLLEGE

Student Behavioral and Sexual Assault Policies and Procedures Manual

Office of Vice President of Student Services

7/26/2016

Addendums 1 through 5 have been added to the Behavioral Manual of 2015 to provide the most recent policies and procedures related to Campus Behavioral Concerns, including Campus Shooter and Sexual Assault issues. This manual serves to provide guidelines to faculty, staff, and students about best practices in dealing with problematic behaviors in the classroom and on campus. Revised July 2016

Introduction

This resource manual offers ideas and suggestions which may be beneficial to faculty, staff and other college personnel when confronting student behaviors which may seem to be problematic or disruptive or of concern. It is not intended to, nor does it impose any additional requirements on faculty beyond what is already required by law and Peralta Community College District Board policy. This manual does not alter the terms and conditions of existing faculty, staff and other college personnel employment contracts. It does offer useful analysis and perspectives which the reader may employ.

Merritt College, like all communities, has some troubled students who cause disruption while on campus.

"Disruption" refers to any or all behaviors which interfere with the normal functions of the college. Students who are engaging in the following behaviors are creating "disruption":

- Habitually interfering with the learning environment by disruptive, verbal or behavioral expressions.
- Verbally threatening or abusing college personnel.
- Physically threatening or assaulting others.
- Willfully damaging college property.
- Misusing drugs or alcohol on college grounds.
- Persistently making inordinate demands for time and attention from faculty and staff.
- Threatening or attempting to carry out suicide.

Other students may exhibit concerning or problematic behaviors indicating emotional stress but not necessarily disruptive.

Some examples of emotional stress or crisis may be manifested in behaviors related to:

- Anxiety
- Depression, sadness
- Inability to concentrate
- Expression of suicidal thoughts
- Seeking assurance and support.

In both instances assistance is available on campus.

ADDENDUMS

- *In 2016, a new document, SEE SAY DO: Assisting Students in Distress, was introduced. This document was designed to be "user-friendly" version of this manual to help faculty and staff appropriately intervene when assisting students. This document summarizes portions of this Student Behavioral Procedures Manual, but does not replace it. For a copy of SEE SAY DO, see Appendix 1 on page 18 of this manual.*
- *Addendum 2 is added as a resource for Support Services on page 21 for HIGH RISK STUDENTS*
- *Addendum 3 is our ACTIVE SHOOTER RESPONSE PROTOCOL, see (page 26)*
- *Addendum 4 is our Behavioral Incident Documentation Form (Page 28)*
- *Addendum 5 is our SEXUAL ASSAULT/HARRASSMENT PROTOCOL, (Page 29) Excerpt from: AB 1088~ sexual assault Merritt College Procedures, and Resources (Modified from College of Alameda manual by Evan Schloss, LPCC). This document was approved by Merritt's Vice President of Student Services, and Laney College's Health, Safety and Security Committee.*

Considerations in Dealing with Disruptive Student Behaviors at Merritt College

1. Faculty, staff and administrators need to be aware of their rights of protection as well as legal responsibilities in dealing with disruptive student behavior. The California Education Code and the California Penal Code outline the specific rights, responsibilities and actions to be taken.
2. The sole basis for imposing disciplinary sanctions on a student is the student's behavior regardless of whether the student has a mental disability or underlying emotional problem. Where the disruptive behavior has been properly documented and procedures followed, the law allows, and sometimes mandates, that action be taken.
3. The purpose of the initial disciplinary intervention is to articulate to the student the appropriate and acceptable behavior and to enforce the student's adherence to those behaviors while on campus.
4. Faculty, staff and administrators should be aware that appropriate student behavior is outlined in the Student Code of Conduct which is found under the AP 5500 "*Student Standards of Conduct, Discipline Procedures and Due Process*" section of the Merritt College Catalog on pages 75 - 82. It is the student's responsibility to be familiar with that code. The Merritt College 2013-2015 is available electronically on the merritt.edu website as well as in the Vice President of Student Services Office, the Office of Instruction, and the Library.
5. The student also has rights and is protected by the AP 5530 "Student Rights and Grievance Procedure" section of the which are found under the "District and College Policies" section of the Merritt College 2013-2015 Catalog pp. 82-87.

Campus Personnel Roles and Responsibilities

Responsibility of Faculty, Staff and Administrators

The following are the steps to take for Faculty, Staff and Administrators in response to disruptive behavior:

1. Initiate contact with the appropriate members of the Student Response Team (SRT) based upon the level of behavior (Class I, II, or III) exhibited by student (see, "Quick Reference: Levels of Behavior and Resources & Interventions" p. 5).
2. Document each incident of disruptive behavior.
3. Maintain confidentiality.

Responsibility of Vice President of Student Services

The following are the steps to take for the Vice President of Student Services to take in response to disruptive behavior:

1. Intervene and assess any disruptive situation.
2. Determine the need to continue the enforcement of Penal code section 626.4. This code section allows the Peralta Police to require a student to remain off campus for up to 14 days when there is reasonable cause to believe the student has willfully disrupted the orderly operation of the campus. In order for this code to be enforced beyond 24 hours, the Vice President or his/her designee must confirm the action of the Officer.
3. Determine the need to continue the enforcement of Penal Code section 626.6. This code section allows the Peralta Police to require a non-student to remain off campus for up to 7 days when there is reasonable cause to believe the individual has willfully disrupted the orderly operation of the campus.
4. Initiate formal disciplinary action when appropriate.
5. Inform faculty, staff or administrator, Chair of SRT, and Peralta Police, as appropriate, as to decision made regarding student.

Responsibility of Peralta Police Services

The following are the steps to take for the Peralta Police Services to take in response to disruptive behavior:

1. Intervene in any situation where the safety of an individual is in jeopardy.
2. Initiating Penal Code section 626.4 (student) or 626.6 (non-student), requiring the individual to leave the campus immediately for 24 hours.
3. Submit a written report to the Vice President or his/her designee within 24 hours with descriptive information of the student or non-student and the facts giving rise to the removal of consent to remain on campus.
4. Initiating arrests when necessary.
5. Initiating a 5150: A law allowing an individual who is dangerous to self or others to be transported, without their consent, to a mental health facility for assessment of their mental status.

Responsibility of Student Response Team (SRT) Members:

The following are the steps to take for the Student Response Team (SRT) to take in response to disruptive behavior:

1. Consult with faculty, staff or administrator during any step in the process involving disruptive or stress related behavior which may include:
 - a. discussions to assess behavior
 - b. clarification of action to be initiated
 - c. steps to rectify situation satisfactorily.
2. Direct intervention and mediation with individuals involved in disruptive situations.
3. Providing crisis counseling and/or referrals to community support agencies.

Responsibility of Mental Health Services Center:

The following are the steps to take for the Mental Health Service Providers to take in response to disruptive behavior:

1. To make an Assessment
2. To provide crisis counseling and/or
3. To make referrals for disruptive, disturbed, and distressed students.

Student Response Team (SRT):

The team membership includes administrative, faculty, and classified representation.

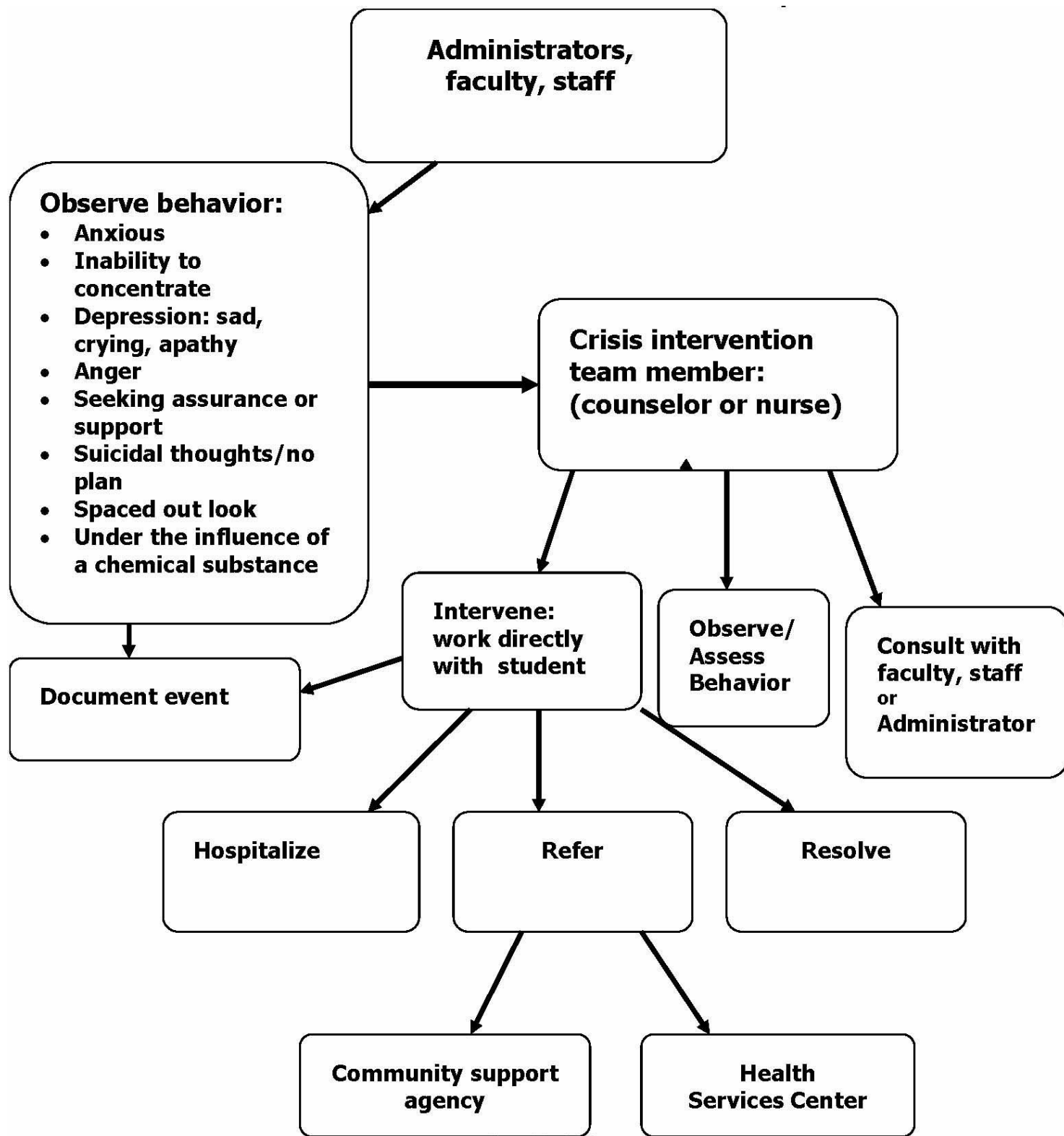
Merritt College Student Response Team Members		
Name	Position	Telephone
DEPUTY ASSIGNED: OR OFFICER OF THE DAY	PERALTA POLICE SERVICES	DISPATCH: 466 -7236
Dr. Arnulfo Cedillo	Vice President Of Student Services	436-2477/Direct: 2478 R133E
Dr. Lilia Chavez	Dean of Student Services	434-3982
Larry Lariosa	Health Services Center, Mental Health Counselor	436 -2533 R106 (Monday Am, Tues, Thurs)
Jon Murphy	Health Services Center	Dept: 436 -2533 R106 (Mon – Thur. 9 Am -4 Pm)
Indra Thadani	Health Services Center Director	Dept: 436 -2533 R106
Ronda Johnson	Cafyes Counselor	Direct: 436 -3956 Room: R113A
Frances Moy	Coordinator/Counselor, Disabled Programs And Services (DSP&S)	Dept: 436 -3974 R109B

