SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

2022

ANNUAL CAMPUS SECURITY REPORT

(CLERY ACT)

CRIME STATISTICS FOR 2019-2021

This publication is available online at: www.ccsf.edu/police/annualsecurityreport.
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Uniform Campus Crime Report

The San Francisco Community College District Police Department prepares and is required to provide the Department of Justice with an annual report containing the number and type of criminal offenses committed within the jurisdiction of the SFCCDPD as well as citations issued and arrests made. This information is forwarded to the Federal Bureau of Investigations for inclusion in their annual publication, Crime in the United States.

The federal Clery Act requires the college to provide additional information to the community. Crimes that must be reported include murder, manslaughter, sexual offenses, domestic violence, dating violence, robbery, aggravated assault, stalking, burglary, motor vehicle theft and arson. In addition, the college must report arrests or disciplinary referrals for liquor, drugs and weapons offenses and hate crimes by classification.

The Clery Act requires any College Official having knowledge of criminal acts as defined by the Clery Act to report that information to the SFCCDPD for inclusion in the annual safety report. The report also includes Public Property crimes of the campuses surrounding areas compiled by SFPD Crime Analysis Unit. Once the information is gathered, the San Francisco Community College District Police Department prepares the Annual Security Report (ASR).

Students Right to Know

The San Francisco Community College District Police Department “Annual Security Report” is the department’s student right to know report. The report is posted on the SFCCDPD web site, and an updated hard copy is printed and available to the public at the SFCCDPD headquarters Bungalow 800. Call 415-239-3200 for more information on how to obtain a copy.

An electronic daily crime log is maintained in the SFCCDPD headquarters and is available for review by the public during normal business hours. It also can be found at: https://www.ccsf.edu/campus-police/clery-act-and-crime-activity-log
Timely Warning Statement

The San Francisco Community College District Police Department believes that a well-informed community is an integral component in maintaining the safest campuses and facilities possible. We report crime to the College community by providing an Annual Security Report and posting daily logs on our website. In addition, the police department will create crime alerts to the College Community when there are reports of Clery crime acts, violent crimes and/or crimes that are deemed to represent a continuing threat to any College Campus or Facility within the Clery geography. The decision to issue a timely warning is made by the police department personnel (Chief, Lieutenant, Sergeants) and shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Victim(s) information will be held confidential.

The San Francisco Community College has the discretion to issue safety alerts in order situations as well.

Crime Alerts can be distributed by one or more of the of the following means, but are not limited to;

- Bulletins or flyers posted throughout the affected campuses on exterior doors to buildings and bulletin boards
- Posted electronically on college police web site at www.ccsf.edu/police
- Sent by mass e-mail
- RAVE mass notification system application (text messaging, e-mail, and voicemail).

Bulletins will include information about the incident, any other special instructions, and crime prevention recommendations. Timely Warnings will typically be posted as soon as all the relative information has been received.

City College of San Francisco provides mass notification system (RAVE), to the campus community, this enables communication to the campus community via text messaging, email and voice. This system will be used for both emergency and important non-emergency, information to be shared with our college community. Employees and registered students will automatically be entered into this system via Banner merge. It is important to update your cellular phone, and email information in Banner at www.ccsf.edu/web4

Annual Disclosure of Crime Statistics

The “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” is a federal law that requires institutions of higher education (colleges and universities) in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. All institutions of post-secondary education, both public and private, that participate in federal student aid programs must publish and disseminate an annual campus security report in addition to providing timely warnings of any criminal activities.

To comply with the Act, The San Francisco Community College District Police Department is responsible for gathering crime statistics and providing safety information to all students, staff,
Crime Reporting Procedures

City College of San Francisco endorses a reporting policy that strongly encourages community members, students, staff, faculty and guests to report all criminal activity and emergencies to the San Francisco Community College District Police. The SFCCDPD officers will be dispatched to all calls that are reported and will investigate them in a properly timely manner. The officers will assess the situation and will call for the appropriate emergency personnel (SFPD, fire and medical), if necessary. If you desire to report the crime later, please contact our office at 415-239-3200 or come in person to the Police station in Bungalow 800 (Judson Village). In addition, you can contact your local police department.

Crimes or emergencies in progress or those that have just occurred should be reported to the SFCCDPD Dispatch by dialing (415) 239-3200 or 9-1-1. Calls can also be made from any emergency call box. Some buildings have white courtesy phones that dial directly to the SFCCDPD dispatch. The SFCCDPD has the primary jurisdiction and responsibility to provide police services to the City College Campuses.

The SFCCDPD hours of operation are 7 days a week, Monday thru Thursday from 6:00 am to 12:30 am. Fridays from 6:00 am to 11:00 pm, and weekends from 7:00 am to 11:00 pm (Holidays and special events schedules vary). To report incidents between the hours of 12:30 am and 6:00/7:00 am, dial 911 for emergencies only or the San Francisco Police non-emergency at (415) 553-0123. SFPD will aid wherever needed and provide information of any crime needed to be included the annual security report.

Non-Emergency assistance can be obtained by calling SFCCDPD Dispatch at (415) 239-3200 or going to the SFCCDPD police station located at City College’s Ocean Campus in Bungalow 800 (Judson Village)

In addition, under Clery act guidelines, a crime is “reported” when it is brought to the attention of a campus security authority (CSA) or local law enforcement personnel by a victim, witness, other third party or even the offender. It does not matter whether or not the individual(s) involved in the crime, or reporting the crime, are associated with the institution. If a campus security authority (CSA) receives the crime information and believes it was provided in good faith, he or she should document it as a crime report. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. Campus Security Authority: 34 CFR 668.46(a) — While not defined in statute, regulations provide that CSAs include, campus
police or security departmental personnel; individuals or organizations identified in institutional security policies; and individuals with security-related responsibilities. The definition at 668.46 (a)(iv) states that a CSA also includes an official “who has significant responsibility for student and campus activities.” Example of Campus Security Authorities are, but not limited to: Dean of Student Affairs, Director of Athletics Department, Team Coaches, or Faculty Advisors.

Voluntary, Confidential Reporting reports of criminal activity, particularly crime of sexual violence, may be made allowing the victim to remain anonymous. The purpose of confidential or anonymous report is to comply with your wish to keep your identity anonymous, while taking steps to ensure the future safety of yourself and others in the college community. With such information, the college can keep an accurate record of the number of incidents involving students, faculty, and staff, as well as determine whether there is pattern of crime concerning a particular location, method, or assailant, and alert the campus community to potential dangers. Anonymous Reporting “anonymously” means that the reporting party report to the college without identifying themselves, and want someone in the college to be aware of the experience, but do not want to be involved in an administrative investigation. If you would like to report a crime or related concern and remain anonymous by doing so, please contact the City College police department at 415-239-3201. Make sure to tell the dispatcher you are making an anonymous reporting.

Unfounded Crime Report: Only sworn or commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and that the crime report was therefore “unfounded”. Crime reports can be properly determined to be false only if the evidence from the complete and thorough investigation establishes that the crime reported was no, in fact, completed or attempted in any manner. Crime reports can only be determined to be baseless if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. A case cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can it be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. The department must document, demonstrate that the determination to “unfounded” the crime was based on the results of the law enforcement investigation and evidence.
Call Procedures for Emergencies

1) Press the “CCSF Police” button on any campus office phone. This feature automatically calls the Campus Police.

2) Courtesy white telephones located in different locations on campus

3) Press the call button in all elevators (EMERGENCIES ONLY). This feature automatically calls the Campus Police Department.

