



ANNUAL SECURITY REPORT
2016



A MESSAGE FROM THE PRESIDENT

Dear Students, Parents, Employees, and Visitors,

At Los Angeles Harbor College, the safety and security of everyone on our campus is our top priority. Creating a safe environment on campus is of utmost importance, ensuring that our students, faculty, staff, and visitors focus on reaching their educational goals and conducting their business on campus without concerns about their personal safety.

It is in that spirit that Los Angeles Harbor College has prepared this 2016 Annual Security Report. This report is part of an overall campus effort to create a safe campus environment. Everyone is part of this effort – faculty, staff, administrators, students, and visitors. We ask that you help us by being observant when on campus and report any incidents or security issues to the campus Sheriff or the college administration.

The Sheriff's Department can be reached at 310-233-4600 or by picking up any emergency phone on campus. College administrators are reachable at the phone numbers you will find inside this report.

Thank you for sharing our commitment in keeping our campus safe.

Dr. Otto Lee, President
Los Angeles Harbor College



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
COMMUNITY COLLEGE BUREAU
2013 TO 2015 CLERY ACT CRIME STATISTICS
LOS ANGELES HARBOR COLLEGE**



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEXUAL ASSAULT (SEX OFFENSES)	0	0	0	0	0	0	0	0	0
Rape	0	0	0				0	0	0
Fondling	0	0	0				0	0	0
Incest	0	0	0				0	0	0
Statutory Rape	0	0	0				0	0	0
ROBBERY	1	0	0				0	0	0
AGGRAVATED ASSAULT	1	0	0				0	0	0
BURGLARY	7	3	1				0	0	0
MOTOR VEHICLE THEFT	1	1	1				0	0	0
ARSON	0	0	0				0	0	0
DOMESTIC VIOLENCE	1	0	0				0	0	0
DATING VIOLENCE	0	0	0				0	0	0
STALKING	0	0	0				0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	1	0	0				0	0	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	1	0				0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	0	0	0				0	0	0
DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0				0	0	0
LIQUOR LAW VIOLATIONS - ARRESTS	0	0	0				0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	0	4	0				0	0	0

HATE CRIMES
2013 - There were no reported hate crimes.
2014 - There were no reported hate crimes.
2015 - There were no reported hate crimes.

Date: 09/19/2016

Data Sources: LASD LARCIS, LASD Arrest Query Tool, LAPD Harbor Division, and Campus Security Authorities.

Note: There are no Residential Facilities or Non-Campus locations associated with Los Angeles Harbor College. Statistics presented on this report were gathered in accordance with the Clery Act. They may vary from LASD, CCS YIR, UCR, and other reports.

Note: For 2013-2015 we were unable to determine if the statistics obtained from LAPD's Application Development and Support Division for the "Public Property" category were for Harbor College's Clery defined geography. As a result, we excluded LAPD's Public Property statistics from the above table.

CRIME STATISTICS

The following crime statistics for Los Angeles Harbor College have been compiled by the Los Angeles County Sheriff's Department, in conjunction with local law enforcement agencies surrounding the campus. Campus crime, arrest and referral statistics include those reported to the Los Angeles County Sheriff's Department, campus security authorities, and local law enforcement agencies.

Los Angeles Harbor College has certain mandatory crime reporting obligations under state law. The Child Abuse Neglect and Reporting Act ("CANRA," Penal Code section 11164 et seq.) requires employees to report known or suspected instances of child abuse or neglect to law enforcement. Penal Code section 11160 requires prompt, mandatory reporting to law enforcement by health care practitioners (such as employees or contractors in the Student Health Center) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or are the result of assaultive or abusive conduct.

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
COMMUNITY COLLEGE BUREAU
2013 TO 2015 CLERY ACT CRIME STATISTICS
LOS ANGELES HARBOR COLLEGE**

