

2018

Los Angeles City College Annual Security Report



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LOS ANGELES CITY COLLEGE
 **LACC**
The City's College.

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A Message from the College President....

Los Angeles City College is committed to a learning environment that is safe and secure for all our faculty, staff, students and visitors. The Annual Security Report is part of an on-going effort to promote safety and security at the college and to comply with The Clery Act. If you, as an employee or student, have any concerns about your safety, or the safety of our staff or students, we encourage you to bring such concerns to the campus Sheriff's Department, or the Office of the Vice President of Administrative Services or my office. 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 law enforcement team here at City. 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, see something suspicious or have an emergency.

Please contact the Sheriff's Department by dialing 2911 or #3 from any campus phone. You may also reach them at (323) 953-2911.

I encourage our students, faculty and staff to continue to partner with our College Sheriff station in maintaining a safe working and learning environment on campus.

Sincerely,

Mary P. Gallagher, MBA, PhD
President

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. The attached "Clery Act Definitions— Locations and Crime Categories" page includes definitions of "on campus," "non-campus" and "public property," and the crime categories required for disclosure under the Clery Act.

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 the result of assaultive or abusive conduct.



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



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT (SEX OFFENSES)	4	0	0	0	0	0	0	0	0
Rape	1	0	0	0	0	0	0	0	0
Fondling	3	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	0	2	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	3	1	2	0	0	0	0	0	0
BURGLARY	4	4	7	0	0	0	0	0	0
MOTOR VEHICLE THEFT	6	3	0	0	0	0	0	0	0
ARSON	1	0	2	0	0	0	0	0	0
DOMESTIC VIOLENCE	2	0	3	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	1	0	1	0	1	0	0	1	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	1	0	0	0	0	0	0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	2	1	0	3	1	2	0	0	0
DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	5	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS - ARRESTS	0	0	0	0	1	1	0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	2	0	0	0	0	0	0	0	0

HATE CRIMES

2015 - There were no reported hate crimes.
 2016 - There were no reported hate crimes.
 2017 - There were no reported hate crimes

Date: 9/17/2018

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

Notes: 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. For 2015-2017, we were unable to determine if the statistics obtained from LAPD's Application Development and Support Division for the "Public Property" category were for Los Angeles City College's Clery defined geography. As a result, we excluded LAPD's 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 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, and 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

Address: | 855 N. Vermont Ave.
Los Angeles CA 90029

Telephone: | (323) 953-4000

www.lacitycollege.edu

Note: We offer classes at various locations. Please check the schedule of classes and our website for more information.

For Los Angeles County Sheriffs
(Campus Police): (323) 953-2911
or dial #3 on any campus phone.



SSB - New Student Services Building:

- Admissions & Records
- Assessment
- Business Office
- CalWORKS
- Career / Transfer Centers
- Counseling
- EOP&S / CARE / NextUp
- Financial Aid
- First Year Experience
- Foster & Kinship Care Center
- Health & Wellness Center
- Honors Program
- International Students
- Matriculation - SSSP
- Office of Special Services
- Outreach and Recruitment
- TRIO
- Upward Bound
- Welcome Center

Monroe St.



Marathon St.

