

Los Angeles Trade Technical College

ANNUAL SECURITY REPORT



2016

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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 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 your educational journey.

Laurence B. Frank
President

IF YOU HAVE AN EMERGENCY

- Pick up the nearest college telephone and push the button labeled "Emergency"
- Using your cell phone: Contact LATTTC's Sheriff's office at: 213-763-3611

Dialing 911 on your cell phone will delay emergency response to your location.

CRIME STATISTICS

The LATTTC's Sheriff's office is responsible for compiling and reporting crime statistics. The office is located in Cypress Hall (D-150). Updates to crime statistics, policies, and procedures are provided annually by October 1.

Policy for preparing the annual disclosure of crime statistics

Los Angeles Trade Technical College is required to provide the Department of Education with an annual report containing the number and type of criminal offenses committed within the jurisdiction of the Los Angeles County Sheriff's Department (LASD) and law enforcement agencies such as the Los Angeles Police Department (LAPD) as well as citations issued and arrests made. This information is forwarded to the Federal Bureau of Investigations for inclusion in their annual publication, Crime in the United States.

The federal Clery Act requires the college to provide additional information to the community. Crimes that must be reported include murder, manslaughter, sex offenses (forcible and non-forcible), domestic violence, dating violence, robbery, aggravated assault, stalking, burglary, hate crimes, motor vehicle theft and arson. In addition the college must report arrests or disciplinary referrals for liquor, drugs and weapons offenses and hate crimes by classification.

The Clery Act requires any College Official having knowledge of criminal acts as defined by the Clery Act to report that information to a law enforcement agency such as the LASD for inclusion in the Jeanne Clery Annual Safety Report.

Students' Right to Know

The LASD's "Annual Safety Report" for LATTTC is the department's student right to know report. The report is posted on the LATTTC web site <http://college.lattc.edu/sheriff/crime-reporting-procedures/crime-statistics/>, and an updated hard copy is printed and available to the public at the LASD campus office located in Cypress Hall (D-150). Call (213) 763-3600 for more information on how to obtain a copy.

An electronic daily crime log is maintained in the LASD campus office and is available for review by the general public during normal business hours.

Annual Disclosure of Crime Statistics

The "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" is a federal law that requires institutions of higher education (colleges and universities) in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. All institutions of post-secondary education, both public and private, that participate in federal student aid programs must publish and disseminate an annual campus security report in addition to providing timely warnings of any criminal activities.

To comply with the Act, LATTTC in cooperation with the LASD is responsible for gathering crime statistics and providing safety information to all students, staff, faculty, visitors and prospective students and employees of the District. The college president designates public safety personnel to oversee this process, which includes, collection of in-house data, as well as, request statistics

annually, via written correspondence from local law enforcement agencies and campus security authorities.

The following crime statistics for LATTC have been compiled by the LASD, 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.

LATTC may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.

However, LATTC may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

2013 TO 2015 CLERY ACT CRIME STATISTICS



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



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
MURDER /NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEXUAL ASSAULT (SEX OFFENSES)	5	1	1	0	0	0	0	0	0
Rape	0	0	1				0	0	0
Fondling	5	1	0				0	0	0
Incest	0	0	0				0	0	0
Statutory Rape	0	0	0				0	0	0
ROBBERY	2	1	2				1	0	0
AGGRAVATED ASSAULT	1	1	0				0	0	0
BURGLARY	12	6	5				0	0	0
MOTOR VEHICLE THEFT	1	0	3				0	0	0
ARSON	0	0	0				0	0	0
DOMESTIC VIOLENCE	3	4	2				0	0	0
DATING VIOLENCE	0	0	0				0	0	0
STALKING	1	0	1				0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	2	4	2				0	0	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	0	0				0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	1	1	1				1	0	0
DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0				0	0	0
LIQUOR LAW VIOLATIONS - ARRESTS	0	0	0				0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0				0	0	0
HATE CRIMES									
2013 - There were no reported hate crimes.									
2014 - There were no reported hate crimes.									
2015 - Two (2) reported hate-related crimes (both vandalism) on campus characterized by a race bias.									

