

Los Angeles Trade Technical College

ANNUAL SECURITY REPORT



2018

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Message from the College President....

It is my goal to ensure that the environment within which our students study and our faculty and staff work be as safe and secure as possible. We are committed to providing a learning environment that is secure and appropriate for higher education. If you, as a student, faculty member or staff member, have any concerns about your safety or the safety of classmates or staff, we encourage you to bring such concerns to my office or the campus Sheriff's department. It is important that we are aware of potentially dangerous situations, so that we can address them promptly and without incident.

We have a great team on campus. Our Sheriff's personnel are well-versed in campus policies and the law. They support a healthy and safe campus culture and provide us with important information that keeps us protected in any number of situations. Do not hesitate to call on them if you need any assistance or see something suspicious. It is their job to investigate it.

We hope that you find our campus to be a safe and secure place of study and work so that you can enjoy the educational journey.

Laurence B, Frank
President

CRIME STATISTICS

The following crime statistics for Los Angeles Trade Technical College (LATTC) 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 Trade Technical 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.

PREPARATION OF CRIME STATISTICS

Crime analysts from the Los Angeles Sheriff Department ensure the statistics are placed in the appropriate geographic and crime categories pursuant to the Clery Act.



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
COMMUNITY COLLEGE BUREAU
2015 TO 2017 CLERY ACT CRIME STATISTICS
LOS ANGELES TRADE TECH COLLEGE**



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEXUAL ASSAULT (SEX OFFENSES)	1	3	0	0	0	0	0	0	0
Rape	1	0	0				0	0	0
Fondling	0	3	0				0	0	0
Incest	0	0	0				0	0	0
Statutory Rape	0	0	0				0	0	0
ROBBERY	2	0	1				0	1	0
AGGRAVATED ASSAULT	0	2	2				0	0	0
BURGLARY	5	3	5				0	0	0
MOTOR VEHICLE THEFT	3	3	2				0	0	0
ARSON	0	0	2				0	0	0
DOMESTIC VIOLENCE	2	2	0				0	0	0
DATING VIOLENCE	0	0	0				0	0	0
STALKING	1	0	0				0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	2	2	0				0	0	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	0	0				0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	1	1	0				0	0	0
DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	0	0	1				0	0	0
LIQUOR LAW VIOLATIONS - ARRESTS	0	1	0				0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0				0	0	0

HATE CRIMES									
2015 - Two (2) reported hate-related crimes (both vandalism) on campus characterized by a race bias.									
2016 - There were no reported hate crimes.									
2017 - There were no reported hate crimes.									

Date: 09/17/2018
Data Sources: LASD LARCIS, LASD Arrest Query Tool, LAPD Newton Division, LAPD CAD Unit, LAPD Application Development and Support Division, and Campus Security Authorities.
Note: There are no Residential Facilities or Non-Campus locations associated with Los Angeles Trade Tech 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 2015 - 2017, we were unable to determine if the statistics obtained from LAPD's Application Development and Support Division for the "Public Property" category were for Los Angeles Trade Tech College's Clery defined geography. As a result, we excluded LAPD's Public Property statistics from the above table.

CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES



**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 an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, & not within the same reasonably contiguous geographic area of the institution; or any building or property owned or controlled by a student organization that is officially recognized by the institution.
Public Property: All public property; including thoroughfares, streets, sidewalks, parking facilities, and public parks; that is within the campus, or immediately adjacent to and accessible from the campus. 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.).
On-campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. <i>Note that the category does not appear in the crime statistics page because there are no on-campus student housing facilities.</i>
Separate Campus: A location that meets the following criteria: The institution owns or controls the site; it is not reasonably geographically contiguous with the main campus; it has an organized program of study; and there is at least one person on-site acting in an administrative capacity. An organized program of study means that the location offers courses in educational programs leading to a degree, certificate, or other recognized credential.
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.
Sexual Assault (Sex Offenses): Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes rape, fondling, incest, and statutory rape.
Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
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.
Burglary: The unlawful entry of a structure to commit a felony or a theft.
Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Hate Crimes: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For Clery Act purposes, Hate Crimes include any of the above criminal offenses as well as crimes involving larceny-theft, intimidation, simple assault or destruction/damage/vandalism of property. Bias categories include race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

CRIME CATEGORIES (cont.)
Larceny-Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
Domestic Violence: A felony or misdemeanor crime of violence committed—By a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— fear for the person's safety or the safety of others; or suffer substantial emotional distress.
Arrest: Persons processed by arrest, citation, or summons.
Referred for disciplinary action: The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.
Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin, Codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
Unfounded Crime: A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

Revision Date: 05/05/2017

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's Office and/or other designated campus administrator, creates a serious or ongoing threat, a campus-wide "timely warning" will be issued.

