

## CAMPUS SECURITY POLICY

### *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics*

Any student, faculty member, or employee of Mayfield College should directly report any potential criminal act or other emergency to Kevin Ha, President, at 760-328-5554 for any crimes committed during school hours. Kevin Ha, President, will immediately call the local police/sheriff's offices. If any potential criminal act or emergency occurs after school hours, reports should be made to the local police/sheriff's offices as well as to the off-hours Mayfield College message board at 760-328-5554.

<b>City</b>	<b>Police/Sheriff</b>
Bermuda Dunes	760-863-8990
Cathedral City	760-770-0300
Desert Hot Springs	760-329-2904
Indian Wells	760-836-1663
Indio	760-347-8522
La Quinta	760-836-3215
Palm Desert	760-836-1600
Palm Springs	760-323-8116
Rancho Mirage	760-836-1600
Thousand Palms	760-836-1600
Twentynine Palms	760-367-9546

Upon receipt of a call, officers are dispatched to the site, an investigation is conducted and appropriate action taken. Please be as detailed as possible when providing a physical description of a suspect or perpetrator to the police and to Kevin Ha, President. Along with describing a person's height, weight and build, try to include information pertaining to facial hair, skin complexion, jewelry and tattoos (where applicable). Vehicle descriptions should include, make, model, color and approximate year of manufacture. When possible, try to record marker plate, state of origin, and any notable damage to the vehicle. It is also imperative that crime scenes not be disturbed so as to preserve any physical evidence that may exist.

Mayfield College does not have its own campus security or enforcement authority nor does it possess the arrest authority needed to halt a perpetrator. The campus is under 24-hour camera surveillance. All crimes on campus should be reported to Kevin Ha, the President, who will report the crime to the Cathedral City and/or Twentynine Palms Police Department for record keeping purposes.

If you are the victim of a crime and do not want to pursue action with Mayfield College or the criminal justice system, you may still want to consider making a confidential report. With your permission, Kevin Ha, President, can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Mayfield College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for Mayfield College.

### *Timely Warnings*

In the event a serious situation arises, either on or near campus, which constitutes an ongoing or continuing threat to students and employees, a campus wide “timely warning” will be issued. The warning will be issued to students, faculty, and staff.

The decision to notify the campus community will be based on a case by case basis unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The initial recommendation will be made by law enforcement personnel at the scene. The law enforcement personnel at the scene will request notification of the campus community based on their professional judgment. This recommendation can be made to any senior administrator, but is typically made to the President. In the event of an incident that would require the larger community to be notified, information will be sent through the internet, local media, and local cable channels if appropriate.

Mayfield College will take the actions described above without delay.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the President, Kevin Ha, will immediately notify the campus community by posting a notice on the Mayfield College website at [www.mayfieldcollege.edu](http://www.mayfieldcollege.edu). In addition, a copy of the announcement will be emailed to all students and staff to their contact information on record. All instructors will be provided a copy of the announcement to notify their students during class. Anyone with information warranting a timely warning should report the circumstances to Kevin Ha, President, by phone 760-328-5554 or in person in Suite 101, 35-325 Date Palm Drive, Cathedral City, CA 92234. Kevin Ha will work with the local police in communicating information about crimes reported to them that require timely warning.

### *Daily Crime Log*

While the college does not have an on-campus security or enforcement department, Mayfield College tracks all crime reports on campus that are reported to the administration. The President, Kevin Ha, is responsible for preparing and publishing this report. The log contains records of criminal incidents by date reported and includes the nature of the crime, date and time the crime occurred, the location of the crime and the disposition of the complaint if known. Copies of the log are available upon request in the administration office in Suite 101.

*Campus Crime Statistics*

Mayfield College believes a community that is well informed about the nature of its crimes is a safety conscious public. Not only is it your right to know the information included in this document--it is to your advantage to act on it by developing personal routines that enhance your own safety and becoming actively involved in the reporting of crimes and suspicious/unusual activities. The crime statistics in this document are compiled by Kevin Ha, President. The statistics are based on crimes reported to the President of Mayfield College and/or the Cathedral City and Twentynine Palms Police Department.

