

2014 Annual Security Report



Alexandria
Chicago
Coachella
Durham
El Centro
El Paso
Sacramento
Salinas

San Bernardino
San Diego
San Jose
Oxnard
Santa Maria
Soledad
Watsonville

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**JEANNE CLERY
DISCLOSURE OF CAMPUS SECURITY POLICY
AND
CAMPUS CRIME STATISTICS REPORT**

THE CAMPUS SECURITY ACT AND LEGAL REQUIREMENTS

Center for Employment Training (CET) has fifteen training centers and one satellite. The training centers are referred to as campuses in this Annual Security Report.

Campus Security Act Requires CET to:

- ✓ Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- ✓ Disclose crime statistics for each campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus Center Directors.
- ✓ Provide “timely warning” notices for those crimes that have occurred and “pose an ongoing threat to students and employees.”
- ✓ Disclose a public “crime log” any crime that occurred or campus, certain non-campus facilities and remote classrooms.
- ✓ Disclose any agreements with state and/or local law enforcement.

Preparation and Distribution of the Annual Security Report

CET’s Financial Aid Department gathers information from each campus and sends letters annually to local law enforcement agencies.

The Annual Security Report includes statistics concerning the occurrence of crimes during the most recent calendar year and the two preceding years. The Annual Security Report is available to students, staff, and the public:

- ✓ Prospective students receive the notice of availability during the application process and receive a copy upon enrollment.
- ✓ Notice of availability of the Annual Security Report is also printed in the student catalog.
- ✓ The Crime Statistics for each campus are posted on the Campus Crime Bulletin Board.
- ✓ CET’s Human Resources Department sends notifications via the internal e-mail system on October 1 of each year.
- ✓ Classes receive a notice of availability during the first week of October of each year.
- ✓ The Annual Security Report statistics are published on CET’s website at <http://cetweb.org/about-us/annual-security-report/>
- ✓ The Human Resources Department includes the notice of availability and website for all job postings and newly hired employees will receive the information during the orientation.
- ✓ Copies can also be obtained by contacting the CET’s Financial Aid Department or Human Resources Department at 701 Vine Street, San Jose, CA 95110; (408) 287-7924.

CAMPUS SECURITY AUTHORITIES

Our objective is to maintain a safe campus environment for students and staff. CET does not hire campus police. Campus security and safety are the responsibility of the Center Director. If the Center Director is not on campus and cannot be reached, employees having significant responsibility for students and campus activities are considered Campus Security Authorities and can initiate a **9-1-1** call and immediately notify CET's Human Resources Department if the Center Director is not available. The Center Director and employees with knowledge of the incident or crime may assist in the investigation and documentation. CET Campus Security Authorities do not have the authority to make arrests.

The Center Director ensures a list of the employees' names and their job titles are posted on the Campus Crime Bulletin Board so that students know who they can talk to for reporting an incident or crime.

There are no written memorandums of understanding with appropriate law enforcement authorities. CET's Center Director, Regional Director, and Human Resources Department will work jointly to investigate, exchange information, and work with the appropriate law enforcement agency.

The names and job titles of Center Directors, Regional Directors, and CET's Human Resources Department are available below by city location:

CENTERS	CENTER DIRECTORS PROGRAM MANAGERS REGIONAL DIRECTORS	CAMPUS PHONE NUMBER
Alexandria	Sylvester Myers	(703) 461-9767
Chicago	Lucretzia Jamison	(773) 533-3140
Coachella	Mirna Flores	(760) 398-8889
Durham Sattelite 107 Walker St.	Sinclair Nicholson	(919) 686-4050
El Centro	Elvira Anaya	(760) 337-6565
El Paso	Rosie Felix-Guerrero	(915) 859-1070
Oxnard	Teresa Telles	(805) 487-9821
San Bernardino	Pat Pendergraph	(909) 351-3100
Sacramento	Devon Sheitrum	(916) 393-7401
Salinas	Diana Carrillo, Regional Director	(831) 424-0665
San Diego	Fernando Nunez	(619) 518-9558
	Dora Mendivil, Regional Director	(619) 518-9558
San Jose	Vernice Dominguez	(408) 534-5477; (408) 505-1104
	Martin Gamez, Chief Operations	(408) 534-5300
Automotive Shop 1790 Angela Street	Vernice Dominguez	(408) 534-5477; (408) 505-1104
Human Resources Department	Antonio Loera, Corp. Security	(408) 309-7345; (408) 287-7924
	Leonel Gonzalez, Corp. Security	(408) 307-5425; (408) 287-7924
	Lida Sanford, HR Manager	(408) 534-5256; (408) 287-7924
	Yvette Galindo, HR Director	(408) 534-5246; (408) 287-7924
Santa Maria	Gabriel Morales	(805) 928-1737
Soledad	Tom Gentle	(831) 678-0448
Watsonville	Alia Ayyad	(831) 782-4551

HOW TO REPORT A CRIME OR INCIDENT

All crime victims and witnesses are strongly encouraged to immediately report crime to the Center Director and the appropriate law enforcement authority. Prompt reporting will assure timely warning notices on campus and disclosure of crime statistics.

Normal business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Depending on the severity of the incident or crime, students and staff have a few reporting options:

Call 9-1-1

- ✓ Crime in progress, Disruptive person/group, Fire, Medical need, and other circumstance posing an immediate threat to persons or property.
- ✓ Call CET's Human Resources Department at **(408) 287-7924**.
- ✓ Document the information regarding the crime or incident for the Human Resources Department and local law enforcement officers.

For evening training programs and weekend events: Call CET's Corporate Security at **(408) 591-3337 or (408) 307-5425**.

Non-emergency reasons:

A non-emergency incident is one that does not involve a crime in progress; does not pose an imminent threat to life, bodily injury or major property damage or loss; and does not require the immediate dispatch of a police unit: pickpocketing, theft from an automobile, deceptive practices, criminal damage to property, garage burglary, auto theft and other offenses in which the offender is no longer at the scene.

The local police non-emergency numbers for the cities where CET campus are located are included in the table below:

CENTERS	NON-EMERGENCY POLICE DEPARTMENT	CENTERS	NON-EMERGENCY POLICE DEPARTMENT
Alexandria	(703) 922-0889	Salinas	(831) 758-7090
Chicago	(312) 746-8386	San Bernardino	(909) 383-5311
Coachella	(760) 836-3215	San Diego	(619) 531-2000
Durham	(919) 686-4050	San Jose & 1790 Angela Street	(408) 277-8900 or 3-1-1
El Centro	(760) 352-2111	Santa Maria	(805) 928-3781
El Paso	(915) 564-6900	Soledad	(831) 678-1332
Oxnard	(805) 385-7600	Watsonville	(831) 471-1151
Sacramento	(916) 264-5471	San Bernardino	(909) 383-5311

TIMELY NOTIFICATIONS

CET is committed to the security of the campus community in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. Section 1092.

Depending on the nature of the crime, natural disaster, or other emergency, the Campus Security Authorities may use the following methods to ensure the campus is appropriately alerted to the threat in a timely fashion:

1. Utilize all communication devices available to the campus such as telephone, cell phones, and walkie-talkies to inform the campus community.

2. Make classroom announcements; provide a Safety Notice to Instructors.
3. Publicize crimes, natural disasters, or other emergency within 24-hours. Post Safety Notices in places where people are most likely to congregate.
4. Send E-mails to all employees.
5. Confidential information will not be disclosed to protect victims or to contain, respond to, or otherwise mitigate the emergency.

Safety Notices will be issued as soon as possible after the specific event. Safety Notices will include the date, time, location; a summary of the incident to include any suspect description and special preventive instructions.

