



Los Angeles Southwest College

ANNUAL SECURITY REPORT

2017





A Message from the College President

Los Angeles Southwest College (LASC) has a great many things to be proud of as it embarks on its 50th anniversary. Countless graduates have made lasting impacts in our community and beyond, sports teams have won championships and placed numerous athletes in the professional ranks, and faculty and staff constantly pride themselves on fully preparing students.

Another aspect of the LASC experience is how safe and secure our campus is. Los Angeles crime statistics show that LASC is one of the safest college campuses in Los Angeles. Students can walk around our campus, play sports in our athletic complexes, and learn in our classrooms knowing that there are many people looking to make sure that their safety is of the utmost concern.

One of the main reasons for our low crime rate is we are fortunate to have an on-site sheriff's substation, which is located next to the Middle College High School and across from the Student Services Building on the Western Avenue side of campus. Los Angeles County sheriff's deputies, security officers, and cadets working from this location are highly trained and conduct 24-hour foot patrols as well as use improved technology and equipment that allow them to constantly monitor the campus in the most progressive and professional manner possible.

While we can all feel secure with this level of security, I encourage you to do your part in making sure that LASC is ready for any emergency. This past spring, LASC updated its Emergency Response Plan to address how this college should respond to an array of emergencies such as active shooter, bomb scare, fire, and much more. I ask that you take a moment to read this document so you will be prepared for any situation. LASC's Emergency Response Plan can be found at www.lasc.edu/erp_index.html.

We also recognize that we need to do more than just provide our faculty, staff, and students as well as our community with a lengthy document, so this academic year we will be rolling out more campus-wide training, so, in the event an emergency situation strikes, we are all prepared.

Each one of us needs to take on the responsibility of ensuring that this campus stays safe. If you observe something out of the ordinary or witness someone acting suspicious, please report it to the sheriff's substation by calling 323-241-531. Also, familiarize yourself with the blue light emergency phones on campus, which will provide you with a direct line to the sheriff's substation.

Let's all have a wonderful and safe experience here at LASC as we celebrate our 50th anniversary and beyond.

Best regards,

Denise F. Noldon, Ph.D.

CRIME STATISTICS

The following crime statistics for Los Angeles Southwest College (LASC) 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.

LASC 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
2014 TO 2016 CLERY ACT CRIME STATISTICS
LOS ANGELES SOUTHWEST COLLEGE**



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEXUAL ASSAULT (SEX OFFENSES)	1	1	0	0	0	0	0	0	0
Rape	0	0	0				0	0	0
Fondling	1	1	0				0	0	0
Incest	0	0	0				0	0	0
Statutory Rape	0	0	0				0	0	0
ROBBERY	0	0	0				0	4	0
AGGRAVATED ASSAULT	0	0	2				0	4	0
BURGLARY	2	4	0				0	0	0
MOTOR VEHICLE THEFT	1	0	0				0	2	0
ARSON	0	0	0				0	1	0
DOMESTIC VIOLENCE	0	0	6				0	2	0
DATING VIOLENCE	0	0	0				0	0	0
STALKING	0	0	1				0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	1	1	0				0	4	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	0	0				0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	0	0	0				0	5	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	0	0				0	0	0

HATE CRIMES
2014 - There were no reported hate crimes.
2015 - There were no reported hate crimes.
2016 - There were no reported hate crimes.

Date: 09/04/2017

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

Note: There are no Residential Facilities or Non-Campus locations associated with Los Angeles Southwest 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.



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
COMMUNITY COLLEGE BUREAU
CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES**



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.
Forcible sex offenses: Any sexual act directed against another person, forcibly or against that person's will. Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible 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, Benzadrine).
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 reported to the police or to a campus security authority in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

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 the President, Vice President of Academic Affairs, Vice President of Student Services or Vice President of Administrative Services creates a serious or ongoing threat, a campus-wide "timely warning" will be issued.

The warning will be issued through LASC's e-mail blast, Blackboard Connect, IP Messenger, Website News, and placed on the Jumbo-Tron to students, faculty and staff.

Anyone with information warranting a timely warning should contact the Sheriff's Department by phone to **(323) 241-5311** or in person at the Sheriff's Office at 1600 Imperial Highway, Los Angeles, CA 90047.