LEVELS OF BEHAVIOR	SRT MEMBER TO CONTACT	POSSIBLE INTERVENTIONS
CLASS I BEHAVIOR <ul style="list-style-type: none"> • Anxiety • Inability to concentrate • Depression: sad, crying, apathy • Anger • Seeking assurance or support • Suicidal thoughts/no plan • Spaced out look • Under the influence of a chemical substance 	College Health Services 436-2533 R-106	<ul style="list-style-type: none"> • Consult with faculty, staff or administrator concerned • Observe/Assess behavior • Intervene: work directly with student
CLASS II BEHAVIOR <ul style="list-style-type: none"> • Irrational, inappropriate behavior or comments • Verbal abuse • Defiant; challenging • Excessive demands for time/attention 	Vice President of Student Services 436-2478 R-113E In addition: Faculty may exclude disruptive student from remainder of class as well as the next class day of class and/or contact the SRT counselor or college nurse IF BEHAVIOR OR LANGUAGE IS MENACING, THREATENING OR ATTACKING CONTACT: Peralta Police & Safety Services Call 466-7236	<ul style="list-style-type: none"> • Consult with faculty, staff or administrator concerned • Observe/Assess behavior • Intervene: work directly with student: • Options: crisis counseling, refer to community agency or initiate behavioral agreement • Faculty must immediately report the removal to the VP of Student Services • Resolve • Remove from class or campus environment • Subdue • Arrest • Initiate 5150: mandated psychiatric evaluation
CLASS III: <ul style="list-style-type: none"> • Immediate danger to self or others • Acting out and appears to be potentially violent • Exhibitionism 	Peralta Police & Safety Services Call 911 or 466-7236 9-1-1	<ul style="list-style-type: none"> • Resolve • Remove from class or campus environment • Subdue • Arrest • Initiate 5150: mandated psychiatric evaluation

Quick Reference: Levels of Behavior and Resources and Interventions
(Follow Flow Charts on pp. 7-9 to complete procedures initiated in above quick reference)

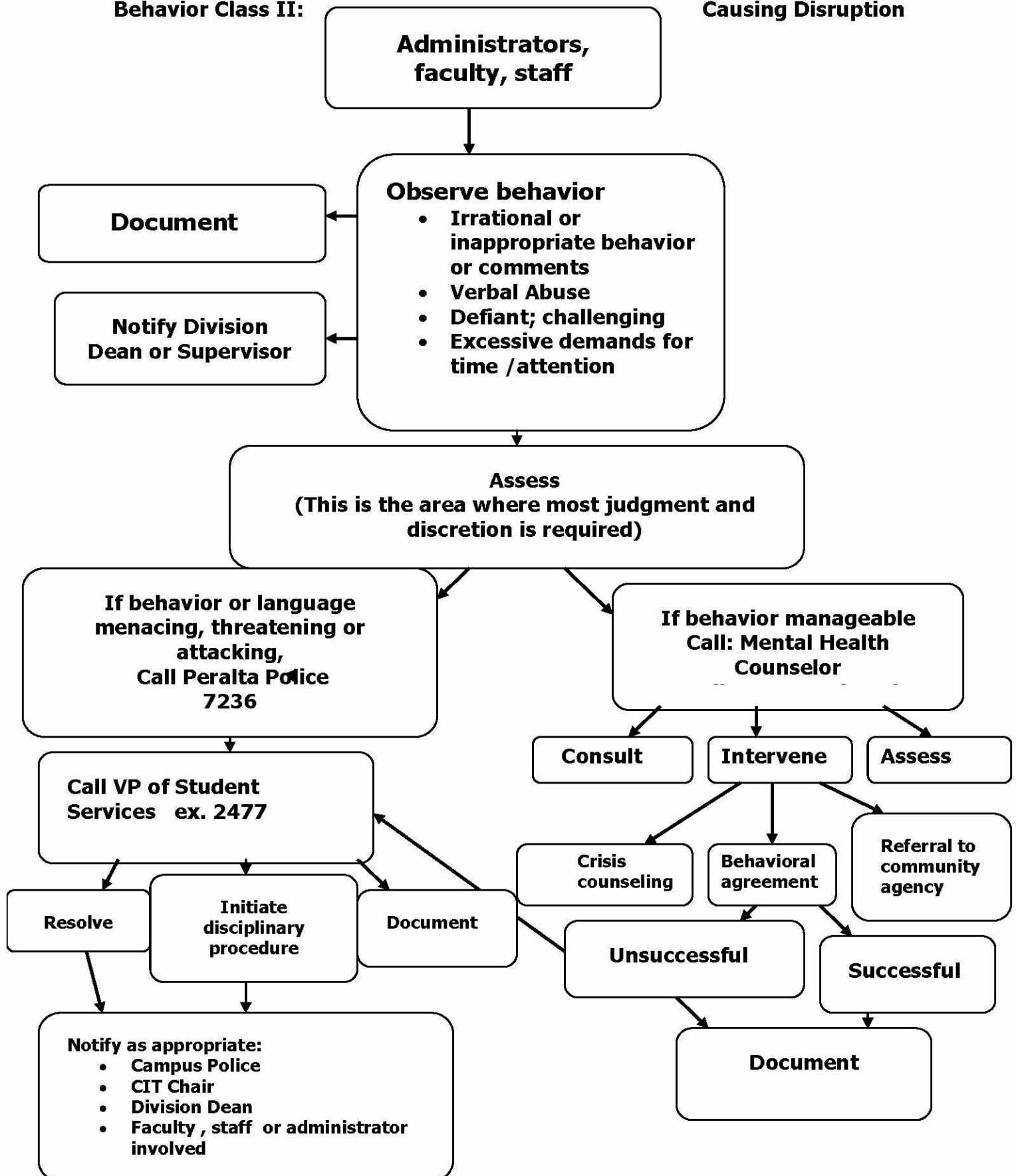
Merritt College
Student Response Team Members

Flow Charts of Suggested Procedures for Addressing Disruptive/Inappropriate Behavior
Behavior Class I: Emotional Distress/Not Disruptive

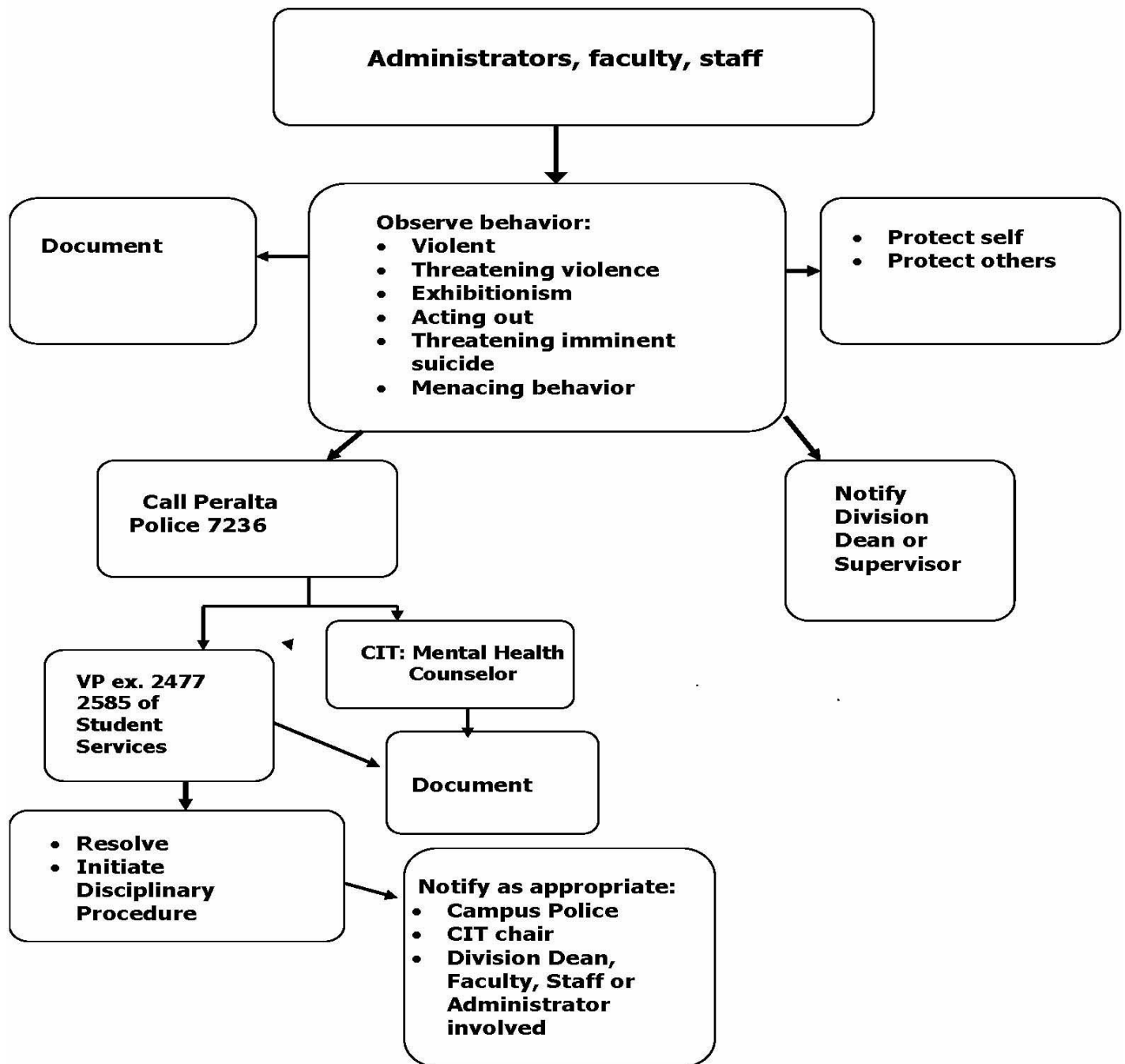


Behavior Class II:

Causing Disruption



Behavior Class III: Danger To Self Or Others



Class II Disruptive Behaviors-Guidelines

Flow charts for procedures to follow for various levels of Class II Behaviors begin on page 8 above.

Students exhibiting Class II disruptive behavior require the most judgment and discretion in determining the appropriate course of action to take.