In addition to the Safety Notice, the Center Director or designee will record the incident or crime in the Incident/Crime Log.

Incident/Crime Log

CET maintains an electronic and hard copies of the Incident/Crime Log. The Incident/Crime Log is available in hard copy by the Center Director. **The Incident/Crime Log contains limited categories: the date the incident or crime occurred or was reported; the nature of the incident or crime; the location—on campus, off campus buildings, or public property within or adjacent to a CET campus; and the disposition of the complaint, if known.** An entry to the Incident/Crime Log, or an addition to an entry, must be made within two (2) days of the report of information to Campus Security Authorities.

All other information is considered strictly confidential and will not be posted on the Incident/Crime Log to avoid jeopardizing the confidentiality of the victim. Information may be withheld if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of individuals would cause a suspect to flee or evade detention, or result in the destruction of evidence.

The Incident/Crime Log must be publicly available during normal business hours. Any portion of the Incident/Crime Logs older than 60 days can be made available within two (2) business days of a request.

VOLUNTARY AND CONFIDENTIAL REPORTING

CET does NOT have a pastoral counselor or professional counselor on staff at any campus. However, the Center Director and Human Resources Department will work with local law enforcement authorities as needed and maintain accurate records on the number of incidents, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed. The Center Director along with the Human Resources Department will investigate the crime or incident that is reported to them. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. CET will maintain confidential, any protective measures provided to the victim to the extent that maintaining such confidentiality would not impart the ability of CET to enforce protective measures.

Hotlines for domestic violence, sexual assault, or stalking are posted on the Campus Crime Bulletin Board and in this report. CET staff can also provide additional resources as needed and upon request.

SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC OR DATING VIOLENCE, AND STALKING

CET prohibits dating violence, domestic violence, and stalking. CET issues this statement of policy to inform the community of our plans to address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a CET Center Director or Corporate Human Resources Director. In this context, CET reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the CET community.

Sexual Harassment Policy:

In accordance with Title VII Section 1604, and Title IX of the 1972 Education Amendments, CET is committed to providing an educational, employment, and business environment free of sexual harassment.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that is made either explicitly or implicitly a term or condition of an individual's educational status or employment; is used as a basis for educational or employment decisions affecting such individual; has the purpose or the effect of unreasonably interfering with an individual's educational or work performance or which create an intimidating, hostile, or offensive educational or work environment.

Anyone who engages in sexual harassment shall be in violation of this policy and subject to disciplinary action, up to and including termination or expulsion.

1. Making written, verbal, physical and/or visual contacts with sexual overtones: Written forms may include suggestive or obscene letter, notes and invitations.
2. Oral forms may include derogatory comments, slurs, jokes and epithets.
3. Physical forms may include assault, unwelcome touching, impeding or blocking movement.
4. Visual forms may include leering, gestures, and display of sexually offensive objects, pictures, cartoons or posters.
5. Making reprisals, threats of reprisal, or implied threats of reprisal following a sexual harassing behavior within the educational environment, including withholding or threatening to withhold graduation certificate.
6. Retaliation for having reported or threatened to report sexual harassment.
7. Continued expressions of sexual interest after being informed that the interest is unwelcomed.
8. Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities and/or learning environment of a student.
9. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed and that includes one or more of the following: Unnecessary touching, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing body; or remarks about sexual activity or speculations about previous sexual experiences.

Complaints should be directed to the Center Director. Victims and witnesses also have the option of contacting the Corporate Human Resources Director or the Human Resources Manager located at 701 Vine Street, San Jose, CA 95110 (408) 287-7924 during business hours. Corporate security can be reached after hours at (408) 591-3337 or (408) 307-5425. CET will not tolerate retaliation against any individual for initiating or assisting in filing a complaint of sexual harassment. An employee and/or student in violation of this policy may be subject to disciplinary action, up to and including termination or expulsion.

Definitions

Consent: Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties. Relying solely upon nonverbal communication can lead to miscommunication. It is important not to make assumptions; if confusion or ambiguity on the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Individuals should understand that consent may not be inferred from silence, passivity, or lack of active resistance alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent.

Conduct will be considered “without consent” if no clear consent, verbal or nonverbal, is given. It should be noted that in some situations and individual’s ability to freely consent is taken away by another person or circumstance. Examples include, but are not limited to, when an individual is incapacitated due to alcohol or other drugs, scared, physically forced, passed out, asleep, unconscious, intimidated, coerced, mentally or physically impaired, beaten, threatened, isolated, or confined.

Sexual Assault: “Sexual Assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees when marriage is prohibited by law.

Statutory Rape is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: The term “Domestic Violence” means 1) 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 or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any 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 in which the crime of violence occurred.
- Any other related criminal offenses under California, Texas, North Carolina, Virginia, and Illinois state law.

Dating Violence: The term “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
- The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—fear for the person’s safety or the safety of others or suffer substantial emotional distress.

Course of conduct means--

- Two or more acts including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- “Reasonable Person” means a reasonable person under similar circumstances and with similar identities to the victim.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Reporting Procedures

The victim of a sexual assault, domestic violence, dating violence or stalking, includes informing individuals about their right to file criminal charges as well as information concerning community resources such as counseling, health, mental health, victim advocacy legal assistance.

The victim has the option of directly notifying the appropriate law enforcement authorities, local crisis agency services, a Campus Security Authority, or the Human Resources Department at the corporate office in San Jose. Every effort is made to ensure our campus environment promotes and assists in prompt reporting of sexual assaults. CET has limited resources and will inform the victim of its intent to transfer the investigation of sexual assault crimes to local law enforcement to assist with identifying treatment, counseling, and other services. CET can also assist in calling one of the local community agencies serving sexual assault victims.

Regardless of how a report is made, it is important to report incidents promptly so that an investigation can be conducted and evidence preserved: Consider the options below:

- Get to a safe place.
- Call Police Department at **9-1-1**. (The police agency having jurisdiction of the location where the crime occurred.)
- Rape Crisis Line (Sexual Assault) (800) 656-4673. If not, the police department can assist with identifying treatment, counseling, and other services.
- Report the incident to the Center Director or any Campus Security Authority on campus.
- Notify CET's Human Resources Department at (408) 287-7924 (8:00 a.m. to 5:00 p.m.).
- CET's Corporate Security at (408) 591-3337 or (408) 307-5425.
- Seek medical attention regardless of your intention to notify police. A medical examination is important to check for sexually transmitted diseases, other infections, injuries, and pregnancy.
- **Preserve evidence; physical evidence is paramount in the prosecution of assailants. Generally evidence should be collected immediately after the assault and only by a certified medical facility upon the request of a law enforcement agency.**

To preserve evidence after an attack, you should not change your clothes, bathe, shower, apply medication, or take any other personal hygiene action before contacting police. If it becomes absolutely necessary that you change your clothes, each item should be packaged separately in a paper bag. If oral contact took place, do not brush your teeth, use mouthwash or smoke. Do not straighten up or clean the area where the assault took place.

Victim's Rights & Options

Victims of sexual assault, domestic violence, dating violence, and stalking should know their rights and options prescribed by *the Campus Sexual Assault Victims' Bill of Rights* signed into law by President George Bush in July of 1992:

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- A victim may request a change in academic arrangements after a sexual assault.

If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of alleged victim.

Bystander Intervention

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene with safe and positive options before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone, or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like the Center Director on campus).