4) Use any of the emergency call boxes that are available throughout the CCSF Ocean, John Adams and Mission campuses. These boxes are designed to automatically dial into the Campus Police and 911 during off hours.

EMERGENCY PROCEDURE AT ALL CAMPUSES

Police, Fire, Medical Call (415)239-3200 The San Francisco Community College District Police will determine who else to notify, Ambulance, Student Health Services, Fire Department, Animal Care & Control etc.

For maintenance/facilities emergencies, call (415)239-3546 or (415) 239-3055

FACULTY, STAFF AND STUDENTS FOR EMERGENCIES OR ESCORT SERVICE CALL THE CAMPUS POLICE 415-239-3200 during business hours.

CCSF has collaborated with “RAVE” to provide an Emergency/Important information “Mass Notification System” which uses text, email and voicemail for cell phone users. Faculty, staff and students are automatically enrolled in the system via information in Banner program. Campus community members are asked to keep their cell phone information updated via Web4 access.
Security and Access to Campus Facilities

Administrative buildings are accessible Monday through Friday from 7:00am to 5:00pm. Academic buildings are accessible Monday through Friday from 7:00am to 10:30pm and on Saturday from 7:00am to 6:00pm. These times are subject to change. The San Francisco Community College District Police Department has the authority to deny access to any campus or building after non-operational hours. All campuses and buildings throughout the college district are protected by intrusion alarms. Custodial staff has the responsibility of securing buildings and activating the alarms systems. Alarm intrusion and activations are handled by the SFCCDPD and the San Francisco Police Department.

Unauthorized persons are not allowed into buildings, which are secured for nights, weekends and holidays. If an individual or group wants entry into or use of a facility, they must complete an application for use of District Property. This permit is issued from the office of Buildings and Grounds located on the Ocean Campus. Keys should never be loaned to other staff members or students nor should alarm codes be given out. Duplication or unauthorized possession of college keys is a violation of California Penal Code Section 469, and is punishable as a misdemeanor. Lost keys must be reported immediately to Buildings and Grounds, and to the SFCCDPD.

It is the responsibility of those who use, classrooms, offices and computer labs, to close windows, turn off lights, turn on alarms and secure access doors. The primary responsibility for security is the user. The Facilities department provides high quality of services in a fiscally sustainable, responsive and friendly manner to foster safe, effective and inspiring physical environments that encourage successful teaching and learning. They are responsible for the operation and repair of real property facilities and systems. Their team handles reactive maintenance, preventive maintenance, and deferred maintenance. The Facilities committee
meets once a month and it is open to the public. Their topics range from upgrades to areas within the district as well as any future developments. For more information, please visit their website at: https://www.ccsf.edu/about-ccsf/administration/finance-and-administration/office-facilities-and-capital-planning/buildings-grounds the campus community is also encouraged to report unsafe conditions along with environmental health and safety issues to the SFCCDPD at 415-239-3200. You can also submit a request to Buildings & Grounds for maintenance service via the SchoolDude work order system at: https://login.myschoolbuilding.com/msb?acctNum=271608728&productId=MD

Campus Law Enforcement

The San Francisco Community College District Police Department is a California Commission on Peace Officer Standards and Training (P.O.S.T.) agency and has duly sworn peace officers, whose authority is granted by section 830.32(a) of the California Penal Code and section 72330 of the California Education Code. SFCCDPD officers have police authority throughout the state whose primary law enforcement jurisdiction is for crimes occurring on City College properties. SFCCDPD officers have full powers of arrest, enforce all applicable local, state and federal laws and as Peace Officers, their police authority includes concurrent law enforcement jurisdiction on adjacent streets surrounding City College properties. SFCCDPD Officers employed by City College meet all training requirements as mandated by P.O.S.T. and Officers are updated in training throughout the year to include defensive tactics, first aid/CPR and legal updates. Officers also receive training in emergency preparedness, crime prevention and specific training designed to meet the diverse needs of the college community. Officers patrol City College of San Francisco Campuses from 6:00 am to 12:30 am, Monday thru Thursday, 6:00 am to 11:00 pm on Fridays, and 7:00 am to 11:00 on weekends, (holidays and special events schedules vary). Police services from 12:30 am to 6:00/7:00 am are provided by the San Francisco Police Department. The San Francisco Community College District does not have non-campus student organizations.

The SFCCDPD has a Memorandum of Understanding (M.O.U) with the San Francisco Police Department, which provides the SFCCDPD officers access to their communication system, criminal records, wanted persons, stolen property, and vehicle (D.M.V.), as well as other information. The SFCCDPD officers write San Francisco Police Department incident reports, handle preliminary investigations involving incidents that have occurred on any of the City College Campuses, and make police arrests when necessary. The San Francisco Police Department's investigation bureaus handle all major criminal investigations stemming from incident reports written by the SFCCDPD.

The SFCCDPD also employs non-sworn personnel whose primary function is to patrol on foot, observe, report, and make detentions if need be.
Security Awareness and Crime Prevention

The San Francisco Community College District Police Department is dedicated to promoting safety awareness. In addition to patrol services, the police department develops and coordinates activities to help meet the safety needs of the college community. The department does presentations at employee and student orientations. The SFCCDPD develops and releases informational news articles, crime alert flyers and brochures describing incidents that affect the security and safety on campus.

The SFCCDPD encourages everyone in the college community to take responsibility for their safety by taking a proactive approach to reduce crime. Crime prevention tips are available at the campus police station or online at the SFCCDPD website.

ROBBERY AND ASSAULT PREVENTION

- **WALK** in groups whenever you can, there is safety in numbers. If possible, do not walk alone during late night hours.
- **STAY** in well-lit and heavily traveled areas as much as possible.
- **WALK** confidently, directly, and at a steady pace. If you feel you are being followed, walk quickly to areas where there are other people.
- **WEAR** clothing and shoes that give you freedom of movement.
- **CONCEAL** your valuables at all times.
- **BE AWARE** of your surroundings and the people around you. Know the neighborhoods where you live, work and attend school.
- **LISTEN** by removing headphones or turning down the volume on telephones (I-phones) and/or other audio devices.
- **TRUST** your instincts. If something or someone makes you uneasy, avoid the person or leave.
- **DO NOT RESIST** if someone tries to rob you. Give up your property; do not fight and **REPORT** the crime to the police. Try to describe the attacker accurately. Your actions can help prevent others from becoming victims.

THEFT PREVENTION

*Every semester campus police receive dozens of reports regarding the theft of unattended property. Please do not leave backpacks, books or other personal property unattended. Not even for a minute!*

Auto break-ins are a problem. Never leave valuables in your vehicle. If you absolutely need to leave valuables in your vehicle, lock them in your glove box compartment or trunk.
IDENTITY THEFT

Identity theft is a crime which someone wrongfully obtains and uses another person’s personal information in some ways that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

You can take measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a legitimate reason to trust them.
- Never give your credit card information, date of birth, or other information over the phone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
Alcohol, Drugs and Weapons Policies

City College of San Francisco complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a. City College is committed to achieving an alcohol and drug free environment for students and employees.

In accordance with Public Law 101-226, Drug Free Schools and Communities Act Amendment of 1989, the Board of Trustees of the City College of San Francisco Policy 2.14 prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property.

