



2023

Annual Security Report

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Introduction

The safety of students, faculty, staff, and visitors is an important concern of the College. This pamphlet has been prepared to increase your awareness of campus security programs and to provide information to protect your safety. Campus security is an ongoing process that includes the development and enforcement of regulations, procedures, and practices to provide a reasonable level of security for employees, students, and visitors.

Administration and other personnel are responsible for the incorporation of the security principles and procedures. Each member of the faculty, staff, and student body is responsible for following campus procedures and shall comply with federal, state, and local regulations related to security matters while on the campus or in the course of representing or conducting College business. Students and employees receive this information during new student and new employee orientation, respectively. This information is updated each year and a notice is sent to each active student and employee.

The College's Annual Campus Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 (VAWA). This report constitutes the College's program to inform students and employees about security procedures and practices. It also includes campus crime statistics which are a compilation of Incident Logs and the statistics provided by local law enforcement agencies. The Director of Compliance prepares the report with the support of the campus community. Statistics are reported on the last three calendar years and are published by October 1st of each year. A campus is exempt from reporting the statistics, however, if it became Title IV eligible after Jan. 31st of the last year to report. All campuses will still comply with all other HEA safety and security related requirements. You may go to the Department of Education's web site at <http://ope.ed.gov/security/> to view other campuses' statistics. On this site you will also find a glossary of definitions for items described in this policy.

Safety Procedures

Various programs are designated to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own and other's security. These programs include updated information that can be found in the employee handbook, campus catalog, as well as ongoing staff training.

Academic buildings are open to students and staff during prescribed hours. However, students are required to comply with the rules and regulations of the College while on the premises.

Appointments are made through the receptionist at each campus. The campuses are not open to the public. All visitors must sign-in at the front desk and are subject to the rules and regulations of the College.

The maintenance staff coordinates its activities with President/Executive Director. Maintenance staff are not available on an emergency basis and do not deal with safety concerns of the College.

The President/Executive Director must be notified of any maintenance concerns. The President/Executive Director is the Campus Security Authority (CSA) for the College. The President/Executive Director provides information in the areas of parking, traffic control, fire prevention, safety, and enforcement of all applicable regulations. State and local police personnel can provide security for the campuses, and they have the

authority to make arrests. College officials work closely with the federal, state, and local police agencies to ensure a safe environment for each student and employee.

Any criminal activity should be reported to the President/Executive Director. Local police (911) can respond to criminal activity and will ensure the appropriate information is reported to the President/Executive Director. This information is used for the purpose of making timely warning reports and accurately reporting the annual statistical disclosure.

Anyone may report a crime on a voluntary and confidential basis to the President/Executive Director. For your safety and due to the seriousness of some crimes, please be sure to indicate any confidential information as these crimes are reported. This information will be reviewed, and the appropriate proceedings will follow on a case-by-case basis.

All victims of crimes that occur on the campus or persons observing crimes to property of persons, suspicious activities, or accidents should report these incidents to the President/Executive Director located in the administration offices of the College and can also be reached via phone at (800) 877-4380.

The President/Executive Director provides, to all victims of crimes that occur on campus, the opportunity to report the incidents to the local police department. If a victim declines to report the matter to the local police, the incident will be handled as a college matter. Victims and witnesses may report crimes on a voluntary confidential basis for inclusion in the annual report by contacting the President/Executive Director. The College reserves the right to treat an offense as a disciplinary matter whether or not it is being investigated by a police agency.

The College cooperates with outside law enforcement agencies and exchanges criminal information. Students, faculty, staff, and visitors are encouraged to report criminal offenses to the local police department in addition to reporting them to the appointed College officials. The College will assist students in notifying local law enforcement, if requested. The local police department, local county sheriff's department, and other local police agencies, state agencies, and federal law enforcement agencies have criminal jurisdiction on this campus.

Drug and Alcohol Policy

The Drug-Free Workplace Act of 1988 applies to all employees of the College. The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by federal, state and campus regulations. The College prohibits the use, possession, manufacture, sale, or distribution by its students, faculty, or staff of any illegal drug. All federal and state drug laws will be enforced.

The College may conduct unannounced searches for illegal drugs or alcohol in college facilities. Employees are expected to cooperate in the conducting of such searches. Searches of employees and their personal property may otherwise be conducted when circumstances or workplace conditions justify them. Searches of College facilities and property can be conducted at any time and do not have to be based on reasonable suspicion.