CET's Disciplinary Procedure

If the assailant is a student, in addition to criminal and civil action, CET's Human Resources Department together with the Executive Office may initiate disciplinary action. A student charged with domestic violence, dating violence, sexual assault or stalking may be sanctioned. Sanctions may include, but are not limited to suspension, and/or expulsion. If the assailant is a staff member, they may be subject to disciplinary action under applicable personnel policies in addition to criminal and/or civil actions.

CET's disciplinary process will include a prompt, fair, and impartial investigation and resolution process for the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report; however, the timeframe of the proceedings allows for extensions for good cause with notice to the accuser and the cause of the delay and the reason for the delay. The policy provides that:

- The accuser and the accused student each have the opportunity to attend a meeting before a properly trained staff person that protects the safety of victims and promotes accountability;
- The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- CET will allow for timely access to the accuser, the accused and appropriate CET administrator(s) to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings;
- CET's disciplinary procedures will not be conducted by any CET administrator who has a conflict of interest or bias for or against the accuser or the accused;
- CET provides the accuser and accused the same opportunities to have others present during a CET disciplinary proceeding. The advisor's role in any meeting or hearing is limited to quietly confer with the complainant or respondent through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel.
- A decision is mainly based on whether the accused violated CET policy;
- The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results became final; and
- The accuser and the accused each have the right to appeal the outcome of the meeting or hearing.

When a complainant does not consent to the disclosure of his or her name or to their identifiable information to the alleged perpetrator, CET's ability to respond to the complaint may be limited.

Criminal Prosecution

Notification to the appropriate law enforcement authority begins the criminal prosecution process. CET will facilitate contact with the local law enforcement agency or provide information about how to contact them directly. Police officers

will facilitate medical and counseling services, referrals, and the collection of evidence and information. You will be interviewed at a location of your choice and will be allowed or offered an advocate to accompany you during all aspects of the investigation. The protection of the victim's name and any identifying information will be of the highest priority. Your decision to prosecute does not necessarily have to be made during initial contact with officers and your decision determines the officers' subsequent investigation protocol. Officers have legal authority to arrest as appropriate and to forward the case to the District Attorney's Office for criminal prosecution.

Sex Offender Registration Information

In order to fulfill the requirements of the "Campus Sex Crimes Prevention Act" of 2000, CET is providing links to online registries for sex offenders. This Act requires CET to provide instruction on how to access information on sex offenders on or near campus. The Megan's Law Sex Offender Registries can be found online at:

(California) <http://www.meganslaw.ca.gov>

(All States) <http://www.about-megans-law.com/state-sex-offenders-list.html>

These registries are not intended to punish the offender. Using the information to harass or commit any crime against an offender is prohibited. The Department of Justice is responsible for maintaining these registries.

Warning Signs of Abusive Behavior and Future Risks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual assault, domestic violence or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, recognize warning signs of abusive behavior and avoid potential attacks.

Warning Signs

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs include:

- Being afraid of your partner.
- Constantly watching what you say to avoid a "blow up."
- Feelings of low self-worth and helplessness about your relationship.
- Feeling isolated from family or friends because of your relationship.
- Hiding bruises or other injuries from family or friends.
- Being prevented from working, studying, going home, and/or using technology (including your mobile phone).
- Being monitored by your partner at home, work or school.
- Being forced or pressured to do anything you don't want to do.

Reduce Risks and Avoid Potential Attacks

- If you are being abused or suspect that someone you know is being abused, speak up or intervene.
- Get help by seeking information and support services.
- Learn how to look for "behaviors" in relationships so you can learn to avoid some of those characteristics in future partners.
- Consider discussing the matter with the Center Director or Human Resources Department for referral services.
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.

- Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

Sexual Assault Prevention

- Be aware of rape drugs.
- Try not to leave your drink unattended.
- Only accept drinks that are in an un-opened container.
- Avoid group drinks like punch bowls.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information. If someone asks for your number, take his/her number instead of giving out yours.

WORKPLACE VIOLENCE

CET is committed to creating and maintaining a working and learning environment that is free from violence. CET has a zero tolerance for violence against any member of the workforce, other persons in the workplace, or property.

Any victim of threats of violence or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, shall immediately report the incident to the Center Director or CET's Human Resources Department during business hours at (408) 287-7924; after hours at (408) 591-3337 or (408) 307-5425.

SECURITY AND FACILITY ACCESS

Campus facilities are generally open to the campus community, visitors and guests Monday through Friday from 8:00 a.m. until 5:00 p.m. and for special events as necessary. Designated staff regularly checks the security of the buildings. Staff and students are encouraged to report unsafe conditions to the Center Director.

The Center Director controls access to the campus facility. Problems with building security or access should be immediately reported to the Center Director or CET's Human Resources Department at (408) 287-7924.

DRUG-FREE WORKPLACE AND CAMPUS

CET complies with the Drug Free Workplace Act Amendment of 1989; Federal Drug-Free Workplace Act, 1988. CET is committed to providing staff and students with a drug-free workplace and campus environment.

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on CET property, during CET-sponsored field trips, activities or workshops, and in any facility or vehicle operated by CET.

Violation of this policy will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution.

Policy Statement

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, CET is committed to maintaining a drug-free workplace and a drug-free campus. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth

weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, CET will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

CET, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Student Sanctions: Warning, Censure, Suspension, & Expulsion

In accordance with the provisions of CET Policies, the following sanctions will proceed for violations of the Code of Student Conduct:

1. **Warning:** a written notice to the student that he or she is violating or has violated CET regulations.
2. **Censure:** a written reprimand for a violation of specified regulations. Probation is for a designated time and includes the probability of more severe disciplinary sanctions if the student is found to be violating other CET regulation(s) during the probationary period.
3. **Restitution:** Reimbursement to CET, as directed by the Center Director, for repair or replacement of campus property misused, misappropriated, or damaged by the student.
4. **Temporary Suspension:** Suspension of the student from the program by the Unit Team with approval by the Center Director, for 1-3 days.
5. **Expulsion:** Termination of student status by the Center Director on recommendation of the Regional Director, Corporate Human Resources Director, and/or Chief Operations Officer.

CET Drug and Alcohol Abuse Prevention Program

CET has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and the abuse of alcohol by students and employees in accordance with the Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]).

Philosophy

CET believes that all students want to succeed academically and fulfill their potential during their vocational training and employees want to meet their goals and performance standards. When substance abuse gets in the way, it can seriously derail those dreams. Employees and students need to know how to access information and resources. CET has to evaluate the Drug and Alcohol Prevention Program in order to improve services and information availability.

Our goal is to:

- Provide resources, information and services that will help students and employees make informed and responsible decisions about the use of alcohol and/or drugs
- Promote a drug-free campus

The Alcohol and Substance Abuse Prevention Program emphasizes prevention and intervention through education and resources. The following is a list of CET's educational services and programs available to staff and students:

For Employees:

- Drug-Free Workplace policy – Acknowledgment Receipt Required (new hire and yearly distribution)
- Drug-Free Workplace policy in the Personnel Policy Handbook—Available in CET shared drive
- Drug and Alcohol Abuse Prevention Program in the Annual Security Report—Self-help resources available on CET website
- CET Professional Development Institute (PDI) –conducted twice per year (for new hires)
- Annual notification of Employee Assistance Program (EAP) services during Open Enrollment; quarterly reminders of EAP services via internal e-mail
- Hotline telephone numbers posted on the Campus Crime and Security bulletin board

For Students:

- Drug and Alcohol Policy Statement (at enrollment, signature required)
- Student Catalog, pages 46 - 47 (to new enrollee)
- Annual Campus Security Report, pages 9 – 13
- Hotline telephone numbers posted on the Campus Crime and Security bulletin board
- Informational posters (throughout the campus)
- Assemblies or classroom lectures - guest speakers on the subject (two per year)
- Training/Certifications per classroom
- Staff referral (identified during monthly meeting with student)
- Brochures (available throughout the campus)

Health Risks

Drug use causes physical and emotional dependence, interferes with memory, sensation and perception, and in some cases, may cause permanent brain damage or sudden death. The following section is a summary of various health risks associated with alcohol abuse and use of specific types of drugs, and is not intended to be an exhaustive or a final statement of all possible health consequences of substance abuse.

