



**Monterey Institute
of International Studies**
A Graduate School of Middlebury College

Monterey Institute of International
Studies

Security Department

Safety and Security Handbook

2014 Annual Security Report

MIIS Security Department
460 Pierce St
Monterey, CA 93940
831.647.4153
www.miis.edu/security

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Message from the Security Manager:

The Monterey Institute of International Studies' (MIIS) Security Department is responsible for the safety and security of the members of the MIIS campus community and its property. In delivering a wide variety of services, the Department supports the educational goals of the institution by providing an environment that fosters a respect for learning and community living.

The Department serves the MIIS campus 24/7 throughout the year. While the MIIS Security Department works diligently to protect the campus community, all faculty, staff, and students have an important role in crime prevention. By following safety policies and by reporting suspicious or criminal activity to the appropriate authority in a timely manner, community members can help reduce crime and increase safety.

This handbook contains information on security programs, procedures and safety practices for the Monterey Institute and also collects and reports the annual statistics of certain crimes committed on campus.

This handbook contains information that has been compiled and released in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and is produced by the Security Department and the President's Office. An electronic version of this handbook is distributed via e-mail to all MIIS faculty, staff, and students. Hard copies can be requested by e-mailing the Executive Assistant to the President, Barbara Burke, at barbara.burke@miis.edu.

If you have questions or suggestions about this handbook, or regarding safety and security at MIIS, please contact me by calling 831.647.4153 or via e-mail at jvondenbenken@miis.edu.

Sincerely,

Jeremy "Baken" VondenBenken

Security Manager
460 Pierce Street
Monterey, CA 93940

Important Numbers/Resources

Monterey Institute Campus

Emergency (Police, Fire or Ambulance).....911

For the hearing impaired, dial 911 and press the space bar until someone answers for TDD/TTY calls.

Hospital Emergency Rooms

Monterey Community Hospital831-624-5311 or 1-888-45CHOMP

Salinas Valley Memorial Hospital831-757-4333

Monterey Bay Urgent Care831-372-2273

Emergency Numbers

WellConnect Student Assistance Program1-800-326-6142 (24-hour hotline)

Community Human Services Counseling and Recovery831-658-3811

Alcoholics Anonymous.....831-373-3713 (24-hour hotline)

Domestic Violence Crisis Line (YWCA)831-372-6300 or 831-757-1001

Domestic Violence Crisis Line (YWCA) (24 hour hotline)1-800-YWCA-151

Drug Abuse Hotline (Narcotics Anonymous)1-800-711-6375 or 831-624-2055

Mental Health Crisis Line831- 625-4623

Monterey County Department of Monterey Social Services.....899-8001(Monterey) 755-4650 (Salinas)

Monterey County Behavioral Health755-4510 Monterey County Health Department

Monterey County Behavioral Health1-800-234-5465 PacifiCare’s 24-hour hotline

Poison Control Center.....1-800-222-1222 (24-hour hotline)

Rape Crisis Line831-375-4357 (24-hour hotline)

Suicide Prevention and Crisis Hotline649-8008 (24-hour hotline) or 1-877-663-5433

Child Abuse Reporting831-755-4661 (Monterey)

Non-Emergency Situations

Monterey Police Department....831-646-3914

Pacific Grove Police Department.....831-647-7900

Mission

The Security Department

The Security Department is a contracted service that provides uniformed security officers on campus at all times. Department members regularly patrol campus on foot and respond to emergencies. The Security Department reports to the Executive Assistant to the President. Security officers don't have the power to make arrests but work closely with local law-enforcement agencies. Security officers have the authority to stop individuals on campus and to request identification. They also can issue parking tickets and notices of trespass.

The department's staff includes the security manager, the lead security guard, and a staff of security guards.

The Security Department patrols the Institute campus on foot and carry a cell phone and are certified in CPR, first aid, and Automated External Defibrillator (AED). They attend workshops and training seminars relevant to campus security and safety. Additionally, many in Security have extensive prior experiences in law enforcement, safety, security work, and emergency medical and fire response.

Often, Security officers are the first responders to assist with fire, medical emergencies, and criminal activity. The department works closely with the Monterey Police and Fire Departments.

Mission

Security's mission is to support the Institute's educational goals by delivering services that enhance and protect the college community. Security ensures an environment conducive to learning by enforcing Institute policies, laws, and ordinances, and protecting property and persons. The department welcomes any questions or concerns you might have, whether by email, phone, or in person.

Agreement with Law Enforcement

Security has a working relationship with the Monterey Police Department in the areas of patrol operations, criminal investigation, service of warrants, parking enforcement, and events security. Security immediately reports serious crimes to the Monterey Police, and provides the department with reports of crimes on campus in accordance with Institute policies. Security informs and encourages victims and witnesses to report criminal acts and suspicious behaviors to the Monterey Police. When the police must arrest people on campus, Security offers its assistance and cooperation.

The Monterey Police Department also works closely with Security when notifications must be made to inform and protect the campus community. MPD may provide Security officers with training in local-ordinance education and enforcement, traffic safety and enforcement, special equipment use, and other areas of mutual interest or responsibility.

Emergency Phones

Emergency “blue phones” are in various locations across the MIIS campus and connect directly to the Security Department when the receiver is lifted. Phones can be used for emergencies of for any issue or question that requires Security’s attention. Blue phones are in the following campus locations:

- McGowan entrance on Pacific Street
- Casa Fuente by CF448 entrance
- McCone entrance on Pierce Street
- Samson underground parking garage
- Samson Patio – 1 by the restrooms and 1 by the vending kiosk
- Simoneau House exterior, next to Graduate Writing Center
- Library on the main floor next to the printers (red phone)

EMERGENCIES

Reporting Procedures

What is an emergency?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or emergency medical services. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, feel free to call Security at 831.647.4153.

When an immediate response is needed, **dial 911**.

How to report an emergency

- Dial 911 for medical, police or fire emergencies
- Stay on the line with the dispatcher.
- Provide the address, location, and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

If you accidentally misdial, do not hang up. Instead, stay on the line and tell the dispatcher that you misdialed and there is no emergency. Hanging up causes emergency personnel to respond and investigate to ensure there is not an emergency.

Security Location/Contact Information

The Security Department is located at 460 Pierce Street, behind the Admissions Office.

Contact Information:

Business Line: 831.647.4153

Campus Emergencies: 831.647.4153

E-mail: security@miis.edu

Mailing Address:

MIIS Security Department
460 Pierce Street
Monterey, CA 93940

Emergencies

Dial 911

MIIS Security Department

831.647.4153

Monterey Police Department

831.646.3830

Administration

Ashley Arrocha, aarrocha@miis.edu

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Ted Bouras, tbouras@miis.edu

831.647.3574

Barbara Burke, barbara.burke@miis.edu

831.647.3513

Jeremy VondenBenken,

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831.647.4153

Emergency Response and Evacuation

Emergency Notification

General information about emergency response and evacuation procedures for MIIS are available on the Monterey Institute web page at <http://www.miis/offices/security>.

The Security Department has the responsibility of responding to, and summoning the necessary resources, including the police, fire department, or emergency medical services, to mitigate and assist in an incident. The Security Department will also investigate and document any situation that may cause a significant emergency or dangerous situation. The Security Department has the responsibility to respond to such incidents and to determine if the situation does in fact pose a threat to the community. For weather emergencies, the Security Department will confirm the information on NOAA or the weather station. For crimes and acts of violence, Security Department staff will work with the Monterey Police Department to determine if there is an ongoing threat to the Institute community.

In the event of a confirmed emergency, the Security Manager (or his designee), or other Senior Institute officials will, without delay, utilize the emergency notification system to issue an immediate notification to the campus community upon first responders* confirmation of any emergency or dangerous situation that poses an ongoing or continuing threat to the health and safety of the campus community at MIIS. The nature of the incident will determine which of the following methods will be employed.

- MIISAlert (RAVE)
- MIIS web site
- Email distribution lists to the campus community

**First responders may include Monterey Police, Campus Facilities, and/or Health Services administrators.*

The notification will be sent to all students, faculty and staff on the MIIS campus (or an appropriate segment of the community if the event is limited to a defined area of the campus) using the MIISAlert system unless issuance of the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. The content of the message will vary dependent on the situation, but will typically include the incident time, location, type, and recommended actions for safety.

Individuals authorized to initiate the MIISAlert system include the Security Manager, the Executive Assistant to the President, and members of the Threat Assessment Manager Team (TAM).

The MIISAlert system will be activated on a case-by-case basis. In the event of a major emergency affecting the campus, a warning message will be issued using any combination of the systems available for emergency notification.

- A message sent to miis.edu e-mails will have the following sender information: Rave Alert [middlebury@getrave.com]
- A message sent to cell phones will display the number: **831.647.4153**
- An SMS (text message) from Rave will display a short, hyphenated number (such as 672-83). The written message within the text will begin with **MIISAlert**.
- Notification can also be sent from the Security email, security@miis.edu

Adding/Changing Cell Phone Emergency Contact Information

To alert members of the Institute community to an emergency or potential emergency situation, the Security Department may use the RAVE Emergency Notification System. This system contains the cell phone numbers entered into BannerWeb. In order to receive a RAVE cell phone message or SMS (text) message, your cell phone number must be listed in Banner.

For faculty and staff, you can add your cell phone number to Banner by following these steps:

Log into Banner Web: <http://go.miis.edu/bw>

Select: **Personal Information**

Select: **Update cell phone for emergency communications**

For students, you can add your cell phone number to Banner by following these steps:

Log into Banner Web: <http://go.miis.edu/bw>

Select: **Personal Information**

Select: **Update mailing address(es) and phone(s)**

Select: **Change/Insert**

While in the Banner Personal Information section, please review your personal information and make any changes necessary to update your Emergency Contacts.

In order to recognize the email, phone call, or text message from RAVE, please add the numbers above to your phone contacts.

Emergency Response

The Monterey Institute has established two emergency teams consisting of staff members from a variety of college departments and offices trained in the response and management of emergencies on the main campus.

Threat Assessment and Management Team (TAM):

MIIS is committed to maintaining a safe and secure campus and workplace environment. As part of this commitment, MIIS has established a Threat Assessment and Management Team

("TAM Team"), which is empowered to assess risk and formulate an appropriate response in situations where an individual's behavior and/or statements generate concern that he or she may present a threat to health or safety of others on the campus. The TAM Team seeks to mitigate potential risks before they result in harm.

The Threat Assessment Team structure and management includes monthly meetings to discuss cases and implement action plans and follow up strategies. This team is comprised of Institute College employees trained in Behavioral Threat Assessment and Management. The TAM team may assist and support the Safety Committee when the emergency involves a community member who may pose a risk to others.

Anyone who believes that an individual has committed or may commit an act of violence, is engaging in behavior or making statements that generate concern about the potential for violence, or otherwise may pose a threat to the health or safety of any member of the Institute community should call the Security Department immediately at 831.647.4153. Individuals may also make a report to any member of the TAM Team. Team members are listed on the Team's website at http://www.miis.edu/media/view/35676/original/miis_threat_assessment_and_response_policy_1-14.pdf

In case of an immediate emergency, call 911.