The College may require a blood test, urinalysis, or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol or where circumstances or workplace conditions justify

it. An employee's consent to a search or a drug and alcohol test is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101- 226) requires Colleges receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, The Professional Golfers Career College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs, prescription medications and alcohol by students, employees, and any other parties on its property or at any College sponsored or College related activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

The College takes pride in developing and implementing a drug prevention program to our students and employees. This program consists of providing up-to-date information on counseling, treatment, and rehabilitation programs available to all students and staff. In addition, this program includes annual notification of the updated Drug and Alcohol Prevention Policy to ensure this information is regularly disseminated to all students and employees. For employees, additional information on this policy may also be found in the Employee Handbook. For the most up-to-date information on counseling please contact the President/Executive Director at the campus at (800) 877-4380.

Emergency Notification and Timely Warnings

It is the Policy of the Professional Golfers Career College to provide all constituents, including the public, with timely and accurate information regarding any emergency situation that occurs on or around the campuses.

Rapid and timely communication of information to the college public during emergency situations is critical. In addition, accurate and timely communication from both staff and students to incident response personnel is required for adequate response to emergency incidents.

Annual testing of emergency and evacuation procedures will be conducted to ensure that all necessary parties are notified as intended. These annual tests will be fully documented, describing the exercise, time, date and whether the test was announced or unannounced. The effectiveness of this alert system depends to a large extent on the validity and accuracy of the emergency contact information on file. The College encourages students, faculty, and staff to ensure that their contact information is continuously up to date.

Timely warnings will be issued in response to certain crimes. Examples of these crimes are, but not limited to, robbery, burglary, arson, sex offenses and murder. Any threat to the health or safety of employees or students will be followed by immediate notification.

We will use our best judgment in confirming an emergency or dangerous situation, determining the necessary content of the notification, and without delay, initiate the notification system described below. Notification will be initiated only if it is determined that notification will not compromise the safety of or the ability to assist a victim or respond to an emergency. Timely warnings of these crimes will be distributed to the entire campus. It is the responsibility of the President/Executive Director to issue timely warnings.

A crisis situation or state of emergency can be declared by the Campus President, or his or her designee. Emergency notification can include any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus. These can overlap with timely warnings in certain situation, yet they include other threats not covered by those crimes. This declaration will result from some form of notification or indication of an emergency or possible emergency situation. When such a state is declared, campus access will be limited to faculty and staff, registered students, pre-authorized contract services, and emergency personnel, including law enforcement and fire department officials.

Notifications can come from various sources within and external to the campus such as campus personnel, commercial radio or television, NOAA/National Weather Service radio, building smoke detection or sprinkler system, emergency siren, web/internet, private citizens, or the local police or fire department. Special security bulletins will be distributed if a need arises to advise students, faculty, and staff of community crime patterns and suspect information. Several sources should be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances.

The College has in place an emergency notification and rapid alert system. With this program, the College has the ability to send broadcast alerts to all members of the campus community. The College can send these alerts via any combination of email, text message, telephone call, and voicemail, depending on the contact information that each member of the campus community has provided. The College will use the alert system to notify members of the campus community of important announcements, such as last-minute school closings caused by weather events or power outages, and of emergency situations, such as bomb threats or security breaches. The College will choose the mode of notification best suited for dealing with the particular issue at hand.

Certain emergencies or situations could require that the larger community be notified as well. This notification will be distributed by various means to the area of the community that could be affected. The same care and procedures will be followed as those stated above for the campus community. Questions regarding this alert system should be directed to the President/Executive Director located in the administration offices at each campus of the College.

Crime Prevention

Community experts and local police agencies may give presentations and provide resources on occasion to inform students and employees about the prevention of crimes. Requests for presentations should be submitted to the President/Executive Director. Below are websites where resources on crime prevention and education may be found.

<https://files.eric.ed.gov/fulltext/ED455606.pdf>

<https://www.usnews.com/education/best-colleges/articles/how-to-stay-safe-on-a-college-campus#:~:text=Many%20colleges%20offer%20educational%20programming,Year%20College%20Student%20Should%20Use>

<https://www.safewise.com/blog/9-easy-ways-to-stay-safe-on-your-college-campus/>

Procedures and Prevention of Sex Offenses

The Professional Golfers Career College prohibits the offenses of domestic violence, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of PGCC. Toward that end, PGCC issues this statement of policy to inform the campus as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to PGCC.