Alcohol

Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Drinking too much on a regular basis for an extended period can produce a physical dependence on alcohol and is associated with many health risks. Alcohol is an especially dangerous drug for pregnant women.

Marijuana

Marijuana contains THC, a chemical that alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

Cocaine/Crack

Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

Methamphetamine/Amphetamines

Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive “uppers” that produce extreme alertness and elation, along with a variety of severe adverse reactions. Methamphetamine is generally cheaper than cocaine and because the body metabolizes it slower, the effects may last as much as 10 times longer. Methamphetamine users can experience sustained, severe mood and thought disturbances, serious physical effects, including sudden death.

Narcotics

Narcotics such as heroin, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.

Ecstasy

“Designer drugs” such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphoricants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

GHB/Rohypnol

Often known as “date rape” drugs, GHB and Rohypnol initially produce a feeling of intoxication similar to alcohol (the user feels relaxed, sociable, affectionate and playful, and disinhibited) followed by a feeling of drowsiness. Higher doses can lead to a sleep from which the user cannot be woken. The effects can last from four to 24 hours. Both GHB and Rohypnol present a serious overdose threat. Since they are depressants, both drugs can be fatal when mixed with alcohol. Symptoms of overdose can include intense drowsiness, unconsciousness or coma, muscle spasms, disorientation, vomiting, and slowed or stopped breathing (fatalities usually occur from respiratory failure).

Inhalants

Inhalants are readily available and inexpensive. More than 1,000 common household products can be used to get high. Examples of organic solvents (carbon compounds) include gasoline, lighter fluid and butane lighter fuel, spray paint, paint thinner, rubber-cement, hair spray, nail polish, and many cleaning fluids. Nitrite compounds (amyl nitrite, butyl nitrite) act mainly as vasodilators. Nitrous oxide (laughing gas) is packaged in small metal cartridges (called whippets), which are often used to make whipped cream. Inhalants irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may not produce a pleasant high and result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD). The risk of SSD is higher if the abuser engages in strenuous physical activity or is suddenly startled.

Steroids

Steroids are manufactured testosterone-like drugs used to increase muscle mass, strength, and endurance. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. Psychological effects include very aggressive behavior (“roid rage”), severe mood swings, manic episodes, and depression.

Treatment Programs

There is no available on-campus counseling. CET will refer students and employees to local counseling and referral assistance programs and services. Employees who are experiencing symptoms associated with their own or someone else's alcohol or drug use are encouraged to seek help from their doctor. CET employees may also seek assistance through the EAP program.

Additional self-help resources may be found by contacting the following state and national organizations or visiting their websites below or by logging onto CET's website at:

<http://cetweb.org/about-us/annual-security-report/>

Alcohol and Substance Abuse Self-Help Resources

Alexandria, VA	Chicago, IL	Coachella, CA
Office Intergroup Main: (703) 360-5447 Website: www.aa.org	Chicago Area Service Office Main: (312) 346-1475 Website: www.chicagoaa.org	Office Intergroup Del Valle De Coachella Cell: (760) 398-3968 Website: www.aaintcoachella.org
Durham, NC	El Centro, CA	El Paso, TX
Durham County Answering Service Main: (919) 286-9499 Website: www.aanc32.org	Central Office Main: (619) 265-8762 Website: www.aasandiego.org	Intergroup Central Office Main: (915) 562-4081 Website: www.aael Paso.org
Oxnard, CA	Sacramento, CA	Salinas, CA
Office Intergroup Main: (805) 988-0329 Website: www.aa.org	Central California Fellowship Hotline: (916) 454-1100 Main: (916) 454-1771 Website: www.aasacramento.org	Salinas Valley Area Intergroup Main: (831) 424-9874 Website: www.aasalinas.org
San Bernardino, CA	San Diego, CA	San Jose, CA
Intergroup Office Main: (909) 881-3230 Website: www.aa.org	San Diego Central Office Main: (619) 265-8762 Website: www.aasandiego.org	Santa Clara County Main: (408) 374-8511 Website: www.aasanjose.org
Santa Maria, CA	Soledad, CA	Watsonville, CA
52nd District Alcoholics Anonymous Central Office Main: (805) 925-3782 Website: www.aa52centraloffice.org	Salinas Valley Area Intergroup Main: (831) 424-9874 Website: www.aa.org	Office Intergroup Main: (831) 768-9597 Website: www.aacostacentral.com

National Substance Self-Help Resources

Federal Drug Administration; Drug Effect Fact Sheets

Website: <http://www.justice.gov/dea/pubs/abuse/index.htm>

U. S. Department of Education

Website: <http://www.higheredcenter.org/high-risk/alcohol>

Substance Abuse and Mental Health Services Administration (SAMHSA)

Phone: 1-877-SAMHSA-7 (1-877-726-4727)

Website: <http://www.samhsa.gov>

National Council on Alcoholism and Drug Dependence

Phone: 1-800-622-HELP (1-800-622-2255)

United Way

Phone: 211

Website: <http://www.unitedway.org>

Drug & Alcohol Rehab

Phone: 1-888-205-8608

Website: [http:// www.alcoholanddrugsrehab.com](http://www.alcoholanddrugsrehab.com)

LEGAL SANCTIONS

State Drug Laws

State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first-time violations of these laws range from fines to lengthy terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol.

The websites regarding California, Illinois, North Carolina, Texas, and Virginia state laws contained below are provided for informational purposes only. If you need legal advice, you should contact your personal attorney.

CA: [http:// www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

http://www.ehow.com/list_6785426_four-types-drug-charges-california_.html

IL: <http://www.ilga.gov/legislation/ilcs/ilcs.asp>

<http://www.mjpetro.com/federaldrugquantitychart.htm>

NC: [http:// www.drugpossessionlaws.com/north-carolina/](http://www.drugpossessionlaws.com/north-carolina/)

<http://nccriminallaw.sog.unc.edu/wp-content/uploads/2011/04/Drug-Trafficking-Chart.pdf>

TX: <http://www.statutes.legis.state.tx.us/>

http://www.cognitiveliberty.org/dll/fed_trafficking_penalties.html

VA: <http://leg1.state.va.us/000/src.htm>

<http://www.vacriminaldefenselawyer.com/drugpossession.html>

Federal Drug Laws

Federal Drug law considers the manufacture, distribution, dispensation, possession or use of illegal drugs, or any controlled substance, a serious crime. For the most up-to-date Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at:

http://www.cognitiveliberty.org/dll/fed_trafficking_penalties.html

<http://www.dea.gov/agency/penalites.htm>

Biennial Review

The Biennial Review includes: a review of the policy, distribution of information, annual notification, goals, and surveys measuring effectiveness of the policy and programs and identified improvements. CET will also conduct biennial reviews of alcohol violations, controlled substances violations, and related fatalities reported to the Center Director and CET's Human Resources Department that occurred on CET property or at CET activities as well as the number and type of sanctions imposed by CET required by Section 485(f)(6) of the Higher Education Opportunity Act.