Date: 09/21/2016
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 2013 - 2015, we were unable to determine if the statistics obtained from LAPD's Application Development and Support Division for the "Public Property" category were for 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
<p>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).</p> <p>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.</p> <p>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.).</p>
CRIME CATEGORIES
<p>Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.</p> <p>Negligent Manslaughter: The killing of another person through gross negligence.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Burglary: The unlawful entry of a structure to commit a felony or a theft.</p> <p>Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.</p> <p>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.</p> <p>Arrest: Persons processed by arrest, citation, or summons.</p> <p>Referred for disciplinary action: The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.</p> <p>Weapons Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.</p> <p>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, Benzzedrine).</p> <p>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.</p> <p>Hate Crimes: Any of the above criminal offenses as well as crimes involving larceny-theft, intimidation, simple assault or destruction/damage/vandalism that manifests evidence that the victim is intentionally selected because of the perpetrator's bias against the victim (race, gender, religion, sexual orientation, ethnicity, disability, ethnicity/national origin, or gender identity of the victim).</p> <p>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.</p> <p>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.</p> <p>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.</p>

Date: 09/07/2016

CAMPUS MAP

400 West Washington Blvd
Los Angeles, California
90015-4181
www.lattc.edu



- AH – ASPEN HALL**
(Formerly TE Building)
Behavioral/Social Sciences/Child Development
English/English as a Second Language
Mathematics
 - CH – CEDAR HALL**
(Formerly K Building)
Bookstore
Business
Fitness Center
Sciences
 - CY – CYPRESS HALL**
(Formerly D Building)
College Sheriff
Design and Media Arts
Physical Plant Office
 - JH – JUNIPER HALL**
(Formerly ST Building)
Academic Affairs
Administrative Services
Admissions & Records
Business Office
CalWorks/GAIN
Career Center
Compliance Office
Counseling Center
EDPS/CARE
Financial Aid
Human Resources
Information Center
International Student Program
President's Office
Public Relations
PUENTE
Student Services
UMOJA
University Transfer Center
Workforce & Econ. Dev.
 - LG – LAUREL GYMNASIUM**
(Formerly G Building)
Gymnasium
 - MA – MARIPOSA HALL**
Academic Connections
Academic Technology
Assessment
Bridges to Success Center
Copy/Mail Center
Disabled Student Programs & Services (DSPS)
Distance Education
Info Tech (IT)
Labor Center
Learning Skills and Noncredit Library
Library
Office of Student Life
Open Computer Labs
Staff Lounge
Student Health Center
Tutoring Center
Veteran Student Center
 - MH – MAGNOLIA HALL**
(Formerly A Building)
Cosmetology
Nursing Program
 - OH – OAK HALL**
(Formerly F Building)
Language Arts/Humanities
Machine Shop (CNC)
Advanced Transportation & Manufacturing
Welding
 - RH – REDWOOD HALL**
(Formerly C Building)
Architectural Technology
Associated Student Organization (ASO)
Worksource Center
 - SA – SAGE HALL**
(Formerly H Building)
Cafeteria
Culinary Arts
Early College Academy
Garden Room
 - SQ – SEQUOIA HALL**
(Formerly B Building)
Apprenticeship
Construction Maintenance & Utilities
 - WH – WILLOW HALL**
(Formerly J Building)
Athletics
Health & Exercise Science (Kinesiology)
- LEGEND**
- ★ Sheriff's Office
 - 🚧 Construction Area
 - 🚬 Designated Smoking Area
 - 🗣️ Designated Free-Speech Area
 - ☎️ Public Pay Phone
 - 📞 Emergency Blue Phone
 - 🛗 Elevator
 - 🅑 Overflow Parking (500+ vehicles of various sizes)
 - 🅒 Student Parking (unless otherwise noted)
 - 🅓 Motorcycle Parking
 - 🅔 Sheriff's Parking
- On Campus? Scan QR Below**
-
- or visit map.lattc.edu and tap the location icon 📍