1. When, at any time, class II disruptive behaviors becomes unmanageable or threatening, call the Peralta Police (who are members of the CIT) for assistance.
2. When the behavior is disruptive, but manageable and non-threatening, follow the steps outlined below to ensure the best outcome for all concerned.
 - If appropriate, discuss and give feedback to the disruptive student verbally or in writing after the initial incident.
 - Consult with a CIT member for support and possible assessment and or direct intervention with the student either after the initial incident or after any subsequent incident with that student.
 - Document each incident of disruptive behavior from its inception.
 - Utilize the Behavioral Incident Documentation Form provided on p.15 of this manual. Make additional copies of the form for future use.
 - Documentation of each incident establishes a pattern/history as well as steps taken to resolve informally which is crucial if disciplinary action becomes necessary.
3. If disruptive behavior continues after discussion and feedback and the behavior continues manageable, a meeting should be established between the student, faculty, staff or administrator involved and the appropriate CIT member. Use your judgment as to which level of Team member seems appropriate: a CIT counselor or college nurse or in more serious situations, the Vice President of Student Services.
 - The Division Dean or immediate supervisor should be notified: that a disruptive situation has reached the level necessitating a meeting, and the outcome of the meeting.
 - The purpose of the meeting is to review the situation with the student, describe the behaviors which are unacceptable and identify and agree upon acceptable behaviors. Several outcomes may result from this meeting: The situation is resolved within the meeting and no further action is necessary.
 - The situation is not resolved and is referred to the Vice President of Student Services.
 - A behavioral agreement is written between the student and faculty, staff or administrator involved who gives the student a time frame in which to modify his/her behaviors. The CIT member and the student's academic counselor also attend the meeting and sign and witness the agreement.
 - Procedures for writing a behavioral agreement are on p.11.
 - A Sample Behavioral Agreement Form is on p. 12.
 - A Sample 10 Day Behavioral Agreement Review Form is on p. 13.

Suggested Procedure to Follow When Writing a Behavioral Agreement

A behavioral agreement will be utilized most often with students exhibiting class II disruptive behavior which is manageable: behavior not menacing, threatening or attacking. The purpose of the agreement is to provide an opportunity for the student to recognize and modify behaviors which are considered inappropriate on campus and replace them with acceptable behaviors. A team approach is used in creating and monitoring the behavioral agreement. Time frames and consequences have been developed to provide consistency and resolution for the student involved.

1. The behavioral agreement will list unacceptable behaviors and a list of substitute acceptable behaviors. Be as specific as possible when writing the behaviors. A “Behavioral Agreement Form” is found on p.12.
2. Schedule a follow-up meeting at the end of 10 working days to review the student’s progress.
3. Notify the Vice President (if not yet involved) and the Division Dean or staff member’s immediate supervisor of the behavioral agreement.
4. At the follow-up meeting, if behavior is deemed acceptable no further follow-up is indicated. Document the outcome of the meeting on the behavioral agreement and send confidential copies to the Vice President and the Division Dean or staff supervisor.
5. If behavior has improved but additional behavioral change is required, schedule another meeting at the end of another 10 working days with the written understanding that this will be the final opportunity to work on acceptable behavioral change.
6. Modify the agreement as necessary, get appropriate signatures and give copies to the student, administrator, faculty, or staff member and counselor(s) involved. The Behavioral Agreement 10 Day Review Form on p.13 can be used to amend the original agreement.
7. If behavior has not met requirements in the agreement either following the initial or 10 day amended agreement, the matter is referred to the Vice President of Student Services along with copies of all documentation for final action to be taken. The Division Dean or staff’s supervisor will also be notified.
8. The Vice President of Student Services will initiate disciplinary procedures in accordance with the “Student Conduct, Discipline and Due Process Rights”, outlined in the Merritt College Catalog and Student Handbook. Sanctions range from warning to expulsion.

Recommended Behavioral Agreement Form

This AGREEMENT serves as a written understanding between:

_____ and _____ as witnessed by:
Student Name Faculty or staff Name

_____, _____, _____ add appropriate names and titles of witnessing behaviors that are considered appropriate and inappropriate on campus. Its purpose is to provide an opportunity for _____ to be successful

Student Name
and accomplish his/her academic goals at Merritt College. Appropriate behavior in the community college is outlined in the Merritt College Catalog.

- Student has read and agrees to abide by student code of conduct.
- Student acknowledges being informed of the, "Student Grievance Procedures" and the, "Student Conduct, Discipline, and Due Process Rights", in the Merritt College catalog and student handbook.

1. The student agrees to modify the following behaviors:
(List unacceptable behavior(s) as specifically as possible)

2. In place of these behaviors student will utilize these behaviors:
(List the acceptable behaviors as specifically as possible).

3. List any additional recommendations that would be helpful in changing student's behavior:

A meeting to review student's progress is scheduled for approximately Ten School days after the date of this agreement.

Date of meeting _____ Time _____ Location _____

Today's Date: _____ Signatures: _____, _____
Student Name Faculty, staff, or administrator Name

Witnesses: _____, _____
SRT member Name Academic counselor Name

Recommended Behavioral Agreement: 10 Day Review Form

_____ and _____ as witnessed by:
Student Name Faculty or staff Name

_____, _____, _____
add appropriate names and titles

Outcome of Ten-Day Review: (check one):

1. Behavior acceptable: _____ No further action necessary.
2. Behavior Marginal: _____ Amended agreement written and signed below. Date of next and final meeting scheduled for approximately 10 working days later.
3. Behavior does not meet requirements: _____. Matter referred to Vice President of Student Services.

Amended Agreement: Use only if #2. Behavior Marginal is checked above.

1. The student agrees to modify the following behaviors:
(List unacceptable behavior(s) as specifically as possible).
2. In place of these behaviors student will utilize these behaviors:
(List the acceptable behaviors as specifically as possible).

A final meeting to review _____ progress is scheduled approximately
Student Name Ten School Days after the date of this agreement.

Date of meeting _____ Time _____ Location _____

Today's Date: _____ Signatures: _____, _____
Student Name Faculty, staff, or administrator Name

Witnesses: _____, _____
SRT member Name Academic Counselor Name

Outcome of Amended Agreement Ten-Day Review: (check one):

1. Behavior acceptable: _____ No further action necessary.
2. Behavior does not meet requirements: _____. Matter referred to Vice President of Student Services.

Merritt College Recommended Guidelines for Including Standards of Behavior In Course Syllabus

These are guidelines meant to assist Instructors in writing course syllabi, which include expectations for appropriate student behavior. Faculty and the Merritt College Student Response Team compiled them. Providing this information within the course syllabus will limit confusion and misinterpretation, and provide the basis for addressing disruptive behavior with the student should it become necessary.

Suggested Topics to be addressed in Course Syllabus

1. Standards of Behavior

- a. Policy regarding attendance: (Departmental and/or instructor)
- b. Policy regarding punctuality: consequences
- c. Appropriate behavior between student and instructor and/or classmates. Instructor defines appropriate behavior. Refer to the Merritt College Catalog, "Student Standards of Conduct, Discipline, Procedures and Due Process" (page 75) section.
- d. Instructor policy for handling difficult behavior: i.e. Utilization of SRT counselor to help resolve and/or, use of a written student behavioral agreement etc.

2. Other Issues to be Addressed

- a. Appropriate expectations for instructor time and attention inside and outside of class room.
- b. Conflict resolution (how to discuss differences/disagreements with instructor and other students).
- c. Policy on eating, drinking, smoking in class.
- d. Policy regarding children and visitors in class.
- e. Policy regarding breaks and leaving and entering class at other than break time(s).
- f. Plagiarism.
- g. Policy regarding students with needs such as: leaving class to use bathroom, and/or to exercise legs etc. which may cause disruption during class.
- h. Policy regarding cell phones, pagers, lap top computers, and other electronic devices.

3. Accommodation of Students with Documented Special Needs

4. Communication with Instructor

- a. Instructor office hours and room.
- b. Appointments and drop in policy.
- c. Phone number, E-mail address and policy regarding returning messages.

5. List of Support Services on Campus

- a. Merritt College Student Handbook. Copies are available from Vice President of Student Service's Office.

Merritt College Recommended Behavioral Incident Documentation Form

Use this form to document behavior that does not meet standards of acceptable student behavior. Document each incident and keep the record confidential. Send a copy to the Vice President of Student Services who maintains a centralized confidential file on all reported disruptive student behavior.

Date of Incident _____ **Time of Incident** _____ **Location of Incident** _____

Individuals Involved	Witnesses Involved
Name	Name
Phone	Phone

Narrative: What happened: Describe behavior(s). Give specific details, state only the facts, do not make inferences. Give specific words, describe tone of voice, facial expression, body stance etc. (Use back of form, if necessary, to complete).

Disposition: What action was taken: include follow-up meetings, writing of a behavioral agreement. List any staff, including Police Services involved in any follow-up actions. (Use back of form, if necessary, to complete).

Send a confidential copy of completed documentation form to:

Vice President of Student Services _____ Date Sent _____

Legal Basis for Handling Disruptive Student Behavior

The following principles, derived from law and policy, are important to note in using disciplinary action for disruptive student behavior:

- Persons in California, while having a fundamental right to education from elementary through secondary school, do not have a fundamental right to attend a post-secondary institution; community colleges are required to admit only those students who can benefit from instruction.
- Federal and state laws prevent discrimination based on disability, which means that students with physical or mental disabilities that meet the essential eligibility requirements of the college cannot be excluded.
- Behavior is the standard to be used regarding inclusion or exclusion of students. Diagnosis of a disability is not sufficient grounds to exclude someone from the college, nor is the anticipation or prediction of inappropriate behavior.

Laws Protecting the Student

1. The Rehabilitation Act states, at 29 U.S.C. § 794(a), “No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.”
2. The Americans with Disabilities Act states, at 42 U.S.C. § 12132, that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”
3. In the Code of Federal Regulations, title 34, section 104.44(a) (derived from the Rehabilitation Act) and title 28, section 35.130(b)(7) (derived from the ADA) require that reasonable accommodations be made to avoid discriminatory effects.
4. The Unruh Civil Rights Act states, at California Civil Code section 51(b), “All persons within the jurisdiction of this state are free and equal, and no matter what their sex, race, color, religion, ancestry, national origin, disability, or medical condition are entitled to the full and equal accommodations, advantages, facilities, privileges, or services in all business establishments of every kind whatsoever.”
5. Title 5, section 59320 of the California Code of Regulations states, “Each community college district has primary responsibility to ensure that its programs and activities are available to all persons without regard to ethnic group identification, national origin, religion, age, race, sex, color, sexual orientation, ancestry, or physical or mental disability.”
6. Per Peralta Board of Trustees AP 5530 Student Grievance Procedure pp. 82-87 of the Merritt College 2013-2015 Catalog details the process for a student to file a complaint, including a complaint regarding a disciplinary action.