Weapons Possession

State law prohibits the possession of weapons, all firearms, fireworks, explosives or any dangerous weapons on campus. Violators are subject to criminal prosecution and/or disciplinary actions according to CET Personnel Policy Handbook and Student Catalog.

The possession of a firearm on CET property is prohibited and strictly enforced. Firearms, knives with blades longer than 2 ½ inches, explosives, or other dangerous objects, including but not limited to any ammunition, paintball gun, BB gun, pellet gun, or any facsimile of any of these, are prohibited on any CET campus.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAM

Personal responsibility is a key component to safety, security and crime prevention. Students and staff can prevent crime by being alert and aware of their surroundings at all times. The following crime prevention tips are also available in the Student Catalog:

- Walk in pairs or groups; avoid isolation.
- Be alert; project confidence; look people in the eye.
- Stay in well-lit areas away from potential hiding places.
- Know where you are and where places of refuge are.
- If followed, go toward well-lit areas where other people are.
- Walk on the left, facing traffic so vehicles can't easily approach you from behind.
- Wear clothing and shoes that enable you to move fast!
- Carry only lightweight objects.
- Do not wear gang related clothing or sports jerseys that may be affiliated with local gangs.
- Wear or carry items like jewelry and cash that are minimal in value and don't attract attention.
- Avoid approaching strangers in vehicles for any reason.
- Carry a whistle or other noisemakers.
- If you think you are in trouble, do anything to attract attention – Scream! Break glass! Sound a horn!
- Carry a cell phone.

Class lectures, presentations, special events, and printed material are various ways that CET distributes crime prevention tips and newsworthy information.

Students and staff will review campus security procedures and practices on a biannual basis.

Determination on whether or not CET will include incidents/crimes in the Annual Crime Report is based upon the following type of incidents, crimes, arrests, disciplinary actions and location:

- **Murder/Non-Negligent Manslaughter** - The killing of another person through gross negligence.
- **Negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.
- **Sex Offense; Forcible** - 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. Rape, Sodomy, and Sexual Assault with an Object.
- **Sex Offense; Non-Forcible** - Unlawful, non-forcible sexual intercourse: 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 by putting the victim in fear.
- **Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary** - The unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle.
- **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. (only fires that are investigated by law enforcement and determined to be arson)
- **Arrests: Weapons:**
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the above.
- **Disciplinary Referrals: Weapons**

- **Arrests: Drug Abuse Violations**

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

- **Disciplinary Referrals: Drug Abuse Violations** - CET is committed to providing information and referrals for students who may need assistance. Drug dependency is a treatable condition; students are encouraged to seek support from CET staff or they can seek resources from the websites listed in the Self-Help sections.

- **Arrests: Liquor Law Violations**

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification are the Annual Security Report October, 2012 manufacture, sale, transportation, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor, or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.

- **Disciplinary Referrals: Liquor Law Violations** - CET is committed to providing information and referrals for students who may need assistance. Alcohol dependency is a treatable condition; students are encouraged to seek support from CET staff or they can seek resources from the websites listed in the Self-Help sections.

HATE CRIMES

Hate crimes are also reported by category of prejudice based on the following: Race, gender, religion, sexual orientation, ethnicity/national origin, or disability. Hate crimes must also be reported under the categories of: On-campus, non-campus building or property, and public property.

- **Murder**
- **Manslaughter**
- **Sex Offense; Forcible or Non-Forcible**
- **Robbery**
- **Aggravated Assault**
- **Burglary**
- **Motor Vehicle Theft**
- **Arson**
- **Larceny-Theft**
- **Simple Assault**
- **Intimidation**
- **Destruction/Damage/Vandalism of Property**

HEALTH AND SAFETY INSPECTIONS

The Center Director or designee conducts monthly building inspections primarily to find and eliminate safety hazards or violations. The inspections include, but are not limited to, a visual examination of outdoor areas, facilities, electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. In addition, each room will be examined

for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances; etc.) or prohibited activity. This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately confiscated and discarded, without reimbursement.

Staff identify deficient equipment on a regular basis so that repairs can be made immediately.

CET will publish the emergency response and evacuation procedures, conduct monthly fire drills, and conduct one emergency response exercise annually.

EMERGENCY PREPAREDNESS AT HOME

Please note that injuries, road closures, fire, utility outages, and other circumstances may create the inability to communicate with family members during a disaster. All staff and students are encouraged to develop an emergency plan for their families: What to do before, during and after a disaster; Prepare, plan and stay informed for emergencies; Build a kit for disasters to be prepared; and find opportunities to support community preparedness.

Please visit the following websites to learn more about emergency disaster preparedness for your home:

Center for Disease Control and Prevention Disaster Information

<http://www.bt.cdc.gov/disasters/>

Ready America Home

<http://www.ready.gov/>

Ready Instructional Videos (in various languages)

<http://www.ready.gov/translations/>

72hours.org - Are you prepared?

<http://72hours.org/>

Federal Emergency Management Agency (FEMA)

<http://www.fema.gov/plan/index.shtm>

American Red Cross - Get Prepared

http://www.redcross.org/services/prepare/0,1082,0_239_,00.html

American Red Cross - Prepare at Home

http://www.redcross.org/services/prepare/0,1082,0_77_,00.html

National Oceanic and Atmospheric Administration (NOAA) weather and Storm Watch

<http://www.noaa.gov/wx.html>

<http://www.dot.ca.gov/roadsandtraffic.html>

EMERGENCY PREPAREDNESS AT CET

Educate yourself in advance to become familiar with CET's emergency policies and procedures.

There is an ongoing campus-wide effort to inform students of their responsibilities and role in preparation for and response during an emergency.

An Incident Command System (ICS) will be used to form temporary management teams to control staff, students, facilities, operations, communications, funds and calmness for serious campus emergencies and natural disasters. The ICS System is a universal system used by all federal, state, and local emergency responders. CET staff is selected according to their positions, training, and level of responsibility and skills. ICS is a system designed to be used or applied from the time an incident occurs until the requirement for management and operations no longer exist.

CET is required to run one test of our emergency response procedures annually. Each campus will schedule and publicize the emergency response and evacuation procedures drill, including an assessment and evaluation of our emergency plans and capabilities.

GENERAL RESPONSIBILITIES FOR EMERGENCIES

Staff will assist with planning, training, execution of plans and recovery, and evaluation. Communications will depend heavily on the availability of power and telephone/cell phone services during an emergency or disaster.

1. The Center Director and Regional Director will be in communication with CET's Human Resources Department (HR) for guidance and direction and response during an emergency or disaster. At the main campus in San Jose, the HR Director, Facilities Manager, Campus Security, Regional Director, and Training Managers will assume overall direction and response:
 - ✓ Assign employees specific duties as outlined in the Incident Command System.
 - ✓ Initiate the evacuation of students and employees when their safety is threatened.
 - ✓ Initiate the evacuation and relocation of students and employees to designated areas of safety within the campus, when such action is deemed necessary.
 - ✓ Determine a safe location and activate a Command Post and First Aid/Triage area.
 - ✓ Initiate support from local emergency responders whenever possible.
2. Instructors will be responsible for the direct supervision of their students. Each instructor will do the following:
 - ✓ Direct the evacuation of students to designated assembly areas, in accordance with warning signals, written notification, or others from the Incident Command Teams.
 - ✓ Account for all students under their supervision.
 - ✓ Give notification of disabled persons who need evacuation assistance.
 - ✓ Seek medical attention for injured students or staff.
 - ✓ In the event of campus closure, inform the students on methods for determining when the campus will re-open.
 - ✓ Other staff will act as Evacuation Monitors, Messengers and Carriers as needed.
 - ✓ Designated staff have keys to shut-off valves for GAS and WATER.

