

2014

Los Angeles City College Annual Security Report



Prepared by:
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Vice President, Administrative Services
September 30, 2014



A Message from the College President....

Campus and personal safety are top priorities here at Los Angeles City College. We are committed to providing a learning environment which is safe, secure, and appropriate for higher education. If you have any concerns about your personal safety or the safety of your classmates or staff, we encourage you to bring your concerns to my office, the office of the Vice President of Administrative Services, 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 our campus. Our Sheriff's personnel are well-versed in campus policies, and community oriented police services. They support a healthy and safe campus culture and provide us with important information that protects us in any number of situations. Do not hesitate to call on them if you need any assistance or if you see something suspicious. It is their job to investigate it.

In case of an emergency, please dial 911. If you need to contact the Sheriff's Department directly, please dial 323-662-5276 or #3 from any campus phone.

We hope you find our campus to be a safe haven for you, so that you can enjoy your educational journey.

Sincerely,

**Renee' D. Martinez, President
Los Angeles City College**

CRIME STATISTICS

The following crime statistics for Los Angeles City College (LACC) 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.

LACC 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 result of assaultive or abusive conduct.



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
COMMUNITY COLLEGE BUREAU
2011 TO 2013 CLERY ACT CRIME STATISTICS
LOS ANGELES CITY COLLEGE**



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE (TOTAL)	0	3	1	0	0	0	1	0	1
Rape	0	2	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0	0
Fondling	0	1	1	0	0	0	1	0	1
Other Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE (TOTAL)	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
ROBBERY	1	1	3	0	0	0	6	2	2
AGGRAVATED ASSAULT	0	1	2	0	0	0	5	3	3
BURGLARY	3	3	3	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	2	1	0	0	1	4	0	0
ARSON	0	0	0	0	0	0	0	0	0
WEAPONS LAW - ARRESTS	1	0	0	0	0	1	4	0	1
WEAPONS LAW - REFERRED FOR DISCIPLINARY ACTION	0	1	0	0	0	0	0	0	0
DRUG LAW - ARRESTS	5	4	1	0	0	0	20	5	2
DRUG LAW - REFERRED FOR DISCIPLINARY ACTION	0	1	0	0	0	0	0	0	0
LIQUOR LAW - ARRESTS	0	0	0	0	0	0	4	0	0
LIQUOR LAW - REFERRED FOR DISCIPLINARY ACTION	1	0	0	0	0	0	0	0	0

HATE CRIMES	DOMESTIC VIOLENCE - DATING VIOLENCE - STALKING
2011 - There were no reported hate crimes.	2011 - Information not compiled.
2012 - There were no reported hate crimes.	2012 - Information not compiled.
2013 - There were no reported hate crimes.	2013 - There was one (1) on campus report of stalking.

Date: 09/16/2014

Data Sources: LASD LARCIS, LASD Arrest Query Tool, LAPD Rampart Division, LAPD CAD Unit, LAPD Application Development and Support Division, and Campus Security Authorities.

Note: There are no Residential Facilities associated with Los Angeles City 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 2012 & 2013, we were unable to determine if the statistics obtained from LAPD's Application Development and Support Division for the "Public Property" category were for Los Angeles City College's Clery defined geography. As a result, we excluded LAPD's 2012 & 2013 Public Property statistics from the above table.



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



LOCATIONS

On Campus: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Additionally, this includes any building or property within the same reasonably contiguous geographic area of the main campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (e.g., a food or other retail vendor).

Non-Campus: Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution's main campus.

Public Property: All public property, including thoroughfares, streets, sidewalks, parking facilities, and public parks immediately adjacent to and accessible from the campus that falls under the jurisdiction of an outside law enforcement agency. Generally, this property consists of a public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street (i.e., sidewalk, street, sidewalk). Public property does not include anything beyond the second sidewalk (e.g., businesses, residences, etc.).

CRIME CATEGORIES

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex offenses: Any sexual act directed against another person, forcibly or against that person's will. Includes rape, sodomy, sexual assault with an object, and fondling.

Non-forcible sex offenses: Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.

Robbery: The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor vehicles: The theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds.

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

Arrest: A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug or weapons laws (defined below).