California's Definition of Consent

In 2014, California became the first state to establish that “yes means yes” in a sexual assault case. This idea differs from the formerly accepted “no means no” in that the parties must “affirmatively consent” to have sex with each other.

If one party does not consent, then the other may be charged with sexual assault, which is typically charged as a sexual battery in the State of California.

The Inability to Give Consent

The “yes means yes” clarification has been established to protect those who are unable to actively say “no.” In other words, a person who is incapable of saying no should not be misinterpreted as voicing their consent simply because they didn’t say no. Those who are unable to actively consent to sexual contact are defined as:

- Mentally defective – Those who are “mentally defective” are either unable to understand that a sexual act is occurring or the consequences they could suffer as the result of such an act.
- [Mentally incapacitated](#) – Those who are considered “mentally incapacitated” are under the influence of drugs or alcohol and cannot give consent or are unaware that a sexual act is being done to them.
- Physically helpless – The “physically helpless” are those who are unconscious or otherwise physically unable to communicate that they do not consent or that a sexual act is taking place.
- Under 18 – Unless a minor is married to the alleged assailant, then they cannot legally consent to sex with an adult. Even if the minor says “yes,” the other party can still face charges.

In the state of California, the law says that consent can be revoked at any time. This means that if, for example, a woman agrees to have sex and then changes her mind, her partner must abide by her wishes – even if they are in the middle of the act.

The definition of consent is laid out in [California Penal Code 261.6](#). This penal code states that a person must act freely and voluntarily with knowledge of the nature of the act in order to give consent. It also states that a marital or sexual relationship does not expressly imply consent.

South Carolina's Definition of Consent

South Carolina does not specifically define “consent.” A person is guilty of criminal sexual conduct in the **first degree** if the actor engages in sexual battery with the victim and if any one or more of the following circumstances are proven:

- (a) The actor uses aggravated force to accomplish sexual battery;
- (b) The victim submits to sexual battery by the actor under circumstances where the victim is also the victim of forcible confinement, kidnapping, trafficking in persons, robbery, extortion, burglary, housebreaking, or any other similar offense or act; or
- (c) The actor causes the victim, without the victim's consent, to become mentally incapacitated or physically helpless by administering, distributing, dispensing, delivering, or causing to be administered, distributed, dispensed, or delivered a controlled substance, a controlled substance analogue, or any intoxicating substance. S.C. Code Ann. § 16-3-652.

“**Aggravated force**” means that the actor uses physical force or physical violence of a high and aggravated nature to overcome the victim or includes the threat of the use of a deadly weapon. S.C. Code Ann. § 16-3-651(c).

A person is guilty of criminal sexual conduct in the **second degree** if the actor uses aggravated coercion to accomplish sexual battery. S.C. Code Ann. § 16-3-653(1).

“**Aggravated coercion**” means that the actor threatens to use force or violence of a high and aggravated nature to overcome the victim or another person, if the victim reasonably believes that the actor has the present ability to carry out the threat, or threatens to retaliate in the future by the infliction of physical harm, kidnapping or extortion, under circumstances of aggravation, against the victim or any other person. S.C. Code Ann. § 16-3-651(b).

A person is guilty of criminal sexual conduct in the **third degree** if the actor engages in sexual battery with the victim and if any one or more of the following circumstances are proven:

- (a) The actor uses force or coercion to accomplish the sexual battery in the absence of aggravating circumstances; or
- (b) The actor knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless and aggravated force or aggravated coercion was not used to accomplish sexual battery. S.C. Code Ann. § 16-3-654.

“**Mentally defective**” means that a person suffers from a mental disease or defect which renders the person temporarily or permanently incapable of appraising the nature of his or her conduct. S.C. Code Ann. § 16-3-651(e).

“**Mentally incapacitated**” means that a person is rendered temporarily incapable of appraising or controlling his or her conduct whether this condition is produced by illness, defect, the influence of a substance or from some other cause. S.C. Code Ann. § 16-3-651(f).

“**Physically helpless**” means that a person is unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act. S.C. Code Ann. § 16-3-651(g).

In accordance with the section 40002(a) of the Violence Against Women Act of 1994, the Higher Education Act provides the following definition for the new crime categories of domestic violence, dating violence, and stalking:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by—

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

“Dating violence” means “violence committed by a person—

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and - where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship;
- the type of relationship;
- and the frequency of interaction between the persons involved in the relationship.”