- ✓ When needed, Medical Assistant Instructors will report to the activated Command Post for instructions wherever available. They will proceed to the designated First Aid/Triage area to administer first aid and assist medical emergency response teams if available. **Instructors/staff lined up next to their classes will take over supervision of their students.**
- ✓ Any staff person with specific expertise such as facility maintenance, security, and child care will be requested to report to the activated Incident Command Post.

Important Communications

Confirmation of a significant emergency or dangerous situation involving an immediate threat to health and safety on campus may come from many sources but includes CET, local law enforcement, local fire agencies, local utility companies, radio, and television media. The campus will be notified and will primarily depend on the nature and scope of the emergency or dangerous situation.

The information will include all warnings and/or instructions necessary as related to scope of the emergency or dangerous situation.

CET will, without delay, and taking into account the safety of the campus community, determine and implement the efforts to assist a victim or contain, respond to, or otherwise mitigate (lessen) the emergency. Responsible authorities include: Center Director, Regional Director, Corporate Facilities Manager, Human Resources Director, and Chief Executive Officer.

Evacuation Drills

Drills are held monthly to familiarize everyone with evacuation procedures and to make the response a matter of established routine.

Records of emergency evacuation drills are maintained and include the following information:

- ✓ Identity of the person conducting the drill.
- ✓ Date and time of the drill.
- ✓ Number of occupants evacuated.
- ✓ Special conditions simulated.
- ✓ Problems encountered.

Time required accomplishing the evacuation.

EVACUATION GUIDELINES

The campus will activate the evacuation alarm. Evacuation maps and assembly areas are available as required by local fire codes.

- ✓ Evacuate when the building alarm is sounded or when you are ordered to leave by CET staff.
- ✓ Turn off power tools and heavy equipment before leaving.
- ✓ Close all doors to classrooms and offices. **LEAVE DOORS UNLOCKED** so emergency personnel can search areas if necessary.
- ✓ Take Evacuation Binder and if available: walkie-talkies, two-way radios, and keys. Take along Classrolls and Staff Attendance Logs and take attendance as everyone lines up at the designated areas.
- ✓ Assist persons whose disabilities could slow their evacuation. Use the buddy system, especially for those needing to exit from the second floor.
- ✓ Use the stairs, NOT the elevator.

- ✓ DON'T RUN—walk quickly to the nearest marked EXIT and ask others to do the same.
- ✓ Remove any objects that are obstructing the hallways and sidewalks.
- ✓ Instructors should stay with their students when exiting the building.
- ✓ **Do not smoke, talk on cell phones, eat, drink, or have casual or business conversations while walking to the assigned areas. Form a single line (do not in stand groups while in line).**
- ✓ Once outside, proceed to the designated assembly areas. Keep walkways clear for emergency vehicles.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO BY DESIGNATED STAFF.

Emergency Notification

The following events, expected or unexpected, that threatens life or safety and requires immediate action are:

- ✓ Local emergencies or events that could eventually lead to evacuation, lockdown, closure, or major disruption on or off campus that could affect normal operations.
- ✓ Hostage or violent situations requiring evacuation, lockdown, or campus closure.
- ✓ Chemical spills or accidents that require evacuation of a campus.
- ✓ Natural disasters that place the campus in immediate danger.
- ✓ Natural disasters that do not pose an immediate danger but pose a potential future danger to the campus.

LOCK DOWN PROCEDURES

SHOOTER OR VIOLENT INTRUDER ON CAMPUS

TAKE OUT—IF THERE IS NO OTHER OPTION

A LOCKDOWN is used when it is more dangerous to evacuate than it is to remain inside. CET is providing you with the guidelines below in order to give you the advantage of preparation if you are ever faced with a Violent Intruder situation. These guidelines are not a guarantee, but you can greatly improve your chances by becoming familiar with them.

CALL 9-1-1

Once you are out of immediate physical danger, call 911 and as calmly as possible report:

- ✓ Your name
- ✓ Location of the incident (be as specific as possible)
- ✓ This is a life and death decision only you can make
- ✓ Work as a team --do whatever is necessary to disrupt the shooter's actions or incapacitate him/her
- ✓ Consider the RISKS if you leave and ASSESS your options.
- ✓ GET OUT – Leave the area IF you can do so SAFELY.
- ✓ If not, a LOCKDOWN will be will be communicated by telephone, cell phone, walkie-talkie, email or word of mouth.
- ✓ If you are inside a classroom when a Lockdown alert has been given, close your doors, windows, blinds, and secure the door. Stay away from windows and doors.
- ✓ Build a barricade in front of the door with solid furniture. The barricade should cover the door completely and be heavy enough to prevent the barricade from being pushed over.
- ✓ Find a spot **as far away** from the door as possible, and build a second furniture barricade to hide behind.
- ✓ Turn off all lights and devices with sound. Silence cell phones. Remain as silent as possible.
- ✓ Spread out and stay low within the classroom, shop, or office.
- ✓ Put yourself in position to surprise the active shooter should they enter the room.
- ✓ Attack the attacker as a last resort.
- ✓ **DO NOT** evacuate if you hear the fire alarm *unless* you can see fire or signs of fire.
- ✓ Do not open the door for anybody except a law enforcement officer.

WHEN OFFICERS ARRIVE	PROVIDE INFORMATION
<p>Law Enforcement's first responsibility is to eliminate the threat.</p> <ul style="list-style-type: none"> • Do not point at them • Keep hands open and visible at all times – initially, they can't tell who's a threat • Do not scream or yell or run towards officers • Responding Police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance. 	<ul style="list-style-type: none"> • Location of the shooter • Number of shooters • Number and type of weapons

HOSTAGE SITUATION (No one is being shot)	
<ul style="list-style-type: none"> ✓ Remain Calm ✓ Cooperate with your captor ✓ Stay low below windows and behind cover if possible ✓ Avoid sudden movements ✓ Maintain eye contact (but don't stare) 	<ul style="list-style-type: none"> ✓ Don't argue – only speak when spoken to ✓ Don't draw attention to yourself ✓ Don't turn your back ✓ Help others if possible ✓ Wait for authorities to resolve – Negotiations may take a long time, try to remain calm.

SHELTER-IN-PLACE

Shelter-in-Place means there is a hazardous material in the air and you will need to limit your exposure or severe weather conditions. Treat all shelter-in-place situations as if the hazardous material is life threatening.

The direction to "Shelter-in-Place" will be sent via phone, e-mail, walkie-talkie, or word of mouth.

INSTRUCTIONS

<ul style="list-style-type: none"> ✓ Get indoors (at or above ground level) ✓ Close and lock the doors ✓ Close windows ✓ Seal all cracks, leaks, and vents (plastic sheeting and duct tape work well, if available otherwise towels or whatever else is available) 	<ul style="list-style-type: none"> ✓ Turn off heating and air conditioning ✓ Wait for instructions ✓ DO NOT OPEN THE DOORS ONCE THE CONTAMINANT IS PRESENT until you receive an "All Clear to Open Doors"
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CLASSROOM DISTURBANCE

- ✓ If a class or lecture is disrupted, the offending person(s) should be asked to leave. If they refuse, CALL THE POLICE to respond immediately.
 - Give your name, location, and telephone number.
 - Describe the nature of the disturbance—what is happening, who is involved.
 - Don't hang up until you are told to do so.

- ✓ CET employees should call their immediate Supervisor and the Human Resources Department at (408) 287-7924 or Campus Security at (408) 591-3337 or (408) 307-5425. Use a private office when making the call, if possible.