Safety Committee

The Safety Committee is comprised of Institute employees trained in emergency preparedness and response using the Incident Command System. This team reports to the Threat Assessment and Management Team during an emergency and:

- Supports the Incident Commander
- Establishes the Incident Command structure as appropriate for the incident
- Gathers, confirms, and evaluates incident information
- Develops strategies using an action plan
- Identifies resource needs

The Safety Committee structure and management includes quarterly meetings that may include members of the Threat Assessment and Management team.

Team Training and Exercises

The Threat Assessment team and the Safety Committee will participate in training and exercises to support this plan.

Minimum Requirement: All team members will successfully complete the on-line course, IS-100.HE Introduction to the Incident Command System, ICS-100 for Higher Education (<http://training.fema.gov/EMIWeb/IS/IS100HE.asp>)

Tabletop Exercises, Functional Exercises, and Drills: Enactment of critical incidents and emergencies will be conducted for the purpose of testing:

- Utility of the Emergency Operations Plan
- Preparedness and skills of team members
- Coordination with external entities
- Knowledge, acquisition and deployment of resources

Frequency: The trainings will be scheduled at the discretion of the team chairs, but will occur at least annually.

Trainings will, when practicable, include first responders and other external agencies to test the Institute's plan and its compatibility with local, regional, or state plans.

General Emergency and Evacuation Procedures

Fire Evacuation

Familiarize yourself with the evacuation procedures for the building; locate the nearest exit and fire extinguisher.

- If you smell smoke or detect a fire, activate the nearest alarm and call 911 immediately from a safe location.
- Evacuate as soon as you hear the sound of the alarm.
- Before opening any door, use the back of your hand to see if it is hot. Also check to see if the doorknob is hot. If either is hot, leave the door closed and stuff towels or clothes in the cracks and open a window. Try another exit if one is available.
- If the door is not hot, open it slowly and be prepared to close it quickly if necessary.
- In a smoke filled area, keep low to the floor to escape the smoke.
- If you see or smell smoke in a hall or stairway, use another exit.
- Close doors as you leave.
- Exit the building cautiously. Carry a towel or blanket to protect you from flames or smoke.
- If the exit is blocked, return to your room; close the door, open a window and call for help.
- Do not use elevators in cases of fire.
- Report to your emergency assembly point and check in with your Resident Advisor; report anyone who might be missing.

Armed Threat – Active Shooter

An active shooter is defined by the US Department of Homeland Security as an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, the victims are chosen at random.

Because active shooter situations are often over within 10 to 15 minutes, and before law enforcement arrives on the scene, individuals must be mentally and physically prepared to survive.

RUN, HIDE, FIGHT*

Run: Be aware of the nearest exits in any building you occupy. You may be able to flee.

Hide: If you cannot safely evacuate, stay in your room or office, or enter a room or office, and secure the door. Stay away from windows and remain quiet.

Fight: As a last resort, and if an attack on you is imminent, attempt to incapacitate the shooter. Your chance of survival depends on being prepared and willing to fight.

Call 9-1-1 when it's safe to do so!

****Run, Hide, Fight: Surviving an Active Shooter Event***, is a Department of Homeland Security Grant Funded Project of the Regional Catastrophic Preparedness Initiative (October 2012), produced by the City of Houston Mayor's Office of Public Safety and Homeland Security and is used by Middlebury College with permission for training purposes.

Earthquake Preparedness

The key to safely living in a region prone to earthquakes is to first accept that they can and may occur. To realistically prepare for an earthquake it is important to adhere to the procedures listed below.

Study and living environments should be organized in a quake-safe manner. Most injuries during earthquakes are caused by falling objects. Heavy objects should be removed from shelves above beds or desks and be placed on lower shelves. Free-standing cabinets, bookcases, and other tall furniture should be secured to the wall. If these items cannot be secured, they should be placed where they are not likely to fall and cause injury. Desks, chairs, or beds should not be placed directly next to or under a window. If this is not possible, sit and sleep with heads away from windows. Plants and other free-swinging objects should be kept away from windows so they will not break the windowpane.

Students should learn and practice quake-safe action for protection. At first indication of an earthquake, it is important to **move to a safe area (either under sturdy furniture, an interior door frame, or braced in an interior corner)**, away from shelves and windows, and keep faces and heads covered for protection from broken glass and falling debris. Remember to follow the principles of "Duck, Cover, Hold".

If inside, students should not rush outside, as there may be hazard from falling debris.

If outdoors, students should stay there. If possible, move to an open area away from buildings, trees, overhead power lines, brick walls, and falling objects. It is important to stay low to the ground and look for hazards that may require moving to a safer area.

If in a car, students should pull over and stop in a safe area away from trees, power lines, bridges, overpasses, and buildings. Stay inside the car. If live wires should fall across the car, remain still until help arrives. A car is usually well insulated and will usually provide protection against electricity.

All Institute community members should develop a personal emergency plan. Having a well-rehearsed emergency plan will increase personal safety in the event of an earthquake, provide necessary resources and training for handling the aftermath of an earthquake, and help to put family and friends at ease. A flashlight with extra batteries is recommended in the case of power outages.

After an earthquake, local telephone lines and cellular service may have reduced capacity. Do not make calls immediately after an emergency unless it is to report a life safety situation, so that lines may remain available for emergency services.

One way to stay in contact with your relatives after an emergency is to call an out-of-state telephone contact. Ask the out-of-state contact to call your relatives and friends for you so they will be aware that you are safe.

Tsunami

- When in coastal areas, stay alert for tsunami warnings.
- Plan an evacuation route that leads to higher ground.
- Know the warning signs of a tsunami: rapidly rising or falling coastal waters and rumblings of an offshore earthquake.
- Never stay near shore to watch a tsunami come in.
- A tsunami is a series of waves. Do not return to an affected coastal area until authorities say it is safe.
- If you are in school and you hear there is a tsunami warning, you should follow the advice of teachers and other school personnel.
- If you are at home and hear there is a tsunami warning, you should make sure your entire family is aware of the warning.
- If you are asked to evacuate, move in an orderly, calm and safe manner to the evacuation site or to any safe place outside your evacuation zone. Follow the advice of local emergency and law enforcement authorities.
- If you are at the beach or near the ocean and you feel the earth shake, move immediately to higher ground. **Do not** wait for a tsunami warning to be announced.
- Stay away from rivers and streams that lead to the ocean as you would stay away from the beach and ocean if there is a tsunami.
- Open windows and doors to help dry the building (after the incident).
- Shovel mud while it is still moist to give walls and floors an opportunity to dry (after incident).
- Fresh food that has come in contact with floor waters may be contaminated and should be thrown out. Have tap water tested by the local health department (after incident).

Blackout

- During a power failure, if there is no sunlight or emergency lighting then **REMAIN STILL**. Do not attempt to exit in sudden darkness.

- When vision is possible, TURN OFF all electrical apparatus, particularly computers, heaters, AV equipment, and coffee makers.
- If necessary, EXIT the building calmly. BE AWARE to avoid obstacles that may trip or impact your body.
- WAIT for further instructions from emergency coordinators or other management.

Explosion/Plane Crash

- If a dangerous crash collision or explosion has caused injury, call fire department rescue at 911.
- If fire threatens the facilities, proceed with fire emergency plan.
- Provide immediate first aid to injured personnel.

Bomb Threat

- If notified by a phone call, gather as much information as possible: Who, what, where, when, and why? Keep caller talking as long as possible and write down all information.
- Call Campus Security immediately to convey information; they will make the determination if and when to call the police.
- Be prepared to evacuate the threatened area.
- Do not attempt to use an electronic device in close proximity to any identified explosive device, which could cause activation. This includes cell phones and two-way radios.
- Make no attempt to move or disturb any identified device.

Riot/Civil Disobedience

- In case of civil unrest or public mayhem, inform Campus Security immediately.
- If there is a threat of injury to persons, destruction or looting of property, secure the premises and call the police.

Timely Warning

The Security Department will issue a timely warning for a report of crime that represents an ongoing threat to the safety of members of the community. A warning that could jeopardize a criminal investigation will not be distributed. The amount and type of information distributed will vary depending on the circumstances of the crime.

Criminal incidents that might illicit a timely warning are: Aggravated assault, arson, burglary, negligent manslaughter, motor vehicle theft, murder/non-negligent manslaughter, robbery, sexual offense, stalking and any crime in which the victim was chosen on the basis of real or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

The Security Manager or the President's Office are responsible for issuing the timely notice. The warning will be issued through the College's email system. The Institute may also issue a warning to the campus community when other situations pose a safety concern (see Emergency Response and Evacuation section of this handbook.)

Daily Crime Log

The daily crime log information can be found at the Security Department, located at 460 Pierce Street, Monterey, CA.

Campus Security Authority (CSA)

Campus Security Authority is someone with significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. A CSA is someone to whom you can report crime.

MIIS has designated the following as Campus Security Authorities (CSA): Security Department staff, the executive assistant to the president, the dean of advising, career, and student services, and the assistant dean of student services.

You report a crime when you bring it to the attention of a CSA, and that report should be made in good faith. The CSA must report the crime to the Security Department by filling out the Campus Security Authority crime-report form.

Building Security Campus Security and Access

Academic

Campus academic facilities are open to members of the campus community and to guests and visitors during normal business hours, 8:00AM to 5:00PM, Monday through Friday. Some buildings and facilities also have limited designated hours in the evenings and on weekends to accommodate evening classes, research, or other special programming needs. Faculty and staff are responsible for keeping their own private office spaces and storage areas secured. The Security Department officers have the responsibility for securing departments and buildings that remain open late or keep unusual hours. Security officers routinely check buildings through the course of their patrols to maintain security.

After Hours Access for Students

Periodically, faculty, staff, and students will need additional access to certain locations on campus for events and academic or organizational needs. Access can be obtained by submitting a room reservation request to reserve the needed venue.

Computer Labs

There is a computer lab (the Pac Lab) in Casa Fuente building. Generally, this lab will be unlocked during the normal business hours and additional posted hours in the evenings and over the weekend. Outside of posted hours, the lab is only accessible to those that have submitted a room reservation request.

Crime Statistics

Definitions of Crime Statistics

The Security Department is the centralized reporting authority for the Monterey Institute. All members of the Institute community are encouraged to report criminal incidents and other emergencies promptly to the Security Department. The Assistant Dean of Student Services can assist students in reporting serious incidents. The Human Resources Office (x3502), located in the Casa Fuente Building, can assist employees.

The Security Department collects statistical information throughout the calendar year for crimes that occur on campus, as well as from the Monterey Police Department, for the annual report.

The Monterey Police Department provides the Security Department with statistical information regarding crimes occurring on all public and privately held properties adjacent or contiguous to the campus as defined by federal law.