Laws Protecting the College

1. California law pertaining to willful disruptions on community college campuses is set out in several Education Code sections:
 - (a) Section 66300 requires the Board of Trustees to adopt rules governing student behavior.
 - (b) Section 66017 requires the Board of Trustees to grant appropriate persons authority to take disciplinary action against students found guilty by the campus body of willfully disrupting the campus.
 - (c) Section 66017 establishes that disciplinary action may include, but need not be limited to, suspension, dismissal, or expulsion.
 - (d) Section 66017 gives authority for immediate interim suspension of the student where necessary to protect lives or property and to ensure the maintenance of order, provided the suspended person is afforded a reasonable opportunity for a hearing within 10 days.
 - (e) Section 76030 gives instructors, the president of the community college (or the president's designee), and the Board of Trustees authority to suspend a student.
 - (f) Section 76031 states that the adopted rules of student conduct may authorize the president of a community college (or the president's designee) to suspend a student for the following duration: from one or more classes for a period of up to 10 days of instruction; from one or more classes for the remainder of the school term; or from all classes and activities of the community college for one or more terms.
 - (g) Section 76030 gives the Board of Trustees authority to expel a student.
 - (h) Section 76034 states a student can only be disciplined for conduct related to college activity or attendance.
 - (i) Section 76030 states that the only reason for suspension or expulsion of a student is for "good cause," which is to be determined by a hearing of the campus body.
 - (j) Section 76033 defines "good cause," which includes but is not limited to the following offenses: continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel; assault, battery, or any threat of force or violence upon a student or college personnel; willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district; the use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by schedule D in section 4160 of the Business and Professions Code; willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board; or persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 - (k) Section 76031 states that whenever a minor is suspended, the parents or legal guardians must be notified in writing by the president (or the president's designee).
 - (l) Section 76032 states that the adopted rules of student conduct may authorize an instructor to remove a student from class for the current and next class meetings. The instructor must then immediately report the removal to the chief administrative officer. If the student is a minor, the president (or the president's designee) must ask the parent or guardian of the student to attend a parent conference as soon as possible.

- (m) Section 87014(a) requires that an employee of the community college district report to law enforcement authorities whenever any employee is attacked, assaulted, or menaced by a student.
2. California Penal Code section 626.4 permits the chief administrative officer or his/her designee to withdraw consent for a person to remain on campus whenever there is reasonable cause to believe that the person has willfully disrupted the orderly operation of the campus. The chief administrative officer or his/ her designee must reinstate consent whenever he or she has reason to believe the presence of the person will not constitute a substantial and material threat to the orderly operation of the campus, and in no case may consent be withdrawn for more than 14 days. A written request for a hearing may be submitted during this two-week period.
3. California Welfare and Institutions Code section 5150 states that a person who is a danger to himself or herself or others or is gravely disabled may be taken against his or her will by a peace officer to a designated mental health facility for evaluation.

SEE, SAY, DO: Assisting Students in Distress

(Created in 2016 by Larry Lariosa, LMFT)



**See Something? Say Something.
Do Something!**

Adapted from the University of California, San Francisco & the University of California Red Folder Initiative, & Merritt College Student Behavioral Procedures Manual.

SEE Something?

As faculty, staff, and administrators, you may be the first person to witness a student in distress. When faced with personal or academic challenges, students may feel alone, isolated, or hopeless. These feelings can disrupt academic performance which may lead to dysfunctional behaviors (ie: missing class, acting out with others, etc.)

SAY Something.

Trust your instincts and SAY something if a student leaves you feeling worried, alarmed, or threatened. (ie: "I feel really concerned about you and want to make sure you get the support you need at this time to be successful.")

DO Something?

As students may not be able to turn to family or friends, DOing something, like expressing concern and/or providing information/resources that are available to them is a critical step in getting them to seek help.

Worried about the student's privacy? The Family Education Right and Privacy Act (FERPA) permits communication about a student of concern in connection with a health and safety issue. If you do consult with a campus resource, it is always a good practice to ask the student's permission or tell them why you are seeking a consult.

Assisting Students in Distress **See Something? Say Something. Do Something!**

Academic Indicators

- Sudden decline in quality of work and grades
- Repeated absences
- Bizarre content in writings or presentations
- Student seeking more personal rather than academic counseling during office hours

Physical Indicators

- Marked changes in physical appearance including deterioration in grooming, hygiene, or weight loss/gain
- Excessive fatigue/sleep disturbance
- Intoxication, hung over, or smelling of alcohol
- Disoriented or "out of it"

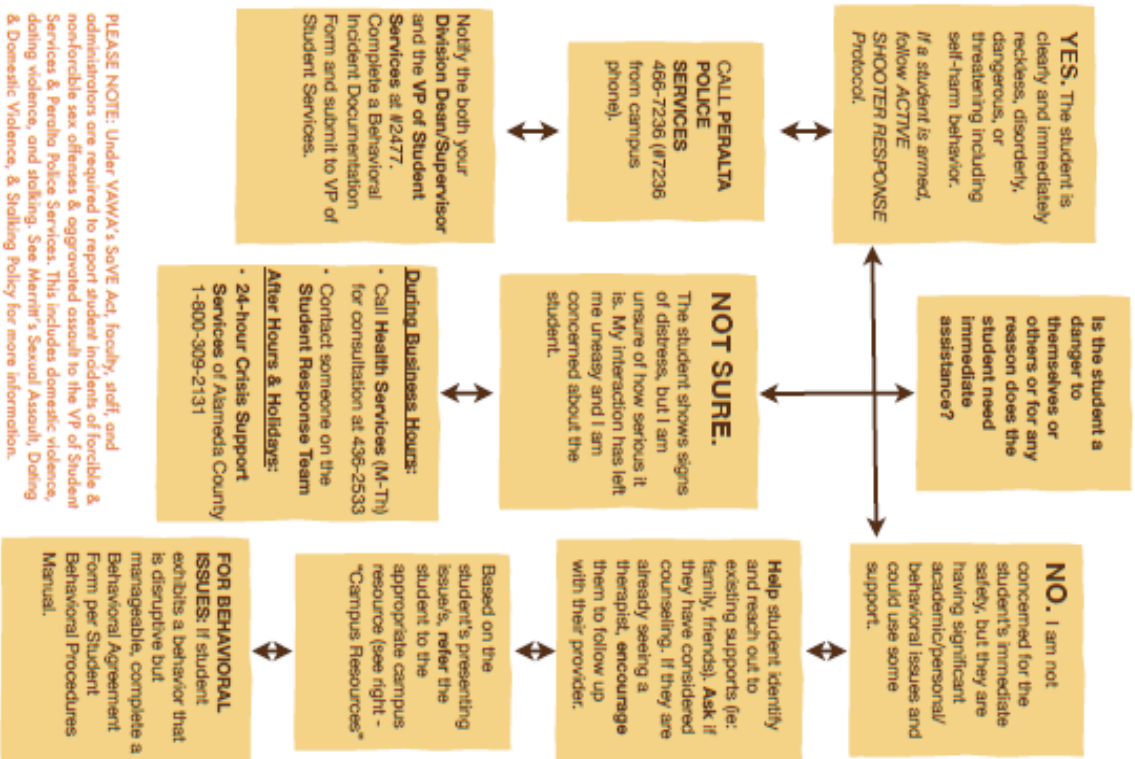
Psychological Indicators

- Self-disclosure of personal distress: family problems, financial difficulties, contemplating suicide, grief
- Excessive tearfulness, panic reactions, irritability, or unusual apathy
- Expressions of concern about the student by peers

Safety Risk Indicators

- Unprovoked hostility or anger
- Implying or making a direct threat to harm self or others
- Communicating threats via email, correspondence, texting, or phone calls
- Academic assignments dominated by themes of extreme hopelessness, rage, worthlessness...a "cry for help"





Merritt College Campus Resources

Peralta Police Services	http://web.peralta.edu/police-services/	466-7236 (#7236)
Campus Safety Aides	http://www.merritt.edu/wp/advis/campus-safety-aides/	436-2546 (#2546)
VP of Student Services	http://www.merritt.edu/wp/viceresidentofstudentservice2/	436-2478 (#2478)
Health Services	http://www.merritt.edu/wp/health/	436-2533 (#2533)
Disability Services Program (DSP)	http://www.merritt.edu/wp/dsp/	436-2519 (#2519) 434-3974 (#3974)
Student Support & Success Program (SSSP)	http://www.merritt.edu/wp/counseling/	436-2475 (#2475)
Associated Students	http://www.merritt.edu/wp/asme/	434-3982 (#3982)
Learning Center/Tutoring	http://www.merritt.edu/wp/learningcenter/	436-2442 (#2442)
Equal Opportunity Programs & Services	http://www.merritt.edu/wp/eopscare/	436-2470 (#2470)
Financial Aid	http://www.merritt.edu/wp/financialaid/	436-2465 (#2465)
CalWorks	http://www.merritt.edu/wp/calworks/	436-2449 (#2449)
Veteran Affairs	http://www.merritt.edu/wp/veteran/	436-2445 (#2445)
Puente Program	http://www.merritt.edu/wp/puente/	436-2648 (#2648)
SanJofo Program	http://www.merritt.edu/wp/sanjofo/	464-3958 (#3958)
First Year Experience	http://www.merritt.edu/wp/fye/	434-3972 (#3972)
LGBTQ Safe Zone Alliance	http://www.merritt.edu/wp/centrolatino/	merlabtg@peralta.edu 536-1830 (#1830)



Student Response Team (SRT)

ADDITIONAL COMMUNITY RESOURCES

SRT members, made up of Meritt faculty, staff, and administrators, are available to consult with Meritt community members when dealing with disruptive or stress related student behaviors. They are available to provide direct intervention and mediation, as well as crisis counseling and referrals.

NAME	POSITION	TELEPHONE/ LOCATION/ETC.
Deputy Assigned OR Officer of the Day	Peralta Police Services	466-7236
Dr. Arnulfo Cedillo	Vice President of Student Services	436-2477/Direct: 2478/R133E
Larry Lariosa	Mental Health Counselor, Health Services	436-2533 (#2533)/ R106 - M-AM, T & Th
Jon Murphy	Nurse, Health Services	436-2533/R106/M-Th
Frances Moy	DSP Coordinator/Counselor	434-3974/R109B
Ronda Johnson	CAPES Counselor	TBD/R113A
Romeo Garcia	Interim Dean of Special Programs and Grants	TBD
Updated 4/7/16		

Online Training to Identify & Help High Risk Students: <http://ccc.kognia.com>
Crisis Support Services of Alameda County

- 24-hour Crisis Line: 1-800-309-2131
- Grief Counseling/Support: 1-800-260-0094
- 24-hour Stress Support Hotline: 1-888-866-7561
- National 24-hour Suicide Hotline: 1-800-273-8255
- National Domestic Violence Hotline: 1-800-799-7233
- 24-hour Sexual Assault Crisis Hotline: 510-845-7273
- Highland Hospital (Public Hospital)
- Healthcare Line: 510-437-4800
- Domestic Violence Line: 510-534-9290
- Psychiatric Outpatient: 510-535-7476

Alameda County Victims of Crime Services

- Alameda County District Attorney's Office 510-272-6222
- Victim Witness Services 510-272-6180

Oakland Police Department: 510-777-3333 or 911 for emergency

Emergency Shelter Program: 510-786-1284

Eden Information & Referral (Housing & Homelessness): 510-537-2552

CalFresh Food Assistance/Medical (Peralta Rep): 510-444-9655

Alameda County Community Food Bank

- Main Line: 510-635-3663 (FOOD)
- Emergency Food Hotline: 1-800-870-3663 (FOOD)

Access Mental Health Referral Line (MediCal/Low Fee): 1-800-491-9099

Sausal Creek Outpatient Stabilization Clinic (Mental Health): 510-437-2363

East Bay Community Recovery Project: 510-446-7100

Alcoholics Anonymous of the East Bay: 510-839-8900

Bay Area Legal Aid (Legal Advice Line): 510-250-5270 or 1-800-551-5554

*Please Note Romeo Garcia, Interim Dean has been replaced by Dr. Lilia Chavez and her phone Number is 510-434-3982. This will be updated in the brochure soon.