Disciplinary Referral: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. If both an arrest and disciplinary referral are made, only the arrest is counted.

Weapons Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

Drug Laws: Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin, Codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.

Hate Crimes: Any of the above listed crimes and any other crime involving bodily injury, theft, intimidation, simple assault or destruction/damage/vandalism in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, ethnicity/national origin, or gender identity of the victim.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, person with whom the victim shares a child in common, a person who is or has cohabitated with the victim as a spouse or intimate partner, or is having or has had a dating or engagement relationship.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on the following factors: 1) the length of the relationship, 2) the type of relationship, 3) the frequency of interaction between the persons involved.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

TIMELY WARNING POLICY

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

The warning will be issued through the following college notification systems to students, faculty and staff:

- **College Emergency Notification System** – Text messages, emails and phone calls will be made by LACC's Emergency Notification System. More information can be found on the web at:
<http://www.lacitycollege.edu/citymain/aboutlacc/notification.html>
- **Website News post or Message** – The college intranet will post messages on all computer screens throughout the campus warning of any imminent danger.
- **Signage** - Placed in areas of high traffic and closed entrances or buildings.
- **Other areas** - To be coordinated with the Sheriff's Department and other campus departments.

Anyone with information warranting a timely warning should contact the Sheriff's Department by phone to (323) 662-5276 or in person at the Sheriff's office located on the 1st floor, north side, of the Cesar Chavez Administration Building.

GUN-FREE CAMPUSES

Board Rule 2420: Possession or display of firearms of any kind shall not be allowed on the principal campuses of the District except by law enforcement officials, for theatrical performances, or by others that may have been issued a license or permit that allows the possession of a firearm on campus. This prohibition shall apply even where a firearm is not operational.

HOW TO REPORT CRIME

To report a crime, please contact the Sheriff's Department at (323) 662-5276 or use the blue emergency telephones located in certain areas of the campus. To use the emergency phones simply press the button on the front of the phone box to be connected to the Sheriff's Department.

You may also report crime to the campus officials on the following page who are designated as Campus Security Authorities:

Position	Name	Phone	Location
President	Reneé Martinez	X4010	AD 214
Vice President, Academic Affairs	Dan Walden	X 2052	AD 212
Vice President, Administrative Services	John al-Amin	X2085	AD 218
Vice President, Student Services	Regina Smith	x2460	AD 207
Associate Vice President, Admin. Services	Anil Jain	X2095	AD 218
Dean, Academic Affairs	A. Alex Davis	x2596	AD 208A
Dean, Academic Affairs	Allison Jones	X2060	AD 208C
Dean, Academic Affairs	Thelma Day	X2541	AD 208B
Dean, Academic Affairs	Todd Scott	X2061	AD 208C
Dean, Student Enrollment	William Marmolejo	X2104	AD 100
Dean, Special Services	Randy Anderson	X2270	SSV 100A
Associate Dean, ASG Advisor	Alen Andriassian	x2450/2452	SU 224
Associate Dean, EOP&S		x2305	SSV 119
Associate Dean, Student Services	Jeremy Villar	x2010	SSV 117
Notes: AD is the Administration Building; SSV is the Student Services Village; SU is the Student Union From off-campus, dial (323)953-4000 and then enter the appropriate extension			

Employees who are listed above as “Campus Security Authorities” understand that it is their obligation to forward reports of crime promptly to the Sheriff’s Department.

LACC does not have procedures allowing victims or 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 (Los Angeles Community College District (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](#)).

LACC employs the Los Angeles County Sheriff’s Department on a full time basis, to provide law enforcement support and emergency response to the campus. The campus maintains its premises and security by continuous patrol by the Sheriff’s Department. All facilities are secured through locking mechanisms which are either hard key or card key enabled. The campus has established a policy which identifies those individuals who are authorized to be issued hard keys and also established the access allowed by key card entry. Access identification is authorized on a “needed access” basis as submitted by a Department

Chair, Dean or Vice President and approved by the Vice President, Administrative Services or the college President. All facilities are secured during non-business hours and access after business hours is authorized on an approved basis or through the Sheriff's Department. LACC security is also assisted by a video camera system which records activity in the vicinity of the cameras. The camera system is managed by the Sheriff's Department.

