

**Los Angeles
Trade Technical College
ANNUAL SECURITY
REPORT**



2017

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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

If you have an emergency:

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

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

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.

2014 TO 2016 CLERY ACT CRIME STATISTICS



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
COMMUNITY COLLEGE BUREAU
2014 TO 2016 CLERY ACT CRIME STATISTICS
LOS ANGELES TRADE TECH COLLEGE**



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
	MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEXUAL ASSAULT (SEX OFFENSES)	1	1	3	0	0	0	0	0	0
Rape	0	1	0				0	0	0
Fondling	1	0	3				0	0	0
Incest	0	0	0				0	0	0
Statutory Rape	0	0	0				0	0	0
ROBBERY	1	2	0				0	0	1
AGGRAVATED ASSAULT	1	0	2				0	0	0
BURGLARY	6	5	3				0	0	0
MOTOR VEHICLE THEFT	0	3	3				0	0	0
ARSON	0	0	0				0	0	0
DOMESTIC VIOLENCE	4	2	2				0	0	0
DATING VIOLENCE	0	0	0				0	0	0
STALKING	0	1	0				0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	4	2	2				0	0	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	0	0				0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	1	1	1				0	0	0
DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0				0	0	0
LIQUOR LAW VIOLATIONS - ARRESTS	0	0	1				0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0				0	0	0

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.
2016 - There were no reported hate crimes.

Date: 09/04/2017
 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 2014 - 2016, 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**



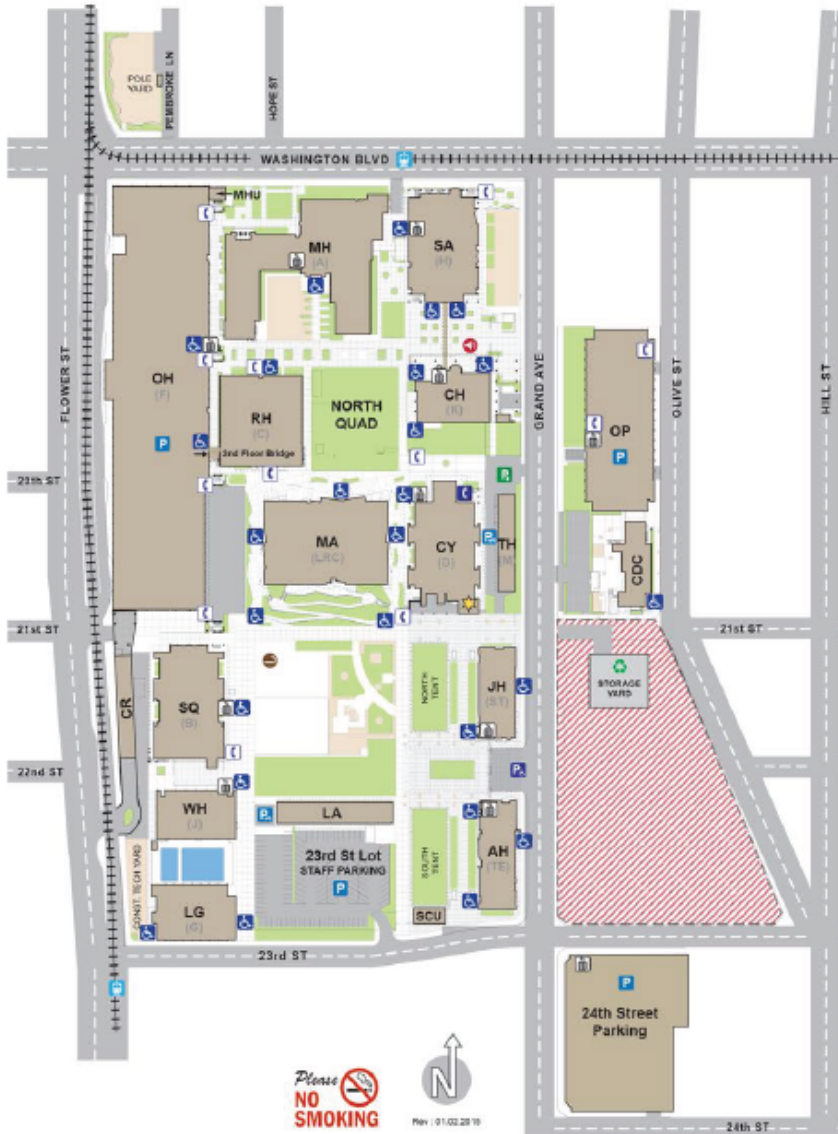
LOCATIONS
On Campus: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Additionally, this includes any building or property 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

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
- CDC BUILDING**
Child Development Center
- CH - CEDAR HALL**
(Formerly K Building)
Bookstore
Business
Cooperative Work
Experience Education
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
Ca/Works/GAIN
Career Center
Compliance Office
Counseling Center
EOPS/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
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)
Office of Student Life
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
- Metro Rail Stop
- Public Pay Phone
- Emergency Blue Phone
- Elevator
- Accessible Entrance
- Accessible Drop-Off
- Student Parking (unless otherwise noted)
- Motorcycle Parking
- Street Parking

BUILDING DIRECTORY

AH - Aspen Hall	LA - South Library (non-personnel)	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	
	OP - Olive St. Parking	MHU - Magnolia Hall Utility
JH - Juniper Hall	RH - Redwood Hall	SCU - South Campus Utility

On Campus? Scan QR Below

or visit map.lattc.edu and tap the location icon

Updated 01-19-2017

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 – Mary Gallagher – (213) 763-7040
Dean of Student Services – Dorothy Smith – (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_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 hourly 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.

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 Behavioral Intervention Team (BIT) team and the Sheriff's Higher Education Assessment Team (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.

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. The Campus Sheriff's office can provide assistance in reporting alleged offenses to other agencies.
- 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 Healthy Advocacy Response Team (HART). LATTC's HART includes the following members: Vincent Jackson (Dean of Academic Affairs), Kaneesha Tarrant (Vice President of Student Services), Deputy Lavonce Jeffrey (Law Enforcement, Los Angeles County Sheriff's Department), Christopher Sweeten (Dean of Student Services), Ashraf Hosseini (Counselor). This team can assist in case of an alleged offense.

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 Healthy Advocacy Response 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.

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

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 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 documents 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.