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

Prevention programs are aimed at the prevention of sex offenses or other intimate partner violence including the prevention of stalking, dating violence, sexual violence, and domestic violence offenses. Sex offenses include any intimate partner violence, stalking, dating violence, sexual violence, and domestic violence offenses. Community experts and local police agencies may give presentations and provide resources on occasion to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. Both campus locations may provide individual events and programs. Please ask your President/Executive Director for the programs on your campus or to make a presentation request. The following are links to worldwide programs that will assist in the awareness, education and prevention of sex offenses and other intimate partner violence.

<http://www.cdc.gov/violenceprevention/sexualviolence/resources.html>

<http://www.nsvrc.org/publications/child-sexual-abuse-prevention-information-packet>

<https://www.nsopw.gov/en/SafetyAndEducation>

If you are a victim of a sex offense or are aware of an occurrence of a sex offense, you may seek assistance by contacting the President/Executive Director, faculty, staff, and/or the National sexual assault hotline at (800) 656-4673. Any reporting will remain fully confidential, at your request.

Your priority should be to get to a safe place. Medical treatment should be your next most important step. Some police departments strongly suggest timely reporting of these crimes as a critical factor in the importance of evidence preservation.

Should you, as an employee or student, report a sex offense, please remember the following:

- Every victim has the right to notify proper law enforcement. Campus staff will be available to assist in notifying these authorities should you choose to.
- If relevant, every victim has the right to obtain an order of protection. These include no contact and restraining orders.
- Contacting the sexual assault hotline will provide victims resources on advocacy, counseling, health, mental health, and legal assistance.

Any order of protection, no contact or restraining issued by criminal or civil court may be submitted to the President/Executive Director for development of a plan to honor and assist the victim.

The College cooperates with outside law enforcement agencies and exchanges criminal information. Students, faculty, staff, and visitors are encouraged to report criminal offenses to the local police department in addition to reporting them to designated College officials. The College will assist students in notifying local law enforcement if requested. The local police department, local county sheriff's department, and other local police agencies, state agencies, and federal law enforcement agencies have criminal jurisdiction on this campus.

After reporting a sexual assault, a student or employee victim may request changes in their academic and working situations. These accommodations may be made if requested and as reasonably accessible. The student may seek assistance from the Campus Director/President. The College will make those changes if they are reasonably available. Counseling for victims of sexual assault is not available on campus. Counseling is available through local rape crisis centers. You can reach your local crisis center at any time by calling the National Sexual Assault Hotline at 1 (800) 656-HOPE (4673).

A faculty member, staff member, or student who commits a sexual assault may be charged with a violation of college policy. The victim should inform the President/Executive Director to obtain an informal consultation or to file a formal complaint. Possible sanctions against a student/employee found guilty of sexual assault may also include expulsion/termination.

Any accuser shall have the opportunity to request that a speedy disciplinary proceeding be initiated. The accuser and the accused perpetrator are entitled to the same opportunities to have others (i.e., witness or advocate) present during a campus disciplinary proceeding alleging sexual assault. The proceedings will be conducted by trained officials that will use the evidence to rule a decision. Both parties will be informed of the College's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused, in writing within one business day of the outcome being reached. Disclosing this information to both parties is not considered a violation of FERPA rights.

Possible sanctions against an employee found guilty of sexual assault may include but are not limited to termination.

Penalties: Penalties for violation of college regulations may include one or a combination of the following:

- reprimand;
- the imposing of specified restrictions;
- conduct probation;
- temporary suspension; and/or
- dismissal from school.

Appeals: Appeals from a student must be in the form of a letter of appeal, written and signed by the student. The letter should include, but not be limited to, the following: substantiated records in support of the student's reasoning and appeal for withdrawing the student's pending action; and the student's perspective and documentation (if appropriate) challenging the penal action. For questions about the content of the Employee Handbook please contact your President/Executive Director.

Information Regarding Registered Sex Offenders

U.S. Congress passed Megan's Law in May of 1996. While some states had laws prior to this date, as of the passing of this law, every state is required to and has implemented some form of Megan's Law.

This law was passed as an amendment to the Jacob Wetterling Crimes against Children Act. Due to this law, every state is required to have procedures developed to notify the public when a sex offender is released into their community. Information regarding sex offenders provided by each state's law enforcement agency can be found at <https://www.nsopw.gov/> and clicking on the state of interest.