LACC 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 to provide security services at LACC. The Sheriff's Department has authority to apprehend and arrest individuals involved in illegal activity on campus and areas immediately adjacent to the campus. Sheriff's Deputies are peace officers as defined in Penal Code section 830.1. 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's Bureau. 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, LACC encourages the accurate and prompt reporting of crimes to the Sheriff's Department at (323) 662-5876 or in person at the Sheriff's office located on the 1st floor, north side, of the Cesar Chavez Administration Building.

Professional Counselors

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

LACC maintains a 24/7 security and safety presence on the campus which is supported by enhanced security features such as cameras and controlled access systems managed by the Sheriff's Department. The Sheriff's Department proactively patrols the campus and engages individuals involved in suspicious or criminal activity. The Sheriff's Department assists campus residents and visitors with safety information and directions to locations and events. In addition to patrol and prevention the Sheriff's Department also educates the campus on personal crime prevention and safety. In addition to the Sheriff's Department the campus relies on the Los Angeles Police Department, Rampart Division for additional response and support as needed. Emergency services for fire and first aid response are generally provided by the Los Angeles City Fire Department, Station 51 located in East Hollywood.

PROGRAMS REGARDING PREVENTION OF CRIMES

The [Sheriff's Department](#) provides safety and security information as well as information about crimes, crime reporting and general personal safety. Brochures are available in the Sheriff's office relating to sexual assault, community policing, terrorist attacks, protecting privacy, child abuse, and hazardous materials.

The Sheriff's Department has a list of safety tips for students and parents that will help prevent problems on campus. Those safety tips are:

- LACC has a "panic phone" system located in certain areas around campus. Know where these are.
- Have a safety buddy, someone you can call for a ride or for help, and create a code word or phrase that means "Come help me out of this" or "I'm in trouble."
- If you are on campus at night and feel uncomfortable walking to your car or the bus station please call the Sheriff's Department at (323) 662-5876 and ask for the escort service to give you a ride to your campus destination.
- If you are walking to your vehicle alone (day or night) make sure you have your keys ready when you get to the car. These will prevent a long delay in getting into the car and locking the doors for safety.
- Always be aware of your surroundings and any suspicious activity in your area. If you are concerned call the Sheriff's Department at (323) 662-5876 or use an Emergency Call Box.
- Before going to a party, tell a friend where you're going and when you'll be back. Let them know if your plans change.
- Take turns being a designated driver or sober companion. You could save someone's life.
- If a party gets out of hand, leave!
- Never, ever leave your drink alone or with someone you don't know. Date rape drugs are easy to use and men are just as vulnerable as women.
- Don't take drinks or anything else from strangers, even food.
- Don't ride with drunk or drugged drivers.

- Don't offer rides to people you don't know.
- Trust your instincts!

And here's what parents can do:

- Ask the college administrators about campus alcohol policies.
- Talk to your kids about the legal penalties for underage drinking.
- Discuss the possible consequences of drinking, including date rape, violence and school interference.
- Know your child's roommate and living arrangements.
- Call your son or daughter frequently.

The Sheriff's Department provides an escort service available during operating hours to transport students to their cars or bus stops on the campus periphery. Anyone may report a crime or other suspicious activity anonymously to the Sheriff's Department.

MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS

LACC 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 LACC.

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 LACC. 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

LACC uses referral services for Drug and Alcohol prevention and treatment programs. Please refer to the LACC Student Health webpage on the LACC website.

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 Alcohol and Drug Programs
www.adp.ca.gov
(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

Narcotics Anonymous

www.na.org

(800) 863-2962

Families Anonymous

www.familiesanonymous.org

(800) 736-9805

SEXUAL ASSAULT POLICY

The District's complete sexual assault policy is available in LACCD Board Rules, Chapter XVI ("Sexual Assault"), available at: <http://www.laccd.edu/Board/Pages/Board-Rules.aspx>

Educational Programs

LACC provides the following educational programs through its CARE program to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in college and student publications.

When time is of the essence, information is released to the college community through security alerts on Blackboard as well as through loudspeaker and other communication methods.