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEX OFFENSES, FORCIBLE (TOTAL)	0	0	0				0	0	0
Rape	0	0	0				0	0	0
Sodomy	0	0	0				0	0	0
Sexual Assault with an Object	0	0	0				0	0	0
Fondling	0	0	0				0	0	0
Other Forcible Sex Offenses	0	0	0				0	0	0
SEX OFFENSES, NON-FORCIBLE (TOTAL)	0	0	0				0	0	0
Incest	0	0	0				0	0	0
Statutory Rape	0	0	0				0	0	0
ROBBERY	1	0	0				0	0	0
AGGRAVATED ASSAULT	1	0	0				0	0	0
BURGLARY	7	3	1				0	0	0
MOTOR VEHICLE THEFT	1	1	0				0	0	0
ARSON	0	0	0				0	0	0
WEAPONS LAW ARRESTS	1	0	0				0	0	0
WEAPONS LAW - REFERRED FOR DISCIPLINARY ACTION	0	1	0				0	0	0
DRUG LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0				0	0	0
DRUG LAW - ARRESTS	0	0	0				0	0	0
LIQUOR LAW - ARRESTS	0	0	0				0	0	0
LIQUOR LAW - REFERRED FOR DISCIPLINARY ACTION	0	4	0				0	0	0
HATE CRIMES	DOMESTIC VIOLENCE - DATING - STALKING								
2013 - There were no reported hate crimes.	2013 - There was one (1) incident of domestic violence (robbery) occurring on campus.								
2014 - There were no reported hate crimes.	2014 - There was no reported domestic/dating violence or stalking incidents.								
2015 - There were no reported hate crimes.	2015 - There was no reported domestic/dating violence or stalking incidents.								

Data Sources: LASD LARCIS, LASD Arrest Query Tool, LAPD Harbor Division, and Campus Security Authorities.

Note: There are no Residential Facilities associated with Los Angeles Harbor College. Statistics presented on this report were gathered in accordance with the Clery Act. They may vary from LASD, CCS YIR, UCR, and other reports.

Note: For 2013, we were unable to determine if the statistics obtained from LAPD's Application Development and Support Division for the "Public Property" category were for Harbor College's Clery defined geography. As a result, we excluded LAPD's 2013 Public Property statistics from the above table



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
COMMUNITY COLLEGE BUREAU
CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES (09/22/2014)**



LOCATIONS	
On Campus:	Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Additionally, this includes any building or property within the same reasonably contiguous geographic area of the main campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (e.g., a food or other retail vendor).
Non-Campus:	Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution's main campus.
Public Property:	All public property, including thoroughfares, streets, sidewalks, parking facilities, and public parks immediately adjacent to and accessible from the campus that falls under the jurisdiction of an outside law enforcement agency. Generally, this property consists of a public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street (i.e., sidewalk, street, sidewalk). Public property does not include anything beyond the second sidewalk (e.g., businesses, residences, etc.).
CRIME CATEGORIES	
Murder/Non-Negligent Manslaughter:	The willful (non-negligent) killing of one human being by another.
Negligent Manslaughter:	The killing of another person through gross negligence.
Sex offenses:	Any sexual act directed against another person, forcibly or against that person's will. Includes rape, sodomy, sexual assault with an object, and fondling.
Non-forcible sex offenses:	Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.
Robbery:	The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Aggravated Assault:	An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
Burglary:	The unlawful entry of a structure to commit a felony or a theft.
Motor vehicles:	The theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds.
Arson:	The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.
Arrest:	A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug or weapons laws (defined below).
Disciplinary Referral:	The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. If both an arrest and disciplinary referral are made, only the arrest is counted.
Weapons Laws:	The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.
Drug Laws:	Violations of laws 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, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
Liquor Laws:	The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.
Hate Crimes:	Any of the above listed crimes and any other crime involving bodily injury, theft, intimidation, simple assault or destruction/damage/vandalism in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, ethnicity/national origin, or gender identity of the victim.
Domestic Violence:	A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, person with whom the victim shares a child in common, a person who is or has cohabitated with the victim as a spouse or intimate partner, or is having or has had a dating or engagement relationship.
Dating Violence:	Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on the following factors: 1) the length of the relationship, 2) the type of relationship, 3) the frequency of interaction between the persons involved.
Stalking:	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.

TIMELY WARNING POLICY

When a crime is reported to the Sheriff's Department on campus and/or the campus administration that, in the judgment of Vice President of Administrative Services, Robert Suppelsa, creates a serious or ongoing threat, a campus-wide "timely warning" will be issued.

The warning will be issued through Los Angeles Harbor College's PA System, Blackboard Notification System, email blast, website notices and alerts, direct verbal communication by Sheriff's and Facilities personnel, and signage to students, faculty, and staff.

Anyone with information warranting a timely warning should contact the Sheriff's Department by phone to 310-233-4600 or in person at the Sheriff's Office at PE/Wellness Building on the southeast part of the campus, 1111 Figueroa Place, Wilmington, CA 90744.

The "timely warning" policy is only for warnings regarding the occurrence of specific crimes under the Clery Act—i.e., homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor law violations, drug law violations, illegal weapons possession, and hate crimes involving theft, simple assault, and bodily injury. Please note these crimes do not all necessarily involve violence, such as crimes involving date rape drugs. A timely warning is necessary if the crime represents a serious or continuing threat (e.g., a suspect has not been caught).