A drug and alcohol-free workplace and college environment is essential to District services and operations. Accordingly, the Chancellor shall ensure compliance with the Drug-Free Workplace Act of 1988 (the Act) regarding the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace, the California State Drug-Free Workplace Act of 1990, and a drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendments of 1989. The Chancellor certifies that the District has a drug and alcohol-free environment by taking the following actions required by these Acts:

1. Certify pursuant to applicable law that the District will provide a drug and alcohol-free workplace;
2. Notify employees and students regarding prohibitions and penalties under applicable law;
3. Notify appropriate agencies regarding workplace violations; and
4. Establish a drug and alcohol-free awareness program for employees and students.

In notifications to employees and students, the Chancellor shall ensure compliance with applicable law in that the following information will also be provided:

1. Information pertaining to standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as part of its activities, such as those listed in District’s Rules of Student Conduct, and in employee handbooks for Classified, Faculty and Administrators;
2. Information describing the health and other related risks associated with the use of illicit drugs and abuse of alcohol used in excess over time, such as the production of illness, disability, and death. In addition, the health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health related
problems, other concerns relating to substance abuse include the following:

a. Repeated use of alcohol, which can lead to dependence.
b. Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise;
c. Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance;

1. Information pertaining to applicable legal sanctions under local, state or federal law could lead to criminal prosecution for violation of said laws. Conviction can lead to imprisonment, fines and/or assigned community service;

2. Information pertaining to counseling or treatment services available at the Student Health Services Center, which also provides referrals to programs such as the National Institute on Drug Abuse Hotline; the National Council on Alcoholism & Drug Dependencies, as well as the San Francisco Bay Area Alcoholics Anonymous;

3. Information describing any sanctions that will be imposed on students or employees who violate the District’s drug and/or alcohol policies. In order to assure fair and consistent treatment of all students or employees who are accused of illegal use of drugs and alcohol, the District will handle all cases, which come to its attention within the guidelines of the applicable policies and procedures of the District (e.g., Rules of Student Conduct and Student Disciplinary Procedures, staff rules of conduct and disciplinary action as listed in Classified, Faculty and Administrator handbooks, Collective Bargaining Agreements, and where appropriate, local, state, and federal regulations. For students, sanctions may include disciplinary action up to and including suspension or expulsion for employees, sanctions may include disciplinary action up to and including discharge.

California Minor in Possession Laws: Business and Professions Code 25662 BP. Under California Business and Professions Code (BP) 25662, it is a misdemeanor for any person under the age of 21 to have any alcoholic beverage in his or her possession on any street, highway, or in any place open to the public.
https://www.abc.ca.gov/education/merchant-education/on-sale-licensee-informational-guide/minors/

The San Francisco Community College District Police Department strictly enforces Federal, State and local laws, as well as the College’s zero-tolerance policy, for the use and sale of illegal drugs.

All students who feel that they have a drug or alcohol problem are urged to voluntarily seek assistance through the City College of San Francisco Student Health Services at 415/239-3110 or email at Studenthealth@ccsf.edu for more information on how to speak with a counselor visit

*Firearms and other dangerous weapons of any kind are not permitted on campus. Intentional use, possession, or sale of firearms or any other weapon is strictly prohibited on campus by state law and the student code of conduct.*
**Convicted Sexual Offender Registration Laws**

Effective October 28, 2002, California Penal Code 290.1 was expanded and requires sexual offenders to register with campus police department of University, College, Community College, or Higher Learning Institution on a form as required by the Department of Justice. Convicted sexual offenders are required to register under Section 290 if they are:

- Enrolled as a student of the college
- Employed by the college, either full-time or part-time (includes paid employees or volunteers).
- Working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate period exceeding 30 days in a calendar year (including paid workers as well as volunteers).

Persons listed above must register with the SFCCDPD within five working days of commencing enrollment or employment with the college. Registrants are also required to notify the SFCCDPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college.

AB 1313 amended 290.01(d) (1) which allows sex offender registration to be released to members of the college community by the Community College District Police.

Public information regarding sex offenders in California may be obtained by viewing the Department of Justice web site at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). You can also obtain information by contacting the Sexual Offender Unit of the San Francisco Police Department located at 1245 3rd Street, San Francisco or by calling 415/553-9203.

**Work Place Violence**

Board Policy 1.32 – Prohibiting Workplace Violence was adopted by the San Francisco Community College District Board of Trustees on June 10, 2004. [https://archive.ccsf.edu/BOT/Board_Policies/1/bp1_32.pdf](https://archive.ccsf.edu/BOT/Board_Policies/1/bp1_32.pdf)

The San Francisco Community College District is committed to providing a safe educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior.

Any person who is the victim of, or observes workplace violence should call the San Francisco Community College District Police Department at (415)239-3200, or contact any Campus Security Authority (CSA).
Each threat or act of violence will be investigated immediately by the appropriate law enforcement agency and by the appropriate administrator in consultation with the Director of Human Resources and the appropriate Vice Chancellor.

Employees who act in violation of this policy and or the law will be subject to discipline, up to and including dismissal. Such disciplinary action shall be in accordance with the appropriate District polices, laws, and or collective bargaining agreements.

An employer whose employee has suffered unlawful violence or threat of violence from any individual that can be construed to be, or to have been, carried out at the workplace, may seek a restraining order through the court. An employee may not seek a workplace violence restraining order on his or her own behalf.

**Hate Crimes**

Hate crimes, as defined by the California Penal Code, is any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political or religious beliefs of that person or group. Additionally, hate crimes may include the following: larceny/theft, simple assault, intimidation, destruction, damage, or vandalism of property.

The College District does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people, regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political or religious beliefs.

Incidents of hate violence can be reported to:
- San Francisco Community College District Police Department at (415) 239-3200 or email at: police@ccsf.edu
- Student Health Center at (415) 239-3110 or email at: studenthealth@ccsf.edu
- Dean of Student Affairs and Wellness at (415) 239-3317 or email at: studentaffairsdiv@ccsf.edu
- Title IX compliance Officer (415)452-5103

**Sexual Assault, Domestic Violence, Dating Violence and Stalking Statement and Resources**

The San Francisco Community College District considers sexual assault, domestic violence, dating violence, and stalking as serious crimes. The District prohibits acts of sexual assaults or
other assaults on any of its District Campuses. The District will take appropriate action to prevent, correct and discipline behavior that violates law, District Policy or regulations regarding rape and other sexual assaults.

Board Policy 2.32, prohibits sexual assault and other sexual misconduct, the College has developed a number of procedures and protocols that requires the interaction of a number of college offices and departments, in order to address sexual assault and other sexual misconduct. The policy addresses incidents of sexual assault and other sexual misconduct includes, but is not limited to representatives from the Campus Police Department, Student Health Services, Student Affairs & Wellness, the Title IX Coordinator, and the Counseling Department.

The College will provide all incoming students educational and preventative information about sexual violence as well as information about how to seek help in the event of a sexual assault. Incoming students will receive this information during orientation or by attending Student Health Services presentations on sexual violence prevention.

The San Francisco Community College provides online training and/or in-person for all new incoming students and new employees, that includes information designed to prevent incidents of sexual violence including sexual assault, domestic violence, dating violence, and stalking. The online training includes a number of specific modules that meets the requirements of the statute, including: Prevention Against Sexual Violence, Domestic Violence Dating Violence and Stalking, What are the signs of intimate partner/domestic/dating violence, Information on intimate partner/domestic/dating violence, What do if you experience sexual assault/misconduct, dating violence, domestic violence, stalking or hate crimes, Sexual Assault Prevention Training and how the victim can/should address any of these issues as they arise. For more information on the college policies and awareness education, you can check the following link: www.ccsf.edu/title-ix

If you are a victim of any of these crimes, you are strongly encouraged to notify the San Francisco Community College District Police Department as soon as practical and to make every effort to preserve any physical evidence. Preservation of evidence after an incident of sexual assault, domestic violence, dating violence and stalking is important for:

- Successful prosecution and/or obtaining a restraining order.
- DNA can and will identify the perpetrator. There is the important to preserve any evidence. After an attack, avoid washing, using the toilet or change clothing prior to a medical examination. Any defensive wounds can contain the perpetrator’s DNA.
- Evidence of violence should be documented via photograph and/or video. Any written threats. Violence against family members, including pets should be documented.
Evidence of stalking should be preserved as well. Phone call logs, emails, text messages, social media posting, and/or other electronic communications should be saved.