In an effort to provide members of the campus community with information about campus crime and crime-related problems, the MIIS Security Department, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, provides information on crime statistics. The department also maintains a relationship with the appropriate jurisdictions relative to students who may commit crimes off-campus.

MIIS reports crimes using the definitions as described in the Federal Bureau of Investigation's Uniform Crime Reporting program. The MIIS Security Department also reviews all crimes for manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity, or disability. Statistics are reported for those reportable crimes that are also Hate Crimes.

Officials of the Monterey Institute with "significant responsibility for students and campus activities" are required by federal law to notify the Security Department of crimes that are defined under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Security Department actively seeks out reports from such officials such as advisors, student services staff, etc.

The following are the Definitions of Crimes as mandated by the Clery Act:

Criminal Homicide/ Murder and Non-negligent Manslaughter - The willful (nonnegligent) killing of one human being by another.

Criminal Homicide/Manslaughter by Negligence - The killing of another person through gross negligence.

Forcible Sex Offenses - Any sexual act directed against 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 temporary or permanent mental or physical incapacity (or

because of his/her youth). This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non Forcible Sex Offenses - Unlawful, non-forcible sexual intercourse. This includes incest and statutory rape.

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 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 with a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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.

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.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle (automobile, truck, bus, motorcycle, motor scooters, etc.) Includes all cases where motor vehicles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

Hate Crimes - Specific crimes that are identifiable as hate crime, including murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, forcible and non-forcible sex offenses in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Bias-Motivated Incident - Incidents that are not categorized into one of the listed criminal offenses but may include cases of written or verbal harassment, intimidation, destruction, damage or vandalism of property or graffiti in which the victim is intentionally selected because of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. Any student, faculty member or employee who is the victim of a bias-motivated incident or hate crime is encouraged to file a report immediately.

Timely response to these incidents is crucial. Failure to report allows the incidents to remain hidden and may even allow them to escalate. The Institute takes all reports seriously and will thoroughly investigate every incident and work with local law enforcement agencies whenever necessary. Reports can be filed with the Security Department, the Assistant Dean of Student Services, the Dean of Career, Advising, and Student Services, the Executive Assistant to the President, Human Resources, or the Human Relations Officers.

Domestic violence - means 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 cohabitating with or has cohabitated 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 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 - means “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; and the frequency of interaction between the persons involved in the relationship.”

Stalking - means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.”

MIIS Crime Statistics

Type of Offense	On Campus	Public Property	Total
Murder / Non-negligent Manslaughter			
2011	0	0	0
2012	0	0	0
2013	0	0	0
Negligent Manslaughter			
2011	0	0	0
2012	0	0	0
2013	0	0	0
Arson			
2011	0	0	0
2012	0	0	0
2013	0	0	0
Motor Vehicle Theft			
2011	0	0	0
2012	0	0	0
2013	0	0	0
Burglary			
2011	0	0	0
2012	0	0	0
2013	0	0	0
Robbery			
2011	0	0	0

2012	0	0	0
2013	0	0	0
Forcible Sex Offense			
2011	0	0	0
2012	0	0	0
2013	0	0	0
Non Forcible Sex Offense			
2011	0	0	0
2012	0	0	0
2013	0	0	0
Aggravated Assault			
2011	0	0	0
2012	0	0	0
2013	0	0	0
Domestic Violence			
2011	N/A	N/A	N/A
2012	N/A	N/A	N/A
2013	0	0	0
Dating Violence			
2011	N/A	N/A	N/A
2012	N/A	N/A	N/A
2013	0	0	0
Stalking			
2011	N/A	N/A	N/A
2012	N/A	N/A	N/A

2013	0	0	0
Arrests - MIIS Campus			
Liquor Law Violations	0	0	0
2011	0	0	0
2012	0	0	0
2013	0	0	0
Drug Law Violations	0	0	0
2011	0	0	0
2012	0	0	0
2013	0	0	0
Illegal Weapons Possession	0	0	0
2011	0	0	0
2012	0	0	0
2013	0	0	0
Referred for Disciplinary Action – MIIS Campus			
Liquor Law Violations	0	0	0
2011	0	0	0
2012	0	0	0
2013	0	0	0
Drug Law Violations	0	0	0
2011	0	0	0
2012	0	0	0
2013	0	0	0
Illegal Weapons Possession	0	0	0
2011	0	0	0

2012	0	0	0
2013	0	0	0

Hate Crimes

2011: No hate crimes reported.

2012: No hate crimes reported.

2013: No hate crimes reported.

Safety Information

Crime Prevention

Personal Safety

The Monterey Institute and the City of Monterey are relatively safe communities, but no community is crime free. To ensure your own security and that of your friends and colleagues, take care and use common sense. By following suggestions outlined in this booklet, you can substantially reduce the possibility of becoming a victim. Your involvement is essential to the prevention of crime on campus. Disinterest and complacency are the prime contributors to the success of crime. That is why the burden of crime prevention is shared by the Security Department and the Monterey Institute community.

Members of the community are called upon by the Security Department to recognize and report incidents of suspicious criminal activity. Your assistance will greatly aid Security in effectively fighting crime. Please do your part in the following ways:

- Be Aware of your vulnerability; follow the measures of self-protection and property protection outlined in this booklet.
- Be Alert for suspicious or criminal activity and conditions that may represent a hazard to the community.
- Get Involved by becoming more security conscious and by reporting all incidents of suspicious or criminal activity, no matter how insignificant they may appear, to the Security Department immediately.
- Remember that unreported crimes cannot be solved. By not reporting crimes you may be allowing the perpetrators to commit additional and possibly more serious crimes.

Walking or Running Safety

- Avoid traveling alone at night. Travel in pairs. Call Security at 831.647.4153 if you need an escort to a building or your vehicle on campus.
- Avoid dark, vacant, or deserted areas; use well-lit, regularly traveled walks or pathways. Avoid short cuts and keep away from shrubbery, bushes, alleyways, or any other areas where an assailant might be lurking.
- Runners, walkers, or joggers should do so facing traffic. Avoid these activities after dark, but if you do so, use extra precautions like staying in pairs, travel in well-lit areas, and wear reflective clothing or tape.
- Dress in clothes and shoes that do not hamper movement.
- Dress sensibly. Don't flaunt expensive jewelry or carry large amounts of cash.
- Always let someone know where you are going and when you will return.
- Be alert and aware of your surroundings at all times. Walk purposefully, confidently and keep moving.
- Do not hitchhike or accept rides from casual acquaintances.

- When walking to your residence or vehicle, have your keys ready in hand.
- When being dropped off at your residence by taxi or private vehicle, ask the driver to wait until you get inside.
- If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around before being able to follow.
- If you think you are being followed or feel threatened, increase your pace and move away from the threat, join any group of people nearby or cross the street, and if necessary, keep crossing back and forth. If you are pursued, run to a lighted area, business, or residence; call for help, scream, or raise a commotion any way you can to get someone's attention; enlist the aid of a passerby; locate a phone and dial 911 or pull a fire alarm. Do anything that might attract attention or summon assistance. If you are walking alone and someone passes you, check to make sure that person has continued walking in the other direction.
- If you find yourself confronted by an assailant, yelling and struggling may frighten off the assailant. You must keep your head and assess the situation. You may determine to take lesser steps. The key word is survival.

Private Residences

- Lock your room door and windows when you go to sleep or when you leave, even if only for a minute, and take your keys with you.
- Report defective locks on windows and doors immediately to your landlord.
- Do not put your name and address on key rings. Do not attach your keys to your ID Card.
- Do not keep your residence and your vehicle keys on the same ring.
- If you lose the keys to your residence, request that the locks be changed.
- Do not study in poorly lit, secluded areas.
- Require visitors to identify themselves before you open your door. Request official identification from all repair or service personnel.
- Get to know your neighbors so you can help each other.
- If you find that your residence has been entered, DO NOT GO INSIDE. Go to a neighbor and call the nearest police department. If you are already inside, DO NOT TOUCH ANYTHING. You may disturb evidence that is important to a police investigation.
- If you are awakened by an intruder in your room, do not try to apprehend him. He may be armed or may easily arm himself with something inside the room. Attempt to get out of the room if it is possible.
- If you see a suspicious person or vehicle on campus or in your neighborhood, IMMEDIATELY contact the Security Department or the police department. Try to get the license plate number, state and description of the vehicle, but do not chase the car to do so.
- Do not prop open doors to Institute buildings.

- Peeping Toms are best dealt with by not yelling or attempting to detain the offender. He or she may panic and react in an unpredictable manner. If the offender runs away, note the direction of travel. If there is a place from which you can observe safely, watch to see if they get into a car, go to another house, etc. Try to get a good description of the person and report the incident by calling the nearest police department immediately.
- Obscene, harassing and annoying phone calls should be dealt with by immediately hanging up. Do not respond to harassing text messages. Do not try to find out who the caller is even if you think it is a friend playing a joke. Contact the Department of Public Safety to report phone harassment. Do not delete the message or the text. This will be useful to the Public Safety officer or the police, if there is a police report.

Safety While Driving

- Report all suspicious persons or vehicles seen around Institute parking areas to the Security Department immediately.
- When parked, keep your vehicle locked and the windows rolled up tightly.
- Have your key ready when you approach your car. Check inside and under your car to make sure no one is hiding.
- Never leave your vehicle's engine running while unattended.
- When parking, choose a parking lot that is well lit and preferably in a heavily traveled area.
- Lock all packages, luggage, and valuables in the trunk or out of sight.
- Keep spare keys in your wallet or purse, not inside the vehicle where a thief is likely to find them.
- If your car breaks down, open the hood and then stay locked inside the vehicle. If someone stops to help, do not open the door or window, but have him or her call for assistance.
- If you do not know the location of your destination, ask someone for specific directions before you leave.
- If you get lost, do not pull over until you find a well-lit public area where you can stop and ask for directions.
- If you suspect you are being followed, drive to a well-lit public area and call the police.
- If a person with a weapon ever confronts you and wants your vehicle, give it up. No car is worth being injured or losing your life over.

Protection of Property

The majority of crimes that are committed on the Monterey Institute campus involve the theft of personal property. Larcenies are crimes of opportunity and occur primarily when property is left in unlocked or unattended areas. In an attempt to alleviate this problem, the Security Department makes the following recommendations:

- Avoid bringing large amounts of cash or valuables to campus or your residence.

- Keep items of value out of sight. If you must keep cash or valuables in your residence for short periods of time, do not store them in obvious hiding places like desks or dressers.
- Never lend out the key to your residence.
- When leaving your vehicle at a service station or parking garage, leave only the ignition key.
- When leaving for vacations, store valuables such as stereos and televisions out of sight. During summer recess, be careful to properly secure valuables
- Check with your family insurance agent to determine if your property is properly covered under your parent's homeowner's insurance. If not, you should consider purchasing your own insurance.

Internet Safety

What is internet fraud?