BOMB THREAT/EXPLOSION

WHEN THE CAMPUS RECEIVES A BOMB THREAT

NO RADIO OR CELL PHONE use within $\frac{1}{4}$ mile of the area of a bomb threat or explosion. Radio signals can trigger bombs.

OPTIONS

CELL PHONE TEXTING IS OK. Send text to 9-1-1 or text someone you trust to call the police and give the location of the campus.

- ✓ Drive off campus and call 9-1-1 when you are AT LEAST $\frac{1}{4}$ mile (1320 feet) away from the object.
- ✓ Use a runner to send information.
- ✓ Campus staff will coordinate with local law enforcement to determine the need to evacuate.

If you SEE a suspicious object...do not touch!!!

- ✓ Don't turn any light switches on or off.
- ✓ Evacuate and warn others. Go to your designated assembly area and wait for further instructions. Keep walkways clear for emergency vehicles.

EVACUATION

EVACUATE the building and follow same procedures as fire drill.

- ✓ Follow normal evacuation procedures. See EVACUATION guidelines.
- ✓ Note the location of any suspicious people or objects as you exit.
- ✓ REPORT OBSERVATIONS to any staff member once you are outside.

EXPLOSIONS

- ✓ Drop, cover and hold on to protect yourself from the blast.
- ✓ EVACUATE and warn others - Go to your designated assembly area and wait for further instructions. Keep walkways clear for emergency vehicles.
- ✓ **CELL PHONE TEXTING IS OK.** Send text to 9-1-1 or text someone you trust to call the police and give the location of the campus.
- ✓ Drive off campus and call 9-1-1 when you are AT LEAST ¼ mile away from the object.
- ✓ Use a runner to send information.
- ✓ Call 9-1-1 to report the explosion when you are AT LEAST ¼ mile away from the building.
- ✓ Do not reenter the building—there may be additional bombs.

Some bombs carry contaminants – do not leave the evacuation site until you receive notice from the Campus Security Authorities or local law enforcement. **IF A BOMB THREAT IS RECEIVED BY PHONE**

Note: The police are going to want to speak to the person who RECEIVED the bomb threat and the Center Director. The police will request a full set of keys and map to the building.

When on the phone with the caller, try to be calm and carry on a conversation.
(Note the time the call starts and ends)

<p>DO NOT place the person on HOLD STAY WITH THE CALLER--Ask the following questions:</p> <ul style="list-style-type: none">✓ When is the bomb going to explode?✓ Where is the bomb?✓ What does the bomb look like?✓ What kind of bomb is it?✓ Why did you place the bomb?✓ Who are you?	<p>Listen for other Clues:</p> <ul style="list-style-type: none">✓ Voice✓ Male or female?✓ Young or old?✓ Speaks with an accent?✓ Angry?✓ Calm?✓ Background Noises✓ Cars✓ Cash registers✓ Wind✓ Birds✓ Any clue location
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UTILITY FAILURE

Use a cell phone

Call HR Department at (408) 287-7924 between 8:00 a.m. – 5:00 p.m.

CET HUMAN RESOURCES DEPARTMENT SECURITY:

Call Garrett Hamisch at (408) 591-3337 or Leonel Gonzalez at (408) 307-5425 during non-business hours if needed.

If possible, place all equipment and computers in the OFF position if asked to evacuate the building. Evacuate the building only if directed to do so. Otherwise, stay where you are and wait for further information and instructions.

DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY POLICE OR CET's HUMAN RESOURCES DEPARTMENT.

FIRE

SMALL AND CONTROLLABLE FIRE

EXTINGUISH minor fires that appear controllable with a fire extinguisher.

- ✓ Promptly direct the fire extinguisher contents towards the base of the flames. Get help if necessary.
- ✓ Memorize the acronym, "PASS" for using an extinguisher:
 - Pull**
 - Aim**
 - Squeeze**
 - Sweep**
- ✓ Make sure the fire extinguisher is upright.
- ✓ Pull the pin from the handle.
- ✓ Aim the nozzle low, while keeping the extinguisher upright.
- ✓ Squeeze the handle. The substance will be released.
- ✓ Move in towards the fire, keeping the extinguisher focused on the base of the fire, when you can see that it's being put out.
- ✓ Sweep the extinguisher from side to side (not too fast) until the fire is out.
- ✓ **During large fires that are not immediately controllable, or after using the extinguisher, close all doors to confine the fire and reduce oxygen—BUT DO NOT LOCK THE DOORS.**

NON-CONTROLLABLE FIRE

1. **PULL the fire alarm lever near the fire and CALL 9-1-1 immediately if you see or smell smoke or see flames.**

Give your name and describe the location and the size of the fire.

- ✓ Contact CET's Human Resources Department at Ext. 5300 or (408) 287-7924 and Human Resources Security (408) 591-3337 or (408) 307-5425.

If trapped in a room:

- ✓ Exit through a window if you are on the ground floor;
- ✓ If not on the ground floor:
 - Close the door.
 - Go to the window.
 - If there is smoke in the room, open the window SLIGHTLY so people can breathe fresh air. If not, do not open the window--this can assist in the spread of fire into the area from lower floors.

- Attract people's attention. This can be achieved by writing on a paper and sticking it to the window or calling out the window. Remember to close it again as this can be an entry point for fire.
- If the room is filling with smoke, stay close to the ground. The air is cooler and oxygen is more plentiful in this region.
- Wait for Fire personnel.

REMEMBER

- ✓ Fires spread rapidly.
- ✓ Fires produce thick black smoke that is difficult to see through and causes suffocation.
- ✓ The freshest air will always be near the floor.
- ✓ Move quickly. Do not run.
- ✓ Make a decision and follow that decision.
- ✓ Once outside, go your assigned assembly area or where you are directed to go. Keep driveways and walkways clear for emergency vehicles.
- ✓ To the best of your ability, and without re-entering the building, assist Police and CET staff in their attempt to determine that everyone is accounted for and has evacuated safely.
- ✓ **DO NOT RE-ENTER A BUILDING UNTIL TOLD IT IS SAFE TO DO SO BY POLICE.**

EARTHQUAKE

WHEN INSIDE THE BUILDING

(Do not immediately run outside)

- ✓ Drop to the ground, cover your head (under a table if available); close your eyes to protect from breaking glass, hold on to any sturdy object.
- ✓ Instruct others to do the same.
- ✓ If you cannot get under something, protect your head as best you can.
- ✓ Wait for the shaking to stop.
- ✓ Carefully get up being cautious of possible hazards, fallen and broken items.
- ✓ Check for injuries and help if you can.
- ✓ Evacuate when safe to do so. Be careful of aftershocks.

WHEN OUTSIDE THE BUILDING

(Do not run inside)

- ✓ If outdoors, move quickly away from buildings, trees, utility poles, and other structures.
- ✓ DROP to the ground and COVER YOUR HEAD until the shaking stops.
- ✓ After initial shock, evaluate the situation.
- ✓ If emergency help is needed, call 9-1-1. If telephone service is not available, respond to the Incident Command Post in person.
- ✓ Protect yourself at all times and be prepared for aftershocks.
- ✓ To the best of your ability, and without re-entering the building, assist police or staff in their attempts to determine that everyone is accounted for and has evacuated safely.