The warning will be issued through LATTC's Email Blast, Screen Messages, School Messenger, IP Messenger, website news post or message, messages on Facebook and Twitter, flyers, and signage to students, faculty and staff.

Anyone with information warranting a timely warning should contact the Sheriff's Department by phone at (213) 763-3600 or in person at the Sheriff's Office located in D-150.

HOW TO REPORT CRIME

To report a crime, please contact the Sheriff's Department at (213) 763-3600 or use the blue emergency telephones with a button you press which dials directly to the Sheriff's Office located throughout the campus.

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

Vice President of Student Services – Kaneesha Tarrant – (213) 763-7078
Vice President of Administrative Services – Ferris Trimble – (213) 763-7040
Dean of Student Services – Christopher Sweeten – (213) 763-5507

LATTC 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 Rule 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.)

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.

LATTC does not have any campus residences.

LATTC addresses security considerations in maintaining campus facilities in the following ways: The campus Sheriff's Station is continuously staffed with uniformed Sheriff Deputies and Security Officers;

lighting on all pathways and between buildings is checked and well maintained; LATTC adheres to strict compliance to all fire codes including all fire alarms, pull stations, and emergency lighting.

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 LATTC. 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, LATTC encourages the accurate and prompt reporting of crimes to the Sheriff's Department at (213) 763-3600 or walk in the office located on the ground floor of Cypress Hall (D-150).

Professional Counselors

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

LATTC has a Crisis Response Team which discusses violence prevention on an annual basis, the Work Environment Committee has a Campus Safety Subcommittee that meets on a monthly basis during the school year, as well as an Employee Assistance Program which discusses mental health issues on an annual basis. Additionally, LATTC encourages campus community safety through informational days held throughout the school year and providing information through the Sheriff's Office.

PROGRAMS REGARDING PREVENTION OF CRIMES

LATTC utilizes the expertise of the Los Angeles County Sheriff's Department to provide students and staff

with information about the prevention of crime. At least once each semester the Sheriff will hold a Town Hall type of meeting, open to all students and staff about safety and awareness in an effort to encourage students and employees to be responsible for their own safety and the safety of others. A campaign of "if you see something; say something." In these sessions the strategies to prevent crimes are discussed.

The Sheriff's Department and the college Counseling department, in conjunction with the College BIT team and the Sheriff's HEAT team hold seminar at least once each year to educated student and staff about what constitutes a sexual offense and what to do if a sexual offense occurs. This includes who to contact, how to preserve evidence, how should an alleged offense be reported, who is available to assist in case of an alleged offense, what can be done to change the victim's academic situation after an alleged offense occurs, the levels of disciplinary action that can be imposed on the alleged and/or finally determined perpetrator, both the accuser and the accused are informed of the outcome of any college disciplinary procedure as a result of the alleging of the sexual offense, information is available on written request to an alleged victim (or the victim's next of kin if the victim is deceased) of the results of any disciplinary hearing conducted against the alleged perpetrator of the offense.

MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS

LATTC 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 LATTC.

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 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 LATTC. Student discipline actions may include the following: warning, reprimand, disciplinary probation,

suspension, and/or expulsion. Employee discipline actions may include the following: warning, letter of reprimand, notice of unsatisfactory service, suspension, demotion, and/or dismissal

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

LATTC provides workshops and awareness sessions through the Student Health Center and the Student Services division as student sponsored and college sponsored activities during the school year.

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

LATTC 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 LATTC 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

LATTC 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:

The District prohibits dating violence, domestic violence, sexual assault, and stalking. These terms are defined by the Clery Act as follows:

- **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. (i) The existence of such a

relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For purposes of this definition—(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence. (34 C.F.R. § 668.46.)