Addendum 2

Support Services for High Risk Students

- Mental Health Counseling Services at Student Center – Monday Tuesdays & Thursdays – See Flier
- California State Chancellor’s Office for Community Colleges has extended the use of KOGNITO to provide no-cost online training for Students, Faculty and Staff on how to IDENTIFY high-risk students for mental health issues and HELP connect them to the right resources.
 1. This suite of six online, interactive, and research-proven training simulations are designed to educate our faculty, staff, and students about best practices in supporting (1) students who struggle with psychological distress including depression and suicidal ideation, (2) LGBTQ students who are struggling due to harassment or exclusion, and (3) student veterans who are facing challenges in adjusting to college life.
 2. Each training takes 30-60 minutes to complete and is structured as a virtual practice environment where users learn by engaging in interactive role-play conversations with emotionally responsive student avatars. The suite is available at no-cost to all California community college faculty, staff, and students.*

3. Website URL: [HTTP://CCC.KOGNITO.COM](http://ccc.kognito.com)

Other Mental Health Resources for Merritt College Health Services & Peralta Community College District

All currently enrolled Peralta students can access mental health services at the other community colleges if they do not want to be placed on a wait list at Merritt.

College of Alameda 510-748-2320

Laney College 510-464-3134

Urgent Mental Health Resources

Suicide Prevention Hotline: 1-800-273-8255

Crisis Support Services of Alameda: 1-800-309-2131

Sausal Creek (Urgent – Outpatient): 510-437-2363

John George Psychiatric Pavilion (Psych Emergency Services): 510-481-4141

Insurance

If you have private insurance (i.e.: Kaiser, Blue Cross) you need to call your insurance company to see what is covered.

MediCal

You can call Access Behavioral Health at 1-800-491-9099 to locate a MediCal Mental Health provider.

Out of Pocket/Sliding Fee Mental Health Services

See other side for list of community outpatient clinics at <http://mhaac.org/support/mental-health-resources/community-mental-health-resources.html> or contact Larry Lariosa at (510) 434-3826 if you would like names of private practice mental health providers.

Campus Safety and Security Services

<i>Service Provider</i>	<i>Services</i>	<i>Hours of Operations</i>
Peralta Police Services Alameda <i>County Sheriff's</i> <i>Office District</i> <i>Office: 333 E. 8th</i> <i>Street</i>	*Sheriff deputies preserve peace, maintain order and enforce laws *Investigate and File police reports on campus office or the District Office	Monday – Friday (Merritt Office Hours) 8:00am – 11:00pm Monday – Friday (Shared College Patrol) 7:00pm – 11:00pm
Peralta Police Emergency Dispatch <i>Phone: 510-466-7236</i> <i>Internal campus call: ext. #7236</i> <i>Website: www.peralta.edu/police-services/</i>	*Sheriff technicians receive incident calls and reports of crimes *Dispatch deputy sheriffs to the campuses for incidents *Respond to “blue phone” emergency calls	Monday - Sunday 24 hours/7 days a week
Securitas Guard Service <i>Third Party Vendor: managed by</i> <i>District General Services</i>	*Perform campus patrol *Secure buildings and facilities *Report suspicious activity, incidents and crimes	Monday-Friday 11:00pm – 7:00am Saturday and Sunday 24 hours a day
Oakland Police Department <i>Phone: 510-777-3333 or “911” for an emergency</i>	*Respond to emergencies, crimes or other incidents after college class and business hours	Monday-Sunday 11:00pm – 7:00am
Merritt College Campus Safety Aids <i>Phone: 510-436-2546</i> <i>Email: merrittsafetyaids@peralta.edu</i>	*First Responders for incidents *Escort and assist to cars *Report suspicious activity and accidents	Monday-Friday 8:00am-10pm Saturday 8:00am-10pm

Day/Evening Campus Coordinator <i>Email Dept. Chair, Margaret Dixon:</i> mdixon@peralta.edu 510-434-3859	<ul style="list-style-type: none"> * Serve as Lead Staff Coordinator after hours in case of emergency on campus *Respond to incidents and accidents *Grant building access with keys 	Monday – Friday 6:00 – 10:00p Saturday 8:00a-12:00noon
Security Cameras	<ul style="list-style-type: none"> *Enhance overall campus safety and security, 	Monday-Sunday 24 Hours/7 days a week
Mental Health Counselor Larry Lariosa <i>Location: Student Health Center R106</i> <i>Call 510-434-3826</i> <i>Email:</i> llariosa@peralta.edu	<ul style="list-style-type: none"> *Counseling services for students psychological distress, depression, victim of harassment and adjusting to college life *referral to mental health facilities outside campus community 	Tues & Thursday 9:00am-4:30pm Mondays 9:00 am-12:30 pm

Other Support Services

Alameda County Behavioral Health Care Services

County mental health resources
2000 Embarcadero Cove, Room 400, Oakland
(510) 567-8100
<http://www.acbhs.org/providers/ResourceDir/ResourceDir.htm>

<http://www.acbhs.org/providers/ResourceDir/ProgramDirectory.pdf>

Alameda County Sheriff's Office Youth & Family Services Bureau

Mental health counseling and resources
16378 E. 14th Street, Suite 101
San Leandro CA 94578
(510) 667-3642
<http://www.acsoyfsb.org/clinic.php>

Asian Community Mental Health Services

Multi-cultural, multi-lingual mental health care
310 8th Street, Suite 201, Oakland
(510) 451-5192
<http://www.acmhs.org/>

Casa del Sol, La Clinica de la Raza

Bilingual Spanish mental health services
P.O. Box 22210, Oakland
(510) 535-6200
<http://www.laclinica.org/services-casaDelSol.html>

Cherry Hill Detox

Sobering and detox services
2035 Fairmont Drive, San Leandro
(866) 866-7496
<http://www.horizonservices.org/cherry-hill.html>

East Bay Agency for Children (EBAC)

Mental health services for children, family support
303 Van Buren Ave, Oakland
(510) 268-3770
<http://www.ebac.org>

★ FERC Program

Family Education and Resource Center
7200 Bancroft Avenue, Suite 269, Oakland
(888) 896-(FERC)3372, (510) 746-1700
www.askferc.org

Oakland Center for Holistic Counseling

Counseling services, referrals
501 Harrison Street, Oakland
(510) 444-3344
<http://www.jfku.edu/Locations/Community-Counseling-Centers/Oakland-Center-Holistic-Counseling.html>

Peers Envisioning and Engaging in Recovery Services (PEERS)

333 Hegenberger Road, Oakland
(510) 832 7337
<http://www.peersnet.org/>

Psychological Services Center

Counseling services
1440 Broadway, Suite 610, Oakland
(510) 628-9065
<http://www.alliant.edu/espp/comm-services-placement/san-francisco-community-services/oakland-psc.php>

Telecare Corporation

Information on Telecare's mental health facilities/services
<http://www.telecarecorp.com/programs/>

ALAMEDA POLICE DEPARTMENT

1555 Oak Street
Alameda, CA 94501
(510) 337-8340



Mental Health Resource Card

This is being given to you by the Alameda Police Department in an effort to connect you, your family, and/or caregivers to resources available for mental health care in Alameda County.

For additional resources, visit our website:
www.AlamedaPolice.org
Click on "Community Resources"



First Steps to Receiving Services

ACCESS Program 1(800) 491-9099
Acute Crisis Care & Evaluation for System-wide Services

Referrals to all county mental health and substance abuse services

Asian ACCESS Program
310 8th Street, Suite 201, Oakland
(510) 869-7200

Dial 2-1-1
Referrals to all county social services
Multiple Languages/TTY: 1(888) 886-9660
Cell phone users: (510) 537-2552

Low-Fee Referral Network
Low-fee counseling and psychotherapy referral service
(510) 433-9499

Crisis Services

Crisis Support Services
24 hour confidential crisis line for all ages
1(800) 309-2131, 1(800) SUICIDE
www.crisissupport.org

Developmental Disabilities Crisis Response Project
(510) 727-8850

Geriatric Assessment and Response Team (GART)
409 Jackson Street, Suite 200, Hayward
(510) 891-5650

North County Crisis Response Program
568 West Grand Avenue, Oakland
(510) 268-7837

Seneca Mobile Response Services for Juveniles
(510) 483-3030
<http://www.senecacenter.org/community/mobile>

Mental Health Facilities

Alta Bates: Herrick Campus
Psychiatric emergency services for youth and adults
2001 Dwight Way, Berkeley
(510) 204-4405
<http://www.altabatesummit.org/behavioral/>

Children's Hospital
Psychiatric emergency services ages 11 and younger
770 53rd Street, Oakland
(510) 428-3571
http://www.childrenshospitaloakland.org/healthcare/depts/psych_overview.asp

John George Psychiatric Pavilion
County psychiatric emergency services and acute inpatient services for adults
2060 Fairmont Drive, San Leandro
(510) 346-7500
<http://www.johngeorgeahts.org/>

Sausal Creek Outpatient Stabilization Clinic
Mental health treatment and support for adults
2620 26th Avenue, Oakland, CA
(510) 437-2363
<http://www.telecarecorp.com/programs/38>

Veterans Affairs Oakland Behavioral Health Clinic
Mental health/substance abuse services for veterans
525 21st Street, Oakland
(510) 587-3400
<http://www.northerncalifornia.va.gov/visitors/oakmhc.asp>

Willow Rock
Crisis stabilization unit and in-patient services for ages 12 through 17 years
2050 Fairmont Drive, San Leandro
(510) 483-3030, (510) 895-5502
<http://www.senecacenter.org/community/willowrock>

Advocacy Services

**Mental Health Association of Alameda County/
National Alliance on Mental Illness (NAMI)**
Resources, advocates, support groups
954 60th Street, Suite 10, Oakland
(510) 835-5532 / (510) 835-5010
Advocate: (510) 835-0188
http://mhaac.org/community_mental_health_resources.html

www.nami-alamedacounty.org

United Advocates for Children and Families
(510) 383-5118
<http://www.uacfhope.org/>

Alameda Resources

Alameda Community Support Center
Mental health support services
1429 Oak Street, Alameda
(510) 522-4668

Alameda Family Services
Counseling services
2325 Clement Avenue, Alameda
(510) 629-6300
<http://www.alamedafs.org/>

Argosy University Clinic
Counseling services
1005 Atlantic Avenue, Alameda
(415) 273-1121

Children's Learning Center
School services for children with mental illness
1910 Central Avenue, Alameda
(510) 769-7100
<http://www.elcalameda.com/index.html>

Four Bridges
Rehab program for adults with mental illness
1912 Central Avenue, Alameda
(510) 827-2097
http://www.bayareacs.org/CLC_Four_Bridges.html