In addition to the "timely warning" policy, you must also have emergency response and evacuation procedures (explained below), which covers more than just crimes. (For example, there may be an earthquake or fire which triggers your emergency procedures.) You can follow your emergency response and evacuation procedures in the event of a crime that threatens the campus, and in such cases, you are not also required to send a separate "timely warning" unless circumstances dictate. You should still, however, provide follow-up information to the campus community as soon as it's available.)

HOW TO REPORT CRIME

To report a crime, please contact the Sheriff's Department at 310-233-4600 or use the blue emergency telephones located throughout the campus. Pick-up telephone and dial the desired number.

You may also report crime to the following campus officials who are designated as campus security authorities:

Name	Position	Location	Phone
Robert Suppelsa	VP of Administrative Services	SSA 209	310-233-4051
Dr. Bobbi Villalobos	VP of Academic Affairs	SSA 218	310-233-4028
Dr. Luis Dorado	VP of Student Services	SSA 203	310-233-4031
Corey Rodgers	Evening Dean/Discipline	SSA 207	310-233-4091

Amarylles Hall	Special Programs & Services	Cafeteria 108	310-233-4536
Dr. Bonnie Burstein	Life Skills Center	SPS Annex	310-233-4536
Carole Stevenson	RN	Student Health Center/Cafeteria 110	310-233-4521
Dean Dowty	Athletic Director	PE/Wellness Bldg.	310-233-4216

Los Angeles Harbor College does not have procedures allowing victims and witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Police reports are considered public records under state law, and reports of crime cannot be held in complete confidence. However, victims of sexual violence may request to law enforcement that their names not become a matter of public record. (Penal Code section 293.)

SECURITY AND ACCESS TO CAMPUS FACILITIES

No visitor on campus shall attend a college activity limited to college personnel without prior approval of the college president or his/her authorized representative. Any visitor on campus may attend a college event which is authorized as open to the public. (LACCD Board Rule 91202.) All visitors must adhere to the Code of Conduct, LACCD Board Rules, Chapter IX, Article VIII ("Conduct on Campus"), available at:

<http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleVIII.pdf>

College premises shall not be used later than 11:00 p.m., except upon special permission of the college. (LACCD Board Rule 7200.32.)

Los Angeles Harbor College is a public institution. During scheduled hours, its facilities are available for all current students, employees, and family members of employees. It is the College's policy to keep all interior and exterior doors closed and locked to discourage unwanted entrance to College facilities. It is the responsibility of all College personnel, students, faculty, administrators and staff to ensure doors to the facilities they use are kept closed and locked at all times when the facility is not in use or has limited occupancy. Breaches of physical security jeopardize everyone's personal safety and security, as well as the property of the college. Poor physical security practices invite unwanted entry. Los Angeles County Sheriff Deputies and Security Officers perform routine security checks of college facilities to ensure security measures. They also investigate and act as a catalyst to rectify security deficiencies.

Los Angeles Harbor College does not have any campus residences.

Los Angeles Harbor College addresses security considerations in maintaining campus facilities in the following ways:

1. Facilities staff regularly check and maintain lights located throughout campus.
2. Non-operative lights can be reported directly to any maintenance staff or by informing facilities.
3. All pathways are cleared of any obstructions by facilities.

CAMPUS LAW ENFORCEMENT

Authority of the Los Angeles County Sheriff's Department

The LACCD contracts with the Los Angeles County Sheriff's Department to provide security services at Los Angeles Harbor College. The Sheriff's Department has authority to apprehend and arrest individuals involved in illegal activity on campus and areas immediately adjacent to the campus. The Sheriff's Deputies are peace officers as defined in Penal Code section 830.1. The Sheriff's Security Officers are public officers as defined in Penal Code section 831.4, and have received training pursuant to Penal Code section 832.

Crimes occurring on campus are investigated by the Sheriff's Department. The prosecution of criminal offenses, both felonies and misdemeanors, occurs at the Los Angeles Superior Court (for violations of state law) or the United States District Court, Central District of California (for violations of federal law). Sheriff's Department personnel work as appropriate with local, state and federal law enforcement agencies, and have access to national crime databases.

The Sheriff's Department maintains a daily crime log of criminal incidents and alleged criminal incidents, which are reported to the Sheriff's Department.

Accurate and Prompt Reporting of Crimes to Law Enforcement

To ensure the safety of everyone on campus, Los Angeles Harbor College encourages the accurate and prompt reporting of crimes to the Sheriff's Department at 310-233-4600.