- **Domestic violence:** (i) A felony or misdemeanor crime of violence committed—(A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. (34 C.F.R. § 668.46.)
- **Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting ("UCR") program (see below).
 - **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **A. Fondling** --The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **B. Incest** --Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **C. Statutory Rape** --Sexual intercourse with a person who is under the statutory age of consent. (34 C.F.R. § 668.46, Appendix A.)
- **Stalking:** (i) Engaging in a course of conduct directed at a specific person that cause a reasonable person to—(A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition—(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (34 C.F.R. § 668.46.)

Violations of the LACCD's Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy may also be criminal offenses under California law. The definitions of dating violence, domestic violence, sexual assault, and stalking under the California Penal Code are included in **Appendix A** at the end of this report.

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.)

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

Be an Engaged Bystander

The only person responsible for committing sexual assault is a perpetrator, but all of us have the ability to look out for each other’s safety. Whether it’s giving someone a safe ride home from a party or directly confronting a person who is engaging in inappropriate behavior, each of us can make a difference in ending sexual misconduct on campus and in our communities.

BYU encourages all members of the campus community to be engaged bystanders—

persons who intervene in a positive way before, during, or after a situation or event in which they see or hear behaviors that promote sexual misconduct in any of its forms. A bystander is a person who is present when an event takes place but isn't directly involved. Bystanders might be present when sexual assault or abuse occurs—or they could witness the circumstances that led up to these crimes. Through positive bystander intervention you can make a difference in other people's lives.

How to Intervene: C.A.R.E.

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, and overcoming barriers to intervening. It's important to be aware of what's going on around you and behavior that seems out-of-place or concerning. We can all make the decision that we have a responsibility to help when we observe trouble and then choose positive and safe ways to intervene.

There is no single "right" way to intervene, and what is appropriate depends on the situation and the individuals involved. Here are four basic steps you can take to be an engaged bystander when a harmful event is occurring. All it takes is for you to **C.A.R.E.!**

Create a Distraction

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

Cut off the conversation with a diversion like, "Let's get pizza, I'm starving," or "This party is lame. Let's try somewhere else."

Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.

Start an activity that is draws other people in, like a game, a debate, or a dance party.

Ask Questions

Talk directly to the person who might be in trouble.

Ask questions like "Who did you come here with?" or "Would you like me to stay with you?"

Refer to an Authority

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an RA or security guard.

Talk to a security guard, bartender, or another employee about your concerns.

It's in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.

Don't hesitate to call 911 if you are concerned for someone else's safety.

Enlist Others

It can be intimidating to approach a situation alone. Enlist another person to support you.

Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.

Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.

Enlist the friend of the person you're concerned about. "Your friend looks like they've had a lot to drink. Can you check on them?"

LATTC provides the following information regarding risk reduction:

Sexual violence can happen to anyone. Although there is no infallible method to prevent sexual assault, taking precautions may help reduce your risk of victimization. Consider the following safety tips:

Awareness:

Stay alert and attuned with your surroundings. Do you walk with headphones and music? Do you walk with your head down as you are texting?

Confidence:

Send the message that you are calm, confident, and know where you're going. Look people in the eye. Let them know you see them. Keep your head up and keep good posture.

Intuition:

Trust your intuition. If someone or something makes you feel uneasy, avoid that person or leave the situation.

Alcohol:

Alcohol plays a role in many sexual assaults on college campuses. When drinking, do not accept drinks from anyone if you did not see them prepared. Don't leave your drink unattended. Don't drink from punch bowls or open containers.

Date Rape Drugs:

Certain drugs are sometimes used to facilitate a sexual assault. Drugs, such as rohypnol, GHB, and ketamine, can be slipped into a person's drink. These drugs often have no color, taste, or smell, so they can be difficult to detect. They can weaken and confuse a person, as well as affect memory. For full details on date rape drugs, visit the Office on Women's Health Date Rape Drugs Fact Sheet.

Buddy System:

When at parties, bars, or out late at night, arrange a buddy system with a friend and watch out for each other. Make a plan with your friend or friends before you go out.

Material Objects:

If you are threatened and the assailant is after your purse, necklace, or car, give it to him. No material object is worth risking your life over.

Isolation:

If you are in a public place and a predator attempts to abduct you with a weapon, do not go. If he is willing to kill you in public, then he is certainly willing to kill you in isolation. If you are isolated against your will, though, feign compliance until a clear escape opportunity presents itself. Once you see that moment of opportunity, make your move and escape.