BUILDING DIRECTORY		
AH - Aspen Hall	LA - South Library (non-operational)	SA - Sage Hall
CDC - Child Development Center	LG - Laurel Gymnasium	SQ - Sequoia Hall
CH - Cedar Hall	MA - Mariposa Hall	TH - Toyon Hall
CR - Central Receiving	MH - Magnolia Hall	WH - Willow Hall
CY - Cypress Hall	OH - Oak Hall	
JH - Juniper Hall	OP - Olive St. Parking	MHU - Magnolia Hall Utility
	RH - Redwood Hall	SCU - South Campus Utility



Rev: 01/02/2015

THE DAILY CRIME LOG

The LATTTC's Sheriff's office is responsible for compiling and reporting crime statistics. The office is located in Cypress Hall (D-150). Updates to crime statistics, policies, and procedures are provided annually by October 1.

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 LATTTC'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 – Mary Gallagher – (213) 763-7040
Dean of Student Services – Dimitrios Synodinos – (213) 763-7038

LATTTC 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.)

A victim may decline to notify such authorities, and where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school.

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_rules/documents/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 regular foot patrols of the campus throughout the night.

LATTC does not have any campus residences.

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.

The college 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 for victims, both within the school and the community.

The college will provide 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. The school must make such accommodations or provide such protective measures if the victim requests and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking

Serious allegations of misconduct involving potential felony crimes, such as dating violence, sexual assault, or stalking are referred to the campus sheriff's department for investigation and follow-up action.

If a student is found to have committed a felony of this type, and the college determines that the student poses a threat to the safety of the campus, the student will be suspended or expelled, and if necessary with a restraining order to keep the student off of campus property.

When a student or employee reports to the school that the student or employee has been a victim of dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options.

Information concerning registered sex offenders may be obtained through the LASD campus office located in Cypress D-150.

PROGRAMS REGARDING PREVENTION OF CRIMES

LATTC offers informational days on an ongoing schedule throughout the school year in which information is provided to participants regarding the prevention of crimes. Also, the Sheriff's Office posts flyers and provides additional information on a variety of safety and security topics.

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.

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) 342-8111

National Council on Alcoholism and Drug Dependence

www.ncadd.org

(800) NCA-CALL

California Department of Health Care Services

<http://www.dhcs.ca.gov/individuals/Pages/SUD-Services.aspx>

(800) 879-2772

Los Angeles County Public Health, Substance Abuse Prevention and Control

<http://publichealth.lacounty.gov/sapc/>
(800) 564-6600

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

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

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

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

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

SEXUAL ASSAULT POLICY

Los Angeles Trade Technical College will not tolerate sexual assault or sexual violence in any form, including acquaintance rape. If you have experienced sexual assault, you have the right to:

- Report the incident to the Campus Sheriff's Department and pursue criminal charges.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence crucial to pursuing criminal action (an important step even if you are not immediately certain you want to pursue a criminal complaint).
- Report the matter to Higher Education Assessment Team (HEAT)/Behavioral Intervention Team (BIT). LATTC's HEAT/BIT includes the following members: Dimitrios Synodinos, Associate Dean Student Services (BIT Chair, Discipline), Kaneesha Tarrant, Vice President Student Services (Title IX Coordinator), Saadia Porche, Associate Dean (DSPS, Student Health Services), Lead Deputy Lavonce Jeffrey (Law Enforcement, Los Angeles County Sheriff's Department), Deputy Humberto Barragan (HEAT Team, Law Enforcement, Los Angeles County Sheriff's Department), Dr. Jose Navarro (HEAT Team), Elena Fernandez, St. John's Family and Well Child (Mental Health), Ashraf Hosseini (Counselor), and Sheila Tishler (Counselor).

Any student experiencing sexual assault or sexual violence who chooses to report the incident also helps to deter further assaults or violence. Others who are aware of such conduct may report it to ensure that survivors receive the services they need. Incidents can be reported to the Campus Sheriff's Department or the Behavioral Intervention Team. Reports should be made as soon as possible. Medical assistance should be sought to ensure preservation of physical evidence. Psychological counseling is available on campus from the LATTC Counseling Center.

CONFIDENTIALITY OF VICTIMS

Publicly available records, including Clery Act reporting and disclosures, are available without the inclusion of personally identifying information about the victim.