Professional Counselors

A professional counselor whose official responsibilities include mental health counseling to members of the Los Angeles Harbor College community and who is functioning within the scope of his/her license or certification is exempt from disclosing reported offenses to law enforcement, unless there is a legal obligation to disclose. Personal information from counseling records will not be revealed unless disclosure is required by law. (LACCD Board Rule 8302.10.) However, counselors may encourage victims to make a report to law enforcement.

The professional counselor exemption would apply to mental health counselors, such as licensed practitioners through the Student Health Center, but would not apply to academic counselors. Furthermore, to the extent an employee has a professional license, e.g., LCSW, MFT, etc., but is not employed in a role of a professional counselor, then that employee is not necessarily exempt from forwarding reports of crime to the Sheriff's Department.

PROGRAMS REGARDING SECURITY PROCEDURES AND PRACTICES

The Los Angeles County Sheriff Department has also designed a number of programs and workshops to inform and educate students about campus safety and security issues and

procedures. These workshops are offered each semester on topics including personal safety awareness, safety tips, and campus awareness. At a minimum, Los Angeles Harbor College tests the Emergency Preparedness Plan on an annual basis. Students, staff, and faculty have the opportunity to practice the established emergency procedures. At student orientation session, students are provided information about security procedures, programs offered, and ways to prevent crime on campus and that safety has to be everyone's responsibility.

Staff and faculty are informed of the college safety program during employee orientation sessions.

PROGRAMS REGARDING PREVENTION OF CRIMES

The Los Angeles County Sheriff Department offers to students, faculty, and staff crime prevention programs that are useful in the protection of property and contribute to the physical well-being of the campus community. The programs relate to aspects of crime prevention and personal safety and are arranged at the convenience of the persons interested in the information. The programs are designed to serve as a deterrent to criminal activity. All programs are arranged upon request and can be offered to specific College offices, departments, or organizations where applicable.

1. Personal Safety Program

The Los Angeles County Sheriff Department provides an escort program particularly during the evening hours, for people walking on campus to the parking lots. Students, faculty and staff are asked to walk with others when possible and to choose paths that are well lit.

2. New Student Orientation

Crime prevention materials are provided and questions answered during new student orientation meetings.

3. Blue Light Emergency Phones

Blue Light Emergency Phones are located in prominent locations on the campus. The Blue Light Emergency Phones connect callers directly to the Sheriff's Department, who in turn will respond to the location of the emergency.

4. Crime Prevention Presentations

Presentations are available through the Campus Public Safety Departments upon request. Call the appropriate number listed below for your campus.

5. All Faculty and Students are made aware of the following safety tips:

General:

1. Be aware! Recognize your vulnerability.
2. Report all suspicious persons, vehicles and activities to the Campus Safety Department immediately, by using any campus blue light phone or by dialing 8888 from any campus phone.

3. Use the "buddy system" and watch out for your neighbor.
4. Keep your doors locked whenever you find yourself alone in a building.
5. If you see someone being victimized, get involved and notify the Sheriff Department.
6. Remember the location of emergency phones in academic buildings. Also, phones have been placed in various locations on campus. Inside building phones are silver in color. Outside phones are blue in color with "Campus Safety" marked on the side. Blue light phones will display a blue light at the top.

Walking:

1. Avoid traveling alone at night.
2. Confine walking to well-lit, regular traveled walks and pathways. Avoid shortcuts and keep away from shrubbery, bushes, alleyways, or any other areas where an assailant might be lurking.
3. Avoid the athletic fields after dark.
4. Do not accept rides from casual acquaintances.
5. When walking to your vehicle or residence, have your keys ready in hand.
6. When being dropped off by taxi or private vehicle, ask the driver to wait until you get inside.
7. If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around in order to pursue you.
8. When getting out of a car, take a look around to make sure that you are not being followed.
9. If you think you are being followed, cross the street and, if necessary, keep crossing back and forth. If you are pursued, call for help and run to a campus building, business, residence, enlist the aid of a passerby, flag down a passing motorist, or as a last resort pull a fire alarm. Do anything that might attract attention or summon assistance.

MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS

Los Angeles Harbor College does not have recognized off-campus locations of student organizations, such as off-campus housing facilities, and does not engage in monitoring of student criminal activity off-campus. However, students engaging in criminal activities off-campus, in conjunction with college-sponsored activities, may be subject to disciplinary action by Los Angeles Harbor College.