Provides the following ongoing prevention and awareness campaigns for all current students and employees:

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

LATTC 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 following person(s):

LACCD Title IX Coordinator, Brittany Grice at (213) 891-2000 ext. 2316
and/or

LATTC Vice President of Student Services – Kaneesha Tarrant – (213) 763-7078

LATTC Vice President of Administrative Services – Ferris Trimble – (213) 763-7040

LATTC Dean of Student Services – Christopher Sweeten – (213) 763-5507

You may also contact the following community organizations:

LOS ANGELES COUNTY DOMESTIC VIOLENCE SAFETY PLAN HOTLINE

The hotline operates 24/7. Callers can get help in eleven languages (English, Spanish, Korean, Vietnamese, Mandarin, Cantonese, Tagalog, Khmer, Japanese, Thai, and Armenian).

800-978-3600 (Southern California)

NATIONAL DOMESTIC VIOLENCE HOTLINE

The Hotline is national, toll-free, confidential, and anonymous. It operates 24/7 in more than 170 different languages through interpreter services, with a TTY line available for the Deaf, Deaf-Blind, and Hard of Hearing.

800-799-SAFE (7233)

TTY: 800-787-3224

NATIONAL TEEN DATING ABUSE HELPLINE

The National Teen Dating Abuse Helpline offers one-on-one service from peer advocates. The helpline and online chat operates 24/7 and offers translation services.

866-331-9474

Text: "loveis" or to 22522 for support (msg & data rates apply)

TTY: 866-331-8453

LOS ANGELES RAPE AND BATTERING HOTLINE

The Los Angeles Rape and Battering Hotline is a confidential non-judgmental support service where staff and volunteers are available to provide emotional support, advocacy, information and referrals.

213-626-3393 (Central Los Angeles)

310-392-8381 (South Los Angeles)

626-793-3385 (West San Gabriel Valley)

RAPE, ABUSE & INCEST NATIONAL NETWORK

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country.

800-656-HOPE (4673)

STALKING RESOURCE CENTER

The National Center for Victims of Crime partnered with the U.S. Department of Justice Office on Violence Against Women to create the Stalking Resource Center. If you need immediate assistance, the Victim Connect Helpline provides information and referrals for victims of all crime.

855-4-VICTIM (484-2846)

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:

Sheriff's Office: Cypress Hall, D-150

Telephone: (213) 763-3600

Office hours: 24 Hours Daily

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.)

LATTC 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

LATTC will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within LATTC and in the community.

For more information on your rights, how to respond to and prevent sexual assault, visit:

Asian Pacific Counseling and Treatment Center

1730 W. Olympic Blvd., Suite 300 Los Angeles, CA 90015
(213) 553-1830
<http://apaitonline.org/>

Cedars-Sinai Medical Center

8700 Beverly Blvd. Los Angeles, CA 90048
(310) 4-CEDARS (423-3277)
<http://www.cedars-sinai.edu/>

Keck Hospital of USC

1500 San Pablo Street Los Angeles, CA 90033 (800) 872-2273
<http://www.keckmedicine.org/>

L.A. Gay and Lesbian Center

Provide counseling, violence prevention and intervention, HIV program and testing, legal services, and other support programs for gay, lesbian, and transgender individuals.
McDonald/Wright Building
1625 N. Schrader Blvd. Los Angeles, CA 90028
(323) 993-7640 (To set up an appointment)
(323) 993-7400 (Operator) <http://www.lalgbtcenter.org/>

Mental Health Emergencies or Suicide Crisis Line – 1-800-854-7771

National CONFIDENTIAL Sexual Assault Hotline - 1-800-656-4673 Use this number to find services for rape victims in your area.

National Domestic Violence Hotline - 1-800-799-7233 TTY: 1-800-787-3224
ONLINE 24/7 Support Specialists - <https://ohl.rainn.org/online/>

Not Alone (<https://www.notalone.gov/students/>)

No More (<http://nomore.org/>)

Peace Over Violence

A community-based sexual assault, domestic violence, youth violence and child abuse prevention center. Focus on prevention, intervention, and social change.