Any accommodations or protective measures accommodations or protective measures provided to the victim are maintained as confidential to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING STATEMENT AND RESOURCES

The LATTC's Sheriff's office is responsible for compiling and reporting crime statistics. The office is located in Cypress Hall (D-150). Updates to policies, and procedures are provided annually by October 1.

LATTC considers sexual assault, domestic violence, dating violence, and stalking as serious crimes. The College will not tolerate acts of sexual assaults or other assaults. The college will take appropriate action to prevent, correct, and discipline behavior that violates law, college policy, or regulations regarding rape and other sexual assaults.

The College has developed a number of procedures and protocols that requires the interaction of a number of college offices and departments, in order to address sexual assault and other sexual misconduct. The policy addresses incidents of sexual assault and other sexual misconduct includes, but is not limited to representatives from the LASD, Student Health Services, Student Affairs, the Title IX Coordinator, and the Counseling Department.

LATTC plans to initiate comprehensive training for all new incoming students and new employees, that includes information designed to prevent incidents of sexual violence including sexual assault, domestic violence, dating violence, and stalking.

The training may include a number of specific modules meeting the requirements of the statute, including: consent/sexual assault, bystander intervention, verbal defense, effects of the use/abuse of alcohol, dating/domestic violence, sexual harassment, stalking, and how the victim can/should address any of these issues as they arise. For more information on the college policies and awareness education you can contact the Title XI coordinator Kaneesha Tarrant, VP (213) 763-7076 or the LATTC Sheriff's Department, 213-763-3600.

If you are a victim of any of these crimes, you are strongly encouraged to notify the LATTC Sheriff's Department (LASD) as soon as practical and to make every effort to preserve any physical evidence. The college will contact any other appropriate police agency or any other appropriate resource to respond. The college will assist the victim in obtaining medical services and make crisis counseling services available. The college can assist a victim in notifying the LASD if the victim chooses to or the victim may decline any such notification to such authorities.

If the victim chooses to report the crime, the LASD will initiate a criminal investigation of the reported sexual assault and every effort will be made to criminally prosecute the perpetrator(s).

Definitions

- **Sexual Assault** is a general term that covers a range of crimes, including rape. As defined under California law, rape is non-consensual sexual intercourse that involves the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress.

- **Sexual intercourse** is considered non-consensual and, therefore, rape when the person is incapable of giving consent because the victim is incapacitated from alcohol and/or drugs, or if a mental disorder or development or physical disability renders the victim incapable of giving consent. Whether the accused is a stranger, acquaintance, spouse, or friend is irrelevant to the legal definition of rape.
- **Consent with regard to sexual activity, is defined as:**
Positive, unambiguous, and voluntary agreement through out a sexual encounter to engage in sexual activity. Consent cannot be inferred from the absence of a "no"; a clear "yes", verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to other, nor does past consent to a given act imply present or future consent. **Consent must be ongoing throughout a sexual encounter and can be revoked at any time.**
 - Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.
 - Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.
- **Domestic Violence** is a "felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or 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."
- **Dating Violence** is defined as violence committed by a person:
Who is or has been in a social relationship of romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship, whether; and
 - The frequency of interaction between the persons involved in the relationship."
- **Stalking**, California Penal Code 646.9 defines it as: any person who willfully, and maliciously and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.
 - Engaging in a course of conduct directed at a specific person, involving repeated (two or more) instances of visual, physical proximity, nonconsensual communication, or verbal, written (including virtual communications such as email, texting, social media, etc.), or implied threats (or combination thereof), that would cause a person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
 - Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or gifts that may range from seemingly romantic to bizarre, following or "lying in wait" for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the internet by posting personal information or spreading rumors about the victim.
 - Workshops on sexual assault prevention, resource information, policies and procedures regarding rape, sexual assaults, and other assaults on campus can be obtained through regularly scheduled in-person or on-line orientations. For more information on the District's policies, procedures and protocols regarding how to handle unwarranted sexual attention and where to seek help in an event of a Sexual Assault on Campus, go to the following web sites:
 - Psychological services, see Student Health Center web site at:
<http://college.lattc.edu/studenthealthcenter/>
 - For Campus Crime information see the LATTC web site at:
<http://college.lattc.edu/ehs/emergency/>

Sexual Assault Prevention

- Always remember that NO means NO.
- Rape Aggression Defense Training (taught by SMCPD).
- Use the Buddy System. No one gets left behind.
- Avoid drugs and or alcohol use.