All students or employees who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on district property shall be provided with information regarding options and assistance available to them.

Information shall be available from Student health Services, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until Student health Services is authorized to release such information.

Student health Services shall provide all alleged victims of domestic violence, dating violence, sexual assault or stalking with the following:

1. A copy of the District’s police and procedure regarding domestic violence, dating violence, sexual assault or stalking;
2. A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents;
3. A description of available services, and the persons on campus available to provide those services. Services and those responsible for provided or arranging them include:
   - Transportation to a hospital, if necessary (arrangements to be made by Student Health Services);
   - Counseling by Student Health Services mental health professionals, or referral to a counseling center;
   - Notice to the police, if desired;
   - A list of other available campus resources or appropriate off-campus resources including but not limited to, the Office of Students Affairs & Wellness, the Counseling Department.

The SFCCDPD will contact any other appropriate Police agency or bureau Department to respond. The SFCCDPD will assist the victim in obtaining medical services and make crisis-counseling services available. A Campus Security Authority (CSA) can assist a victim to notify the San Francisco Community College District Police Department if the victim chooses to or decline any notification to such authorities. If the victim chooses no to report the crime, the District will accommodate and provide any protective measures that are reasonably available.

If the victim chooses to report the crime, the SFCCDPD in collaboration with SFPD will initiate a criminal investigation of the reported sexual assault and every effort will be made to criminally prosecute the perpetrator(s).

**Sexual Violence** is any sexual act or attempt to obtain a sexual act by violence or coercion, unwanted sexual comments or advances, acts to traffic a person or acts directed against a person’s sexuality, regardless of the relationship to the victim.
**Sexual Assault** is a general term that covers a range of crimes, including rape. As defined under California law, rape is non-consensual sexual intercourse that involves the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress.

Sexual intercourse is considered non-consensual and, therefore, rape when the person is incapable of giving consent because the victim is incapacitated from alcohol and/or drugs, or if a mental disorder or development or physical disability renders the victim incapable of giving consent. Whether the accused is a stranger, acquaintance, spouse, or friend is irrelevant to the legal definition of rape.

In 2014, California became the first State to define when “**yes means yes**” in sexual assaults cases on college campuses.

**Consent** with regard to sexual activity, is defined as:
Positive, unambiguous, and voluntary agreement throughout a sexual encounter to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. - “yes means yes”, Senate Bill 967. 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 other, nor does past consent to a given act imply present or future consent. 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.

**Sexual Coercion** the act of using pressure, alcohol or drugs, or force to have sexual contact with someone against his or her will. And includes persistent attempts to have sexual contact with someone who has already refused.

**Domestic Violence**
Is a crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.

**Dating Violence**
Is a crime of violence committed by a person who is or has been in a social relationship of 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, whether; and
- The frequency of interaction between the persons involved in the relationship.

Workshops on sexual assault prevention, resource information, policies and procedures regarding rape, sexual assaults, and other assaults on campus can be obtained through
regularly scheduled in-person or on-line orientations. March is Women’s History Month, April is Sexual Assault Awareness Month and October is Domestic Violence Awareness Month during those months a series of events are held by Project Survive, offering a series of educational workshops such as: “Building Healthy Relationships & Recognizing Signs of Abuse” and the annual Intersecting Identities Conference. In addition, the Women’s Resource Center, Queer Resource Center and SF Office of Sexual Harassment and Assault Response and Prevention (SF SHARP) for an April month of films, speakers and workshops presentations. These events are open and free to students, employees, and public in general. The Women’s Resource Center throughout the year also provides information and workshops to women about resources available to them both on and off campus. The Women’s Resource Center office is located at Smith Hall rooms 103/104. Their phone number is 415-239-3112. For more information, visit their website at:

https://www.ccsf.edu/student-services/resource-centers/womens-resource-center

For information on the District’s policies, procedures and protocols regarding how to handle unwarranted sexual attention and where to seek help in an event of a Sexual Assault on Campus, go to the following web sites:

- The Student Affairs and Wellness office, access their web site at:
  http://ccsf.edu/about-ccsf/administration/student-affairs
- For educational information on sexual violence prevention programs go to the Project SURVIVE web site at: https://www.ccsf.edu/schools/social-sciences-behavioral-sciences-ethnic-studies-social-justice/womens-and-gender-studies-department/project-survive
- For health and psychological services, see Student Health Center web site at:
  https://www.ccsf.edu/student-services/student-health-services
- San Francisco Women Against Rape, website at www.sfwar.org and or 24 Hrs. Crisis Hotline: (415) 647-RAPE (7273)
- For Campus Crime information see the SFCCDPD web site at www.ccsf.edu/police
- Policies, procedures and protocols for the College District, see web site at www.ccsf.edu

SEXUAL ASSAULT PREVENTION
- Always remember that NO means NO.
- Rape Aggression Defense Training (taught at many colleges & universities).
- CCSF Self Defense classes are offered free of charge each Fall and Spring semester. For more information click on the link below
- Use the Buddy System. No one gets left behind.
- Avoid drugs and or alcohol use.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED
- Get to a safe place.
- Contact the Community College District Police at 239-3200 or call 911.
• Make every effort to preserve any physical evidence of the assault. This includes not showering, or disposing of any clothing or other items that are present after or during the assault.
• Seek medical attention.
• Seek emotional support from a Rape Crisis Center.

SIGNOS OF AN ABUSIVE PERSON/PERPETRATOR
• Past abuse.
• Threats of violence or abuse.
• Braking objects.
• Any force during an argument.
• Jealousy.
• Controlling behavior.
• Quick involvement (claims love at first sight).
• Unrealistic expectations.
• Isolation (victim no able to have friends).
• Blames others for problems.
• Blames others for their feelings.
• Hypersensitivity.
• Cruelty to animals or children.
• “Playful” use of force during sex.
• Rigid sex roles.
• Jekyll-and-Hyde personality (explosiveness and mood swings).

WHAT DO TO IF YOU ARE ABUSED
• Get to a safe place.
• Contact the Community College District Police at 239-3200 or call 911.
• Talk to someone you trust. It is important to break the silence.
• Obtain a restraining order. San Francisco Community College District Police can obtain a temporary restraining order once a judge is reached and presented with the facts. You can also go to your local law enforcement agency. For more information on how to file a restraining order please call or visit:
  **San Francisco Superior Court** Live Helpline 415-551-0605.
  https://www.sfsuperiorcourt.org/divisions/ufc/domestic-violence
• If you decide to leave the relationship, develop a safety plan. This plan can include asking a trusted friend for help, choosing a safe place to stay, collecting money, emergency phone numbers and a bag of clothes so you can leave quickly.
• Seek support
  **National Domestic Violence Hotline** 1-800-799-SAFE (7233)  
  **TTY** 1-800-787-3224
  **Sexual Assault & Domestic Violence Hotline** 1-800-656-HOPE (4676)
The Gay Men’s Domestic Violence Project 1-800-832-1901

Stalking engaging in a course of conduct directed at a specific person, involving repeated (two or more) instances of visual, physical proximity, nonconsensual communication, or verbal, written (including virtual communications such as email, texting, social media, etc.), or implied threats (or combination thereof), that would cause a person to
- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.
Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or gifts that may range from seemingly romantic to bizarre, following or “lying in wait” for the victim, damaging or threatening to damage the victim’s property, defaming the victim’s character, or harassing the victim via the internet by posting personal information or spreading rumors about the victim.