<b>Criminal Offenses</b>	<b>Year</b>	<b>On-Campus Property<sup>1</sup></b>	<b>Public Property<sup>2</sup></b>
Criminal Homicide:			
Murder and Non-Negligent Manslaughter	2013	0	0
	2014	0	0
	2015	0	0
Criminal Homicide:			
Negligent Manslaughter	2013	0	0
	2014	0	0
	2015	0	0
Sex Offenses:			
Forcible Sex Offenses <sup>3</sup>	2013	0	0
	2014	0	0
	2015	0	0
Sex Offenses:			
Non-Forcible Sex Offenses <sup>3</sup>	2013	0	0
	2014	0	0
	2015	0	0
Robbery	2013	0	0
	2014	0	0
	2015	0	0
Aggravated Assault	2013	0	0
	2014	0	0
	2015	0	0
Burglary	2013	0	0
	2014	0	1
	2015	0	0
Motor Vehicle Theft	2013	0	0
	2014	0	0
	2015	0	0

<sup>1</sup> Mayfield College does not have dormitories or other residential facilities for students on campus.

<sup>2</sup> Public property defined as property within or immediately adjacent to and accessible from campus.

<sup>3</sup> Including incidents of sexual assault, domestic violence, dating violence and stalking.

<b>Criminal Offenses</b>	<b>Year</b>	<b>On-Campus Property<sup>4</sup></b>	<b>Public Property<sup>5</sup></b>
Arson	2013	0	0
	2014	0	0
	2015	0	0
Hate Crimes <sup>6</sup>	2013	0	0
	2014	0	0
	2015	0	0
Domestic Violence	2013	0	0
	2014	0	0
	2015	0	0
Dating Violence	2013	0	0
	2014	0	0
	2015	0	0
Stalking	2013	0	0
	2014	0	0
	2015	0	0
Sexual Assault	2013	0	0
	2014	0	0
	2015	0	0

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<sup>4</sup> Mayfield College does not have dormitories or other residential facilities for students on campus.

<sup>5</sup> Public property defined as property within or immediately adjacent to and accessible from campus.

<sup>6</sup> For the crimes listed above, and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to a campus security authority or to local police agencies involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, national origin, religion, sexual orientation, ethnicity, or disability.

<b>Bias Crimes</b>	<b>Year</b>	<b>On-Campus Property<sup>7</sup></b>	<b>Public Property<sup>8</sup></b>
Race	2013	0	0
	2014	0	0
	2015	0	0
Religion	2013	0	0
	2014	0	0
	2015	0	0
Sexual Orientation	2013	0	0
	2014	0	0
	2015	0	0
Gender	2013	0	0
	2014	0	0
	2015	0	0
Gender Identity	2013	0	0
	2014	0	0
	2015	0	0
Disability	2013	0	0
	2014	0	0
	2015	0	0
National Origin	2013	0	0
	2014	0	0
	2015	0	0
<b>Arrests</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>Public Property</b>
Illegal Weapons Possession	2013	0	0
	2014	0	0
	2015	0	0
Violations of Drug Law	2013	0	0
	2014	0	0
	2015	0	0
Violations of Liquor Law	2013	0	0
	2014	0	0
	2015	0	0

<sup>7</sup> Mayfield College does not have dormitories or other residential facilities for students on campus.

<sup>8</sup> Public property defined as property within or immediately adjacent to and accessible from campus.

<b>Referral for Disciplinary Action</b>	<b>Year</b>	<b>On-Campus Property</b>
Weapons Possession	2013	0
	2014	0
	2015	0
Drug Law	2013	0
	2014	0
	2015	0
Liquor Law	2013	0
	2014	0
	2015	0

### *Annual Security Report*

Every year, Mayfield College will provide to students and employees crime statistics for 35-325 Date Palm Drive Suite 101, Cathedral City, California 92234 and 73680 Buena Vista, Twentynine Palms, California 92277. The information is compiled by Kevin Ha, President.

### *School Crime Prevention*

Students, faculty and employees of Mayfield College have access to academic and administrative facilities on campus Monday through Thursday, 8am – 10pm and Friday from 8am – 5pm. Access to some facilities is restricted to selected students, faculty members, or staff members. For example, certain classroom facilities at Mayfield College are open only to students, faculty members, and staff members involved with classes taught there or in the operation of those facilities. Other facilities are open to all students, faculty members, staff members, and the general public. An example of this type of facility would be the computer lab and the student services/dining area during normal business hours. Any suspicious persons should be reported immediately to Kevin Ha, President.

### *Timely Reports of Crime*

Mayfield College follows all applicable policies and laws regarding confidentiality of records and reserves the right to provide police any information obtained as a result of a criminal investigation. We strongly encourage anyone who is the victim or witness to any crime to promptly report the incident to Kevin Ha, President who will notify local enforcement agencies. It is the right of any member of our community to contact the local police department to investigate any crime. Assistance in contacting the local police department will be provided by Kevin Ha, President.