What to do if you are sexually assaulted

- Get to a safe place.
- Contact the LATTTC Sheriff at (213) 763-3600 or call 911.
- Make every effort to preserve any physical evidence of the assault. This includes not showering, or disposing of any clothing or other items that are present after or during the assault.
- Seek medical attention.
- Seek emotional support from the LATTTC Health Center (213) 763-7038.

Signs of an abusive person

- Past abuse.
- Threats of violence or abuse.
- Braking objects.
- Any force during an argument.
- Jealousy.
- Controlling behavior.
- Quick involvement (claims love at first sight).
- Unrealistic expectations.
- Isolation (victim not able to have friends).
- Blames others for problems.
- Blames others for their feelings.
- Hypersensitivity.
- Cruelty to animals or children.
- "Playful" use of force during sex.
- Rigid sex roles.
- Jekyll-and-Hyde personality (explosiveness and mood swings).

What to do if you are abused

- Get to a safe place.
- Contact the LATTTC Sheriff's Department, 213-763-3600 or call 911.
- Talk to someone you trust. It is important to break the silence.
- Obtain a restraining order.
- If you decide to leave the relationship, develop a safety plan. This plan can include asking a trusted friend for help, choosing a safe place to stay, collecting money, emergency phone numbers and a bag of clothes so you can leave quickly.
- Seek support.
 - National Domestic Violence Hotline 1-800-799-SAFE (7233) TTY 1-800-787-3224
 - Sexual Assault & Domestic Violence Hotline 1-800-656- HOPE (4676)
 - GLBTQ Domestic Violence Project 1-800-832-1901

What to do if you are stalked

- If you have not already done so, assertively communicate that you want the behavior to stop and set/maintain personal boundaries.
- Try not to allow yourself to be isolated with the person.
- Tell family, friends, roommates, and co-workers about the stalking and seek support.
- Don't walk alone, particularly at night. Call LATTTC Sheriff's Department, 213-763-3600 for escort service to your vehicle or any other type of transportation. Make plans for friends to accompany you.

- If you feel you are unsafe, you probably are and should seek help. Take threats seriously. Danger generally is higher when the stalker talks about suicide or murder, or when the victim tries to leave or end the relationship. Don't confront a stalker. Go to a safe place and call the police.
- It is also a good idea to make a record of the stalking behavior. Keep a log including the date, time, and what happened, including the names of anyone who witnessed the incident. Save any packages, letters, messages or gifts from the stalker. Save all voicemail or text messages from the stalker.

Bystander Intervention

- If you see someone being physically abused, or in potential danger call LATTTC Sheriff's Department, 213-763-3600 or 911 immediately.
- In many cases, the first step to safety is the knowledge that the victim is not alone it may help your friend or someone needing help to know that others experience abuse and that there are resources to get help.
- Be supportive and respectful. Make clear statements about your friend's value and rights as a person, such as "No one deserves to be abused or assaulted."
- Listen.
- Don't push your friend to leave. Support the choices she/he makes. She/he already has someone in her/his life that is controlling. She/he will feel empowered by not being told what to do.
- Don't criticize the abuser. A victim often has conflicting feelings about the abusive partner. If you're critical of the abuser, the victim may become defensive or may shut down. Instead you can talk about behaviors that are negative by saying something like, "I'm really concerned about how your partner treats you. Nobody has the right to put someone else down."
- Find out about the resources that are available.
- Learn as much as you can about dating abuse.
- Encourage your friend to make a safety plan if they have decided to leave the relationship. Your part in a safety plan can include walking home together, checking in at certain times of the day, and having a code word your friend can use if they need immediate help.
- Encourage your friend to make a safety plan if she/he chooses to stay. This includes: safe places to go if violence escalates, numbers to call, safe words that alert a friend that the victim/survivor needs help and to call LATTTC Sheriff's Department, 213-763-3600 or 911.
- Do not confront the abuser. This can result in an escalation of violence against the victim.
- Do not slip a hotline card or any other information about abuse into someone's bag or under a door. This can escalate the violence against the victim.
- Do not send a voicemail message or an email message about the abuse to your friend. You do not know if the abuser is monitoring the phone or the computer.
- Be careful for yourself. Let your friend know what you are comfortable doing and what your boundaries are.