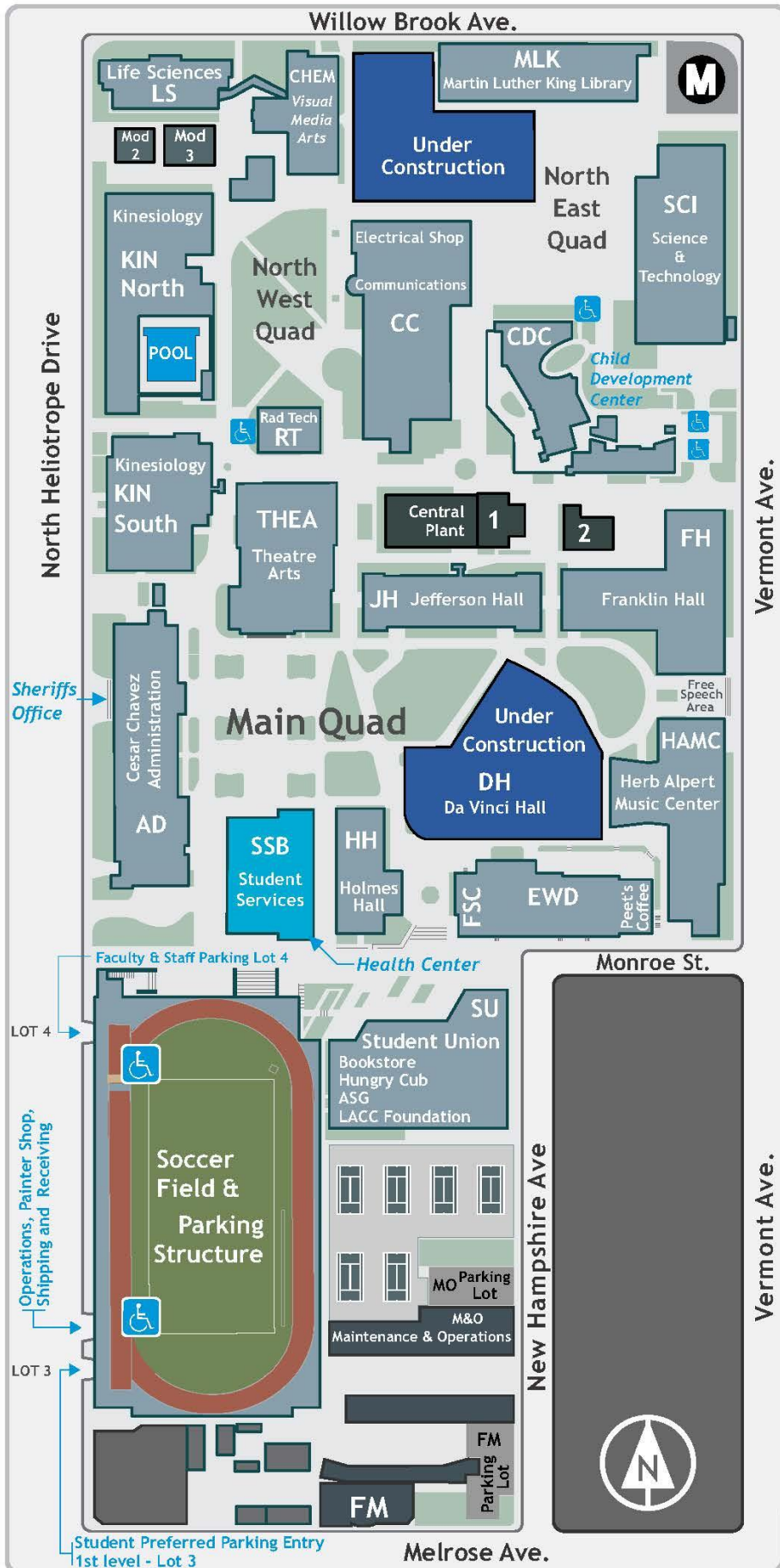
Note: Visual & Media Arts classes also in Mod 2 and Mod 3 Units.

Note: HAMC Building formerly called Clausen Hall (CH).

Note: CAFYES is now called NextUp

FALL 2018

Revised September 18th 2018



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, 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) 953-2911 or in person at the Sheriff’s office which is located in the Administration Building on the first floor on the north side.

HOW TO REPORT CRIME

To report a crime, please contact the Sheriff’s Department at (323) 953-2911 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 following campus officials who are designated as Campus Security Authorities:

Position	Name	Phone	Location
President	Mary P. Gallagher	X4010	AD 214
Vice President, Academic Affairs	Dan Walden	X 2052	AD 212
Vice President, Administrative Services	Vacant	X2082	AD 218
Vice President, Student Services	Regina Smith	x2460	AD 207
Associate Vice President, Admin. Services	Anil Jain	X2095	AD 218
Dean, Academic Affairs Workforce/OSS	Jeffrey Holmes	x2596/2280	AD 208/SSB142
Dean, Academic Affairs	Vi Ly	X2060	AD 208C
Dean, Academic Affairs	Thelma Day	X2541	AD 208B
Dean, Academic Affairs	Carol Kozeracki	X2061	AD 208C
Dean, Student Services Financial Aid	Jeremy Villar	X2011	SSB 154
Dean, Academic Affairs Institutional Advancement	Anna Badalyan	X2372	AD209B
Dean Academic Affairs Non Credit/Adult Ed	Angelica Ramirez	2588	EWD112
Dean, Student Services Counseling/FYE	Drew Yamanishi	X2258	SSB 211
Dean, Student Services Outreach & Recruitment/Student Life	Alen Andriassian	x2450/2452	SU 224
Dean, Student Services EOP&S	Saadia Porche	x2305	SSB 346
Notes: AD is the Administration Building; SSB is the Student Services Building; SU is the Student Union From off-campus, dial (323) 953-4000 and then enter the appropriate extension			

LACC 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 (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](#)).