### *Registered Sex Offenders*

Students, faculty and staff of Mayfield College may contact the California Office of the Attorney General at their website <http://www.meganslaw.ca.gov/Search.aspx?lang=ENGLISH> for information concerning registered sex offenders.

### *Violence Against Women Act (VAWA)*

On March 17, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) which amended the Jeanne Clery Disclosure of Campus Security Policy and

Campus Crime Statistics Act (Clery Act). After negotiated rulemaking committee reached consensus, the final regulations went into effect July 1, 2015.

Each year, the campus will report statistics for domestic violence, dating violence, sexual assault and stalking in accordance with the definitions used in section 4002 (a) of the Violence Against Women Act of 1994. Beginning in 2014, the campus has added VAWA to our institutional crime log and will begin reporting the information. All perspective and continuing students and employees will be provided a training prevention program at the time of hire and/or as part of new student orientation.

Mayfield College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. Each of these offenses are defined as follows:

- Domestic Violence
  - Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.
- Dating Violence
  - Violence committed by a person:
    - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - The length of the relationship
      - The type of relationship
      - The frequency of interaction between the persons involved in the relationship
- Sexual Consent
  - Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent.
  - Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct.
  - Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should

not be considered as evidence for consent. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

### *Bystander Intervention*

If you are the bystander to domestic violence, dating violence, sexual assault or stalking, below are some options for the bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct and honest.
- Contact your local sexual assault center to see if they offer resources or training on bystander intervention ([www.nsvrc.org/organizations/state-and-territory-coalitions](http://www.nsvrc.org/organizations/state-and-territory-coalitions))
- If you see or hear something and you do not feel safe, contact the police.

### *Risk Reduction and Ongoing Awareness*

Mayfield College provides risk reduction and ongoing awareness through orientation of new staff and perspective and ongoing students. In our orientation program, staff and students are provided information on general crime prevention, how to interrupt situations of harm and the appropriate notification system when an act occurs.

### *Sanctions*

Students found responsible for violating and of the College's policies may receive disciplinary sanctions. The fundamental principle guiding the imposition of sanctions in the student discipline system is founded in the College's effort to balance upholding community standards with the educational development of its students in addressing individual behavior.

The sanctioning regimen is designed to reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of the offender. The mechanism within which offenders can reflect upon their actions and their impact on both themselves and restoration of the offender to good standing within the community provided the safety of the community is not jeopardized by the individuals' presence or return. The sanctions listed below is not meant to be exhaustive.

- Suspension from campus
- Dismissal from the College

The final determination of the appropriate sanction is done by the Campus Leadership.

Employees found responsible for violating the College's policies may receive disciplinary sanctions that could include a written warning, final written warning and/or dismissal from employment depending on the specific violation of the College's policies. The final determination for employees is decided by the Human Resources department.

### *Preserving Evidence after a Sexual Assault*

Evidence of a sexual assault should be preserved as soon as possible after the incident, even if the reporting student is unsure about reporting or filing criminal charges. A Sexual Assault Forensic Examination (SAFE) will preserve evidence and may be done up to 84 hours after an assault. A SAFE may be done regardless of whether or not the student receiving the examination wants to pursue criminal charges. The student does not need to provide his/her name to police to



have the exam and for the evidence to be preserved. Preserving evidence, including from a SAFE, does not obligate the student to pursue criminal charges or appear in court. Steps to preserve evidence:

- Do not shower or douche
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs
- If there was oral contact, do not smoke, eat, or brush teeth
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven’t changed, keep the original clothes on and bring an extra set to wear home from the hospital
- Go to a hospital with the capability of providing a SAFE exam and request the exam. The cost of a SAFE examination is paid for from a state fund

#### IF YOU HAVE BEEN SEXUALLY ASSAULTED:

There are many resources for victims who are unsure what to do when dealing with domestic violence, relationship abuse and stalking. One option is the criminal justice system. Do not be afraid to call the police if you have been abused. The goal of the police and legal system is to provide some measure of safety for victims of violence and to provide information about additional resources, such as temporary living accommodations if necessary. One immediate alternative is to obtain a Temporary Restraining Order. If you have been recently threatened, hurt, or abused, or are being stalked by your current or former intimate partner, call 9-1-1 or 9-911. Tell the dispatcher that you are in danger and that you need help immediately.