Addendum 3

Safety Resources: Campus Shooter

Campus Lockdown and Active Shooter

- Risk Management is proud to announce the release of District procedures for emergencies requiring a campus or facilities lock down in response to orders issued by District officials, local law enforcement or other local and state authorities. The “Lock Down and Active Shooter Protocol” is posted in every classroom and in common areas throughout to District.
- A task force consisting of Peralta Police, Alameda Police Department, AC Transit Police and the Office of Risk Management developed one of the most comprehensive Lock Down and Active Shooter protocols for colleges and universities. The protocol is based on recent procedural recommendations issued by the Department of Homeland Security and incorporates procedures developed by the task force.
- The protocol was released for review during the District’s Fall Flex Day, on August 14, 2013.
- Presenters: Officer Hank Morten, Alameda Police Department and Director of Risk Management, Greg Valentine delivered an overview of and training on the new protocol. A video of the training is available at the following link:
http://peraltaccd.granicus.com/MediaPlayer.php?publish_id=31737768-5ccd-1031-bc96-29b50f2ba9d1
- Emergency Procedures and Active Shooter Protocol flip charts - Posting in all buildings and main office areas – Completed by December 12, 2015
- Campus Safety Resources
 - Emergency Notification System (ENS) –VOIP Phones
 - Crime Alerts
 - Peralta Police - Video Cameras
 - Blue Phones –Status of Replacement
 - Homeland Security Quick Reference Guides
- Online Training to Identify and Help High Risk Students –
<HTTP://CCC.KOGNITO.COM>
- Department of Homeland Security Active Shooter Preparedness Resources, Pamphlet and Videos
 - PREPAREDNESS RESOURCES: <http://www.dhs.gov/active-shooter-preparedness>
 - QUICK REFERENCE GUIDE: <http://www.dhs.gov/publication/active-shooter-pamphlet>
 - OPTIONS FOR CONSIDERATION VIDEO:
<https://www.youtube.com/watch?v=oI5EoWBRYmo&feature=youtu.be>

- RUN-HIDE-FIGHT VIDEO:
<https://www.youtube.com/watch?v=5VcSwejU2D0>
- Peralta District Security Resources
 - POLICE SERVICES WEBPAGE: <http://web.peralta.edu/police-services/>
 - ANNUAL SECURITY REPORT: <http://web.peralta.edu/police-services/college-annual-security-reports-ars/>
 - PERSONAL SAFETY HANDBOOK: <http://web.peralta.edu/police-services/personal-safety-handbooks/>
- Peralta District Security Resources
 - Evacuation Drill (Day and Evening) – Week of November 30, 2015
 - Active Shooter Drill –December 2015
 - Campus Safety and Handling Medical Emergencies – Spring 2016
- Merritt College Health and Safety Committee meetings – 1st Wednesdays in Business Office Conf. Rm

Addendum 4

Merritt College Recommended Behavioral Incident Documentation Form

Use this form to document behavior that does not meet standards of acceptable student behavior. Document each incident and keep the record confidential. Send a copy to the Vice President of Student Services who maintains a centralized confidential file on all reported disruptive student behavior.

Date of Incident _____ **Time of Incident** _____ **Location of Incident** _____

Individuals Involved	Witnesses Involved
Name	Name
Phone	Phone

Narrative: What happened: Describe behavior(s). Give specific details, state only the facts, and do not make inferences. Give specific words, describe tone of voice, facial expression, body stance etc. (Use back of form, if necessary, to complete).

Disposition: What action was taken: include follow-up meetings, writing of a behavioral agreement. List any staff, including Police Services involved in any follow-up actions. (Use back of form, if necessary, to complete).

Send a confidential copy of completed documentation form to:

Vice President of Student Services _____ Date Sent _____

Addendum 5
SEXUAL ASSAULT ON CAMPUS AB 1088:
Merritt College's Policy, Procedures, and Resources

1. Sexual Assault on Campus Policy Statement AB1088

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by a student, faculty, staff, Administrator, visitor, or invitee of Merritt College, occurring on District/College property, or on an off-campus site or facility maintained by the District/College, or on grounds or facilities maintained by a student organization, is a violation of College policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. "Sexual assault" includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

These written procedures and protocols are designed to ensure victims of sexual assault receive information, treatment and assistance. All students, faculty, staff, administrators, visitors, or invitees of Merritt College who allege they are the victims of a sexual assault on District/College property shall be provided with information regarding options and assistance available to them. Information shall be available from the following offices on campus: Student Health Center (510-436-2533)/Mental Health Counseling Center (510-434-3826) and Peralta Sheriff Department (510) 466-7236 which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the alleged victim authorizes the release of information. Information shall also be available in the office of the Vice President of Student Services (510-436-2478).

All alleged victims of sexual assault on District/College property shall be kept informed of any ongoing investigation, through the Peralta Sheriff Department, the Student Health Center/Mental Health Services, and/or the Office of the Vice President of Student Services or designee.

Information shall include the status of any student or employee disciplinary proceedings or appeal. Alleged victims of sexual assault are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

The College shall maintain the identity of any alleged victim or witness of sexual assault on District/College property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged sexual assaults on District/College property shall be referred to the Office of Public Information, which shall work with Merritt College Vice President of Student Services and Peralta Sheriff Department to assure that all confidentiality rights are maintained.

2. Merritt College's Response to Sexual Violence, Dating & Domestic Violence, and Stalking

2.1 Introduction

Merritt College recognizes that sexual assault, dating & domestic violence, and stalking are serious issues. The College seeks to ensure that members of its campus community are aware that such behavior

is prohibited by law and by College policy, and that the College will not tolerate acts of sexual assault, dating & domestic violence, or stalking in any form, including rape, on its campus.

The Peralta Community College District (PCCD), of which Merritt College is a part, has adopted Board Policy 3540 and Administrative Procedure 3540, SEXUAL AND OTHER ASSAULTS ON CAMPUS (www.peralta.edu). The policy is a statement of the District/College's commitment to educate the college community in order to prevent occurrences of sexual violence. The District/College will provide information to all faculty, staff, and students regarding the definitions of sexual assault, dating & domestic violence, and stalking, how to prevent them, and how to report incidents of sexual assault, dating & domestic violence, or stalking. The District/College will provide assistance and support to victims of sexual assault, dating & domestic violence, and stalking and take appropriate actions to correct and discipline behavior that is found to violate the District/College policy or state regulations regarding these offenses.

2.2 Purpose

The District/College's goals are to create a supportive climate that encourages each victim/survivor of sexual violence, dating & domestic violence, and stalking to report the incident(s) and to provide support and information to assist her/him in dealing with these traumatic events, while respecting the victim/survivor's right to choose whether or not to report. The District/College also intends to promote campus safety through prompt and confidential reporting of sexual violence incidents to appropriate campus officials.

2.3 Definitions

Complainant:

A student, faculty, staff, administrator, visitor, or invitee of Merritt College who believes herself/himself to have been a victim/survivor of sexual assault, dating & domestic violence, or stalking and who engages the Merritt College sexual assault complaint procedure. If the alleged perpetrator of sexual assault, dating & domestic violence, or stalking is a faculty or staff member at Merritt College, the victim/survivor will have the option of initiating a complaint with the Peralta Community College District (PCCD).

Rape:

The California Penal Code prohibits acts of rape, some of which are summarized as follows: (a) sexual intercourse against a person's will accomplished by force or threats of bodily injury; sexual intercourse against a person's will where the person has reasonable fear that she/he or another will be injured if she/he does not submit to the intercourse; (c) sexual intercourse where the person is incapable of giving consent, or is prevented from resisting, due to alcohol or drugs, and this condition was known, or reasonably should have been known by the accused; (d) sexual intercourse where the person is incapable of resisting because she/he, at the time, is unconscious or asleep, and this is known to the accused; and (e) sexual intercourse where the person is incapable of giving consent or resisting due to youth (under the age of 18), and this condition was known, or reasonably should have been known by the accused. (See also California Penal Code 261.)

Sexual Assault:

Sexual Assault includes threats of sexual violence (section 67385(d), Calif. Ed. Code), incest (between persons who are related to each other within the degrees wherein marriage is prohibited by law), statutory rape (with a person who is under statutory age of consent), and, as defined by the California Penal Code, forced sodomy (anal intercourse), forced oral copulation (oral-genital contact), rape by foreign object (forced penetration, however slightly, by a foreign object, including a finger, into a genital or anal opening), and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal). It also includes situations when the accused sexually assaults a complainant incapable of giving consent, including where the complainant is prevented from resisting due to alcohol or drugs or youth (under the age of 18) and this condition was known, or reasonably should have been known by the accused. Except where otherwise necessary, this policy will hereinafter refer to both rape and sexual assault simply as "sexual assault."

NOTE:

Forced intercourse or other unwanted sexual contact is defined as sexual assault whether the assailant is a stranger or an acquaintance of the complainant. Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

Affirmative Consent:

"Affirmative consent" is defined as an affirmative, conscious, and voluntary agreement to engage in sexual activity. Under the law, neither the lack of protest / resistance nor silence constitutes consent; also consent may be withdrawn at any time. Affirmative consent must be given by all parties to sexual activity.

NOTE: It is not a valid excuse that the accused believed the complainant consented if: (A) the accused's belief arose from his or her own intoxication or recklessness, or (B) the accused did not take reasonable steps to ascertain whether the complainant affirmatively consented. Similarly, it will not be a valid excuse that the accused believed the complainant affirmatively consented where the accused knew or reasonably should have known that the complainant was unable to consent because he or she was: (A) asleep or unconscious, (B) incapacitated due to drugs/alcohol/medication, or (C) unable to communicate due to a mental or physical condition.

SaVE Act Definitions

Sexual assault The Campus SaVE Act defines sexual assault, as "an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation."

Dating violence "Violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship (ii) the type of relationship (iii) the frequency of interaction between the persons involved in the relationship".

Domestic violence “Felony or misdemeanor crimes of violence committed by a current or former spouse 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, 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.”

Stalking “Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress”

As Defined by Merritt College and other Peralta Colleges

Sexual Assault - Sexual assault is any sexual contact without consent. The general term, sexual assault, covers a number of related crimes, including rape, which is penile-vaginal penetration. Other acts of sexual assault include oral copulation, anal intercourse, penetration of the anus or vagina with a foreign object, and touching an intimate part of another person, all without consent. The attempt to commit any act of sexual assault is also a crime. The absence of informed consent distinguishes a crime from a sexual encounter. Every person possesses the right to decide whether and when to be sexual. Consent signifies active participation; this cannot be inferred or assumed.

Dating and Domestic Violence - Dating and domestic violence, also referred to as relationship or intimate partner violence, is the use of power by one person to control another within an intimate relationship. Signs of an abusive relationship include jealousy, possessiveness, isolating and controlling behavior, threats and intimidations, put-downs and name-calling, yelling, breaking things, physical and sexual assault, and financial coercion or control. The rate of dating/domestic violence among undergraduate and graduate students is about the same rate as in the general population. Abuse occurs in same-gender relationships as often as in relationships between people of different genders.

Stalking – Stalking* is a pattern of repeated and unwanted attention, harassment, contact, or any other conduct directed at a specific person that would cause a reasonable person to feel fear. This collection of behaviors, at one time in the recent past, tended to be excused or minimized by society. Now, it is generally understood these pattern of behaviors that causes impact and anxiety, and impacts the survivor’s ability to pursue his/her education and live a whole and healthy life.

*More than half of all stalking survivors are between 18 and 29 years old and most stalkers are an acquaintance, such as a former dating partner.