All LACC facilities are secured through locking mechanisms which are either hard key enabled 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 of 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 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. LACC security is assisted on a limited basis with 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

LACC, through the Los Angeles Community College District, contracts with the Los Angeles County Sheriff's Department 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. 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, LACC encourages the accurate and prompt reporting of crimes to the Sheriff's Department at (323) 953-2911, AD 111.

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 also 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, and 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) 953-4005 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. This 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) 953-2911 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 during operating hours to assist students or staff with getting 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."

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

Penalties

Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at: <http://www.justice.gov/dea/druginfo/ftp3.shtml>

The federal Controlled Substances Act is available at: <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

In addition to criminal prosecution, violators are also subject to disciplinary action by LACC. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion. Employee discipline actions may include the following: warning, letter of reprimand, notice of unsatisfactory service, suspension, demotion, and/or dismissal.

Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available at:

<http://www.justice.gov/dea/druginfo/factsheets.shtml>

Drug and Alcohol Prevention Programs

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) 327-0449

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

Los Angeles County Public Health, Substance Abuse Prevention and Control
<http://publichealth.lacounty.gov/sapc/>
(800) 564-6600

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

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

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

Resources for Counseling, Treatment and Rehabilitation (cont.)

Narcotics Anonymous
<https://www.na.org/>
(800) 863-2962

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

DISCLOSURES TO THE ALLEGED VICTIM OF A CRIME OF VIOLENCE OR A NON-FORCIBLE SEX OFFENSE

LACC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by LACC against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the request.

As defined by Section 16 of Title 18 of the United States Code, a “crime of violence” is “(a) an offense that has an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.”

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

Allegations of dating violence, domestic violence, and stalking are handled pursuant to the LACCD Board Rules, Chapter XV (“Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct (Title IX)”) and LACCD Administrative Regulation C-14 (“Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints”), available at:

<http://www.laccd.edu/Board/Documents/BoardRules/Chapter%20XV.docx>
<http://www.laccd.edu/About/Documents/AdministrativeRegulations/C-14.docx>

Educational Programs and Campaigns to Promote the Awareness of Dating Violence, Domestic Violence, Sexual Assault and Stalking

LACC provides the following primary prevention and awareness programs through its CARE program to promote the awareness of dating violence, domestic violence, sexual assault and stalking for all incoming students and new employees.

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.

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

- **Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For purposes of this definition—(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence. (34 C.F.R. § 668.46.)
- **Domestic violence:** (i) A felony or misdemeanor crime of violence committed— (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. (34 C.F.R. § 668.46.)
- **Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting ("UCR") program (see below).
 - **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **A. Fondling** --The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **B. Incest** --Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **C. Statutory Rape** --Sexual intercourse with a person who is under the statutory age of consent. (34 C.F.R. § 668.46, Appendix A.)

- **Stalking:** (i) Engaging in a course of conduct directed at a specific person that cause a reasonable person to—(A) Fear for the person’s safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition—(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (34 C.F.R. § 668.46.)

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

The LACCD’s Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy uses the following definitions:

- **“Dating Violence”** is included in Intimate Partner Violence, below. (C-14, Section II.I.)
- **“Domestic Violence”** is included in Intimate Partner Violence, below. (C-14, Section II.M.)
- The term **“Intimate Partner”** refers to a person with whom one has or had a close personal relationship that may be characterized by some or all of the following: the partners’ emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a couple, and familiarity with and knowledge about each other’s lives.

Intimate Partner relationships include current or former:

- spouses (married spouses, common-law spouses, civil union spouses, domestic partners)
- boyfriends/girlfriends
- dating partners
- ongoing sexual partners

Intimate Partners may or may not cohabit. Intimate Partners can be opposite or same sex. If the Alleged Victim and the Respondent have a child in common and a previous relationship but no current relationship, then by definition they fit into the category of former Intimate Partners. (C-14, Section II.R.)

- **“Intimate Partner Violence”** refers to behavior involving physical force or intimidation of such force, intended to hurt, damage, or kill an Intimate Partner, as defined above; this frequently arises in the form of Sexual Misconduct. (C-14, Section II.S.)