POLICY REGARDING POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS

The LACCD is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

LACCD Board Rule 9803.19 prohibits the following: "Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics: (a) opiates, opium and opium derivatives; (b) mescaline; (c) hallucinogenic substances; (d) peyote; (e) marijuana; (f) stimulants and depressants; (g) cocaine."

Penalties

Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses are available at: <http://www.justice.gov/dea/druginfo/ftp3.shtml>

The federal Controlled Substances Act is available at:

<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

In addition to criminal prosecution, violators are also subject to disciplinary action by Los Angeles Harbor College. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available at:

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

Drug and Alcohol Prevention Programs

The Harbor College *Alcohol and Drug Abuse Prevention (ADAP)* Program seeks to support students, faculty, and staff in creating and maintaining a campus environment that encourages and supports healthy lifestyles, preventing the misuse or abuse of alcohol, tobacco and other drugs. The ADAP Program provides the following services to the LAHC community: presentations, instruction, interventions, referrals, and tobacco cessation. The ADAP resource center is staffed by Dr. Bonnie Burstein and Amaryllis Hall and is available to students, faculty, and staff. The resource center offers both print and non-print materials for check-out. The ADAP campus locations are as follows: Life Skills Center Café 110 310-233- 4586, Counseling Center Student Services Administration Building 310/233-4299, Special Programs and Services Café 108

310/233-4620 or 233-4628. For Students with hearing impairments, please use our TTY line at 1/800-735-2929.

Resources for Counseling, Treatment and Rehabilitation

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

Los Angeles Community College District Employee Assistance Program (EAP)
<http://www.laccd.edu/Departments/HumanResources/Total-Wellness-Program/Pages/HR-ARFLbenefits.aspx> (800) 342-8111

National Council on Alcoholism and Drug Dependence
www.ncadd.org
(800) NCA-CALL

California Department of Health Care Services
<http://www.dhcs.ca.gov/individuals/Pages/SUD-Services.aspx>
(800) 879-2772

Los Angeles County Public Health, Substance Abuse Prevention and Control
<http://publichealth.lacounty.gov/sapc/>
(800) 564-6600

Alcoholics Anonymous
www.aa.org
(800) 923-8722

Cocaine Anonymous
www.ca.org
310-559-5833

Marijuana Anonymous
www.marijuana-anonymous.org
(800) 766-6779

Narcotics Anonymous
www.na.org
(800) 863-2962

Families Anonymous
www.familiesanonymous.org
(800) 736-9805

DISCLOSURES TO THE ALLEGED VICTIM OF A CRIME OF VIOLENCE OR A NON-FORCIBLE SEX OFFENSE

Los Angeles Harbor College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by Los Angeles Harbor College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the request.

As defined by Section 16 of Title 18 of the United States Code, a "crime of violence" is "(a) an offense that has an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature,

involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.”

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

Allegations of dating violence, domestic violence, and stalking are handled pursuant to the LACCD Board Rules, Chapter XV (“Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct (Title IX)”) and LACCD Administrative Regulation C-14 (“Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints”), available at:

<http://www.laccd.edu/Board/Documents/BoardRules/Chapter%20XV.docx>

<http://www.laccd.edu/About/Documents/AdministrativeRegulations/C-14.docx>

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

Los Angeles Harbor College provides the following educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking in workshops, orientation and Counseling courses such as Counseling 17 College Success Skills. This topic, developed by the Department of Justice, is part of a 16-week class and is taught every semester. In addition, the Life Skills Center, the student mental health site on campus, offers workshops on the same subject at least once a year.

The District prohibits dating violence, domestic violence, sexual assault, and stalking, as those terms are defined for purposes of the Clery Act.

The LACCD’s Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy uses the following definitions:

- *“Dating Violence”* is included in Intimate Partner Violence, below. (C-14, Section II.I.)
- *“Domestic Violence”* is included in Intimate Partner Violence, below. (C-14, Section II.M.)
- The term *“Intimate Partner”* refers to a person with whom one has or had a close personal relationship that may be characterized by some or all of the following: the partners’ emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a couple, and familiarity with and knowledge about each other’s lives. Intimate Partner relationships include current or former:
 - spouses (married spouses, common-law spouses, civil union spouses, domestic partners)
 - boyfriends/girlfriends
 - dating partners
 - ongoing sexual partners

Intimate Partners may or may not cohabit. Intimate Partners can be opposite or same

sex. If the Alleged Victim and the Respondent have a child in common and a previous relationship but no current relationship, then by definition they fit into the category of former Intimate Partners. (C-14, Section II.R.)