How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystanders play a critical role in prevention as they are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved in an incident, but have the choice to intervene by speaking up or calling for help. PGCC promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

The list below will help those individuals who want to intervene but might not know what to do.

Recognize a Problem

- Be aware of your surroundings
- Look for red flags
- Trust your gut!

Assume Responsibility

- If you see something – step up
- Check in with your friends to make sure they are ok

Implement Resources

- What kind of information should you have?
- Is it safe for you to help this person?
- What aspects of this situation can you control?

Determine a Plan

- Choose a course of action and make a plan
- Stay calm
- Gather information and consider options
- Give clear and direct requests
- Don't judge the person
- Know appropriate referrals
- You can ALWAYS call 911

Risk Reduction for Sexual Assault/Harassment

The following are some strategies to reduce one's risk of sexual assault or harassment:

Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

1. Try to avoid isolated areas. It is more difficult to get help if no one is around.
2. Walk with purpose. Even if you don't know where you are going, act like you do.
3. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
4. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
5. Make sure your cell phone is with you and charged and that you have cab money.
6. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
7. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
8. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

9. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
10. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
11. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
15. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
16. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Prevention and Awareness Programs

Sexual violence (SV) is a serious problem that can have lasting, harmful effects on victims and their family, friends, and communities. PGCC's goal is to stop SV from happening in the first place. The solutions are just as complex as the problem.

In order to prevent SV, we must understand and address [risk and protective factors](#) at the individual, relational, community, and societal levels.

Many of the strategies focus on reducing the likelihood that a person will engage in sexual violence. The strategies and their corresponding approaches are listed in the table below.

STOP SV		
Strategy		Approach
S	Promote Social Norms that Protect Against Violence	<ul style="list-style-type: none">• Bystander Approaches• Mobilizing men and boys as allies
T	Teach Skills to Prevent Sexual Violence	<ul style="list-style-type: none">• Social-emotional learning• Teaching healthy, safe dating and intimate relationship skills to adolescents• Promoting healthy sexuality• Empowerment-based training
O	Provide Opportunities to Empower and Support Girls and Women	<ul style="list-style-type: none">• Strengthening economic supports for women and families• Strengthening leadership and opportunities for girls
P	Create Protective Environments	<ul style="list-style-type: none">• Improving safety and monitoring in schools• Establishing and consistently applying workplace policies• Addressing community-level risks through environmental approaches
SV	Support Victims/Survivors to Lessen Harms	<ul style="list-style-type: none">• Victim-centered services• Treatment for victims of SV• Treatment for at-risk children and families to prevent problem behavior including sex offending

For more information, please visit

<https://www.cdc.gov/violenceprevention/sexualviolence/riskprotectivefactors.html>

If a report of domestic violence, dating violence, sexual assault or stalking is reported to PGCC, below are the procedures that the college will follow.

INCIDENT BEING REPORTED	PROCEDURE INSTITUTION WILL FOLLOW
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), PGCC will provide complainant with access to medical care 2. PGCC will assess immediate safety needs of complainant 3. PGCC will assist complainant with contacting local police if complainant request and provide the complainant with contact information for local police department 4. PGCC will provide complainant with referrals to on and off campus resources as required by law 5. PGCC will provide information on how to preserve evidence 6. PGCC will assess need to implement protective measures. If appropriate 7. PGCC will provide the victim with a written explanation of the victim's rights and options 8. PGCC will provide written instructions on how to apply for Protective Order 9. PGCC will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. PGCC will inform the complainant of the outcome of the investigation whether or not the accused will be administratively charged and what the outcome of the hearing is 11. PGCC will enforce the anti-retaliation policy and take immediate separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
Stalking	<ol style="list-style-type: none"> 1. PGCC will assess immediate safety needs of complainant 2. PGCC will assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department 3. PGCC will provide written instructions on how to apply for Protective Order 4. PGCC will provide written information to complainant on how to preserve evidence 5. PGCC will assess need to implement protective measures to protect the complainant, if appropriate 6. PGCC will provide the victim with a written explanation of the victim's rights and options
Dating Violence	<ol style="list-style-type: none"> 1. PGCC will assess immediate safety needs of complainant 2. PGCC will assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department 3. PGCC will provide written instructions on how to apply for Protective Order 4. PGCC will provide written information to complainant on how to preserve evidence 5. PGCC will assess need to implement protective measures to protect the complainant, if appropriate 6. PGCC will provide the victim with a written explanation of the victim's rights and options
Domestic Violence	<ol style="list-style-type: none"> 1. PGCC will assess immediate safety needs of complainant 2. PGCC will assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department 3. PGCC will provide written instructions on how to apply for Protective Order 4. PGCC will provide written information to complainant on how to preserve evidence 5. PGCC will assess need to implement protective measures to protect the complainant, if appropriate 6. PGCC will provide the victim with a written explanation of the victim's rights and options