- **“Sexual Misconduct”** refers to non-consensual sexual activity, where clear, knowing, and voluntary Consent, as defined herein, both prior to and during the sexual activity is absent. Sexual misconduct includes “sexual harassment” as that term is defined herein.
1. Sexual Misconduct offenses include but are not limited to Non-Consensual Sexual Intercourse, defined as
 - a. Any sexual penetration or intercourse (anal, oral, or vaginal)
 - b. However slight
 - c. With any object
 - d. By a person upon another person
 - e. That is without Consent and/or by force
 - f. Sexual penetration includes vaginal, oral or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth or genital contact, or genital to mouth contact.
 - g. Non-Consensual Sexual Intercourse includes but is not limited to rape, forced sodomy, forced copulation, or rape by foreign object.
 2. Sexual Misconduct offenses also include Non-Consensual Sexual Contact, defined as
 - a. Any intentional sexual touching
 - b. However slight
 - c. With any object
 - d. By another person upon another person
 - e. That is without Consent and/or by force.
 - f. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - g. Non-Consensual Sexual Intercourse includes but is not limited to sexual battery or threat of sexual assault.
 3. In addition to those acts specified above, Sexual Misconduct also specifically includes Sexual Harassment, Stalking, Dating Violence, Domestic Violence, and Intimate Partner Violence. (C-14, Section II.DD.)
- **“Sexual Violence”** refers to a forceful physical sexual act that is committed or attempted by another person without freely given Consent. (C-14, Section II.GG.)

- **“Consent”** when used regarding Sexual Misconduct matters refers to a mutual honest, direct agreement. Consent is never implied and cannot be assumed, even in the context of a relationship.
 1. Consent must be:
 - a. Informed (knowing)
 - b. Voluntary (freely given)
 - c. Active, (not passive)
 - d. By clear words or actions, with regard to agreed-upon (sexual) activity, and
 - e. Must indicate permission to engage in mutually agreed upon (sexual) activity.
 - f. It must also be continuous throughout the sexual interaction.
 2. Consent cannot be the result of:
 - a. Force,
 - b. Physical Violence,
 - c. Threats,
 - d. Intimidation,
 - e. Coercion, including consideration of frequency, intensity, isolation and duration, or
 - f. Incapacity as a result of drugs, alcohol, sleep, mental or cognitive impairment, injury, or other condition, which was or should have been known to the accused. Intoxication of the assailant shall not diminish the assailant’s responsibility for sexual assault or sexual misconduct.
 3. The absence of “No” does not mean “Yes”. (C-14, Section II.H.)
- **“Stalking”** refers to a course of conduct (two or more acts), directed at a specific person, on the basis of actual or perceived membership in a protected class that is unwelcome, and would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Stalking is defined as the repeated following, watching, and harassing of another person. Stalking may include legal, appropriate behavior such as sending someone flowers or waiting outside someone’s workplace for her/him to appear. However when these acts are coupled with an intent to instill fear or injury, they may be part of a pattern of stalking behavior. (C-14, Section II.HH.)

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

LACC strongly encourages the timely reporting of crimes of alleged dating violence, domestic violence, sexual assault or stalking, so that evidence may be collected and preserved. It is important to preserve evidence that may assist in proving the alleged criminal offense occurred or may be helpful in obtaining a protection order.

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, you should contact the LACCD Title IX Coordinator, Cristy Passman at (213) 891-2000 ext. 3113 and/or Camille Goulet at (323) 953-4000 ext. 2758.

The Title IX Coordinator will inform the victim of his/her options to report the matter to either campus law enforcement or the local police department; be assisted by campus authorities

in notifying law enforcement if the victim chooses; and decline to notify such authorities (See C-14, Section IX.A.). The Sheriff's Department on campus may be contacted at (323) 953-4005.

The Title IX Coordinator will also inform the victim of legal and disciplinary options, including criminal prosecutions, civil action, and relevant District disciplinary processes. (C- 14, Section IX.A.)

A victim is entitled to pursue independently civil remedies, including but not limited to injunctions, restraining orders, or other orders. (C-14, Section XIV.) Information regarding domestic violence restraining orders is also available at:

<http://www.courts.ca.gov/selfhelp-domesticviolence.htm>

The District may also seek a temporary restraining order on behalf of an employee, if the employee has suffered unlawful violence or a credible threat of violence from any individual that can reasonably be construed to be carried out at the workplace. (Code of Civil Procedure section 527.8.)

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

Confidentiality of Victims and Other Necessary Parties

All persons involved in investigations of complaints shall have a duty to maintain the confidentiality of matters discussed, except as may be required or permitted by law, including the rules and regulations of the District. (C-14, Section V.) The Title IX Coordinator will inform law enforcement of an incident for Clery Act reporting purposes, without providing any personally identifying information (e.g., name) of the victim. (C-14, Section IX.A.)