Generally, any type of fraud scheme that uses one or more components of the internet - such as chat rooms, email, message boards or web sites - to present fraudulent solicitations to prospective victims, to conduct fraudulent transactions, or to transmit the proceeds of fraud to financial institutions or to others connected with the scheme.

What are the major types of online internet fraud?

- Auctions and retail schemes, online auctions being the number one avenue for internet fraud
- Business opportunity/"work-at-home" schemes
- Identity theft and fraud
- Investment schemes
- Credit card offers
- Credit repair
- Vacation prize promotions
- Nigerian money offers - This scheme involves someone claiming to be a Nigerian official, who promises big profits in exchange for help moving large sums of money out of their country
- Advance fee loans
- Internet access services
- Health and diet scams
- Free goods, like long distance phone cards, computers, electronics, etc.
- Cable descrambler kits

Filing a complaint about internet fraud

You can file complaints about specific types of fraud with the following agencies:

- Commodities Fraud: Commodity Futures Trading Commission (CFTC)

- Securities Fraud: SEC Enforcement Division Complaint Center or your state securities regulators

If you think that you've been the victim of a fraud scheme that involved the internet, you can also file a complaint online with the Internet Fraud Complaint Center, a joint project of the FBI and the National White Collar Crime Center.

Further Information may be located at these Government Web sites:

U.S. Department of Justice

Internet Fraud Complaint Center

Federal Deposit Insurance Corporation

Securities and Exchange Commission

Nongovernmental Web sites

Better Business Bureau

Internet Fraud Watch

Internet ScamBusters

National Cyber Security Alliance

Bicycle Security

- Register your bike with the Security Department, by completing the form at <http://www.miis.edu/offices/security/bicycle>.
- Retain original purchase documentation including serial number.
- Always lock your bike. Optimally, bikes should be locked around the frame and through both wheels and secured to a bicycle rack with a U-lock. A thief can easily walk away with a free standing bike and remove the lock.
- Do not lock your bike to a tree, bench, or handrail.
- Invest in a strong bicycle lock or strong padlock and chain. Chains should be casehardened steel with links of at least 5/8 inch in diameter.
- Whenever possible, keep your bicycle inside.
- If you leave your bicycle outside, choose a well-lighted and heavily traveled location.
- Find out if your bicycle is covered by your parent's insurance policy. If not, it would be advisable to insure it.

Bicycling Safety

- Ride responsibly; wear a helmet and ride predictably. Ride in a straight line instead of weaving or changing position in the lane. Always leave at least 3' between yourself and any obstacle such as parked cars or shoulders that are in poor condition.
- Make sure your bicycle brakes are in working order.
- California state law ([CVC §21201](#)) requires lights and reflectors at night. During darkness bicyclist must have the following equipment. (Front lamp emitting a white light

visible from a distance of 300 feet, a rear reflector visible from a distance of 500 feet, a white or yellow reflector on each pedal or on the bicyclist shoes or ankles visible from a distance of 200 feet. A brake which will enable to operator to make a one brake wheel stop on dry, level, clean pavement.)

- Always ride on the right side of the road with the flow of traffic. Ride on roads and not sidewalks whenever possible.
- Do not ride the wrong way on a one way street. Drivers and pedestrians don't expect wrong way traffic.
- Obey all traffic laws and always use hand signals when turning.
- Pay attention to your surroundings: keep alert, don't wear headphones, and warn pedestrians or fellow riders when you are passing them with statements like “On Your Right!” You should also warn motor vehicle drivers if they are placing you in danger with their driving.
- Take extra care when passing parking lot exits or biking through a parking lot.
- Walk bicycles across crosswalks to avoid bicycle/vehicle collisions.

Security Escorts

The Security Department will provide after-hours escorts to faculty, staff, and students within the MIIS campus footprint. Escorts can be requested by calling 831.647.4153.

Response to Sexual Violence, Dating Violence, Domestic Violence and Stalking

Sexual assault, domestic violence, dating violence, and stalking are prohibited under Middlebury College’s (hereinafter referred to as “the Institute”) *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking*. They are also crimes as defined by California law and other states in which Middlebury College operates its programs. The Institute expects all community members to do their part to prevent and address violence. The Institute is also committed to providing support and avenues of redress as appropriate to survivors affected by sexual and relationship violence.

The Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking is available at: http://www.middlebury.edu/about/handbook/misc/sexual_misconduct_dv_stalking or <http://www.miis.edu/student-life/policies>

Educational Programs to Promote the Awareness of Rape, Acquaintance Rape, Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Live trainings and written information regarding sexual violence prevention and response are provided to the Institute’s incoming students. The training includes information about the Institute’s Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking,

reporting information, definitions of prohibited behaviors under the Institute's policy and California law (e.g., sexual misconduct, including sexual assault and inappropriate sexual conduct, domestic violence, dating violence and stalking), information about sexual violence, consent, prevention, confidentiality, resources for victims, the Institute's investigation and adjudication procedures, and remedies and sanctions imposed in cases where the respondent has violated the Institute's policy. Similar live trainings and written information are provided to faculty and selected staff. All supervisors are required to participate in harassment training (which includes training related to sexual harassment).

Further, all faculty and staff will be expected to participate in an online sexual violence prevention and response training titled *Eliminate Campus Sexual Violence* (provided by LawRoom) during the 2014-15 academic year. This online training includes sexual violence prevention and response content such as information about sex discrimination and sexual violence (e.g., scope of the problem, state law criminal definitions, legal protections), how to identify sexual misconduct (Title IX prohibitions, sexual misconduct information and definitions, acquaintance assault), other offenses and victim protections (domestic and dating violence, stalking and cyberstalking, recognizing abusive relationships, victim protections and resources, signs of sexual violence, real case reviews), reporting and assistance for victims, preventing sexual misconduct (campus culture, rape myths and victim blaming, bystander intervention strategies) and information regarding the Institute's sexual violence policies and procedures.

In addition, during the 2014-15 academic year, all students will be expected to take an online sexual violence prevention and awareness education program provided by Campus Clarity titled "Think About It"

How to Be an Active Bystander

The best way to prevent sexual and relationship violence is to commit to the following values:

Violence is not tolerated on campus, and;

Everyone should do their part to prevent it.

Everyone must commit to engaging in moments of action, no matter how small. Every moment of action counts when we are working to prevent violence.

Moments of action occur when we notice the potential for violence. We might see someone intentionally trying to get someone else intoxicated, isolating someone at a party. We could recognize power differences like age, or sense that someone seems fearful. When we notice these cues, we must act because even the smallest actions can prevent violence.

We can engage in three types of action:

Direct: Directly talk to someone or intervene in a situation. You might ask a friend who's been hard to reach if everything is OK. Or you might take an intoxicated friend back to their home. Direct action means following up with a student, coworker, or supervisor who you worry is in an unhealthy relationship.

Delegate: Get others involved. Delegating action when there's danger, or when someone else can act, is often safest. You might call Campus Security or 911 for help, or ask someone to assist you in finding a ride for a friend, or suggest to a party's host that she ask someone to leave. You might express your concerns over a matter to an adviser, Dean, or supervisor.

Distract: Interrupt the precursors to violence so harmful situations can't occur. You might ask someone to accompany you somewhere so you can talk privately with the individual.

Risk-Reduction Tips

Be aware of your surroundings.

Try to avoid isolated areas, and don't allow yourself to be isolated.

Walk with purpose.

Trust your instincts.

Don't load yourself down.

Make sure your cell phone is with you and charged.

Avoid putting headphones in both ears.

Go with friends to social gatherings. Arrive together, check in with each other throughout the evening, and leave together.

Don't leave drinks unattended. Or if you do, get yourself a fresh drink.

Don't accept drinks from people you don't know or trust.

Watch out for your friends and vice versa.

If you suspect your friend has been drugged, get help immediately.

Here are Tips for getting out of uncomfortable or frightening situations:

Remember that being in a bad situation isn't your fault.

Be true to yourself.

Have a code word with your friends or family.

Lie.

Try to think of an escape route.

If you and or a friend have been drinking, you can say you'd rather wait until you're both sober before doing anything you may regret later.

Procedures Victims Should Follow If Sexual Assault, Domestic Violence, Dating Violence or Stalking Has Occurred

Many individuals have sexual experiences that feel violating, either in the moment itself, or in the days afterward. Whatever your experience, you deserve care.

Immediate Safety and Support/Importance of Preserving Evidence

*Go to a safe place: your room, a friend's room, Campus Security, or anywhere you'll feel safe.

*Call someone you trust. No matter how late it is, you shouldn't be alone.

*If safety is an immediate concern call 911 or contact Campus Security.

***Pursue medical treatment.** Any individual who may be experiencing or has experienced sexual misconduct, domestic violence, dating violence, stalking or related retaliation is encouraged to immediately seek any necessary medical care and to seek help from appropriate Institute, law enforcement and/or medical personnel, even if the individual is uncertain about whether to ultimately pursue a complaint or criminal charges, or to seek a protective order. Local emergency rooms can perform post-assault medical care. Most hospitals have specialized examiners who complete exams for victims of sexual violence. These exams can help victims receive appropriate medical assessment and treatment, and can preserve evidence for possible future action.

***Preserve evidence.** It is important for individuals to preserve all possible evidence in case they decide at some point to make a criminal complaint or to seek a protective order. Therefore, if at all possible, they should refrain from changing clothes, showering or otherwise changing their physical state after an incident, until after consulting with medical personnel about how to best preserve evidence. Also keep copies of emails, text messages, and voice messages that may have some bearing on the incident(s).

Making a Report On Campus

Any Institute student, faculty member, staff member or covered third party who has reasonable cause to believe that sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation has occurred or is occurring should report this information to the immediate

attention of any of the following individuals: the Human Relations Officer, Title IX Coordinator or Campus Security. Contact information is listed below.

Campus Security or other appropriate Institute personnel will coordinate its response to the report with other officials, as appropriate (including the Human Relations Officer, the Title IX Coordinator, and/or responsible Threat Assessment and Management Team) and, if necessary, law enforcement, to intervene at the earliest practical point to stop the behavior and coordinate services to the complainant. A coordinated response will include consideration of the complainant's request for confidentiality and may also include the implementation of safety measures as deemed necessary, services and accommodations, and referral to confidential resources.

Services and Accommodations

It is not necessary to file a complaint with the Institute, participate in an Institute adjudication process, or file a criminal complaint in order to request services or accommodations from the Institute. These may include but are not limited to:

- No Contact Orders restricting encounters and communications between the parties;
- Academic accommodations, including but not limited to deadline extensions, Incompletes, course changes or late drops, or other arrangements as appropriate;
- Residential accommodations, including but not limited to options for, and available assistance in arranging for new housing, or providing temporary housing options, as is reasonable and appropriate to the circumstances;
- Changing transportation or working arrangements or providing other employment accommodations, as appropriate;
- Assisting the individual in accessing support services, including, as available, victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus, as applicable;
- Informing the individual of the right to report a crime to local law enforcement and/or seek orders of protection, restraining orders, or relief from abuse orders from United States courts or courts outside of the United States as applicable and providing assistance if the individual wishes to do so.