After an alleged sexual assault incident occurs, the college will make every effort to assist the victim in changing her or his academic situation, if so requested and if such changes are reasonably available, assist the victim in obtaining a restraining order against the perpetrator. Disciplinary actions may be imposed on recognized individual students, student organizations, faculty and staff found responsible for the sexual assault, domestic violence, dating violence, and stalking.

Campus Resources:

- LATTTC Sheriff's Department: 213-763-3600
400 West Washington Blvd., Los Angeles, CA 90015
Cypress Hall D-150;
- Title IX Coordinator: Kaneesha Tarrant, VP (213) 763-7076
 - ***If the assailant is another LATTTC student***, you may contact the Office of Student Services (ST-532) or the Title IX College Coordinator, and that individual can begin an investigation into the assailant's violation of the Rules for Student Conduct.

- ***If the assailant is a LATTC faculty or staff member***, you may contact the Title IX College Coordinator.

Confidential Resources:

- St. John Well Child & Family Center: 310-541-1411
Rev. Warner Traynham Health Center 326 W. 23rd Street, LA, CA 90007
- Student Health Services: 213-763-3765

PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

The Administrator Responsible for Discipline is Associate Dean Dimitrios Synodinos, located in Aspen Hall ST-522, Phone: 213-763-7038.

Policy for institutional disciplinary action in cases of alleged dating violence, sexual assault, or stalking

Serious allegations of misconduct involving potential felony crimes, such as dating violence, sexual assault, or stalking are referred to the campus sheriff's department for investigation and follow-up action.

If a student is found to have committed a felony of this type, and the college determines that the student poses a threat to the safety of the campus, the student will be suspended or expelled, and if necessary with a restraining order to keep the student off of campus property.

Los Angeles Trade Technical College disciplinary policy addresses the following infractions:

- Willful Disobedience
- Violation of College Rules and Regulations
- Dishonesty
- Unauthorized Entry
- Forgery, Alteration or Misuse of College Documents
- Disruption of Classes
- Theft of or Damage to Property
- Interference with Peace of College
- Assault or Battery
- Alcohol and/or Drugs Use
- Lethal Weapons
- Discriminatory Behaviors
- Unlawful Assembly
- Conspiring to Perform Illegal Acts
- Threatening Behavior
- Disorderly Conduct
- Theft or Abuse of Computer Resources
- Interference with Classes
- Interference with Performance of Duties of Employees
- Assault or Abuse of an Instructor
- Unsafe Conduct Related to Safety Regulations

When a student is charged with having committed one of the above Code of Conduct violations, a formal process of corrective action is initiated, and the severity of the action taken is ramped up if less weighty measures prove unsuccessful to effect desired behavior.

1. Notify student verbally to discontinue behavior.
2. If behavior continues, complete and give student Unsatisfactory Notice Form, available from the Department Chair or Student Services Office.
3. If the Instructor wants a student to be suspended from class for up to two class periods, the Department Chair should be notified and an Unsatisfactory Notice Form completed. The instructor may suspend the student for the day of the incident and the following class session.
4. The Department Chair must notify the appropriate Dean of Academic Affairs. A copy of the Unsatisfactory Notice Form must be given to the student, Department Chair, Academic Dean and Discipline Dean.
5. Students may be referred to meet with the Discipline Dean prior to returning to class, if the instructor deems it necessary.
6. The Discipline Dean initiates suspensions greater than 2 days and expulsions when warranted, with notification to the President.
7. The President and Board of Trustees must approve all expulsions.
8. The Vice President of Student Services, along with the Deputy Sheriff, will meet with the student to notify of the nature and length of the suspension or expulsion, provide disciplinary forms, and discuss the hearing processes, as per board rule 91101.