WHAT TO DO IF YOU ARE STALKED
• If you have not already done so, assertively communicate that you want the behavior to stop and set/maintain personal boundaries.
• Try not to allow yourself to be isolated with the person.
• Tell family, friends, roommates, and co-workers about the stalking and seek support.
• Do not walk alone, particular at night. Call Campus Police 239-3200 for escort service to your vehicle or any other type of transportation. Make plans for friends to accompany you.
• If you feel you are unsafe, you probably are and should seek help. Take threats seriously. Danger generally is higher when the stalker talks about suicide or murder, or when the victim tries to leave or end the relationship. Do not confront a stalker. Got to a safe place and call the police.
• It is also a good idea to make a record of the stalking behavior. Keep a log including the date, time, what happened and the names of anyone who witnessed the incident. Save any packages, letters, messages or gifts from the stalker. Save all voicemail or text messages from the stalker.

Bystander Intervention
• If you see someone being physically abused, or in potential danger call 911 immediately.
• In many cases, the first step to safety is the knowledge that the victim is not alone it may help your friend or someone needing help to know that others experience abuse and that there are resources to get help.
• Be supportive and respectful. Make clear statements about your friend’s value and rights as a person, such as “No one deserves to be abused or assaulted.”
• Listen.
• Do not push your friend to leave. Support the choices she/he makes. She/he already has someone in her/his life that is controlling. She/he will feel empowered by not being told what to do.
• Do not criticize the abuser. A victim often has conflicting feelings about the abusive partner. If you are critical of the abuser, the victim may become defensive or may shut down. Instead you can talk about behaviors that are negative by saying something like, “I’m really concerned about how your partner treats you. Nobody has the right to put someone else down.”
• Find out about the resources that are available.
• Learn as much as you can about dating abuse.
• Encourage your friend to make a safety plan if they have decided to leave the relationship. Your part in a safety plan can include walking home together, checking in at certain times of the day, and having a code word your friend can use if they need immediate help.
• Encourage your friend to make a safety plan if she/he chooses to stay. This includes: safe places to go if violence escalates, numbers to call, safe words that alert a friend that the victim/survivor needs help and to call 911.
• Do not confront the abuser. This can result in an escalation of violence against the victim.
• Do not slip a hotline card or any other information about abuse into someone’s bag or under a door. This can escalate the violence against the victim.
• Do not send a voicemail message or an email message about the abuse to your friend. You do not know if the abuser is monitoring the phone or the computer.
• Be careful for yourself. Let your friend know what you are comfortable doing and what your boundaries are.
• Recognize the abuse victims “signal for help”
  https://www.youtube.com/watch?v=AFLZEQFlm7k

After an alleged sexual assault incident occurs, the District will make every effort to assist the victim in changing their academic situation, if so requested and if such changes are reasonably available. Assist the victim in obtaining a restraining order against the perpetrator by working along with San Francisco Community College District Police, District Attorney’s Office and The Superior Court of California, County of San Francisco. Disciplinary actions would be imposed on recognized individual students, student organizations, faculty and staff found responsible for the sexual assault, domestic violence, dating violence, and stalking.

Due Process Procedures
The purpose of these procedures is to provide a prompt and equitable means to address violations of the Student Code of Conduct, as set forth in Administrative Procedures AP 5.17. Due process is a student’s right to notice of the violation and a fair and impartial opportunity to be heard. The investigation of alleged crime(s) will be conducted by trained officials.
Notice of Violation to student
When violations are reported to the Office of Student Conduct & Discipline a letter will be sent to the student informing them of the Student Code of Conduct violation. The letter is a Notification of Incident and Request for a meeting with the Disciplinary Officer. Student should adhere to any deadlines noted in the letter. Failure to adhere to deadlines will lead to a disciplinary hold placed on a student’s academic record and possible suspension. The hold will prevent any transactions at the college, including enrolling/dropping classes, withholding transcripts, etc. Once a Disciplinary Conference is held, the student will be informed if the hold will be removed or remain on record.
Once an appointment is scheduled. If an appointment needs to be rescheduled contact the Office of Student Conduct & Discipline in advance prior to the scheduled meeting. If the disciplinary meeting is missed, the Disciplinary Officer will proceed as if the meeting was held and impose applicable sanctions based on the reported violations.
Depending on the nature of the allegation(s), in advance, the student is given the opportunity to bring an advocate to the scheduled disciplinary conference meeting.

Disciplinary Conference Meeting
At the Disciplinary Conference meeting, the Disciplinary Officer will briefly discuss the incident report and the violations. Student will have the opportunity to present their side of the story. Student may be tentatively informed of the sanctions and actions that will be taken and warned that continued misconduct may result in the imposition of additional sanctions. Every case is decided individually.
Within ten (10) business days of the completion of the Disciplinary Conference, the Disciplinary Officer may dismiss the allegation of misconduct or impose any of the following sanctions:

- Warning
- Reprimand
- Restriction
- Restitution
- Disciplinary Probation
- Removal from an Academic Program:
- Removal from a Class Activity, or Site
- Suspension
- Expulsion

With the exception of a warning, all of the above disciplinary sanctions become part of the student's college disciplinary record. The Disciplinary Officer may impose conditions for any or all of the above sanctions. The outcome of the disciplinary conference will be mailed to both parties involved. The following disciplinary sanctions are not appealable: warning, reprimand, disciplinary probation, restriction, restitution, and removal from an academic program, suspension from specific classes, activities, programs, labs or locations.
Repeated and/or multiple infractions may lead to greater disciplinary sanctions.

**Request for an Appeal Hearing in Cases of Suspension or Recommended Expulsion**
If the Disciplinary Officer imposes a suspension or recommends expulsion, the Disciplinary Officer will advise the student of a right to request an appeal hearing.
A written request for appeal must be submitted via certified mail no later than five (5) business days after the Disciplinary Officer imposes a suspension or recommends an expulsion.

The grounds for an appeal of suspension are limited to new information, errors in the statement of facts or violations of a student's due process rights.

- **New Information**: Information sufficient to alter a factual finding or recommendation not raised during the Disciplinary Conference.
- **Error in Statement of Fact**: Factual evidence or information that is inaccurate, misleading or misinterpreted.
- **Due Process**: If the student does not appeal a suspension or recommended expulsion, then the suspension will be considered final.

Within 14 business days of receipt of a Request for an Appeal Hearing, a written notice of an Appeal Hearing will be sent to the student.
Failure to attend a scheduled hearing will automatically reinstate the suspension. A hearing will not be rescheduled.
The Hearing Officer or Hearing Panel shall issue a written decision to the student within ten (10) business days following the days of the appeal hearing.
The Hearing Officer may sustain the recommended sanctions imposed by the Disciplinary Officer or overrule the sanctions in whole or in part.
If the Hearing Officer recommends expulsion, the matter will be submitted to the Chancellor for Board of Trustees' final action.
The student has no further appeal of a suspension.