2.4 College Responsibility

The College’s first responsibility in responding to reports of sexual assault, dating & domestic violence, or stalking is attending to the needs of the individuals involved. All potential first responders who are affiliated with Merritt College shall go through a formal training on how to assist victims/survivors of

sexual assaults. All reports of sexual assault are taken with the utmost seriousness, and the victim/survivor will be referred to the appropriate persons or units for assistance. The College is also responsible for ensuring that the individual charged with committing the assault is treated fairly. The alleged assailant will be presumed innocent until proven guilty and will be referred to appropriate services for assistance.

A Merritt College employee reporting a recent incident of sexual assault, dating & domestic violence, or stalking should be advised to speak to her/his supervisor. A student should be directed to the College's Vice President of Student Services. Each also should be directed to the Peralta Sheriff Department for reporting or other options as appropriate. It is not the function of any campus representative to urge a particular course of action upon the victim/survivor.

2.5 Confidentiality

All affected individuals will be accorded the right to privacy, and confidentiality will be maintained other than in circumstances where there is a need to know and to the extent permitted by College policy and California law. Extremely sensitive information is gathered during the investigation of a complaint of sexual assault, dating & domestic violence, or stalking. California law provides constitutional and statutory protection for the privacy of the individual and specifically allows a complainant of sexual violence to report as "Jane Doe" or "John Doe" in order to maintain confidentiality. To protect the individual's privacy rights, the names of individuals or other identifying information, especially which contained in written documents and notes, will only be disclosed to third parties if prior written permission is given by the individual concerned or to those authorized by state or federal law to receive such information.

In cases of incidents involving students, the Vice President of Student Services or designee is responsible for initiating an investigation, in collaboration with Peralta Sheriff Department, and for proceeding with student disciplinary procedures, if deemed appropriate; and for ensuring that a student who is an alleged victim/survivor is kept informed of any ongoing investigation. Information shall include the status of any student disciplinary proceedings or appeal. The alleged victim/survivor is required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

2.6 Policy Summary

This policy applies to all members of the campus community, including students, faculty, staff, administrators, visitors, and invitees of the District/College.

Any sexual assault, dating & domestic violence, or stalking, including, but not limited to, rape, as defined by California Penal Code, whether committed by an employee, student, or member of the public, occurring on District/College property, or on an off-campus site or facility maintained by the District/College, or on grounds or facilities maintained by a student organization, is a violation of the District/College policy and state regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. It is also District/College policy to actively prevent sexual assault, dating & domestic violence, and stalking. The District/College maintains a zero tolerance standard concerning sexual assault, dating & domestic violence, and stalking.

3. Procedures: Sexual Assault, Dating & Domestic Violence, and Stalking on Campus Premises

3.1 College Response to Incidents of sexual assault, dating & domestic violence, and stalking

The College defines the following procedures to be used by all College representatives when contacted by alleged victims/survivors of sexual assault, dating & domestic violence, and stalking. College representatives should seek to assist victims/survivors in regaining control of their lives. To the extent possible, victims/survivors should be encouraged to make their own decisions and choices following a sexual assault. The College representative's first concern shall be for the medical or psychological welfare of the person. If the individual is in a crisis warranting immediate intervention, the College representative must follow departmental emergency procedures and/or call the Peralta Sheriff Department at (510) 466-7236. The campus representative should provide a safe, private and comfortable place for the victim/survivor in which to discuss the options available and reach a decision.

Listed below are the steps that shall be taken by a College representative/Crisis Responder if a Merritt College student, faculty, staff, administrator, visitor, or invitee discloses that she/he was a victim/survivor of sexual assault, dating & domestic violence, or stalking on campus:

Step 1: Attend to the immediate emotional crisis. Listen with compassion and ask the individual what she/he may need.

Step 2: Communicate to the victim/survivor the importance of medical and emotional attention and discuss whether immediate assistance is needed. Medical attention is vital for detecting and treating a range of medical concerns, including sexually transmitted diseases, pregnancy, and injuries. Treatment for HIV prevention must be administered within seventy-two (72) hours after the rape, the sooner the better. Preventive measures against pregnancy and treatments for sexually transmitted infections must begin as soon as possible

Seeking medical treatment and permitting the collection of medical evidence does not commit the victim/survivor to making a police report. At a later time, however, if the victim/survivor chooses to report to the police, physical evidence collected soon after the assault will maximize the effectiveness of the legal proceedings.

The need for immediate medical attention can be met at the Merritt Student Health Services (R-106) or Laney Wellness Center, whether or not a victim/survivor decides to make a police report. While the Laney Wellness Center is the most comprehensive service provider of Peralta Colleges, there is no need to go to the first. Victims/survivors who agree to seek initial medical assistance following a sexual assault are referred to the Highland Hospital Sexual Assault Center without showering, cleaning up, or changing clothes as doing these things could destroy evidence.

If transportation is needed, the Vice President of Student Services or designee, or the Merritt Student Health Center will coordinate transportation to a medical facility. The Merritt College Sheriff Department or Alameda County Sheriff Department (510-667-7721) also can provide transportation. Additionally, the Laney Wellness Center will provide follow-up testing and health care of registered students who are, or have been, victims/survivors of sexual assaults, regardless of where or when the assaults took place. Emotional attention and support can be obtained by the Laney Mental Health

Counselor, Lisa Sawadogo at 510 464-3535 if a Merritt Mental Health Counselor (510-4362533) is not available.

Step 3: Determine whether the victim/survivor wishes to report the incident to the Merritt College Sheriff Department or a local police department. The role of law enforcement is to fully investigate and document all reports of sexual violence.

The victim's/survivor's request for anonymity and confidentiality is to be honored to the extent permitted by law and College policy (see 2.5 Confidentiality). It is important for the victim/survivor to know that there is a seventy-two (72) hour time period in which important forensic evidence (e.g., sperm and/or skin fragments for DNA identification of an assailant) can be collected and later used in judicial procedures if the survivor desires to prosecute. If the victim/survivor wishes to have evidence collected, medical treatment and collection of forensic evidence must be expedited.

Step 4: Communicate to the victim/survivor the importance of emotional support and discuss with her/him whether immediate assistance is needed. Mental health services are available at the College. The College also has resources and referrals to assist with psychological needs that arise in the initial crisis of assault, as well as in the aftermath and longer-term recovery. (For directories of available resources, see Appendices C, D, E, and F.)

Step 5: Inform the victim/survivor that College Disciplinary Proceedings and Action will be carried out according to policy and procedures as published by the in the Merritt College Student Handbook.

3.2 College Response to Complaint of Sexual Assault, Dating & Domestic Violence, and Stalking

The College's Vice President of Student Services or designee, shall have primary responsibility for providing information to students regarding procedures for reporting incidents of sexual assault, dating & domestic violence, and stalking and for processing reported incidents of sexual assault, dating & domestic violence, and stalking involving students through the District/College's Student Discipline Policy and Procedures (5520 Student Code of Conduct, Discipline, and Due Process). The policy and procedures are available on the web (www.peralta.edu) and published in the College's Student Handbook, which is free to all students.

The Vice President of Student Services or designee shall provide each affected individual with the following: a copy of the District/College policy on sexual assault, including the documents "What to Do If You Are Sexually Assaulted/Raped" and "Victim/Survivor's Rights," a list of Campus representatives to be notified if the complainant (victim/survivor) consents, a description of available services and the persons on campus available to provide those services if requested, and a description of procedures for criminal prosecution, civil prosecution (i.e., lawsuit), and College disciplinary procedures (5520 Student Code of Conduct, Discipline, and Due Process; [Student Concerns and Complaint Process](#)).

If the accused student and victim/survivor have contact within academic buildings, the Vice President of Student Services or designee will determine whether a directive to refrain from contact with the alleged victim/survivor should be issued to the alleged perpetrator. The Vice President of Student Services or designee will be responsible for making the determination whether interim suspension should be

invoked against the alleged perpetrator. The Vice President of Student Services or designee will also work to provide reasonable accommodations to protect the rights of involved parties when an order of protection, restraining order, or similar lawful order has been issued through courts or the college.

At the request of the complainant (victim/survivor) and upon the receipt of a written and signed complaint or verbal report, the Vice President of Student Services or designee shall initiate an investigation and notify the Merritt College / Alameda County Sheriff Department at (510) 465-3514. If the Vice President of Student Services or designee determines that circumstances so warrant, an investigation shall be initiated with or without the consent of the complainant.

The Vice President of Student Services or designee shall notify the appropriate faculty, staff or students, and the alleged assailant that an investigation is underway and provide the names of the parties involved.

Pursuant to the College's Student Discipline Procedures, the Vice President of Student Services or designee shall conduct a prompt, full, and impartial investigation. The complainant is entitled to due process and shall have an opportunity to present evidence and a list of relevant and material witnesses. The Vice President of Student Services or designee will receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Both the complainant and the accused student are entitled to be accompanied by the advisor of their choice during any institutional disciplinary proceeding or any related meeting or proceeding. The complainant and the accused student are not limited to the choice of advisor; however Merritt College may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

A complaint for sexual assault, dating & domestic violence, or stalking should be filed as soon as possible. The investigation shall generally be completed within twenty (20) instructional days of the receipt of the complaint. The time period for investigation may be extended by mutual consent of the parties or for good cause, including the complexity of the issues under investigation and the unavailability of relevant witnesses due to semester recess. Both the complainant and the accused will be informed of any extension of the investigation. At the conclusion of the investigation, the Vice President of Student Services shall submit a written report to the Vice President of Student Services.

The report shall include a description of the facts, the remedy sought by the complainant, and recommendations for further action if deemed necessary by the Vice President of Student Services. These recommendations shall be based upon the strength of evidence against the accused, the seriousness of action(s) that led to the complaint, and the remedy sought by the complaint. Merritt College will use of a "preponderance of the evidence standard" when adjudicating complaints in the disciplinary process. To satisfy this standard of proof, the evidence must show that it is "more likely than not"—i.e., greater than 50% likelihood—that the victim did not consent. If assault is found, Merritt College will implement such action as is necessary, including disciplinary sanctions that lead to suspension or expulsion from the College, to correct the situation and to prevent it from recurring. The

complainant and the accused will receive written notice of the College's proposed determination regarding whether an assault occurred and of the disposition of the complaint.

The College will adhere to student disciplinary procedures in processing incidents of alleged sexual assault. The complainant or the accused may request reconsideration of the District/College's proposed determination by submitting additional relevant evidence, identifying errors of fact or of standards applied in the investigation or determination, or showing that further investigation is necessary. A request for reconsideration of the College's proposed determination must be made to the Vice President of Student Services in writing within five (5) instructional days of receipt of the Notice of Proposed Determination. The request for reconsideration must clearly specify the basis for making the request.

Within ten (10) instructional days of receiving a request for reconsideration from either the complainant or the accused, the College will provide written notice to the other party that such a request has been made, and will proceed following student discipline appeal procedures.

3.3 Procedures for Criminal Prosecution, Civil Prosecution (i.e., Lawsuit), and College Disciplinary Procedures

A person interested in pursuing civil litigation is urged to contact legal services. Merritt College is not responsible for legal expenses.

It is unlawful for anyone to retaliate against someone who files a sexual assault, dating & domestic violence, or stalking complaint, who refers a matter for investigation or complaint, or who participates in an investigation of a complaint. It is also unlawful for anyone to retaliate against anyone who represents or serves as an advocate for a reported survivor or alleged offender, or who otherwise furthers the principles of these procedures on Campus.