- “*Intimate Partner Violence*” refers to behavior involving physical force or intimidation of such force, intended to hurt, damage, or kill an Intimate Partner, as defined above; this frequently arises in the form of Sexual Misconduct. (C-14, Section II.S.)
- “*Sexual Misconduct*” refers to non-consensual sexual activity, where clear, knowing, and voluntary Consent, as defined herein, both prior to and during the sexual activity is absent. Sexual misconduct includes “sexual harassment” as that term is defined herein.

1. Sexual Misconduct offenses include but are not limited to Non-Consensual Sexual Intercourse, defined as:

- a. Any sexual penetration or intercourse (anal, oral, or vaginal)
- b. However slight
- c. With any object
- d. By a person upon another person
- e. That is without Consent and/or by force
- f. Sexual penetration includes vaginal, oral or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth or genital contact, or genital to mouth contact.
- g. Non-Consensual Sexual Intercourse includes but is not limited to rape, forced sodomy, forced copulation, or rape by foreign object.

2. Sexual Misconduct offenses also include Non-Consensual Sexual Contact, defined as

- a. Any intentional sexual touching
- b. However slight
- c. With any object
- d. By another person upon another person
- e. That is without Consent and/or by force.
- f. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contract in a sexual manner.
- g. Non-Consensual Sexual Intercourse includes but is not limited to sexual battery or threat of sexual assault.

3. In addition to those acts specified above, Sexual Misconduct also specifically includes Sexual Harassment, Stalking, Dating Violence, Domestic Violence, and Intimate Partner Violence. (C-14, Section II.DD.)

- “*Sexual Violence*” refers to a forceful physical sexual act that is committed or attempted by another person without freely given Consent. (C-14, Section II.GG.)
- “*Consent*” when used regarding Sexual Misconduct matters refers to a mutual

honest, direct agreement. Consent is never implied and cannot be assumed, even in the context of a relationship.

1. Consent must be:
 - a. Informed (knowing)
 - b. Voluntary (freely given)
 - c. Active, (not passive)
 - d. By clear words or actions, with regard to agreed-upon (sexual) activity, and
 - e. Must indicate permission to engage in mutually agreed upon (sexual) activity.
 - f. It must also be continuous throughout the sexual interaction.
2. Consent cannot be the result of:
 - a. Force,
 - b. Physical Violence,
 - c. Threats,
 - d. Intimidation,
 - e. Coercion, including consideration of frequency, intensity, isolation and duration, or
 - f. Incapacity as a result of drugs, alcohol, sleep, mental or cognitive impairment, injury, or other condition, which was or should have been known to the accused.

Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault or sexual misconduct.
3. The absence of "No" does not mean "Yes". (C-14, Section II.H.)
 - *"Stalking"* refers to a course of conduct (two or more acts), directed at a specific person, on the basis of actual or perceived membership in a protected class, that is unwelcome, and would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Stalking is defined as the repeated following, watching, and harassing of another person. Stalking may include legal, appropriate behavior such as sending someone flowers or waiting outside someone's workplace for her/him to appear. However when these acts are coupled with an intent to instill fear or injury, they may be part of a pattern of stalking behavior. (C-14, Section II.HH.)

Procedures Victims Should Follow in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

Los Angeles Harbor College strongly encourages the timely reporting of crimes of alleged dating violence, domestic violence, sexual assault or stalking, so that evidence may be collected and preserved. It is important to preserve evidence that may assist in proving the alleged criminal offense occurred or may be helpful in obtaining a protection order.

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, you should contact the LACCD Title IX Coordinator, Cristy Passman at **(213) 891-2267** and/or *Dean of Student Services/Title IX Coordinator, Mercy Yanez.*

You may also contact the following community organizations:

On Campus –

Name	Title	Phone
Sgt. Guskos Nikos	Sergeant/First Responder	310-233-4600
Deputy Bill Duncan	Deputy Sheriff/First Responder	310-233-4600
Dr. Luis Dorado	VP of Student Services	310-233-4031
Dr. Bonnie Burstein	Clinical Psychologist, Clinical Training Director, Life Skills Center	310-233-4536
Claudette McClenney	Title IX Co-Coordinator	310-233-4346
Mercy Yanez	Dean of Student Services/Title IX Co-Coordinator	310-233-4127
Joy Fisher	Chair of Counseling	310-233-4033
Corey Rodgers	Dean of Student Services	310-233-4091
Dean Dowty	Athletic Director	310-233-4216
Gary Gonzales	ASO Advisor	310-233-4651
Ajay Aquino	ASO President	310-233-4641
Susan McMurray	Academic Senate President	310-233-4345

Off Campus -

YWCA Sexual Assault Support: 1-877-Y-HELPS-U

Santa Monica Rape Treatment Center 310-319-4000

Rainbow Services (for domestic violence): 310-547-9343

Peace Over Violence: 310.392.8381

The Title IX Coordinator will inform the victim of his/her options to report the matter to either campus law enforcement or the local police department; be assisted by campus authorities in notifying law enforcement if the victim chooses; and decline to notify such authorities. (See C-14, Section IX.A.) The Sheriff's Department on campus may be contacted at: 310-233-4600.