**Confidentiality**
From beginning to end, the district shall endeavor to maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on District property, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reports or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District’s Office of Governmental Affairs & Public Information, which shall work with the San Francisco Community College District Police Department to ensure that all confidentiality rights are maintained throughout the process. The District will also make every effort to assist the victim in changing and protecting their academic situation, if so requested and if such changes are reasonably available. The District may or may not assist in other areas such as: living, transportation, and working conditions.

**Employee Disciplinary Proceeding**
If the student complaint is regarding an employee, a formal complaint can be submitted to the Director of Human Resources, at the College, whose role is to channel the complaint to the
appropriate Vice-Chancellor and to the Academic Senate. All parties shall be given written notice of the complaint.

Any party who submits a complaint must complete and submit the Student Complaint Against Instructor/Counselor electronic form, which describes:

- The specific nature of the complaint and its history;
- All efforts which have been made to resolve the complaint;
- What the appealing party would consider a fair and appropriate resolution of the complaint.

Upon receiving the complaint, the designated Vice-Chancellor and the Academic Senate shall each appoint one member to a committee whose function shall be to hear and decide the matter.

The District will investigate all complaints alleging sexual assault under the procedure for sexual harassment investigations described in AP 2.30 regardless of whether a complaint is filed with the local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Title IX Compliance Office and/or the Office of Student Affairs & Wellness of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

In reaching its decision, the committee may take any action, which could have been taken pursuant to the informal process, except that the committee may not redirect the matter. The findings and decision of the committee must be made in writing and provided to the student, the faculty member, and the member’s supervisor, and must encompass some or all of the following results:

- Resolution of the complaint to the satisfaction of all parties
- Dismissal of the complaint with or without the consent of all parties
- Recommendation of appropriate action to the faculty member’s supervisor. At the committee's discretion, its decision and the underlying student complaint may be inserted into the faculty member’s personnel file

Formal complaints should be resolved as quickly as possible. Except under unusual circumstances, the written findings and decision of the committee should be provided within forty-(40) semester instructional days of its receipt of the formal complaint. Any student or faculty member involved in a student complaint may, by his/her own initiative, provide representation of their choice.
If employee is found to be responsible for having committed such violation face discipline up to and including termination of employment. Actions may include, but not limited to: warning letters, disciplinary probation, demotion.

**Reporting of Possible Criminal Violation to the District Attorney**
If the finding of an investigation is that a sexual or other assault pursuant the Administrative Procedure 2.32 has occurred, the District shall submit the investigation report to the County of San Francisco Office of the District Attorney for review and action. The Compliance Officer and other District employees will work cooperatively with the City of San Francisco Police Department and the District Attorney. In addition, the District may report an incident to the San Francisco Police Department prior to completion of an investigation.

For more information on campus protocols, procedures regarding disciplinary actions and resources for these types of crimes can be found on the following links:

- [https://archive.ccsf.edu/BOT/Administrative_Procedures/2/AP_2.32_Sexual_Assault_and_Other_Assaults.pdf](https://archive.ccsf.edu/BOT/Administrative_Procedures/2/AP_2.32_Sexual_Assault_and_Other_Assaults.pdf)
- [https://www.ccsf.edu/search?s=college%20rules%20and%20regulations](https://www.ccsf.edu/search?s=college%20rules%20and%20regulations)

**RESOURCES**

On and Off Campus Resources for Victims of Sexual Offenses

- **On Campus**
  - San Francisco Community College District Police Department (415)239-3200 located in B800
  - City College Student Health Services provides short-term therapy to students at no cost. The staff consists of culturally diverse, professionally trained licensed counselors, and psychologists; however, our District does not provide pastoral counseling. Counselors do not disclose information to the police department without the consent of the client unless there is an immediate threat to safety. Any reporting of statistics to comply with this act is done by reporting number and not names, so the information provided by clients is confidential. The Student Health Services’ phone number is (415)239-3110, and located in HC100.
  - Women’s Resource Center (415)239-3112 located in SH 103-104
  - Project Survive (415)239-3899 located in Cloud Hall 402A
• **Off Campus**
  
  o San Francisco Rape Treatment Center (415)437-3000
     located 2727 Mariposa St. #100, San Francisco, CA
  o San Francisco Women Against Rape (415)647-RAPE (7273) and (415) 861-2024
     located 3543 18th St. #7, San Francisco, CA
  o W.O.M.A.N. Inc. (415)864-4777 also toll free 24/7 support line (877)384-3578
     26 Boardman Place, San Francisco, CA
  o Bay Area Women Against Rape. 24 hours in English and Spanish support (510) 345-1056
  o [www.rainn.org](http://www.rainn.org)
  o [www.nomore.org](http://www.nomore.org)

Student Health Services shall provide all alleged victims of domestic violence, dating violence, sexual assault or stalking with a list of available campus resources or appropriate off-campus resources. For more information visit: [https://www.ccsf.edu/student-services/student-health-services](https://www.ccsf.edu/student-services/student-health-services) and Project Survive at: [https://www.ccsf.edu/academics/schools/social-sciences-behavioral-sciences-ethnic-studies-social-justice/womens-and-gender-studies-department/project-survive](https://www.ccsf.edu/academics/schools/social-sciences-behavioral-sciences-ethnic-studies-social-justice/womens-and-gender-studies-department/project-survive)

In addition, the San Francisco Community College offers a self-defense class. More information can be found at: [https://www.ccsf.edu/academics/schools/social-sciences-behavioral-sciences-ethnic-studies-social-justice/womens-and-gender-studies-department](https://www.ccsf.edu/academics/schools/social-sciences-behavioral-sciences-ethnic-studies-social-justice/womens-and-gender-studies-department)
Project SURVIVE at City College of San Francisco a Program of the Women’s Studies Department Promoting Healthy Relationships

Project SURVIVE is a peer education program at City College of San Francisco which trains students to make classroom presentations on promoting healthy relationships. Peer educators, both women and men; suggest resources and information to help students build intimate relationships based on respect and trust. They also offer students strategies for identifying, avoiding, and leaving abusive relationships.

Although Project SURVIVE focuses on ending sexual violence, especially violence against women, the program is dedicated to ending all forms of power abuse in relationships—both gay and straight—and in social groups and public institutions. By focusing on the real problem of violence against women while at the same time acknowledging the potential of power abuse by anyone, the program offers City College students an honest treatment of a serious problem confronting all of us.

Project SURVIVE holds to the principle that violence is a public health problem that can be alleviated, in part, through prevention education. The most empowering aspect of Project SURVIVE is that students deliver solutions to their peers in frank, open discussions. They approach the subject in a non-threatening, hopeful manner. Audiences are always receptive and often enthusiastic. Evaluations indicate that students appreciate learning from their peers—people they can identify with and trust.


Peer educators visit a broad spectrum of classes (English, ESL, Learning Assistance, healthy, psychology, and human sexuality). They present Spanish-English and Chinese-English bilingual presentations at the Mission and Chinatown campuses. They also organize special events for Domestic Violence and Rape Awareness Months in October and April. Peers bring guest speakers to campus; show videos; create flyers, banners and stickers; and host art installations and performances, such as the Clothesline Project, ReDressing Injustice, Drawing the Shades, Unheard Voices, The Writing on the Wall, and The Real Men Poster Project.

Project SURVIVE has been visiting classrooms since 1993. In 2006, they launched the Expect Respect SF program, collaboration between the college and community-based organizations, which offers all 16 San Francisco public high schools a comprehensive, coherent, and consistent healthy dating curriculum. They give nearly 400 presentations each academic year, serving approximately 7,000 students.