3.4 The Annual Security Report

The Peralta Sheriff Department will keep and maintain an annual security report that includes the following:

3.4.1 A description of educational programs to promote the awareness of sexual assault, dating & domestic violence, and stalking

3.4.2 Procedures to follow if sexual assault, dating & domestic violence, or stalking occur

3.4.3 Information on a victim/survivor's option to notify appropriate law enforcement authorities, if she (he) so requests

3.4.4 Information about existing services available for victims/survivors

3.4.5 Information on changing a victim/survivor's academic situation after an alleged sexual assault, if those changes are requested by the victim/survivor and are reasonably available

3.4.6 Procedures for campus disciplinary action, including statements that 1) the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and 2)

both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding.

3.4.7 A description of the sanctions the campus may impose following an outcome of a disciplinary proceeding.

3.5 Education and Prevention Information

Representatives from the Crisis Team, Peralta Sheriff Department, Wellness Services, Counseling Department, and other appropriate representatives will provide education and prevention information about sexual assault, bystander intervention, ongoing prevention and awareness campaigns, primary prevention programs, and risk reduction. These departments will also develop programs to prevent dating violence, domestic violence, and stalking and to discuss healthy relationships, healthy sexuality, communication and personal boundaries. Written information about campus and community based health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims will be provided to all students and employees. College representatives from the aforementioned departments will also post prevention and education information on sexual violence on Merritt College internet websites. Sexual Assault information is available in the Peralta Wellness Center/ Merritt College Mental Health Center, College Sheriff, and on the Merritt College website <http://www.merritt.edu/wp/health/>.

3.6 Procedure Summary

3.6.1 If an individual is assaulted, victimized, or stalked on campus, she/he would be strongly urged to call (510) 436-2533 for the Peralta Sheriff Department or (510) 465-3514 for a Mental Health Counselor. Additionally, if the victim/survivor prefers, and the offices are open, she/he may obtain services through the Vice President of Student Services or designee, the Director of Health Services, Mental Health Services and/or any of the Deans, and Vice Presidents' Offices.

3.6.2 Merritt College will investigate all allegations of sexual assault, dating & domestic violence, and stalking and initiate appropriate disciplinary, criminal, or legal actions, with the cooperation of the victim/survivor. We understand and affirm the right of victims/survivors to choose whether or not to report incidents of sexual assault, dating & domestic violence, and stalking. If a victim/survivor chooses to report an incident of sexual assault, dating & domestic violence, or stalking, she/he should do so as soon as convenient, and preferably within 72 hours. The victim/survivor should report the incident, including date or acquaintance rape, to the Peralta Sheriff Department at (510) 466-7236 or 911.

3.6.3 The victim/survivor should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering, or disposing of any damaged clothing, or other items that are present after/during the assault. If assaulted on District/College property, the victim/survivor shall seek medical attention at Merritt Student Health Center (510) 436-2533 or counseling from Mental Health Center (510) 434-3826, call the Vice President of Student Services or designee during regular business hours.

During after hours, she/he should call the Peralta Sheriff Department at (510) 466-7236. If assaulted on non-District/College property, the victim/survivor should seek medical care at the Highland Hospital Sexual Assault Center (Alameda County) and contact the Local Police Department 9-1-1 from land line or 510-777-3211 from cell phone.

3.6.4 If the victim/survivor was assaulted on a non-District/College property, she/he should call Highland Hospital Sexual Assault Center (Alameda County) (510) 534-9290, or dial 911 and seek the assistance of the local police, San Francisco County Trauma Recovery Center (415) 437-3000, National Rape Crisis Hotline/Nationwide RAINN: 1 (800) 656-4673, Bay Area Women Against Rape (BAWAR) in Oakland 24-hour crisis line: (510) 845-7273, and (510) 430-1298 (Office).

3.6.5 Please ask the victim/survivor to seek professional psychological counseling service as soon as convenient. College representatives/Crisis responders who respond and support the victim/survivor are also encouraged to seek psychological counseling services as soon as convenient.

3.6.6 With a finding of culpability, College disciplinary procedures will be initiated on the perpetrators, ranging from suspension to expulsion. Due process and privacy will be afforded to the accuser and the accused.

3.6.7 Counselors are encouraged to inform any persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Appendix A

4.1 “What to Do If You Are Sexually Assaulted/Raped”

- If you are in immediate danger, call 911 or (510) 466-7236 if on campus.
- Go to a safe place. This is not the time to be alone. At the very least, you need emotional support. If there is no one to go to, call someone you can talk to, no matter how late it is. Places on campus where you can get help are the Merritt College Student Health Center, the Vice President of Student Services (R Building) or designee, Peralta Sheriff Department (R117), or any counseling or administrator’s office in both R and Q Buildings.
- Get medical attention. As soon as possible, go the Highland Hospital Sexual Assault Center or the nearest hospital to be examined and treated for any injuries or infections. For example, treatment for HIV prevention must begin within a seventy-two (72) hour period after the assault/rape, but the sooner the better. You may want to take measures to prevent pregnancy as soon as possible. At the very least, you need to get tested and maybe treated for various sexually transmitted infections. You can seek medical treatment and provide medical evidence without having to report to the police. If you choose to report later, physical evidence that was collected soon after the assault would make legal proceedings more effective.
- Report the assault to police and campus officials, whether or not you plan to file charges. Reporting a rape does not commit you to filing charges but does make filing a charge easier at a later date.
- When you make your report, you may take someone with you. You can go the next day, but the sooner the better. Rarely do rapists attack one person only, they get away with it and so they continue to do it. A report may be filed with the Vice President of Student Services, Peralta Sheriff Department and/or San Bruno Police Department. If the perpetrator of the assault is a faculty or staff member at Merritt College, you have the option of initiating a complaint with the College Administration. If you decide to report, physical specimens collected soon after the sexual assault will be valuable evidence. Do not shower or clean yourself first. If you change, place your clothes in a paper bag. Do not destroy or wash the clothes you were wearing. Peralta Health Services are not “evidence collection” sites, so if you do want to file charges, arrangements will be made for you to go to Highland Hospital Sexual Assault Center which is designated as the “evidence collection” site for sexual assaults that occur in Alameda County. You have the right to choose whether or not to report and/or file charges.
- Consider whether you want to file charges with the police and/or with campus authorities. Pressing charges can be a long, painful process. Each person must decide for themselves, based on their own circumstances, whether it makes sense to go through it. You may also speak with Oakland Police Department (510-777-3333-non emergent number) about what will happen before your decision.

Appendix B

4.2 Victim/Survivor's Rights

- To be treated with respect, dignity, and courtesy and without prejudice based upon race, class, lifestyle, sex, age, occupation, or religious beliefs;
- To receive emotional and psychological support services and advocacy;
- To have the assistance of Campus personnel in obtaining and securing evidence;
- To receive private and confidential examination and treatment for personal injuries, sexually transmitted disease, and pregnancy;
- To be informed and ask questions regarding examinations and treatment given;
- To the strictest possible confidentiality in incident and medical records, unless release of information is agreed;
- To receive current information on campus and community resources;
- To be informed of the options available through the college and the legal system;
- To seek criminal charges and/or file a disciplinary complaint;
- To be considered as credible as a person reporting any other crime;
- To be asked only those questions which are relevant to law enforcement investigation or medical treatment;
- To be informed of the status and outcome of any student or employee disciplinary proceedings or appeal;
- To be given the choice to prosecute or not to prosecute; and to have feasible class schedule adjustments (without academic or financial penalty) as necessary to minimize the potential contact with the alleged assailant or those associated with the alleged assailant.

Appendix C

4.3 Key Campus Representatives to Be Notified in the event of a Sexual Assault, Should the Victim/Survivor Choose

When any one of the campus offices listed below is notified of a sexual assault on or near a College property, that office should immediately notify the other offices so listed without divulging the survivor's name unless permission has been obtained.

Peralta Sheriff Department..... (510) 465-3514

Vice President of Student Services..... (510) 436-2478

Director of Health Services..... (510) 436-2533

Mental Health Services.....(510) 436-3826

Director of Student Activities and Campus Life..... (510) 434-3982

Appendix D

4.4 Services Available to Victim/Survivor of a Sexual Assault on Campus

Vice President of Student Services

510-436-2478

Coordination for all Sexual Assault on Campus services for the college and reporting of the incident should the victim/survivor permits

Merritt Student Health center

510-436-2533

Provision of medical services

Laney Wellness Center

510-464-3134

Provision of medical services

Mental Health Services

510-434-3826 or 510-464-3535

Provision of emotional support, counseling services, psychotherapy, and referrals

Peralta Sheriff Department

510-465-3514

Reporting of the incident if the survivor desires police investigation and support

Counseling Offices

510-436-2475

Provision of support, resources, and referrals Main Number

Appendix E

4.5 Community Resources for Rape Issues

Alameda Sheriff Department

To report a rape incident (510) 465-3514 or dial 911

Highland Hospital Sexual Assault Center (Alameda County)..... (510) 534-9290

San Francisco Trauma Recovery Center..... (415) 437-3000

San Francisco Women Against Rape (SFWAR)

Crisis..... (415) 647-7273

Office..... (415) 861-2024

Sexual Assault Counseling and Information Service (SACIS)

24-Hour Crisis Line..... (888) 345-2846

Bay Area Women Against Rape (BAWAR) in Oakland

Crisis..... (510) 845-7273

Office..... (510) 430-1298

National Rape Crisis Hotline/Nationwide

RAINN..... (800) 656-4673

Rape Trauma Services in Peninsula

Service in Spanish and English..... (650) 652-0598

Child Sexual Abuse

Child and Adolescent Sexual Abuse Resource Center at SFGH

Counseling and Medical Service..... (415) 206-8386

Stop Sexual Abuse of Asian Children

Wu Yee Children's Service..... (415) 391-8993 or (415) 391-4956

Crisis Counseling

Merritt College Mental Health Services

Free to currently enrolled Merritt College students..... (510) 436-3826

Laney College Mental Health Services

Free to currently enrolled Laney College students.....(510) 748-2320

Peralta Wellness Center..... (510) 464-3134

Parental Stress Hotline..... (415) 441-5437

Jewish Family and Children's Services

Russian and English..... (415) 449-2907

La Casa de las Madres Shelter

Office..... (415) 503-0500

Crisis Line..... (877) 503-1850

Teen Line..... (877) 923-0700

Riley Center and Emergency Shelter

Office..... (415) 503-4101

Crisis Line..... (415) 255-0165

Appendix F

4.6 Web Resources

- Bay Area Women Against Rape (<http://www.bawar.org/>)
- W.O.M.A.N. Inc. (<http://www.womaninc.org>)
- La Casa de las Madres Shelter/Domestic Violence (<http://www.lacasa.org>)

References

5. References

Education Code Section 67385; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act; 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46(b) (11) Ab_1088_bill_20050907

[Changes to California Law AB1433](#)

[Peralta Administrative Procedure 3540: Sexual and Other Assaults on Campus](#)

[Peralta Board Policy 3540: Sexual and Other Assault on Campus](#)

[Peralta Administrative Procedure 3515: Reporting of Crimes](#)

[Peralta Administrative Procedure 3500: Campus Safety](#)