STAY OFF THE TELEPHONE OR CELL PHONE

- ✓ The phone company services are designed to only handle 10% of the population at one time.
- ✓ Phones will stop working when too many people call family and friends after earthquakes.
- ✓ If you do not immediately get a dial tone, stay on the line and wait, you are in line for the next available dial tone. If you hang up the phone, your next phone call will go to the end of the line for the next available dial tone.
- ✓ If you don't get a dial tone within 60 seconds, the system may be too overloaded and you will have to come up with another method of addressing the emergency.
- ✓ Keep the phones free for people who have life threatening emergencies.
- ✓ Text family and friends instead.
- ✓ CET phones are not connected to land phone lines and have a limited battery backup system.
- ✓ Cordless phones will not work if there is a power outage. Try and locate a phone that is connected to a land line; these phones tend to remain in service during a power outage compared to cell phones or other phone systems.
- ✓ Pay phones will receive more dial tones than residential phones.
- ✓ You have better chances of communicating your whereabouts or receiving updates if you call friends or relatives which live out-of-state.

DO NOT LEAVE CAMPUS

- ✓ The surrounding area may be experiencing fires, explosions, road damage that could be hazardous to you. As soon as the campus receives updated safety information from the City, they'll pass it along to you.
- ✓ Listen to all AM radio stations for updates.
- ✓ Get out your emergency supplies to help yourself and others.
- ✓ If you must leave, notify the staff at the Command Post.

FLOODS

Flash Flood Watch means it is possible that rains will cause flash flooding in the specified area. Be alert and prepare for flood emergency.

Flash Flood Warning means flash flooding is occurring or is imminent in the specified area. Move to safe ground immediately.

1. Any evacuation of the Center will not be attempted until:
 - Approved by the Center Directors/Managers or Corporate Director.
 - A safe escape route has been verified by the police.
2. Do not attempt to cross flowing water which may be more than knee deep. If you have doubts, don't cross.
3. Be especially cautious at night since it's harder to recognize the danger.
4. Do not try to drive through flooded areas. If your vehicle stalls, abandon it and seek higher ground.

SEVERE STORM OR WINDS

Thunderstorms and Lightening

- ✓ Once alerted to the possibility of impending severe winds or tornado, follow the instructions of the Center Director, HR Director or Campus Security.
- ✓ Move away from all windowed areas, close doors, and remain in hallways until you receive further instructions.
- ✓ All property and equipment must be properly anchored and stored.
- ✓ It may be necessary to shut off all utilities.
- ✓ After incident, inspect the building for damage and injuries.
- Fully enclosed buildings with wiring and plumbing provide the best protection. Sheds, picnic shelters, tents or covered porches do NOT protect you from lightning. If a sturdy building is not nearby, get into a hard-topped metal vehicle and close all the windows.
- Stay inside until 30 minutes after the last rumble of thunder.
- If you hear thunder, don't use a corded phone except in an emergency.
- Cordless phones and cell phones are safe to use.
- Keep away from electrical equipment and wiring.
- Water pipes conduct electricity. Do not take a bath or shower or use other plumbing during a storm.

Tornadoes/Funnel Cloud

- Because tornadoes often accompany thunderstorms, pay close attention to changing weather conditions when there is a severe thunderstorm watch or warning.
- Go to interior windowless rooms and halls on the lowest floor of the building. A corner would be safer than the middle of the wall.
- Stay away from glass enclosed places or areas with wide-span roofs such as auditoriums, theaters, and warehouses.
- Secure/anchor equipment if possible.

ANNUAL SECURITY REPORT

According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, CET must publish the student completion rate. The completion rate for all CET students averages 78% across all programs in current academic cycle. Placement Rate for graduate students averages 73% across all programs in current academic cycle. Individual program completion and placement rates are provided to students during the enrollment process and posted at each campus. Please contact the Center Director for information about completion, graduation and placement rates.

CET's Annual Security Report contains the most recent three years concerning reported crimes that occurred on campus, in non-campus buildings, or on public property within, or immediately adjacent to and accessible from the campus. The reported crime statistics in this Annual Security Report for each campus are sent to the U.S. Department of Education annually:

Forcible sex offenses (including forcible rape)	0	0	0	0	0	0	0	0	0
Nonforcible sex offences (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes Total Occurrences Public Property	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
All forcible sex offenses, including forcible rape	0	0	0	0	0	0	0	0	0
Nonforcible sex offences (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - Chicago

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0

Hate Crimes Total Occurrences Public Property	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
All forcible sex offenses, including forcible rape	0	0	0	0	0	0	0	0	0
Nonforcible sex offenses (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - Coachella

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests On- Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral On-Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Criminal Offenses Total Occurrences Public Property	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0

Negligent manslaughter	0	0	0	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0	0	0	0	0	0	0
Nonforcible sex offences (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes Total Occurrences Public Property									
	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
All forcible sex offenses, including forcible rape	0	0	0	0	0	0	0	0	0
Nonforcible sex offences (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - El Paso

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests On- Campus	2011	2012	2013

Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral On-Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Offenses Total Occurrences Public Property	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offences (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests Public Property	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral Public Property	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

2013 Hate Crimes Report

CET - El Paso

Hate Crimes Total Occurrences On-Campus	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0	0	0	0	0	0	0
Nonforcible sex offences (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes Total Occurrences Public Property	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin

Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
All forcible sex offenses, including forcible rape	0	0	0	0	0	0	0	0	0
Nonforcible sex offences (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - Oxnard

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	2	0	0
Aggravated assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests On- Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral On-Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Offenses Total Occurrences Public Property	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offences (include only incest & statutory rape)	0	0	0
Robbery	0	3	0
Aggravated assault	0	1	0
Burglary	0	0	0
Motor Vehicle Theft	0	5	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0

Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes Total Occurrences Public Property	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
All forcible sex offenses, including forcible rape	0	0	0	0	0	0	0	0	0
Nonforcible sex offenses (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - Salinas

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests On-Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral On-Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0

Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - San Bernardino

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests On- Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral On-Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Offenses Total Occurrences Public Property	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offences (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests Public Property	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral Public Property	2011	2012	2013

Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

2013 Hate Crimes Report

CET - San Bernardino

Hate Crimes Total Occurrences On-Campus	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0	0	0	0	0	0	0
Nonforcible sex offenses (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes Total Occurrences Public Property	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
All forcible sex offenses, including forcible rape	0	0	0	0	0	0	0	0	0
Nonforcible sex offenses (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - San Diego

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0

Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes Total Occurrences Public Property									
	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
All forcible sex offenses, including forcible rape	0	0	0	0	0	0	0	0	0
Nonforcible sex offences (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - Sobrato

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	5
Aggravated assault	0	0	0
Burglary	3	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests On- Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral On-Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Offenses Total Occurrences Public Property	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0

Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes Total Occurrences Public Property	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
All forcible sex offenses, including forcible rape	0	0	0	0	0	0	0	0	0
Nonforcible sex offenses (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - Santa Maria

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests On- Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral On-Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Offenses Total Occurrences Public Property	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0

Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - Soledad

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests On- Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral On-Campus	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Offenses Total Occurrences Public Property	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (only fires that are investigated by law enforcement and determined to be arson)	0	0	0
Arrests Public Property	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referral Public Property	2011	2012	2013
Illegal weapons possessions	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

2013 Hate Crimes Report

CET - Soledad

Hate Crimes Total Occurrences On-Campus	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0	0	0	0	0	0	0
Nonforcible sex offenses (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes Total Occurrences Public Property	2011	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
All forcible sex offenses, including forcible rape	0	0	0	0	0	0	0	0	0
Nonforcible sex offenses (include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Arson (only fires that are investigated by law enforcement and determine to be arson)	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2013 Report CET - Watsonville

Criminal Offenses Total Occurrences On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses (include only incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