For more information, call at 239-3899. If you are an instructor, invite them to your classroom. If you are a student, sign up for their classes so that you can become a peer educator and learn how to help other students promote healthy relationships.

Visit them in Cloud Hall 402A or on the web at www.ccsf.edu/survive.
Shooting on Campus Guidelines for Faculty, Staff and Students

RUN HIDE FIGHT

IMMEDIATE ACTIONS
If someone on campus starts shooting, take whatever actions are necessary to:

- Save your life.
- Seek means of escape.
- Seek physical protection.

ONCE YOU ARE OUT OF DANGER
- Call 9-1-1 listen to the operator and convey the following information to the best of your ability:
  - Your name
  - The location of the incident (address, building name, room number)
  - Number of shooters
  - Identification of shooters
  - Number of people involved
  - Your location

IF SAFE
Provide assistance to others.

FOLLOW DIRECTIONS
Follow directions given by the police, fire, medical and other emergency personnel on scene.

RUN HIDE FIGHT Video
https://www.youtube.com/watch?v=5VcSwejU2D0English Version
https://vimeo.com/57219965Spanish Version
https://www.youtube.com/watch?v=P0xTP9Zt7QoMandarin Version

IN THE EVENT OF EVACUATION

- Exit area immediately in a safe manner.
- While exiting, tell anyone you see to exit the area also.

WHEN EVACUATION AND EXIT ARE NOT AN OPTION
Shelter in place in the nearest room or office and if it is safe do so, secure the area as follows:

- Close the door. Use extreme caution if someone knocks or asks for help (it could be the shooter trying to trick you).
- Barricade the door with furniture, try to keep you body clear of the doorway.
- Turn off the lights.
• Close the blinds.
• Stay silent.
• Turn off radios, AV equipment, computer monitors and place your cellular phone on silent.
• Stay calm, quiet and out of sight.
• Use whatever you can to take adequate cover (concrete walls, thick desks, filing cabinets, etc).
• Place signs in the windows advising First Responders you need help and the number of wounded (DO THIS ONLY IF YOU ARE POSITIVE THE SHOOTER WILL NOT SEE THE SIGN).
• Apply first aid but keep your safety in mind.
• Stay in place until help arrives or until circumstances allow you to exit.

IF OUTSIDE WHEN A SHOOTING OCCURS

• Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
• Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
• When you reach a place of relative safety, stay down and do not move. Wait and listen for directions from Public Safety and/or law enforcement personnel.

IF SUSPECT IS IN CLOSE PROXIMITY

• An individual must use his/her own discretion about when he or she must engage a shooter for survival.
• Generally, one can lie motionless and pretend to be unconscious or confront the individual.
• Plan as to how you will survive the situation.
• Make a total commitment to action and act as a team with others if possible.
• Do whatever is necessary to survive the situation.

IN THE EVENT THAT THERE ARE HOSTAGES

Call the police and be prepared to give the following information:

• Identify hostage location in building or area.
• Number of assailants, if known.
• Number of hostages, if known.
• Identity of assailant(s), if known.
• Any description of assailants and weapons.
• Any demands made by the assailant(s).
• If you are at a distance, move away from the location to a safer area.
• If you can do so safely, evacuate area to a safer location.
• If possible, provide the above information to a Public Safety or Law Enforcement officer once you are in a secure location.

AFTER INCIDENT

• Seek medical attention if needed.
• Assist police by offering any information you know about the shooter(s) and tell them what you saw and did during the incident.
• Seek Counseling if needed.

In light of violent incidents at other colleges and universities, the San Francisco Community College District Police Department provides training upon request on how to respond to Active Shooter/Violent Intruder incidents. Training for Active Shooter/Violent Intruder incidents is meant to help people help themselves and develop a survivor attitude by taking action and preplanning. This training is available to faculty staff and students by contacting the campus police.
Emergency Response, Emergency Notification and Evacuation Statement

The San Francisco Community College District police officers and supervisors have been trained in Incident Command and response to critical incidents on campus. In the event of an immediate threat to the health or safety of the college community first responders to the scene can be the SFCCDPD, San Francisco Police Department (SFPD), San Francisco Fire Department (SFFD) and City College of San Francisco Student Health Services. These first responders work together to manage the incident and depending on the nature of the incident could call-in other city, state or federal agencies to assist.

The SFCCDPD receives emergency and incident information from various sources such as our dispatch center, San Francisco 911 Emergency Communication Center, Department of emergency Management (DEM) and other law enforcement agencies. Once first responders confirm that there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of the campus community, first responders will notify SFCCDPD supervisors to issue an emergency notification. SFCCDPD will immediately activate the Mass Notification System (RAVE). The content of the emergency notification will be determined by the type and size of the incident, as well taking into consideration the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In the event that a significant emergency or dangerous situation occurs, The San Francisco Community College will:

- Confirm the existence of a significant emergency or dangerous situation.
- Determine the appropriate segment or segments of the campus community to notify.
- Determine the content of the emergency notification.
- Initiate the emergency notification system – RAVE.

The SFCCDPD will also coordinate with other first responders to send immediate notifications by email, text messaging, phone call or loud speaker to the college community.

The office of marketing and public information is responsible to maintain communications with local and national news outlets.

To test the RAVE Mass Notification System, it is activated once a year. To test the Mass Notification System-RAVE and email is sent to the campus community of the time and date of the test. During the test, it would explain if in fact, an emergency was to be taking place safety
information, directions, and updates would be provided. It is important for all members of the college community to subscribe and/or update their information at:
https://www.getrave.com/login/ccsf

Evacuation drills are performed at all San Francisco Community College District Campuses at least once a year. The evacuation drills are conducted by the Health and Safety Committee and the District’s Emergency Preparedness Coordinator. The purpose of evacuation drills is to assess the District’s response to emergency protocols, which includes the ability to evacuate buildings safely and in a timely manner, insure the safety of all employees, students and guests and assess training and resource needs. The exercise is both announce and/or unannounced.

http://ccsf.edu/campus-police/emergency-procedures

Fire Safety

IF YOU SMELL SMOKE OR SEE FIRE

- When a fire alarm sounds, you must leave the building immediately. Failure to do so may result in personal injury or injury to others.
- When out of danger, activate the nearest alarm and or dial 9-1-1.
- If you are instructed to evacuate, leave the area as quickly and safely as possible.
- Use the stairs to evacuate, never use the elevator in the event of a fire.
- Before opening a door, use the back of your hand to see if it is hot. If the door is hot, do not open it. Stuff clothing beneath the door to prevent smoke from coming in. Open a window if possible.
- If the door is not hot, open it slowly and look into the hallway for signs of smoke or fire before leaving the safety of the office or room.
- Remember to stay low if there is smoke in the air.
- Please give assistance to all persons with disabilities.
Earthquake Safety

Earthquakes strike without warning and the major shock is usually followed by numerous “aftershocks.” An earthquake’s effect on buildings will vary from building to building. Fire alarm or sprinkler systems may be activated by the shaking. Elevators and stairways may be damaged.

Safety Procedures for Inside Building
- Get under desk, table or other sturdy furniture with back to windows. **DROP AND COVER**
- If no furniture is available, sit in a corner, with back against a wall away from windows.
- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Stay away from windows, bookcases, or other heavy objects.
- Maintain position until shaking stops

Outside Building
- Assume **DROP AND COVER** position in an open space.
- Maintain position until shaking stops.
- Move away from buildings, trees, overhead wires, and poles
- **DO NOT** enter building until it has been determined that it is safe.

Hazardous Material Incidents

Hazardous materials are substances or chemicals that pose a health hazard, a physical hazard, or harm to the environment.