The police are required to write an incident report for all domestic violence calls, even if the batterer has already left the scene. Although it is best to make the report as soon as possible, you may call the police anytime, even days or months, after you have been abused. Alternatively, you can contact a domestic violence and dating violence hotline at any time at 800-799-SAFE.

Mayfield College encourages individuals to report a sexual assault to the police having jurisdiction where the assault occurred. Additionally, victims are encouraged to seek guidance and support from professional resources.

#### *Student Sexual Assault Survivor’s Bill of Rights*

Federal law entitles sexual assault victims to the following rights. The accuser and the accused have the same opportunity to have others present throughout disciplinary proceedings. Both parties shall be informed of the outcome of any disciplinary proceeding. Victims shall be informed of their options to notify law enforcement. Victims shall be notified in writing of health and mental health counseling services available on and off campus. Victims shall be notified in writing of options for changing academic and living situations, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other protective measures regardless of whether the victim reports the incident to law enforcement.

#### *Sexual Assault, Rape, or Misconduct*

Any behavior that constitutes a sexual offense under this policy will subject the offender to disciplinary action and sanctions by Mayfield College, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. Prohibited conduct includes sexual assault, rape, attempted sexual assault or rape, indecent exposure, voyeurism, or possession or distribution of illegal pornography. With regard to any disciplinary proceedings, both the accuser and the accused are entitled to the same opportunities to have others present and both the accuser and the accused will be informed of the outcome. In addition, sexual assault, rape and other sexual offenses are illegal under California criminal statutes and may be prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual

act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, sodomy, anal, or urethral penetration with any body part or object without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Lack of consent may result from inability because of mental impairment of the victim (due to, for example, intoxication), or physical helplessness of the victim (due to, for example, being asleep). Lack of consent may also result from intimidation (due to, for example, the aggressor's language, size, or threatened or actual use of force) that silences the victim. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that would lead to it.

Students will also be disciplined for other sexual offenses which are criminal in nature or which violate other community standards. After the alleged sex offence, Mayfield College will change the academic situation of all parties involved during the school's investigation.

Victims and witnesses of sexual offenses should be assured that care, confidentiality and consideration of the victim's wishes will be taken into account throughout the investigation. The administration will consider requests for changes in programs and work with victims to reach available and reasonable solutions. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the Cathedral City Police Department and the Office of the President. Victims should seek immediate medical assistance from Eisenhower Hospital (10 minutes away from campus), Desert Regional Hospital (20 minutes away from campus) or other medical facilities in the Twentynine Palms vicinity.

Desert Regional Medical Center  
1150 N Indian Canyon Dr  
Palm Springs, CA 92262  
Ph: 760-323-6511

Eisenhower Medical Center  
39000 Bob Hope Drive  
Rancho Mirage, CA 92270  
Ph: 760-340-3911

Victims of sexual assault should:

- Seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection.
- Report such acts to Kevin Ha, President and the Cathedral City and/or Twentynine Palms Police Department. At the victim's request, officers or administrators will assist in the notification of local law enforcement. Mayfield College's disciplinary system may proceed against any alleged violator of institutional policy, whether or not state or federal criminal proceedings exist or are pending.
- Preserve any evidence of the assault for proof of a criminal offence.
- If necessary, seek counseling and/or emotional assistance and support. Speaking with a trained counselor can be critical to the emotional or mental well-being of the victim.

Important phone numbers for victims of sexual assault:

Coachella Valley Sexual Assault Services	760-568-9071
Cathedral City Police Department	760-770-0300
Eisenhower Medical Center	760-340-3911
Desert Regional Medical Center	760-323-6511
Twentynine Palms Police Department	760-367-9546

### *Sexual Harassment and Equal Educational Opportunity*

Mayfield College provides an equal educational opportunity to all students and does not discriminate on the basis of race, color, sex, sexual orientation, marital status, veteran's status, religion, national or ethnic origin, age, or disability in the administration of educational programs, admission and employment policies, scholarship and loan programs, and other school-administered programs. Mayfield College is dedicated to the mission that all human beings possess an inherent dignity. Mayfield College strongly condemns any unlawful or wrongful discrimination against the rights of others. Throughout the year, Mayfield College requires students to attend awareness programs for the prevention of rape, acquaintance rape, and other forcible and non-forcible sexual offences.

Mayfield College does not condone or tolerate any behavior (verbal, electronic, or physical) by an employee, student, or visitor that would constitute sexual harassment. Such behavior will subject the harasser to appropriate sanctions, including, but not limited to, counseling, suspension, expulsion, or civil or criminal action. Sexual harassment is a form of illegal discrimination referring to a wide range of inappropriate behaviors and/or unwanted conduct of a sexual nature that effectively denies the victim of the harassment the opportunity to work and/or study in a non-threatening, stress-free environment.