HOW TO REPORT CRIME

To report a crime, please contact the Sheriff's Department at **(323) 241-5311** or use the blue emergency telephones located throughout the campus. The button you press on the Blue Emergency Telephone directly dials to the Sheriff's Department. Again, the **Blue Phones** are located throughout the campus.

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

- President (Interim) – Dr. Denise Noldon (323) 241-5273
- Vice President, Student Services – Dr. Howard J. Irvin (323) 241-5328
- Vice President, Administrative Services – Daniel B. Hall (323) 241- 5467
- Vice President, Academic Affairs – Dr. Lawrence Bradford (323) 241-5280
- Associate Vice President, Administrative Services – Pamela Sanford (323) 241-5428
- Dean, Academic Affairs – Vacant
- Dean, Student Services – Vacant
- Dean, Adult, Noncredit and Community Services - Vacant
- Director of College Facilities – Mr. Allison Mah (323) 241-5059
- Principal, Middle College High School – Betty Washington (323) 820-4700

LASC 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.)

LASC does not have any campus residences.

LASC addresses security considerations in maintaining campus facilities in the following ways: The campus Sheriff's office secures all perimeter gates at 11:00 p.m. and then proceeds to secure all doors. Additionally, the Sheriff's Office conducts hourly foot patrols of the campus throughout the night.

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 LASC. 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, LASC encourages the accurate and prompt reporting of crimes to the Sheriff's Department at (323) 241-5311 located at 1600 Imperial Highway, Los Angeles, CA 90047.

Professional Counselors

A professional counselor whose official responsibilities include mental health counseling to members of the LASC 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.

PROGRAMS REGARDING SECURITY PROCEDURES AND PRACTICES

LASC has a Crisis Response Team which discusses violence prevention on an annual basis as well as an Employee Assistance Program which discusses mental health issues on an annual basis. Additionally, LASC encourages campus community safety through informational days held throughout the school year and information through the Sheriff's office.

PROGRAMS REGARDING PREVENTION OF CRIMES

LASC offers informational days throughout the school year in which information is given out regarding the prevention of crimes. Also, the Sheriff's Office post flyers and provides additional information on a variety of safety topics.

MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS

LASC 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 LASC.

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."

In addition to Board Rule 9803.19, the LACCD also enforces state laws relating to underage drinking, pursuant to Board Rule 9803.27 ("Performance of an Illegal Act").

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 is 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 LASC. 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

LASC Student Health Center has a Clinical Psychologist and a Clinical Social Worker that work with students and make referrals as appropriate for students with mental health issues.

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) 327-0449

National Council on Alcoholism and Drug Dependence
<https://www.ncadd.org/>
(800) NCA-CALL

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
<https://ca.org/>
(888) 714-8341

Marijuana Anonymous
<https://www.marijuana-anonymous.org/>
(800) 766-6779

Narcotics Anonymous
<https://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

LASC 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 LASC 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

LASC provides the following primary prevention and awareness programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking for all incoming students and new employees:

- Title IX Presentation at the Annual Department Chair Workshop
- Title IX Presentation at the Annual New Faculty Orientation
- Title IX Presentation to the Athletic Coaches
- Title IX Training at Administrative Services Retreat
- Title IX Training at Student Services Retreat
- Title IX Training for Associated Student Office
- Established and implanted the Behavior Intervention Team (BIT)

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 contact 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.)

Some safe and positive options for bystander intervention include the following: 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.

LASC provides the following ongoing prevention and awareness campaigns for all current students and employees: LASC has educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. The annual “Denim Day” is used to raise awareness district-wide of the issue of sexual assault. Additionally, LASC has educational and prevention programs related to issues of domestic violence and stalking.

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

LASC 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 and/or the following individuals are members of the Behavioral Intervention Team:

- Dr. Howard J. Irvin - Vice President, Student Services
- Monica Garcia - Title IX Coordinator
- Dr. Allison Moore - Faculty
- Dr. Katrin Wilson - Counseling
- Roxanna Sanchez - Counseling
- Deputy Tate - Sheriff's Office
- Deputy Barragan - Sheriff's Office
- Deputy Reginald Ducree - First Responder

LASC Title IX Coordinator: Monica Garcia 323-241-5000

On-Campus and Off-Campus Resources for Victims of Sexual Assault

On-Campus Resources

Sheriff's Office – (213) 241-5311

Student Health Services – (323) 241-5252

Office of Vice President of Student Services – (323) 241-5328

Off-Campus Resources

National Organization for Victim Assistance – www.trynova.org

Rape and Battering Hotlines – (310) 392-8391, (213) 626-3393, (626) 793-3385

National Domestic Violence Hotline – (800) 656-HOPE

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: (213) 241-5311.