The Title IX Coordinator will also inform the victim of legal and disciplinary options, including criminal prosecutions, civil action, and relevant District disciplinary processes. (C-14, Section IX.A.)

A victim is entitled to pursue independently civil remedies, including but not limited to injunctions, restraining orders, or other orders. (C-14, Section XIV.) Information regarding domestic violence restraining orders is also available at:

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

The District may also seek a temporary restraining order on behalf of an employee, if the employee has suffered unlawful violence or a credible threat of violence from any individual that can reasonably be construed to be carried out at the workplace. (Code of Civil Procedure section 527.8.)

Confidentiality of Victims and Other Necessary Parties

All persons involved in investigations of complaints shall have a duty to maintain the

confidentiality of matters discussed, except as may be required or permitted by law, including the rules and regulations of the District. (C-14, Section V.) The Title IX Coordinator will inform law enforcement of an incident for Clery Act reporting purposes, without providing any personally identifying information (e.g., name) of the victim. (C-14, Section IX.A.)

Los Angeles Harbor College will maintain as confidential any accommodation or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Requesting Changes to Academic, Transportation, and Working Situations or Protective Measures

Los Angeles Harbor College will comply with a victim's request for an academic situation change following an alleged offense, if such changes are reasonably available, and regardless of whether the victim chooses to report the crime to campus law enforcement. For example, Los Angeles Harbor College may, consistent with Board policy, provide the option of taking a "withdrawal" or an "incomplete" grade.

The College President or his/her designee shall refer an Alleged Victim to the Title IX Coordinator if he/she experiences academic difficulties as a result of the sexual assault. The Title IX Coordinator, in cooperation with the Vice President of Academic Affairs and/or Student Services may provide temporary sanctions to alleviate the immediate impact of the sexual assault. The President shall also refer a non-student Reporting Individual to the Title IX Coordinator for assistance with workplace or immediate difficulties that may arise. (C-14, Section IX.C.)

Temporary sanctions shall be implemented by the Title IX Coordinator, as required to separate the Alleged Victim and Respondent. Such temporary sanctions may include moving one party to another section of the same class or to a different online location, providing the Alleged Victim with an escort across campus, or permitting the Alleged Victim to take exams in a different location from the Respondent and/or alleged offender and any similar action(s) intended to separate the parties and reduce the stress on them arising from the incident and allegations. (C-14, Section IX.D.)

Disciplinary Action for Students

If the alleged perpetrator is a student, he/she may also be disciplined consistent with the procedures for campus disciplinary actions in LACCD Board Rules, Chapter IX, Article XI ("Student Discipline"), available at:

<http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleXI.pdf>

Disciplinary Action for Employees

If the alleged perpetrator is a District employee, disciplinary action shall be pursued in accordance with state law, the LACCD Board Rules, the LACCD Personnel Commission, and/or any applicable collective bargaining agreement or memoranda of understanding. (C-14, Section XII.C.)

Standard of Evidence Used

The LACCD uses a “preponderance of evidence” standard. (C-14, Section XI.B.1.)

Possible Sanctions Following a Disciplinary Proceeding for an Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking

Possible sanctions following a student disciplinary hearing include, but not are limited to, warnings, probation, suspension or expulsion from all of the District’s colleges. (C-14, Section XII.D.)

Disciplinary action against employees shall include, without limitation, verbal warnings, letters of reprimand, notices of unsatisfactory service, suspensions, demotions, or dismissals. (C-14, Section XII.C.)

Range of Protective Measures That May Be Offered to Victims Following an Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking

Temporary sanctions shall be implemented by the Title IX Coordinator, as required to separate the Alleged Victim and Respondent. Such temporary sanctions may include moving one party to another section of the same class or to a different online location, providing the Alleged Victim with an escort across campus, or permitting the Alleged Victim to take exams in a different location from the Respondent and/or alleged offender and any similar action(s) intended to separate the parties and reduce the stress on them arising from the incident and allegations. (C-14, Section IX.D.)