Gathering Evidence

The investigator, not the parties, is responsible for gathering relevant evidence. All parties will have the opportunity to present inculpatory and exculpatory evidence and name witnesses, including fact and expert witnesses. The investigator will seek to meet separately with the complainant, respondent, and relevant witnesses. The parties are encouraged to preserve and provide all relevant information, such as documents, electronic communications, as promptly as possible to facilitate prompt resolution. The failure to voluntarily provide information can affect PGCC's ability to conduct a prompt, thorough and equitable investigation.

Parties to the grievance process do not have the right to depose parties or witnesses, nor to invoke a court system's subpoena powers to compel parties or witnesses to appear at hearings, or otherwise. PGCC expects all parties and witnesses to be truthful in information that they provide to the college, and the failure to be truthful in this process may constitute a separate violation of PGCC's policy.

Other Forms of Evidence

The investigator will also gather other relevant information or evidence, including documents, photographs, communications between the parties, medical records (subject to the consent of the applicable person), and other electronic records as appropriate.

The investigator may consider information publicly available from online sources. The college does not actively monitor online sources, however, as with all potentially relevant information, the complainant, respondent, or witness should bring online information to the attention of the investigator if they believe it is relevant.

The investigator may also consider communications involving or relating to one or both parties that either party brings to the attention of the investigator or that is provided by the parties in response to a request by the investigator. The investigator may also seek review of information available on devices or servers owned or controlled by PGCC consistent with the college's technology policies.

The investigator may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the investigator may consult with relevant experts when deemed appropriate and necessary by the college.

In general, a person's medical and counseling records are privileged records, not accessible to the investigator unless the person voluntarily waives the privilege in a written consent. When a party waives privilege and provides information to the investigator, the relevant information from the records must be shared with the other party.

Inspection and Review of Evidence and Investigative Report

At the completion of the investigation, the investigator(s) will create an Investigative Report that fairly summarizes the relevant evidence gathered during the investigation. The exception to this pursuant to the policy, is employee on employee sexual misconduct that does not rise to the level of Title IX (Title VII sexual harassment). In these cases, the parties will not be provided with the opportunity to review the investigative report. Prior to the completion of the Investigative Report, the investigator will send to each party and the party's advisor applicable complaints, the evidence obtained through the investigation (with the exception of

Title VII employee on employee sexual harassment. PGCC will send the evidence through electronic methods or via hard copy, at its sole discretion. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties and their advisors will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

- Evidence that is directly related to the allegations, even if that evidence does not end up being relied upon by the college in making a determination regarding responsibility.
- Inculpatory and exculpatory evidence (i.e., evidence that tends to prove or disprove the allegations) that is directly related to the allegations whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator(s) to consider prior to when the parties time to inspect and review evidence begins.

PGCC is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the party's written responses before completing the Investigative Report.

No later than ten (10) days prior to the hearing, the investigator will send the completed Investigative Report to each party and the party's advisor for their review and written response. The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of relevant inculpatory and exculpatory evidence. Evidence that, in the reasoned judgement of the investigator is not directly related to the allegations in the Formal Complaint will be included in the appendixes to the Investigative Report.

The disciplinary process includes prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in the policy that the institution maintains. PGCC officials involved in the investigation of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The college will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding.

The accuser and the accused will be notified simultaneously, in writing, of any initial, interim and final decision of any disciplinary proceeding.

Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the college disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, PGCC will provide written notification to students and employees about accommodations and protective measures available to them including academic, transportation, protective orders and working situations. The written notification will include information regarding protective measures. The notification will include the name and contact information for the individual or office that should be contacted to request protective measures. For complaints that are deemed Title IX, both the complainant and respondent will be afforded supportive measures as applicable.