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.)

LASC 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.

Counseling, Health, Mental Health, Victim Advocacy, Legal Assistance, Visa and Immigration Assistance, Student Financial Aid and Other Services Available for Victims

On-Campus Resources

Sheriff's Office – (213) 241-5311

Student Health Services – (323) 241-5252

Office of Vice President of Student Services – (323) 241-5328

Off-Campus Resources

National Organization for Victim Assistance – www.trynova.org

Rape and Battering Hotlines – (310) 392-8391, (213) 626-3393, (626) 793-3385

National Domestic Violence Hotline – (800) 656-HOPE

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

LASC 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, LASC 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.)

Procedures for Disciplinary Action for Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

Formal complaints regarding alleged sexual misconduct at LASC are investigated by the District's Office for Diversity, Equity and Inclusion.

A Compliance Officer shall complete an investigation and make a written report to the College President in 60 days. (C-14, Section X.A.) The College President shall send a summary of the Compliance Officer's report to the parties, and the Alleged Victim and Respondent have a right to make an oral statement to the College President within 15 days of receipt of the summary of the report. (C-14, Section X.B.)

The College President shall send a Written Decision to the parties. The Alleged Victim or Respondent may appeal within 15 days of the date of the Written Decision. The District's Board of Trustees may review the matter and act within 45 days; if 45 days have elapsed without action by the Board of Trustees, the Written Decision is considered the final District decision. In cases not involving employment, there is also a right to file a written appeal to the State Chancellor within 30 days after the final District decision is issued by the Board of Trustees, or the 45-day period has elapsed. (C-14, Section XI.)

If discipline is to be taken, the College President or his/her designee shall initiate the applicable disciplinary process within ten (10) business days of issuing the Written Decision, or, for good cause, as soon thereafter as is practical. (C-14, Section XII.)

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 LASC that he/she has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, LASC 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 LASC. (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, LASC's zip code is 90047.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

LASC 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. Examples of such emergencies include outbreaks, extreme weather conditions, earthquakes, gas leaks, terrorist incidents, armed intruders, bomb threats, civil unrest, explosions, chemical or hazardous waste spills.

To report an emergency, please contact the Sheriff's Department at (323) 241-5311 or use one of the blue emergency phones throughout the Campus.

Notification Procedures

LASC has established a protocol to notify students and staff of impending danger or critical information, in the shortest amount of time.

LASC's President, Vice President of Academic Affairs, Vice President of Student Affairs, or Vice President of Administrative Services is authorized to determine or confirm whether an emergency exists.

The administrator making the determination will coordinate with the President's Office campus Sheriff's office, campus Public Information Office and Los Angeles Community College personnel immediately and ongoing.

All current technology and communication modes will be used to widely distribute the information as quickly as possible. The communication roll-out checklist includes:

- **Email blast.** An email message is sent out to all faculty and staff
- **School messenger.** LASC's Blackboard Connect software is utilized to send a text message to students
- **Website News Post or Message.** A very visible message will be posted on the campus website and updated periodically throughout the emergency or critical period
- **Messages on Facebook and Twitter.** Short messages will be posted on Facebook and Twitter. Updates will be provided periodically. Notification via social media is critical as many of LASC's students only receive information from these sources
- **Flyers.** A brief message will be printed and distributed on flyers if appropriate
- **Signage.** Appropriate signage will be placed in high traffic areas and closed entrances and buildings

LASC 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.

The entire campus community will be notified when there is a potential that a very large segment of LASC is threatened. The President's Office will reassess the situation to determine whether additional notifications or updates need to be made.

Public information about the emergency will be provided through the coordinated efforts of LASC's Public Information Office and the Los Angeles Community College District Office.

Testing of Procedures

LASC conducts announced tests of its emergency response and evacuation procedures. The announcement is provided in advance via Email and via the public address system at the time of the test. The test is evaluated by the college Emergency Response Team. Tests are coordinated with the campus Sheriff's Office.

LASC publicizes its emergency response and evacuation procedures by distributing emergency procedures through an Email blast.

LASC 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 the Vice President of Administrative Services.