A Prompt, Fair, and Impartial Process

Proceedings arising from an allegation of dating violence, domestic violence, sexual assault or stalking will include a prompt, fair, and impartial process from the initial investigation to the final result.

Proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The Title IX Coordinator is responsible for organizing training opportunities for administrators and other employees regarding Title IX sexual misconduct issues. (C-14, Sections III.B.2, III.B.3.)

The accused and accuser may have others present during a campus disciplinary hearing, with the exception of representation counsel. (LACCD Board Rule 91101.14(c)(7).)

In sexual misconduct cases, all parties (Respondent and Alleged Victim) must receive the same notifications, mailed at the same time, regarding all steps of the disciplinary process. They must all be given equivalent rights to be heard and access to an Advocate, and must receive comparable notification of the outcome of the disciplinary actions, subject to the legal and District limitations related to the privacy of the parties. All parties must be notified that disciplinary action is being taken, with specific details sufficient to ameliorate concerns of the person who was the object of the violations,

subject to legal and District limitations related to the privacy of the parties. (C-14, Section XII.B.) (An “Advocate” is someone trained by a Title IX coordinator, and an Advocate’s assistance can include providing moral support as well as information regarding procedural issues, throughout the pendency of an investigation, through the last internal appeal. (C-14, Section II.A.))

When a student or employee reports to Los Angeles Harbor College that he/she has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, Los Angeles Harbor College will provide the student or employee a written explanation of the student’s or employee’s rights and options.

INFORMATION REGARDING SEX OFFENDERS

Registered sex offenders must register with campus law enforcement within five working days of commencing enrollment or employment at COLLEGE. (Penal Code section 290.)

Information regarding registered sex offenders may be obtained at the California Department of Justice, Office of Attorney General’s “Megan’s Law” website, at:

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

If you are doing a search on the Megan’s Law site for sex offenders residing in the local area, COLLEGE’s zip code is 90744.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Los Angeles Harbor College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on the campus. More detailed information can be found in LAHC’s Emergency Response Guide at:

<http://www.lahc.edu/sheriff/Emergency%20Response%20Guide%20-20Harbor%20College.pdf>.

To report an emergency, please contact the Sheriff’s Department at 310-233-4600 or use one of the blue emergency phones throughout the Campus.

Notification Procedures

Blackboard Notification System is the communication system used to alert all faculty, staff, and students of emergencies. All faculty, staff, and students will automatically be added to the system. When people added to the system, they will be sent a message which will give them an option to request removal from the system. A person can be removed at any time by sending a text to the system requesting removal. Blackboard can send both text messages as well as voice messages.

The College President and Vice Presidents will confer with the Sheriff’s Dept. to determine whether an emergency exists and the appropriate response. However, nothing in this agreement precludes the Sheriff’s Dept. from acting to ensure the safety of students, faculty, and staff.

The Sheriff’s Dept. in collaboration with the President’s Office, determines the content of

the information in the emergency notification which is communicated through text messaging, PA system which is in each classroom and outside, email, website, social media outlets, as well as Sheriff's and Facilities personnel making direct verbal contact with students, faculty, staff and visitors.

Los Angeles Harbor College, taking into account the safety of the community, will immediately determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency.

The entire campus community will be notified when there is a potential that a very large segment of Los Angeles Harbor College is threatened. The President and Vice Presidents, in collaboration with the Sheriff's Dept., will reassess the situation to determine whether additional notifications or updates need to be made.

Los Angeles Harbor College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency.

Testing of Procedures

Los Angeles Harbor College conducts announced and unannounced tests of its emergency response and evacuation procedures. Announcements are made through the PA system located within classrooms and outside which can be campus-wide or isolated to one area or one building. The 24-hour Blue Light emergency call box phones are checked on a weekly basis.

Los Angeles Harbor College publicizes its emergency response and evacuation procedures by PA system, text message, email, website, and verbal communication by Sheriff's and Facilities personnel.

Los Angeles Harbor College will document each test by recording a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced. Copies of test documentation are available from Facilities & Maintenance Operations.



Los Angeles Harbor College
1111 Figueroa Place Wilmington, CA 90744



Buildings:

AST Astronomy
B Bungalows
CA Cafeteria
CDC Child Development Center
DS Drama/Speech
FA Fine Arts
FMO Facilities, Management & Operations
GC General Classrooms
LRC Learning Resource Center

MU Music
NEA North East Academic
NU Nursings
P.E. Physical Education & Wellness
PH Physics
SCI Science
SHC Seahawk Center
SSA Student Services & Administration
T Technology

Anaheim Street Exit (110 S)