Metro Headquarters
1015 Wilshire Blvd., Suite 200 Los Angeles, CA 90017 (213)955-9090 Office
<http://www.peaceoverviolence.org/>
24-hour rape crisis hotline
(310) 392-8381
(213)626-3393
(626) 793-3385

Providence St. Joseph Medical Center Burbank
501 S. Buena Vista St. Burbank, CA 91505
(818) 843-5111 (Hospital)
(888)-432-5464 (Resource Center) <http://california.providence.org/saint-joseph/>

RAINN (<https://www.rainn.org/>)

Rape, Abuse & Incest National Network (RAINN)
Visit <https://ohl.rainn.org/online/> to chat CONFIDENTIALLY trained RAINN support specialist, any time, 24/7.

Rape Treatment Center
Santa Monica (UCLA Medical Center)
1250 Sixteenth Street Santa Monica, CA 90404 (310) 319-4000
<http://www.911rape.org/>

The Relational Center
5486 Wilshire Blvd. Los Angeles, CA 90036 (323) 935-1807
<http://www.relationalcenter.org/>

Veterans Crisis Line Hotline, Online Chat & Text
The Veterans Crisis Line connects Veterans in crisis and their families and friends with qualified, caring Department of Veterans Affairs responders through a confidential toll-free hotline, online chat, or text (800) 273-8255 Press 1
<http://www.veteranscrisisline.net/ChatTermsOfService.aspx?account=VeteransChat>
(Chat Online), Text 838255

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

LATTC will provide a victim written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.

LATTC 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, LATTC 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

Complaints regarding dating violence, domestic violence, sexual assault or stalking at LATTC should be directed to the Title IX Coordinator; such complaints 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

Complaints involving dating violence, domestic violence, sexual assault, and stalking perpetrated by a student may be filed with the Title IX Coordinator. After the investigation by the Office for Diversity, Equity and Inclusion, and subsequent Written Decision by the College President, LATTC may initiate student discipline consistent with the procedures for campus disciplinary actions in LACCD Board Rules, Chapter IX, Article XI ("Student Discipline"), available in its entirety at:

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

The Chief Student Services Officer or designee initiates student discipline appropriate to the misconduct, by sending a Notice of Charges and proposed disciplinary action. (Board Rule 91101.12.) Pending the conclusion of the disciplinary process, the Chief Student Services Officer or designee may also immediately suspend a student from all District locations in emergency situations to protect lives or property and/or to ensure the maintenance of order. (Board Rule 91101.11.)

For proposed suspensions less than 10 days, the accused may request a hearing before the Chief Student Services Officer or designee. The hearing before the Chief Student Services Officer or designee is scheduled within ten (10) days of the request. The Chief Student Services Officer or designee provides written notice of his/her decision within five (5) days of the hearing, and that decision is final. (Board Rule 91101.13.)

For proposed suspensions greater than 10 days or expulsions, the accused may request a hearing before a disciplinary hearing committee. The hearing before the committee is scheduled within ten (10) days of the request. The hearing committee issues its recommendation to the College President within five (5) days of the hearing. (Board Rule 91101.14.)

Within ten (10) days after receipt of the committee's recommendation, the College President

issues his/her decision. If the College President's decision is to suspend a student, the decision is final. (Board Rule 91101.15.) If the College President's decision is to recommend expulsion to the District's Board of Trustees, the accused may submit an appeal of the College President's recommendation within five (5) days. (Board Rules 91101.15, 91101.16.) The College President's recommendation (and the appeal, if any) shall be immediately transmitted to the Chancellor. If the Chancellor does not accept the President's recommendation for expulsion, the matter is returned to the college for further action. If the Chancellor accepts the President's recommendation for expulsion, the expulsion matter is scheduled for consideration for the Board of Trustees at any regularly scheduled meeting held within 30 days of the Chancellor's receipt of the recommendation. The Board of Trustees may confirm, modify, remand, or reject the Chancellor's recommendation, but the Board's action is final. (Board Rule 91101.17.)

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 warnings, probation, suspension or expulsion from all of the District's colleges. (C-14, Section XII.D.)

Disciplinary action against employees shall include 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.A.4, III.B.2.)

The accused and accuser may have others present during a campus disciplinary hearing.