At the victim's request, and to the extent of the victim's cooperation and consent, PGCC will work cooperatively to assist the victim in ensuring protective measures have been provided regardless of whether the victim chooses to report the crime to local law enforcement. There is no housing on campus, so no opportunity to change housing. Examples of options for a potential change to the academic situation may be a transfer to a different section of class, course withdrawal and reentry at another time. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

The Professional Golfers Career College Prohibits Retaliation

- Retaliation against someone who files a complaint or who participates in an investigation is strictly prohibited by college policy and by law.
- You have the right to report any retaliation by college employees, the alleged perpetrator, and/or other students. PGCC will take strong responsive action if retaliation occurs.

Confidential Support Services

- Some people, such as counselors or victim advocates, can talk with you in confidence without triggering a report or an investigation. Specifically, you can contact any of the confidential resources listed in this brochure to report an incident of sexual harassment and/or sexual violence in confidence.
- When faculty and staff not involved in the confidential resource offices listed in this brochure learn about sexual harassment and/or sexual violence involving students or employees, they have a legal obligation to report it.
- Even if you do not seek out a confidential resource or ask for privacy, PGCC will only disclose information to individuals who are responsible for handling the response to sexual harassment and/or sexual violence and have a clear need to know.
- You have the right to talk with college officials about protecting your safety and privacy.
- The College does not publish the names of crime victims or other identifiable information regarding victims in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of*

Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Campus Safety Alert or Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information will be withheld.

TEMECULA CAMPUS – CAMPUS CRIME STATISTICS

Professional Golfers Career College OPE ID: 03367300

26109 Ynez Road
Temecula, CA 92591

<http://www.golfcollege.edu/>
Total enrollment: 71 Students (2022)

Main Campus

Campus Location:

26109 Ynez Rd. TEMECULA, CA 92591-4833

ON-CAMPUS STUDENT HOUSING FACILITIES

This institution does not provide On-campus Student Housing Facilities.

LOCAL POLICE CRIME STATISTICS

Criminal Offenses - On campus

CRIMINAL OFFENSE	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0
k. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property

CRIMINAL OFFENSE	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0

h. <u>Aggravated assault</u>	2020	2021	2022
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u>	0	1	0
k. <u>Arson</u>	0	0	0

HATE CRIMES 2022 – There were no reported hate crimes.

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes includes any offense in the following group: murder and non-negligent manslaughter, sexual assault including rape, fondling, incest and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Hate crime reporting is considered for all Clery geography including on-campus, non-campus buildings or property, and public property.

VAWA Offenses – Violence Against Women Reauthorization Act

On Campus

CRIME	2020	2021	2022
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

VAWA Offenses – Violence Against Women Reauthorization Act

Public Property

CRIME	2020	2021	2022
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Arrests - On campus

LAW VIOLATION	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	1	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Arrests - Public Property

LAW VIOLATION	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - On Campus

LAW VIOLATION	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - Public Property

LAW VIOLATION	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Unfounded Crimes - Unfounded Crimes

	2020	2021	2022
a. <u>Total unfounded crimes</u>	0	0	0

HILTON HEAD – CAMPUS CRIME STATISTICS

Professional Golfers Career College - Hilton Head - 2021

<http://www.golfcollege.edu/>

Total enrollment: 59 Students (2022)

4454 Bluffton Park Crescent W, #200 Bluffton, SC 29910

ON-CAMPUS STUDENT HOUSING FACILITIES

This institution does not provide On-campus Student Housing Facilities.

LOCAL POLICE CRIME STATISTICS

Criminal Offenses - On campus

CRIMINAL OFFENSE	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0
k. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property

CRIMINAL OFFENSE	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0

j. <u>Motor vehicle theft</u>	0	0	0
k. <u>Arson</u>	0	0	0

Hate Crimes – 2022

There were no reported hate crimes.

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes includes any offense in the following group: murder and non-negligent manslaughter, sexual assault including rape, fondling, incest and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Hate crime reporting is considered for all Clery geography including on-campus, non-campus buildings or property, and public property.

VAWA Offenses - – Violence Against Women Reauthorization Act

On Campus

CRIME	2020	2021	2022
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

VAWA Offenses – Violence Against Women Reauthorization Act

Public Property

CRIME	2020	2021	2022
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Arrests - On campus

LAW VIOLATION	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Arrests - Public Property

LAW VIOLATION	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - On Campus

LAW VIOLATION	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - Public Property

LAW VIOLATION	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Unfounded Crimes - Unfounded Crimes

	2020	2021	2022
a. <u>Total unfounded crimes</u>	0	0	0