Removed Exposed Individuals
- Eyes – immediately flush eyes with water (approximately 15 minutes), and remove any contact lenses.
- Skin/Clothing – Flush contaminated skin with water and remove contaminated clothing.
- Medical Attention – Seek the appropriate medical care form Occupational health or the emergency Department.

Isolate and remove individuals from the immediate area.
- If possible, do not allow spills to enter drains.
- Remove all ignition sources.
- Switch off fans and/or air conditioning.
- Evacuate room
  - Evacuate all involved personnel from immediate area of spill to a nearby area or room where they may be surveyed for contamination.
  - Limit the movement of involved persons to confine the spread of contamination.
• Close and post a notice on the door.

Notify
• The area supervisor, manager, department head.
  If possible, have the following information:
  i. Type of Chemical or substance involved
  ii. Quantity of chemical or substance, if known
  iii. Any special hazards such as flammability, corrosivity, toxic fumes, etc.
  iv. Any special difficulties with the hazard.
• College authorities – Facilities (Buildings and Grounds, Custodial, Campus Police)
• Others – Fire Department

Contain/Neutralize Clean Up
If safe to do so:
• Put on (PPE) Personal Protection Equipment (at minimum, gloves, gown and goggles).
• If spill and applicable, neutralize it.
• Use absorbents to contain/clean up the spill.
• Collect, package, and label spill residue. All absorbed spill material must be collected in double plastic bags or plastic containers with secure lids and disposed of as hazardous waste.
Clery Crime Definitions

The following crime definitions, except sex offenses, are used in accordance with the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting Handbook (UCR). For sex offenses only, definitions are from the FBI’s National Incident Based Reporting System (NIBRS) edition of the UCR.

Murder/Manslaughter

- Negligent Manslaughter – The killing of another person through gross negligence.
  *Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

- Murder and Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Sex Offenses – Forcible

- Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- Sexual Assault with an Object – the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender’s genitalia.

- Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
Sex Offenses – Non-forcible
- Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age consent.

Domestic Violence
Is a “felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], 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
Is defined as a “violence committed by a person: Who is or has been in a social relationship of 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, whether; and
- The frequency of interaction between the persons involved in the relationship.”

Robbery
The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
Stalking
California Penal Code 646.9 defines it as: any person who willfully, and maliciously and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.

Burglary
The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Vehicle Theft
The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by person(s) not having lawful access even though the vehicles are later abandoned – including joyriding.)

Arson
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Weapons Law Violations
The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations
Violations of State and locals laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotics drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor law Violations
The violation of laws or ordinances prohibiting: the manufacture, sale transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
Hate Crimes
Includes all of the crimes that manifest evidence that the victim was intentionally selected because the perpetrator’s bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

Larceny/Theft
The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, 6th ed. As “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)

Simple Assault
An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except Arson)
To willfully or maliciously destroy, damage deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice
Race
A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

Gender
A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
Religion
A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation
A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/national origin
A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions. Ethnicity refers to racial ancestry, while national origin refers to one’s country of origin.

Disability
A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Gender Identity
A preformed negative opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.
San Francisco Community College District  
Total Crime Statistics for 2019, 2020 and 2021  
*The San Francisco Community College District Does Not have student housing*

### Offense Types

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<th>Offense Types</th>
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<th>Non-Campus</th>
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| Intimate Partner Offenses: |         |       |      |      |      |      |      |      |      |
| Domestic Violence         | 2    | 0    | 0    | 0    | 0    | 0    | 2    | 0    | 3    |
| Dating Violence           | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Robbery                   | 2    | 0    | 0    | 0    | 0    | 0    | 10   | 2    | 8    |
| Aggravated Assault        | 1    | 0    | 0    | 0    | 0    | 0    | 6    | 2    | 5    |
| Stalking                  | 1    | 2    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Burglary                  | 7    | 24   | 3    | 0    | 0    | 0    | 0    | 0    | 0    |
| Vehicle Theft             | 3    | 2    | 1    | 0    | 0    | 0    | 6    | 3    | 19   |
| Arson                     | 0    | 0    | 0    | 0    | 0    | 0    | 1    | 0    | 0    |

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### DISCIPLINARY REFERRALS/NON-ARRESTS

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### HATE CRIMES

Hate crimes are crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, gender identity, ethnicity/national origin, or disability of the victim. Additionally, hate crimes may include the following: Larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property.

**2021**  
No reported hate crimes

**2020**  
No reported hate crimes.

**2019**  
One (1) report of hate related to simple assault, characterized by gender – Public Property
## Chinatown/North Beach Campus

808 Kearny Street, San Francisco, CA 94108 and Annex

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<tr>
<th>Offense Types</th>
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- **2021**: No reported hate crimes
- **2020**: No reported hate crimes
- **2019**: No reported hate crimes
# Offense Types

## Downtown Campus

**44**

**88 4th Street, San Francisco, CA 94103**

### Offense Types

<table>
<thead>
<tr>
<th>Offense Types</th>
<th>On Campus</th>
<th>Non-Campus</th>
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### SPECIAL ARRESTS

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### Offense Types

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<th>Non-Campus</th>
<th>Public Property</th>
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<tbody>
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<tr>
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### SPECIAL ARRESTS

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### DISCIPLINARY REFERRALS/NON-ARRESTS

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### Mission Campus
1125 Valencia Street, San Francisco, CA 94110

#### Offense Types

<table>
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<tr>
<th>Offense Types</th>
<th>On Campus</th>
<th>Non-Campus</th>
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<tbody>
<tr>
<td>Murder</td>
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<tr>
<td>Manslaughter by negligence</td>
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#### Sex Offenses:

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<th>Offense Types</th>
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<th>Public Property</th>
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<tbody>
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#### Intimate Partner Offenses:

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<tbody>
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## Ocean Campus
50 Frida Kahlo way, San Francisco, CA 94112

### Offense Types

<table>
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<tr>
<th>Offense Types</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
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</table>

#### Murder
- 2019: 0
- 2020: 0
- 2021: 0

#### Manslaughter by negligence
- 2019: 0
- 2020: 0
- 2021: 0

### Sex Offenses:

#### Rape
- 2019: 0
- 2020: 0
- 2021: 0

#### Sodomy
- 2019: 0
- 2020: 0
- 2021: 0

#### Sexual Assault
- 2019: 0
- 2020: 0
- 2021: 0

#### Fondling
- 2019: 1
- 2020: 0
- 2021: 0

#### Incest
- 2019: 0
- 2020: 0
- 2021: 0

#### Statutory Rape
- 2019: 0
- 2020: 0
- 2021: 0

### Intimate Partner Offense:

#### Domestic Violence
- 2019: 2
- 2020: 0
- 2021: 0

#### Dating Violence
- 2019: 0
- 2020: 0
- 2021: 0

#### Robbery
- 2019: 1
- 2020: 0
- 2021: 0

#### Aggravated Assault
- 2019: 1
- 2020: 0
- 2021: 0

#### Stalking
- 2019: 1
- 2020: 1
- 2021: 0

#### Burglary
- 2019: 3
- 2020: 22
- 2021: 2

#### Vehicle Theft
- 2019: 1
- 2020: 2
- 2021: 1

#### Arson
- 2019: 0
- 2020: 0
- 2021: 0

### SPECIAL ARRESTS

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# City College of San Francisco Principal Locations

<table>
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<tr>
<th>Location</th>
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<tbody>
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<td>Evans Campus</td>
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<td>Downtown Campus</td>
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