In cases of domestic violence, dating violence, sexual assault and/or stalking, 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. 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 LATTC that he/she has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, LATTC 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 LATTC. (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, LATTC’s zip code is 90015.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

LATTC 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, etc.)

To report an emergency, please contact the Sheriff’s Department at (213) 763-3600 or use one of the blue emergency phones located throughout the campus.

Notification Procedures

To sign up for the emergency notification system, use the systems as follows:

Using an iPhone 

Step 1:

Select the “Add New Message” icon 

Step 2:

Select the “Add New Message” icon



Step 3:

Enter **888777** in the “To” field.

Step 4:

Enter **CAMPUSLASD** in the Message field.

Step 5:

Press “Send”.

Using an Android



Step 1:

On the Home screen, click the “Messages” icon



Step 2:

Click on “Compose Message”



Step 3:

Select **COMPOSE**

Step 4:

Enter **888777** in the “Recipient” field.

Step 5:

Enter **CAMPUSLASD** in the “Enter message” field.

Step 6:

Press **SEND**

Using a Standard Mobile Phone:

Step 1:

From the standby screen, press “Menu”.

Step 2:

Scroll to and select “Messaging”.

Step 3:

Select “Create Message”.

Step 4:

Select “New Text Message”.

Step 5:

Enter **CAMPUSLASD** and press “Send To”.

Step 6:
Select "New Number".

Step 7:
Enter **888777**.

Step 8:
Press "Send".

The College President or other designated administrator will make the determination of confirming whether an emergency exists, and when and how the emergency response plan will be executed. Notification is initiated by the Public Relations office.

LATTC 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 LATTC is threatened. The College President or other designated administrator will reassess the situation to determine whether additional notifications or updates need to be made.

In the event of a campus emergency, where it is necessary to notify students and staff of impending danger or critical information, LATTC has developed a protocol to engage as many students and staff as possible, in the shortest amount of time. It is important that all current technology and communication modes be used to widely distribute the information as quickly as possible. Coordination with the President's Office, the campus Sheriff's Office, district personnel, and Public Relations needs to be immediate and ongoing.

Below is our roll-out communication checklist for critical information:

- **Email blast.** An LATTC_ALL message is sent out to all faculty and staff.
- **Screen messages.** Aspen Hall, Juniper Hall, Magnolia Hall, and Mariposa Hall have programmed video screens on most floors. A message is developed and placed on those screens electronically and left as a stagnant item.
- **School Messenger.** Our phone software allows us to send a recorded message, an e-mail, phone message, and/or text message to those students and staff who have opted into the system with their phones.
- **IP Messenger.** Our phone system also has the capability of delivering an audio message using every phone on campus (these phones are located in every classroom and office on campus). The recorded message plays through the phone's audio system, and can be heard throughout an entire classroom. It also interrupts those people talking on the phone at the time the message is sent out. The same message can be programmed to repeat several times at various hours.
- **Website News post or Message.** The message should remain very visible to anyone visiting the campus website, and it should be updated periodically throughout the emergency or critical period. The website also allows for blog entries so others can ask questions and gather more information.
- **Messages on Facebook and Twitter.** Social media is engaged because many of our students ONLY receive information from these sources. Short messages are developed and placed without raising alarm. Again keeping people updated.
- **Flyers.** The message is placed on a one-sheet, and distributed to every mailbox on campus. This is especially important for adjunct faculty. Flyers are also distributed from places such as the Bridges to Success Center, Admissions & Records, Financial Aid and Counseling - places where students congregate.

- **Signage.** Placed in areas of high traffic and closed entrances or buildings. Other areas to be coordinated with the Sheriff's office and other campus departments.

Testing of Procedures

LATTC conducts both announced and unannounced tests of its emergency response and evacuation procedures. The tests typically occur during the annual California Great Shakeout exercise, and the annual Campus Lockdown exercise. The Environmental Health and Safety Office and the campus Sheriff's Office will monitor all announced tests of its emergency response and evacuation procedures.

LATTC publicizes its emergency response and evacuation procedures by: 1. The posting of emergency procedures in each classroom. 2. The posting of emergency response and evacuation procedures on the LATTC website. 3. Providing emergency information in our School Catalog. 4. Providing other emergency notifications and procedures through Email blast or through School Messenger.

LATTC 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 Physical Plant Office.