If a student is found to be in violation of the College Code of Conduct, the following sanctions will ensue.

1. **Warning** – Written or oral notice to the student that continuation or repetition of misconduct may be result in disciplinary action.
2. **Reprimand** – Written censure for violation of specific regulations.
3. **Restitution**- Required reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service or compensation for damage.
4. **Disciplinary Probation** – Specific period of conditional participation in campus and academic affairs, which may involve exclusion from designated privileges or extracurricular activities.
5. **Removal by Instructor** – An instructor may remove (suspend) a student from class for the day of the incident and the next class meeting.
6. **Immediate Suspension** – The Vice President of Student Services, or any other college administrator, manager or delegated authority may immediately suspend a student from campus, acting under an emergency to protect lives or property and/or to insure the maintenance of order.
7. **Suspension** – Temporary exclusion from student status, or other privileges or activities, for a specified period of time, not to exceed ten (10) days. A student may be suspended with a right to a disciplinary hearing up to two semesters or an academic year.
8. **Suspension Subject to Reconsideration** – The Vice President of Student Services may recommend to the President temporary termination of student status, or the suspension of the student from one or more of the following: 1) classes, 2) activities, 3) services, 4) programs, or 5) specific locations on campus, subject to reconsideration after a specified length of time and with specific grounds for reconsideration.
9. **Suspension of Financial Aid** – Ineligibility for state financial aid for a predetermined period not to exceed two years, for willfully and knowingly disrupting the orderly operation of the campus.
10. **Expulsion** – Permanent termination of student status. There is no right of reconsideration of a permanent expulsion at any time. On its own motion, the Board of Trustees may reconsider such actions at any time.

The College will ensure that any disciplinary proceedings will be held promptly, and in a fair and impartial progression from the initial investigation to the final result.

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

Emergency Response and Evacuation Procedures are maintained and updated by Eric Clark, Environmental Health and Safety (EH&S) Specialist. The main document version is located in the EH&S office, and additional copies are kept by designated emergency operations personnel.

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

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 Environmental Health and Safety Office and the campus Sheriff's Office will monitor all announced tests of its emergency response and evacuation procedures.

LATTC tests emergency response and evacuation procedures at least once each semester. That includes tests that may be announced or unannounced, and publicizing its emergency response and evacuation procedures in conjunction with at least one test per semester.

Tests are documented and a description of the exercise, the date, time, and whether it is announced or unannounced.

All emergency communication methods are tested, at a minimum, annually and according to standards as appropriate.

For a large-scale emergency situation, the LATTC Emergency Response Center (EOC) is activated by the College President, Lawrence Frank, J.D., or his designee; and Mary Gallagher, Ph.D., Vice President Administrative Services serves as the EOC director.

The LASD is tasked with campus security at LATTC. They have been trained in Incident Command and response to critical incidents on campus. In the event of an immediate threat to the health or safety of the college community, they will be the first on-scene responders. They also work in conjunction with the Los Angeles Police Department (LAPD), and the Los Angeles Fire Department (LAFD). These first responders work together to manage the incident, and depending on the nature of the incident could call in other city, state or federal agencies to assist.

The LASD receives emergency and incident information from various sources such as our dispatch center, and other law enforcement agencies. Once information constituting an immediate threat is received, the Sheriff's ranking deputy on campus is authorized to determine whether an emergency exist, and if so, to activate the immediate notification procedures without delay unless it is determined that such a notification would place the LATTC community or a victim at a greater risk or compromise containment efforts, response to or mitigation of the emergency. If the LASD confirms there is an emergency or incident that poses an immediate

threat to the college community's health or safety, the LACD can act unilaterally or in collaboration with other agencies to notify the college community. The content of the emergency notification will be determined by the type and size of the incident.

Each building has a designated evacuation plan. The specific plan has been posted on each floor and within the entrance of all classrooms. Other than fire alarms, the campus LASD is responsible for determining whether or not the situation warrants evacuation of a building.

PROHIBITION ON RETALIATION

LATTC has procedures in place to ensure that the college, an officer, employee, or agent of the college, does not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any circumstance.