Mayfield College defines sexual harassment in the following ways: Sexual harassment shall include, but not be limited to, unwelcome sexual advances, direct or indirect sexual demands, requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature when:

- Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's educational success.
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

Furthermore, Mayfield College considers it a violation of an individual's rights to retaliate against a person who has initiated an inquiry or complaint having to do with abuse or harassment, and/or to instigate any other person to participate in such activity.

### *Acts of Intolerance, Racism, or Harassment*

Mayfield College is committed to maintaining a multicultural academic community in which the dignity and worth of each of its members is respected. It is the policy of the college that acts of intolerance, abuse, or harassment by students, faculty, staff and visitors, will not be tolerated.

Any individual who violates this policy will be subject to appropriate action, including, but not limited to, counseling, suspension, expulsion, termination from the campus, or civil or criminal action.

Acts of intolerance and abuse are defined as any offensive verbal, written, or physical conduct directed at a person or group based upon race, color, national and/or ethnic origin, gender, sexual orientation, disability, religion, veteran's status, age, or association with persons different from oneself where such behavior is intimidating, hostile, demeaning, or could or does result in emotional or physical harm, embarrassment, or fear of one's personal safety.

Abuse and harassment include offensive behavior that interferes with a person or group's educational status or participation in campus activities, or which creates a hostile academic or social environment. Prohibited behaviors include threatening or offensive letters, use of threatening or demeaning language, vandalism, or graffiti to campus property, and stalking or aggression relating to dating relationships.

#### *Reporting of Incidents of Abuse or Harassment*

Any incident of criminal misconduct, such as physical assault or destruction of property, should be promptly reported to Kevin Ha, President and may be reported to the Cathedral City and/or Twentynine Palms Police Department. Any incident of abuse or harassment by a student or an unidentified perpetrator should be promptly reported to Kevin Ha, President. If appropriate, the student disciplinary process will be initiated.

#### *Equal Opportunity Grievances by Students Involving Mayfield College Employees*

Students who feel that they have been discriminated against or subjected to harassment by a Mayfield College employee in violation of the above policies are urged to promptly report the matter to Kevin Ha, President.

#### *Investigation and Informal or Formal Resolution*

If the reported incident is not of a serious nature or in situations where miscommunication is occurring, Kevin Ha may attempt to resolve the matter through discussion and mediation with the alleged harasser's supervisor. In situations where serious misconduct is reported, Kevin Ha will investigate and determine the appropriate action. The complainant and the alleged perpetrator will be notified of the disposition within 45 days.

#### *Formal Grievance Process*

If the student is not satisfied with the above resolution, the student may submit a written grievance within 30 days to Kevin Ha stating the nature of the complaint, a description of the incident(s) and any possible witnesses, and the remedy sought. Kevin Ha will seek a resolution of the grievance. If it cannot be resolved, Kevin Ha will convene a resolution committee consisting of representatives of the executive management team. The committee will consider the evidence presented, determine the facts, and recommend a decision to Kevin Ha.

#### *Mayfield College Campus Safety and Security Programs for Students and Employees*

Upon matriculation for students or annually for employees, students and employees will undergo an orientation which requires the student/employee's participation in the following three crime prevention programs.

- 1) *Informational Program for Students and Employees about Campus Security Procedures and Practices.* This program will inform students and employees about campus security procedures and practices. This program will also inform students and employees about Drug

Free and Alcohol Abuse prevention education programs available at Mayfield College.

- 2) *Campus Safety and Security Program.* The student and employee will learn safety tips while on or off campus. This program focuses on using one's instinct, common sense, and action to reduce a criminal's opportunity. This program focuses students and employees to be responsible for their own security and the security of others. This program covers general personal safety while on campus, protecting individual and school property and equipment, personal safety while on campus, and safety while driving.
  
- 3) *Rape Awareness, Education, and Sexual Assault Prevention Program.* Students and employees will learn about what constitutes rape, unlawful sexual contact, sexual assault and what males and females should know about these crimes and that "No means No." This program also focuses on date rape and role playing as an important part of the program. Students and employees will learn about procedures to follow if sexually assaulted, including procedures on whom to contact, importance of preserving evidence, and to whom the offense should be reported.

Student/Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

School Official's Signature \_\_\_\_\_ Date \_\_\_\_\_