Institute personnel will identify appropriate options and work with complainants to determine whether these services or accommodations are reasonably available and necessary in a particular case.

The Institute encourages individuals to report incidents of sexual misconduct, domestic violence, dating violence, stalking and related retaliation so that they can get the support they need, and so that the Institute can respond appropriately. Certain Institute/Middlebury employees may maintain confidentiality, but most cannot. Although strict confidentiality may therefore not be guaranteed for non-confidential employees, in all cases the Institute will handle information in a sensitive manner and will endeavor to protect the privacy of individuals to the extent it can do so

consistent with its obligations to respond to reports of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation. Institute officials will consider requests for confidentiality in accordance with the confidentiality provisions of its *Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking*.

Reporting to Law Enforcement

In addition to (or instead of) the Institute's processes, any student, employee or covered third party may and should also pursue criminal charges with local, state, or federal law enforcement agencies. The Institute will offer and upon request provide assistance to students, employees and covered third parties in contacting law enforcement agencies. These options are available regardless of whether an individual chooses to file a complaint with the Institute. Individuals may choose to notify such agencies with or without assistance from the Institute, or may choose not to notify such authorities.

In addition to (or instead of) the Institute's processes, individuals who are being or who may have been subjected to sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation also have the right to pursue orders of protection, restraining orders and/or relief from abuse orders from United States courts or courts outside of the United States as applicable. The Institute will support individuals if they wish to have the Institute's assistance in making contact with law enforcement authorities and other external resources to seek such orders.

Contact information for Reports to Institute Officials or Law Enforcement

Emergencies: Dial 911

Monterey Police Department

351 Madison Street
Monterey, CA 93940
831.646.3914

If you report an assault to the police, the police will investigate the crime. Police will interview you and take a detailed statement of what occurred. You can have people with you during the interview to provide emotional support. The police will also interview witnesses, collect physical evidence, and attempt to interview the assailant.

On campus

Campus Security

831.647.4153

Reporting a sexual assault to Campus Security does not commit you to pursuing a complaint under the Institute's policies. Your report will be shared with the appropriate Institute Official

(e.g., the Human Relations Officer), but neither the official nor Campus Security will take any action on your behalf without your consent unless your safety or the safety of others is clearly in jeopardy. If the event reported may constitute sexual harassment, the Human Relations Officer (HRO) will also be notified in accordance with the process set forth in the Institute's. Please read the Institute's Anti-Harassment/Discrimination Policy (which is available at: <http://www.middlebury.edu/about/handbook/misc/antiharassment>), and note that in cases of harassment, once informed, the Institute is obligated to take reasonable and appropriate remedial action to address the conduct.

Title IX Coordinator (All Middlebury Programs)

Shirley M. Collado
Dean of the College
Middlebury College
Old Chapel
Middlebury, VT 05753
802.443.5382
scollado@middlebury.edu

Human Relations Officers

Middlebury College (All Middlebury Programs)

Susan P. Ritter
Middlebury College
DKE 101
Middlebury, VT 05753
802.443.3289
sritter@middlebury.edu

Ashley Fera Arrocha (Title IX Coordinator Designee for the Institute)

Assistant Dean of Student Services
Office of Student Services
440 Van Buren Street
Monterey, CA 93940
831.647.4564
arrocha@miis.edu

Michael Ulibarri
Human Resources Manager
Human Resources Department
460 Pierce Street
Monterey, CA 93940
831.647.6404
mulibarr@miis.edu

Confidential Resources

Confidential campus resources can maintain your confidentiality, except in cases where your safety or the safety of others is in immediate danger, or if it involves the sexual assault of a minor.

General Resources

[Not Alone.gov](https://www.notalone.gov)

<https://www.notalone.gov/>

<https://www.notalone.gov/resources/> (Locate services and resources in your area to receive support if you are in a crisis situation or if you want to speak with an advocate).

[National Domestic Violence Hotline \(24 hour\)](https://www.thehotline.org/)

1.800.799.SAFE

<http://www.thehotline.org/>

[National Sexual Assault Online Hotline](https://www.dahmw.org/)

[Domestic Abuse Helpline for Men and Women](http://www.dahmw.org/)

1.888.743.5754

<http://www.dahmw.org/>

[Stalking Resource Center](http://www.victimsofcrime.org/our-programs/stalking-resource-center)

<http://www.victimsofcrime.org/our-programs/stalking-resource-center>

[Rape, Abuse, and Incest National Network \(RAINN\)](http://www.rainn.org)

<http://www.rainn.org>

[Employee and Family Assistance Program](#) (for staff and faculty) 1.800.828.6025

Middlebury's Employee and Family Assistance Plan provides confidential counseling and referral services to reduce stress and improve the quality of life for employees. The EFAP provides confidential assessment and referral services, and short-term counseling. The services of the EFAP are free to employees, up to the limits of the plan. All assistance is confidential; no one at Middlebury College will know that an employee has used the EFAP.

[Monterey Rape Crisis Center](https://www.montereycc.org)

831.375.HELP or 831.424.HELP

Suicide Prevention and Crisis Hotline: 831.649.8008

YWCA domestic violence crisis line: 831.372.6300

57 Webster Street

Monterey, CA 93940 (men & women)

Monterey County Social Services

1281 Broadway Ave.
Seaside, CA 93955
831.899.8001

Shelter Outreach Plus Domestic Violence Shelter

3087 Wittenmyer Court
Marina, CA – 93933
831.384.3388

Women’s Crisis Center

831.757.1001

Community Hospital of the Monterey Peninsula (CHOMP)

23625 Holman Highway
Monterey, CA 93940
831.624.5311 or 888.45CHOMP
Mental Health Crisis Line: 831.625.4623

Salinas Valley Memorial Hospital

450 E Romie Lane
Salinas, CA 93901
831.757.4333

Counseling

Student Assistance Program: Well Connect: 1.800.326.6142

Community Human Services Counseling and Recovery: 831.658.3811

Legal Assistance

Free and Low Cost Legal Help

<http://www.courts.ca.gov/selfhelp-lowcosthelp.htm>

Law HelpCA.org (legal aid and self-help resources)

<http://lawhelpca.org/>

California Bar Association

415-538-2000

<http://www.calbar.ca.gov/>

Ongoing Care

There's no one correct way to care for yourself or others who have experienced trauma. The Institute can connect individuals to a variety of resources and options in the belief that survivors benefit from having many choices available to seek the support and resolution they need. Choose whichever options feel most helpful to you. There are many people on campus and in the greater community who care and can help you to find care for yourself.

- Be patient with yourself. The healing process takes time and includes your physical, emotional, and psychological health.
- Don't neglect your physical health and wellbeing.
- Try not to let others make decisions for you; it's important you reestablish a sense of control over your choices.
- Seek support from a counselor.
- Don't look for simple answers to explain what happened.
- Know your rights and how to get the support you need.
- Do things you enjoy and give yourself permission to have positive experiences.

Procedures for Institutional Disciplinary Action in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Institute is committed to providing a safe and secure campus and workplace environment for all students, staff, faculty, and others who participate in the Institute's programs. Sexual misconduct, domestic violence, dating violence, stalking, and related retaliation are strictly prohibited. The Institute will take reasonable, prompt, and appropriate action to respond to sexual misconduct, domestic violence, dating violence, stalking, and related retaliation where such conduct impacts, or has the potential to impact, the educational, residential, or work environment of any Institute community member. Such action could be disciplinary, involving verbal or written warnings, written reprimands, or termination of employment (employees). They could also entail warnings, written reprimands, probationary status, official discipline, suspension or expulsion (students). Further, they could entail no-contact orders or no-trespass orders, and providing safety and support services.

The full text of the Institute's Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking is available at

http://www.middlebury.edu/about/handbook/misc/sexual_misconduct_dv_stalking or
<http://www.miis.edu/student-life/policies>

The Institute's process of addressing cases of alleged sexual misconduct, dating violence, domestic violence, stalking, and related retaliation is designed to:

- consider the complainant's rights, the respondent's rights, the community's safety, and applicable laws and Institute policies
- conduct a timely, fair, impartial, and equitable investigation and adjudication process with thoroughness and respect for all involved parties
- protect all parties' privacy to the extent practical, while balancing the need to comply with applicable law, maintain campus safety, and provide a safe and nondiscriminatory environment for all students, faculty, staff and covered third parties
- hold all individuals found to have violated the Institute's policies accountable for their actions and provide appropriate remedies to address the effects of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation on the complainant and others.
- Individuals conducting investigations and adjudications under the Institute's Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking will receive training annually on the issues related to sexual misconduct, domestic violence, dating violence, stalking, and related retaliation and on how to conduct a fair, impartial and equitable investigation and/or adjudication process that protects the safety of victims and promotes accountability.

The complainant and respondent are entitled to the same opportunities to have an advisor of their choice accompany them during all meetings regarding the Institute's investigation and adjudication process.

Complaint Investigation and Adjudication Process

The Institute's complaint and adjudication process is outlined in detail in the Institute's Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking (see Section 10, Complaint Investigation and Resolution Procedures online at http://www.middlebury.edu/about/handbook/misc/sexual_misconduct_dv_stalking#Investigation). The process is summarized below.

- If it is determined that an investigation and adjudication should proceed under the policy, an investigator will be appointed to conduct an investigation that is appropriate under the circumstances, and is prompt, thorough, fair, equitable, objective and impartial.
- The Institute's investigation and adjudication process does not require or permit the complainant and respondent to interact or communicate directly or indirectly with each other at any time. The parties are therefore not permitted to question or cross-examine each other during the course of the investigation.
- All participants in the investigation are expected to cooperate fully by providing complete, accurate, and truthful information. They may also be expected to sign statements or other documents memorializing the information they provided, and may be

asked to keep the substance of the interview confidential. Failure to cooperate fully with the investigator may subject the individual to the full range of disciplinary actions, as applicable.

- Formal rules of evidence do not apply to the investigation and adjudication process.
- The investigator will submit a final report to the HRO. The final report will include a recommendation, based on the standard of preponderance of evidence, i.e., whether it is more likely than not that the policy was violated.
- After review of the investigator's report and recommended finding, the HRO shall issue a determination as to whether sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation (or a violation of other Institute/Middlebury policies, if applicable) occurred. The HRO's determination will be based on a preponderance of the evidence standard.