Who to Contact

If you are the victim of sexual assault on campus, you should immediately contact the Sheriff's Department or LACC's Crisis Intervention Team which includes the following members:

- Regina Smith, Vice President, Student Services
- Jeremy Villar, Associate Dean, Student Services
- Counseling Department
- Clinical Psychologist, LACC Student Health Department
- LACC Student Health Physician's Assistant
- Deputy James McKain, LACC Sheriff Department's Office – **FIRST RESPONDER**

LACC strongly encourages timely reporting of sexual assaults, so that evidence may be collected and preserved. Campus law enforcement and the Campus Violence Response Team can ensure that immediate medical attention is provided, assure the victim that confidentiality will be maintained (unless the victim otherwise consents), inform the victim of legal and disciplinary options, and provide the victim with appropriate referrals.

Within 24 hours of being notified of a sexual assault, campus law enforcement shall, with the consent of the alleged victim, notify the College President of the sexual assault and the victim's name (LACCD Board Rule 16200.30).

On-Campus Resources for Victims of Sexual Assault

- Sheriff's Department (323) 662-5276
- Crisis Intervention Team
- Student Health Center (323)953-4000, ext. 2485
- Office of Student Life (323)953-4000, ext. 2450

Off Campus Resources for Victims of Sexual Assault

Peace Over Violence – (213) 955-9090 www.peaceoverviolence.org
National Organization for Victim Assistance – www.trynova.org
Rape and Battering Hotlines – (310) 392-8391, (213) 626-3393,
(626) 793-3385
Violence Hotline – (800) 799-SAFE
National Sexual Assault Hotline – (800) 656-HOPE

Changes to Academic Situation

LACC will comply with a victim's request for an academic situation change following an alleged sex offense, if such changes are reasonably available. For example, LACC may, consistent with Board policy, provide the option of taking "withdrawal" or "incomplete" grades.

Student Discipline for Sex Offenses

If the alleged perpetrator is a student, he/she may also be disciplined by the college for violating the District's Code of Conduct. Procedures for campus disciplinary actions are available in LACCD Board Rules, Chapter IX, Article IX ("Student Discipline") at:

http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleXI.pdf

The accused and accuser may have others present during a campus disciplinary hearing, with the exception of representation counsel (LACCD Board Rule 91101.14(c)(7)). Both the alleged perpetrator and alleged victim shall be informed of the status and result of any student disciplinary proceedings (LACCD Board Rule 16200.50).

Possible sanctions following a disciplinary hearing include, but not are limited to, suspension or expulsion from all of the District's colleges. These are separate penalties that what may be imposed by a criminal or civil court.

INFORMATION REGARDING SEX OFFENDERS

Registered sex offenders must register with campus law enforcement within five working days of commencing enrollment or employment at LACC (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, LACC's zip code is 90029.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

LACC 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. Such notification will be made during such emergencies as 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 (323) 662-5876 or use one of the blue emergency phones on the Campus.

Notification Procedures

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

Communications checklist for critical information is listed on the Timely Warning Policy on page 5.

LACC 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 LACC is threatened. The President's Office, the campus Sheriff's Department's office, district personnel, and Public Relations will reassess the situation to determine whether additional notifications or updates need to be made.

Emergency Response General Procedures

The emergency response policies and procedures for the following incidents are on the LACC website

<http://www.lacitycollege.edu/facstaff/publications/procedures.html> and a hard copy is maintained in most administrative offices:

- A. Fire
- B. Earthquake
- C. Serious Accident/Injury
- D. Crime in Progress/ Civil Disturbance
- E. Evacuation of Persons with Disabilities
- F. Chemicals Spills/Fires
- G. Flooding/Water Damage
- H. Bomb Threat
- I. Utility Failure/Power Outage
- J. Verbal or Written Threats
- K. Severe Wind

Testing of Procedures

LACC conducts both announced and unannounced tests of its emergency response and evacuation procedures. Facilities Management and the campus Sheriff's Department will monitor all announced tests of its emergency response and evacuation procedures.

LACC publicizes its emergency response and evacuation procedures by:

1. The posting of emergency response and evacuation procedures on the LACC website
2. Providing emergency information in our School Catalog
3. Providing other emergency notifications and procedures through the college's emergency notification system (see page 5)

LACC will document each test by recording a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced. Copies of test documentation are available from the Facilities Management Office.