Sanction and Notification of Outcome

- If the HRO finds that a staff or faculty member has engaged in conduct that violates this policy, the HRO will make a recommendation regarding discipline or other appropriate action to the appropriate supervisory authority for the program at issue (e.g., the Institute's Chief Academic Officer). After review of the HRO's recommendation, the supervisory authority may impose disciplinary action under existing policies and/or contracts, as applicable, including verbal warnings, written warnings, written reprimands, termination of employment, or other action as deemed appropriate under the circumstances.
- If the HRO finds that a student has engaged in conduct that violates the policy (or other Institute/Middlebury policies under investigation), the HRO will make a recommendation regarding discipline or other appropriate action, to the appropriate supervisory authority for the program in which the student is enrolled at the time of the misconduct and the supervisory authority for any other Institute or Middlebury program in which the student is or will be enrolled. After a review of the HRO's recommendation, the supervisory authority or authorities may impose disciplinary and/or other appropriate action. Prior conduct may be taken into account in the assignment of these actions. Disciplinary action could include warnings, written reprimands, probationary status, official college discipline, or suspension or expulsion from any or all Institute and/or Middlebury program(s) in which the student is enrolled or participating. It may also include other action as deemed appropriate under the circumstances (e.g., remedies applied to the respondent to address the needs of the complainant, including but not limited to room changes, class changes, building restrictions, extracurricular activity restrictions, modification of No Contact Orders to favor the complainant, and other actions to preserve the rights of the complainant to a safe environment). Although sanctions for

violation(s) of this policy can include any form of discipline as stated in this section, students found to have committed sexual assault will most likely receive a sanction of suspension or expulsion.

- If the conduct occurred during the course and scope of the student's employment at the Institute or Middlebury, the matter will be referred jointly to the Human Resources Department and the appropriate supervisory authority for the program at issue, as applicable, for disciplinary action such as verbal warnings, written warnings, written reprimands, termination of employment, or warnings, probationary status, official college discipline, suspension, or expulsion from the Institute/Middlebury, or other action as deemed appropriate under the circumstances. Additional non-disciplinary outcomes, such as extending and modifying mutual No Contact Orders, may also be imposed regardless of the finding.
- To the extent permitted by law, the complainant and respondent will be simultaneously informed, in writing, of (a) the HRO's determination and the outcome of any disciplinary or other action arising out of an allegation of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation; (b) the Institute's procedures for complainants and respondents to appeal the HRO's decision and/or discipline and/or actions imposed, if applicable; (c) any change to the results of a disciplinary process that occurs prior to the time that such results become final; and (d) when such results become final.
- In cases where the respondent is a student, the complainant and the respondent each have the right to an appeal.

How Middlebury Will Protect the Confidentiality of Victims

Evaluating Requests for Confidentiality in Sexual Misconduct Cases

If an individual discloses an incident of sexual misconduct but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the Institute will make every effort to respect this request and will evaluate the request against its responsibility to provide a safe, non-discriminatory environment for all students, faculty and staff, including the individual who reported sexual misconduct. Although rare, there are times when the Institute may not be able to honor the individual's request. Further, if the Institute honors the request for confidentiality, the Institute's ability to appropriately investigate the incident and pursue disciplinary action against the alleged perpetrator(s), if warranted, may be limited.

The Human Relations Officer (HRO), Judicial Affairs Officer (JAO) and/or the Title IX Coordinator have been designated to evaluate requests for confidentiality, as appropriate to the circumstances. In considering an individual's request for confidentiality, the HRO, JAO, and/or Title IX Coordinator may consult with the Institute's or Middlebury's Threat Assessment and Management Team and other Middlebury/Institute personnel, as appropriate.

Factors to be considered in determining whether confidentiality should be maintained may include but are not limited to:

- (i) The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:
 - whether there have been other sexual misconduct complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior institution indicating a history of violence;
 - whether the alleged perpetrator has threatened further sexual misconduct or other violence against the individual or others;
 - whether the alleged sexual misconduct was committed by multiple perpetrators;
 - circumstances that suggest there is an increased risk of future acts of sexual misconduct or other violence under similar circumstances (e.g., whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group);
- (ii) whether the alleged sexual misconduct was perpetrated with a weapon;
- (iii) whether the alleged victim is a minor;
- (iv) whether the Institute/Middlebury possesses other means to obtain relevant evidence (e.g., security cameras, information known to Institute/Middlebury personnel, or physical evidence).

The presence of one or more of these factors may prompt an investigation and adjudication under the Institute's/Middlebury's policies and, if appropriate, result in disciplinary action. If none of these factors is present, the Institute will likely honor the individual's request for confidentiality.

Evaluating Requests for Confidentiality in Domestic Violence, Dating Violence, Stalking and Related Retaliation Cases

In cases involving domestic violence, dating violence, stalking, and/or related retaliation, if an individual insists that their name or other identifiable information not be revealed, or asks that the Institute not investigate or seek action against the alleged perpetrator, the Institute will

evaluate the request in the context of its commitment to provide a safe environment for that individual as well as all students, staff and faculty. Thus, the Institute may weigh the individual's request against a number of factors, including but not limited to the seriousness of the alleged conduct; circumstances that suggest there is a risk of repeated conduct; whether there have been other reports or complaints about the alleged perpetrator; the credibility and significance of existing relevant evidence; and the extent of any ongoing threat to the individual, the Institute/Middlebury community or any of its members.

In considering an individual's request for confidentiality, the HRO, JAO, and/or Title IX Coordinator may consult with the Institute's/Middlebury's Threat Assessment and Management Team and other Institute/Middlebury personnel, as appropriate.

If Confidentiality is Requested but Cannot be Maintained

If the Institute determines that it cannot maintain an individual's confidentiality after it has been requested, the Institute will inform the individual prior to conducting an investigation (unless extenuating circumstances are present) and will, to the extent possible, only share information with those individuals who are responsible for the Institute's response to the incident. Middlebury will not require the individual to participate in any investigation or disciplinary proceeding.

If when responding to reports of sexual misconduct, domestic violence, dating violence, stalking, or related retaliation, the Institute determines it is obligated to take any action that would involve disclosing a reporting individual's identity to the respondent, or an action from which the reporting individual's identity may be easily determined by the respondent, the individual will be informed before the action is taken unless extenuating circumstances are present. If the reporting individual requests that the respondent be informed that they requested that there be no investigation or disciplinary action, the Institute will endeavor to honor this request and inform the respondent that the Institute made the decision to investigate the matter.

The Institute will take supportive measures when requested, reasonably available and necessary that are designed to prevent and address retaliation against individuals whose requests for confidentiality have not been honored, and to respond to their needs for support, services and accommodations.

When Confidentiality Can be Maintained

If the Institute determines that it can respect the individual's request for confidentiality, the Institute will take action to assist the individual, to the extent possible, including the services and accommodations outlined in the Institute's Policy Against Sexual Misconduct, Domestic

Violence, Dating Violence and Stalking, where such measures are requested, reasonably available and necessary.

Individuals should be aware that if the Institute honors their request for confidentiality, this may limit the Institute's ability to fully respond to the incident, including pursuing disciplinary action against the alleged perpetrator.

Disclosure During Internal Investigations and Adjudications

The Institute will handle information related to alleged violations of its policy with sensitivity and discretion. However, the Institute may need to disclose information relating to an incident (including the identity of parties, witnesses or others) to the extent necessary to conduct a thorough, fair, and impartial investigation and adjudication process for all involved parties.

Disclosure Required by Law

The Institute will not include the names of complainants or other identifying information in publicly available reports that are compiled as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Institute is also part of a larger community and context. If there is an independent investigation, lawsuit, or criminal proceeding related to a sexual misconduct, domestic violence, dating violence, stalking or related retaliation matter, those involved or others may be required by law to provide testimony or documents (e.g., investigation reports, witness statements, and any other information gathered or obtained in the course of a particular matter).

Disclosure to Law Enforcement

In certain circumstances, the Institute may need to report an incident to law enforcement authorities. Such circumstances include but are not limited to incidents that warrant the undertaking of safety and security measures for the protection of the individual and/or the campus community, or situations in which there is clear and imminent danger and/or a weapon may be involved. Complainants may choose to notify authorities directly with or without the Institute's assistance, or may choose not to notify such authorities.

Written Information Provided To Students or Employees Who Report That They Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

Students, faculty, staff or other covered third parties who report that they have been a victim of domestic violence, dating violence, sexual assault or stalking, whether the offense occurred on or off campus, shall be provided with written notification of:

- Existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on and off campus
- Options for, and available assistance in, changing academic, living, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement
- Possible sanctions or protective measures that the Institute may impose following a final determination under its Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking
- The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking or in obtaining an order of protection
- Information about reporting to campus officials
- Options to notify law enforcement (or the option not to) and to be assisted by Institute officials in doing so
- The rights of victims, where applicable, and the Institute's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court.
- Information about the Institute's procedures for investigating and adjudicating complaints of Sexual Misconduct, Domestic Violence, Dating Violence and Stalking, including notification to the parties of the outcome.

**Definitions: U.S. State and Federal Law
CALIFORNIA**

Consent means positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution for rape, forcible acts of sexual penetration, sodomy, or oral copulation. Evidence that a victim suggested, requested, or otherwise communicated to the accused that the accused use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.

Sexual Assault: "Rape" is defined as an act of sexual intercourse accomplished:

- (1) where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent;

(2) against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury to the person or another;

(3) where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known, to the accused; or

(4) where a person is incapable of resisting, and this is known to the accused, because the person:

(a) was unconscious or asleep;

(b) was not aware, knowing, perceiving, or cognizant that the act occurred;

(c) was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the accused's fraud in fact; or

(d) was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the accused's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

Any sexual penetration, however slight, is sufficient to complete the crime of rape.

"Forcible acts of sexual penetration" is the act of causing penetration, however slight, of the genital or anal opening of any person or causing another person to so penetrate the accused's or another's person's genital or anal opening for the purpose of sexual arousal, gratification, or abuse by any foreign object, substance, instrument, or device, or by an unknown object.

"Sexual battery" is the touching of an intimate part of another person if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse. "Touches" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim. "Intimate part" means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.

Domestic Violence: Domestic violence means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the accused has had a child or is having or has had a dating or engagement relationship. A "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether people are cohabiting include, but are not limited to:

- (1) sexual relations between the parties while sharing the same living quarters;
- (2) sharing of income or expenses;
- (3) joint use or ownership of property;
- (4) whether the parties hold themselves out as husband and wife;
- (5) the continuity of the relationship; and
- (6) the length of the relationship.

“Abuse” means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. California recognizes the crime of spousal rape.

Dating Violence: Domestic violence includes abuse committed against a person with whom the accused is having or has had a dating or engagement relationship. A “dating relationship” means frequent, intimate associates primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations

Stalking: “Stalking” means willfully, maliciously, and repeatedly following or harassing a person and making 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.

“Harassing” means to engage in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.

“Course of conduct” means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose.

“Credible threat” means a verbal or written threat, including that performed through an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the accused had the intent to actually carry out the threat. The present incarceration of a person making the threat is not a bar to criminal prosecution.

“Electronic communication device” includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, and pagers.

“Immediate family” means any spouse, parent, child, any person related by consanguinity or affinity within the second degree, or any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household.

Definitions of Domestic Violence, Dating Violence and Stalking Under the Violence Against Women Act

Domestic Violence (42. U.S.C. §13925)

The term “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 (42 U.S.C.

Dating Violence (42. U.S.C. §13925)

The term “dating violence” means violence committed by a person:

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim;
and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship

(ii) The type of relationship

(iii) The frequency of interaction between the persons involved in the relationship

Stalking (42. U.S.C. §13925)

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(A) fear for his safety or the safety of others; of

(B) suffer substantial emotional distress

Sex Offender Registry

Campus Sex Crime Prevention Act

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, became effective on October 28, 2002. Sex offenders, under the Campus Sex Crimes Prevention Act, must register with the state where an institution of higher education is located (even if they do not reside in the state) once they become enrolled or work at an institution of higher education. The state must also learn of changes in enrollment or employment status. This act includes:

** Individuals enrolled on a full-time or part-time basis at a state's institution of higher education; or

** Individuals who have full-time or part-time employment at a state's institution of higher education—with or without compensation—for more than 14 days or for an aggregate period exceeding 30 days in a calendar year.

The law requires higher education institutions to issue statements advising campus communities about where they can obtain law-enforcement-agency-based, state-provided information concerning registered sex offenders.

California Sex Offender Registration Program

In 1947 California implemented a sex-offender-registration program to keep track of people convicted of certain sex crimes. Then in 1996, California enacted Megan's Law.

For the first time, California could provide the public with photographs and descriptions of convicted sex offenders who have registered their whereabouts with local law enforcement. Pursuant to Section 290 of the California Penal code, convicted sex offenders are required by law to register within five days of changing residence locations (every 60 days if they do not have a permanent residence), starting school, employment at a school, or within five days of each birthday. California requires sex offenders to register with a law-enforcement agency in the jurisdiction in which they reside, as well as with institutions with sworn campus-police departments if they are students, working, or carrying on vocations on campus. Information on registered sex offenders is available through the Megan's Law website:

<http://www.meganslaw.ca.gov> . Information about registered sex offenders is available through the Monterey Police Department.

Anti-Harassment/Discrimination Policy

Middlebury College/the Institute (hereinafter referred to as “the Institute”) is committed to maintaining a diverse and inclusive campus environment where bigotry and intolerance are unacceptable. Discrimination and harassment, including sexual harassment, and related retaliation, as defined by applicable law and the corresponding terms of this policy, are antithetical to the Institute’s mission. The Institute strictly prohibits conduct that constitutes unlawful discrimination and harassment, including sexual harassment, as well as related retaliation, as defined below. The Institute will take reasonable and appropriate remedial action to prevent unlawful discrimination, harassment, and related retaliation, eliminate any hostile environment, prevent its recurrence, and correct its discriminatory effects on the complainant and others, if applicable.

Except as otherwise specified herein, this Anti-Harassment/Discrimination Policy applies to faculty, staff, and students, as well as to others who participate in Middlebury programs and activities, including the undergraduate college, the Language Schools, the School of the Environment, MiddCore, Bread Loaf School of English, Bread Loaf Writers’ Conference, Middlebury College Schools Abroad, and the Monterey Institute of International Studies. Procedures for filing and resolving complaints of unlawful discrimination and harassment, including sexual harassment and related retaliation in such programs are set forth in the policy; however, where applicable law mandates different procedures and/or policies with respect to Middlebury programs outside Vermont, those procedures and/or policies will apply.

The Institute/Middlebury does not discriminate on the basis of sex in its education programs and activities, and Title IX of the Education Amendments of 1972 as amended (“Title IX”), as well as applicable state law, requires that it not discriminate in such a manner. Prohibited sex discrimination includes sexual harassment and sexual misconduct (which includes sexual assault and inappropriate sexual conduct) as defined by Middlebury’s/the Institute’s policies. The dean of the College is Middlebury’s/the Institute’s Title IX coordinator, and is responsible for coordinating Middlebury’s/the Institute’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator’s responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Inquiries concerning the application of Title IX may be referred to the dean of the College or to the United States Department of Education Office for Civil Rights.

Middlebury/the Institute has a separate Sexual Misconduct, Domestic Violence, Dating Violence and Stalking policy, which applies to all students, faculty and staff in all Middlebury/Institute programs. The policy is available at:

http://www.middlebury.edu/about/handbook/misc/sexual_misconduct_dv_stalking. Printed copies are also available upon request at a number of Institute/Middlebury offices, including dean of the College, dean of students, Student Services, Human Resources and the appropriate supervisory authority for the Institute or other Middlebury program.

All members of the Middlebury/Institute community (faculty, staff, and students) have the right to pursue discrimination and harassment complaints, including sexual harassment and related retaliation, beyond Middlebury/the Institute, utilizing local, state, or federal enforcement agencies, including local and state police agencies, as appropriate, regardless of whether they choose to file a complaint under this policy. Appropriate agencies can conduct impartial investigations, and facilitate conciliation, and if an agency finds that there is probable cause or reasonable grounds to believe that unlawful harassment, discrimination, or retaliation has occurred, it may take the case to court.

There are certain time deadlines for the filing of complaints with state and federal agencies and/or state or federal court. Therefore, individuals who choose to pursue harassment, discrimination, or retaliation charges beyond Middlebury's/the Institute's procedures should contact these agencies or their attorney for further assistance.

There are many resources available to individuals who are involved in some way with an incident of discrimination, retaliation, or harassment, including sexual harassment. (see the policy's appendices). Faculty, staff or students found to have violated this Anti-Harassment/Discrimination Policy may be subject to the full range of disciplinary actions, as applicable, up to and including termination of employment, suspension, or expulsion.

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Emergencies: Dial 911

Monterey Police Department
351 Madison Street Monterey, CA 93940
831.646.3914

Office for Civil Rights
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Telephone: 415.486.5555
Facsimile: 415.486.5570
Email: ocr.sanfrancisco@ed.gov

Equal Employment Opportunity Commission
350 The Embarcadero
Suite 500
San Francisco, CA 94105-1260
Fax: 415.625.5609
TTY: 1.800.669.6820

Department of Fair Employment and Housing (DFEH)
Oakland District Office
1515 Clay Street, Suite 701
Oakland, CA 94612
Telephone: 510.622.2941

Alcohol and Drug Policies

The **Monterey Institute Employee Handbook, Employee Conduct, Drug-Free Workplace** section states:

The Institute promotes a safe, healthy, and productive work environment for all individuals at the Institute. We comply with federal, state, and local laws governing the possession, use, and distribution of unlawful drugs at the work place.

It is the object of the Institute to have a workforce that is free from the influence of controlled substances (illegal drugs) and alcohol during work hours. The sale, possession, distribution or use of illicit drugs will not be tolerated. Any employee member may be demoted, suspended, or dismissed for noncompliance with these laws or Institute policy.

The Institute complies with the Drug-Free Institutes and Communities Act (as amended in 1989) and prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by its students, staff, and faculty members on Institute premises or as part of any of its activities. Furthermore, each and every member of the Institute community has the right and responsibility to pursue his/her academic endeavors in a safe, effective, drug-free environment.

The Institute will impose discipline on faculty, students and staff members who violate the standards of conduct. Students who violate the provisions of the drug-free campus policy may be subject to suspension or expulsion. Faculty and staff members including administrators found to be in violation of this policy may be subject to disciplinary actions, up to and including dismissal. Violating California state statutes may also subject the individual to criminal prosecution.

Prohibited conduct includes but is not limited to:

Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal

drugs while on Institute property, while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the Institute.

Student Alcohol and Drug Use Policy

Introduction

The Monterey Institute of International Studies (MIIS) is committed to promoting individual and community health, safety, and responsibility. We expect all students to observe local, state, and federal laws governing the possession, use, and furnishing of alcoholic beverages and controlled substances, also referred to as illegal drugs. We have also committed to ensuring that, in accordance with the Drug Free Schools and Community Act of 1989, our policies concerning alcohol and drugs are clear, readily understood, and applied consistently and equally to all students. When alcohol violations occur, students may face disciplinary action. Serious incidents that put the student or others at risk of harm, as well as repeated offenses, require a more vigorous response, including referral to counseling or a treatment facility, a leave of absence, and/or disciplinary outcomes as appropriate.

Therefore, the Institute will:

- a. Inform students of federal, California, and local laws, and the policies of MIIS, to which they are accountable.
- b. Provide members of the community with the necessary resources and policy information regarding the role of alcohol and drugs in our society, safe and responsible decisions around alcohol consumption, and the negative individual and community consequences of alcohol and drug abuse.
- c. Provide information on health services to students who choose to use alcohol or drugs, who experience negative consequences, or who violate the commitment to individual and community safety.

Policies

All students, faculty, staff, and visitors are subject to local, state and federal laws, as well as Institute drug and alcohol policy rules and regulations, while on Institute-owned or leased properties or involved with off-campus activities sponsored by the Institute or a registered Institute organization. Students are also expected to observe the laws of the local jurisdiction when participating in off-campus activities sponsored by the Institute. The Institute does not protect students from prosecution for drug or alcohol offenses under local, state, or federal laws, and does not interfere with legitimate law enforcement activities. Law enforcement officers, when in possession of the proper documents, have a legal right to search individuals and property without prior notice. The Institute also reserves the right to furnish the police with information regarding alleged illegal activities.

The following actions are prohibited:

1. Alcohol

- a. Underage drinking. Only persons of legal age (21 or older in the United States, and as defined by the laws of a foreign host country) may possess or consume alcoholic beverages. Proof of age, such as a valid driver's license, state issued liquor identification card, or a passport along with a MIIS-issued student ID with date of birth, may be required.
- b. Purchasing, serving, or furnishing alcohol for or to a minor.
- c. Selling, manufacturing, or distributing alcohol illegally.
- d. Possession, production, or provision of false identification.
- e. Operating a motor vehicle while under the influence of alcohol or other drugs. Driving on or off campus under the influence of drugs or alcohol is prohibited: fines are assessed, and driving privileges on campus will be suspended. In those incidents where the DUI involves an accident with injuries to others, or other exceptional factors, immediate Institute disciplinary action may take place.
- f. Bringing alcohol to Institute events without prior approval. Individuals are also prohibited from leaving an Institute event with alcoholic beverages provided at the event without approval.
- g. Possessing alcoholic beverages in unauthorized spaces. Open containers of alcohol are prohibited in public spaces, or outside on the campus grounds, unless the area has been designated for a registered or catered event.
- h. Engaging in drinking games and other behaviors designed for the purpose of becoming intoxicated through the abusive use of alcohol (e.g., funnels, keg stands, around-the-world parties, and other alcohol consumption based on speed and/or volume, etc.) at any MIIS-sanctioned event.

2. Drugs

- a. Using, or possessing illegal drugs.
- b. Using, possessing, selling, distributing or manufacturing prescription medication without a properly issued prescription.
- c. Distributing, selling, or possessing with the intent to distribute illegal or controlled substances.
- d. Growing and/or manufacturing any illegal substance.
- e. Possession of drug paraphernalia that has been used.

Health and Community Responsibility

The Monterey Institute believes that alcohol and other drug-related problems affect our entire community and that each of us has a responsibility to help safeguard the community health by respecting Institute policy and intervening in situations of abuse. Any member of the Institute community having knowledge of an individual on campus who is abusing alcohol or in possession of or using illegal drugs is urged to encourage the individual to seek counseling and/or medical assistance. All members of the community are also expected to help protect the community health by informing appropriate Institute staff members of instances of drug distribution and/or sales.

Involvement with or dependency upon drugs or excessive or illegal use of alcohol will be viewed by the Institute as a health concern, as well as a disciplinary matter.

Federal and State Laws

For information specific to state and federal laws governing the use, possession, and distribution of drugs and alcohol, please refer to the following “[*Drugs and Alcohol: Policies, Laws, and Resources*](#)” document.

Information and Resources

Using illicit drugs and unlawfully possessing and using alcohol is wrong and potentially harmful. Abusing alcohol and drugs can dramatically impact your professional, academic, and family life. We therefore encourage staff, faculty, and students experiencing difficulty with drugs or alcohol to contact one of the many resources available on or off campus. All community members should know where help is available. Resources and information regarding health risks and resources are available below.

Health Risks Associated with the Abuse of Alcohol and the Use of Illicit Drugs

According to the Centers for Disease Control and Prevention:

There are approximately 88,000 deaths attributable to excessive alcohol use each year in the United States.¹ This makes excessive alcohol use the 3rd leading lifestyle-related cause of death for the nation.² Excessive alcohol use is responsible for 2.5 million years of potential life lost (YPLL) annually, or an average of about 30 years of potential life lost for each death.¹ In 2006, there were more than 1.2 million emergency room visits and 2.7 million physician office visits due to excessive drinking.³ The economic costs of excessive alcohol consumption in 2006 were estimated at \$223.5 billion.³

The Standard Measure of Alcohol

In the U.S., a standard drink contains 0.6 ounces (14.0 grams or 1.2 tablespoons) of pure alcohol. Generally, this amount of pure alcohol is found in:

- 12 ounces of beer (5% alcohol content).
- 8 ounces of malt liquor (7% alcohol content).
- 5 ounces of wine (12% alcohol content).
- 1.5 ounces of 80-proof (40% alcohol content) distilled spirits or liquor (e.g., gin, rum, vodka, whiskey).

Definitions of Patterns of Drinking Alcohol

Excessive drinking includes heavy drinking, binge drinking, and any drinking by pregnant women or people younger than age 21.

- Binge drinking, the most common form of excessive alcohol consumption, is defined as:

- Four or more drinks during a single occasion for women.
- Five or more drinks during a single occasion for men.
- Heavy drinking is defined as:
 - Eight or more drinks per week for women.
 - Fifteen or more drinks per week for men.

Most people who binge drink are not alcoholics, nor alcohol dependent.

The *Dietary Guidelines for Americans* suggests that if you drink alcohol, do so in moderation, which is defined as no more than one drink per day for women and no more than two drinks per day for men.⁵ However, some people should not drink any alcohol, including those who are:

- Pregnant or trying to become pregnant.
- Taking prescription or over-the-counter medications that may cause harmful reactions when mixed with alcohol.
- Younger than 21.
- Recovering from alcoholism or unable to control how much they drink.
- Suffering from a medical condition that alcohol may worsen.
- Driving, planning to drive, or participating in other activities requiring skill, coordination, and alertness.

Short-Term Health Risks

Drinking too much alcohol can increase the risk of many harmful health conditions. These include:

- Injuries, including traffic injuries, falls, drownings, burns, and unintentional firearm injuries.
- Violence, including intimate-partner violence and child maltreatment. About 35% of victims report that offenders are under the influence of alcohol. Alcohol is also associated with two out of three incidents of intimate-partner violence. Studies have also shown that alcohol is a leading factor in child maltreatment and neglect cases, and the substance these parents most frequently abuse.
- Risky sexual behaviors, including unprotected sex, sex with multiple partners, and increased risk of sexual assault. These behaviors can result in unintended pregnancy or sexually transmitted diseases
- Miscarriage and stillbirth among pregnant women, and a combination of physical and mental birth defects among children.

- Alcohol poisoning, a medical emergency that results from high blood-alcohol levels that suppress the central nervous system and can cause loss of consciousness, low blood pressure and body temperature, coma, respiratory depression, or death.

Long-Term Health Risks

Over time, drinking excessively can lead to chronic diseases, neurological impairments and social problems. These include but are not limited to:

- Neurological problems, including dementia, stroke and neuropathy.
- Cardiovascular problems, including myocardial infarction, cardiomyopathy, atrial fibrillation and hypertension.
- Psychiatric problems, including depression, anxiety, and suicide.
- Social problems, including unemployment, lost productivity, and family problems.
- Cancer of the mouth, throat, esophagus, liver, colon, and breast. In general, the risk of cancer increases with increasing amounts of alcohol.
- Liver diseases, including:
 - Alcoholic hepatitis.
 - Cirrhosis, which is among the 15 leading causes of all deaths in the U.S.
 - Among persons with Hepatitis C virus, worsening of liver function and interference with medications used to treat this condition.
- Other gastrointestinal problems, including pancreatitis and gastritis.

For more information about alcohol, please visit the health-and-wellness education site on alcohol, which includes information about alcohol safety strategies, caffeinated alcoholic drinks, and the warning signs of alcohol poisoning.

National resources and references on alcohol include:

National Institute on Alcohol Abuse and Alcoholism

College Drinking - Changing the Culture

Health Risks Associated with Drugs

According to the United States Drug Enforcement Agency:

Even you're just using a small amount, you can't know the effects drugs will have on you, especially if it's your first time. Everyone's brain and body chemistry are different. Everyone's tolerance for drugs is different. Using drugs can lead to abuse, addiction, serious health

problems, and even death. Drugs that are legal—prescription and over-the counter (OTC) medications—can be just as dangerous as illegal drugs.

- More young Americans die from drugs than suicides, firearms, or school violence.
- The use of illicit drugs, and the non-medical use of prescription drugs, directly led to the death of 38,000 Americans in 2006, nearly as many who died in automobile accidents.
- The only disease that affects more people than substance abuse in America today is heart disease.
- Substance abuse is the single largest contributor to crime in the U.S.
- In the latest year measured, the direct cost of drug abuse was estimated at \$52 billion.

The DEA Drug Fact Sheets can be found at:

<http://www.justice.gov/dea/druginfo/factsheets.shtml>.

For more information about alcohol please visit the health and wellness education site on drugs, including the relationship between marijuana, anxiety, and depression, and non-medical prescription drug use and medication storage safety.

National resources and references on drugs include:

National Institute on Drug Abuse: <http://www.drugabuse.gov/>

Firearms and Weapons Policies

The Monterey Institute's Student Code of Conduct Policy states:

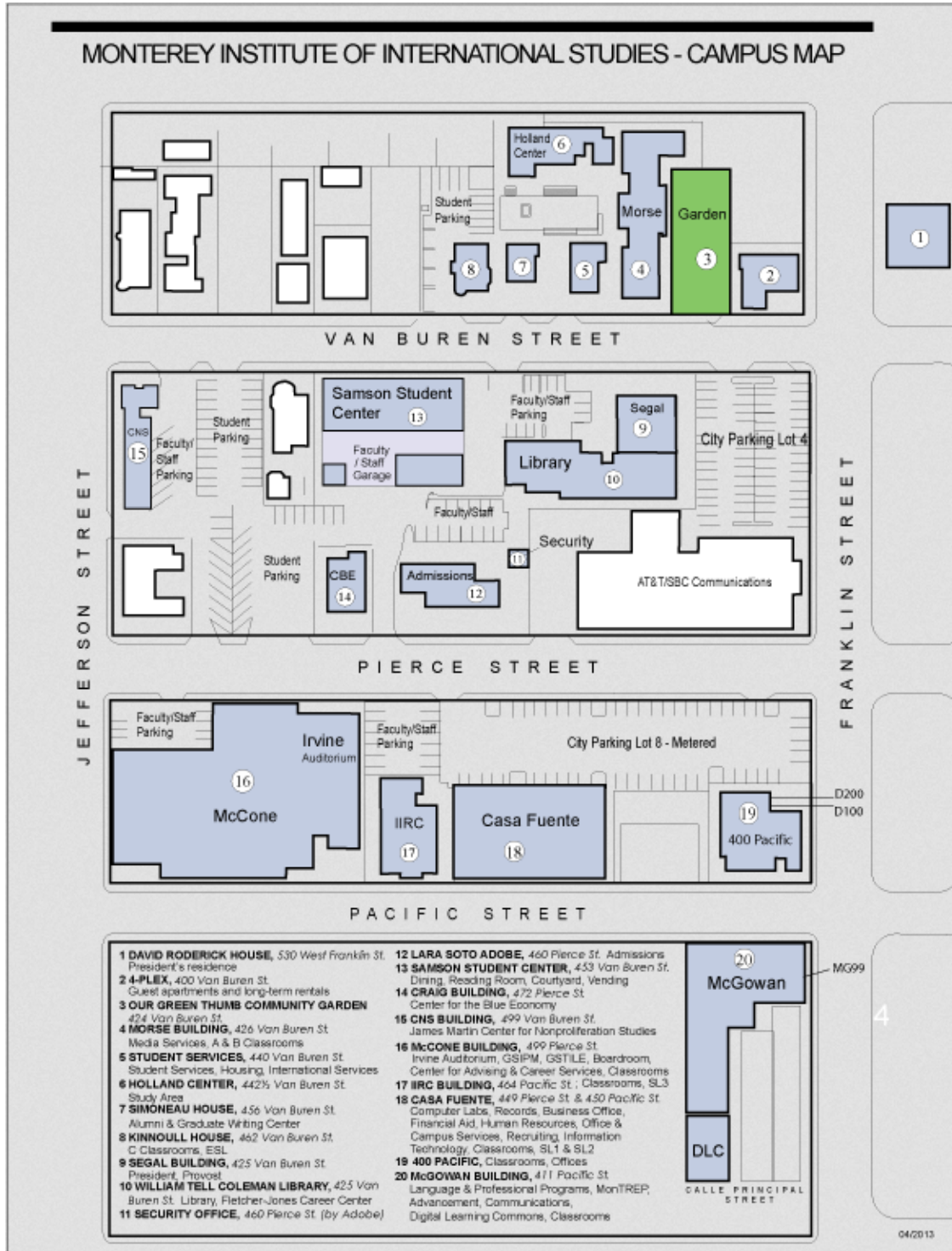
Illegal or unauthorized possession or storage of firearms, explosives, other weapons, or dangerous chemicals on Monterey Institute premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by Monterey Institute regulations, or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

The MIIS Employee Handbook states:

Carrying firearms or any other dangerous weapons on Institute premises, including parking lots, at any time.

**Monterey Institute of International Studies
A Graduate School of Middlebury College (Monterey, CA)**



Monterey Institute of International Studies campus maps can be found online at:
<http://www.miis.edu/about/monterey>