LACC will maintain as confidential any accommodation or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

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

LACC will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within LACC and in the community. Information can be obtained at the Student Health Center located in the Student Services Building.

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

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

LACC will comply with a victim's request for an academic situation change following an alleged offense, if such changes are reasonably available, and regardless of whether the victim chooses to report the crime to campus law enforcement. For example, LACC may, consistent with Board policy, provide the option of taking a "withdrawal" or an "incomplete" grade.

The College President or his/her designee shall refer an Alleged Victim to the Title IX Coordinator if he/she experiences academic difficulties as a result of the sexual assault. The Title IX Coordinator, in cooperation with the Vice President of Academic Affairs and/or Student Services may provide temporary sanctions to alleviate the immediate impact of the sexual assault. The President shall also refer a non-student Reporting Individual to the Title IX Coordinator for assistance with workplace or immediate difficulties that may arise. (C-14, Section IX.C.)

Temporary sanctions shall be implemented by the Title IX Coordinator, as required to separate the Alleged Victim and Respondent. Such temporary sanctions may include moving one party to another section of the same class or to a different online location, providing the Alleged Victim with an escort across campus, or permitting the Alleged Victim to take exams in a different location from the Respondent and/or alleged offender and any similar action(s) intended to separate the parties and reduce the stress on them arising from the incident and allegations. (C-14, Section IX.D.)

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

Complaints regarding dating violence, domestic violence, sexual assault or stalking at LACC should be directed to the Title IX Coordinator; such complaints are investigated by the District's Office for Diversity, Equity and Inclusion.

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

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

If discipline is to be taken, the College President or his/her designee shall initiate the

applicable disciplinary process within ten (10) business days of issuing the Written Decision, or, for good cause, as soon thereafter as is practical. (C-14, Section XII.)

Disciplinary Action for Students

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

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

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

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

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

Within ten (10) days after receipt of the committee’s recommendation, the College President issues his/her decision. If the College President’s decision is to suspend a student, the decision is final. (Board Rule 91101.15.) If the College President’s decision is to recommend expulsion to the District’s Board of Trustees, the accused may submit an appeal of the College President’s recommendation within five (5) days. (Board Rules 91101.15, 91101.16.) The College President’s recommendation (and the appeal, if any) shall be immediately transmitted to the Chancellor. If the Chancellor does not accept the President’s recommendation for expulsion, the matter is returned to the college for further action. If the Chancellor accepts the President’s recommendation for expulsion, the expulsion matter is scheduled for consideration for the Board of Trustees at any regularly scheduled meeting held within 30 days of the Chancellor’s receipt of the recommendation. The Board of Trustees may confirm, modify, remand, or reject the Chancellor’s recommendation, but the Board’s action is final. (Board Rule 91101.17.)

Disciplinary Action for Employees

If the alleged perpetrator is a District employee, disciplinary action shall be pursued in accordance with state law, the LACCD Board Rules, the LACCD Personnel Commission, and/or any applicable collective bargaining agreement or memoranda of understanding. (C-14, Section XII.C.)

Standard of Evidence Used

The LACCD uses a “preponderance of evidence” standard. (C-14, Section XI.B.1.)

Possible Sanctions Following a Disciplinary Proceeding for an Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking

Possible sanctions following a student disciplinary hearing include warnings, probation, suspension or expulsion from all of the District’s colleges. (C-14, Section XII.D.)

Disciplinary action against employees shall include verbal warnings, letters of reprimand, notices of unsatisfactory service, suspensions, demotions, or dismissals. (C-14, Section XII.C.)

Range of Protective Measures That May Be Offered to Victims Following an Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking

Temporary sanctions shall be implemented by the Title IX Coordinator, as required to separate the Alleged Victim and Respondent. Such temporary sanctions may include moving one party to another section of the same class or to a different online location, providing the Alleged Victim with an escort across campus, or permitting the Alleged Victim to take exams in a different location from the Respondent and/or alleged offender and any similar action(s) intended to separate the parties and reduce the stress on them arising from the incident and allegations. (C-14, Section IX.D.)

A Prompt, Fair, and Impartial Process

Proceedings arising from an allegation of dating violence, domestic violence, sexual assault or stalking will include a prompt, fair, and impartial process from the initial investigation to the final result.

Proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The Title IX Coordinator is responsible for organizing training opportunities for administrators and other employees regarding Title IX sexual misconduct issues. (C-14, Sections III.B.2, III.B.3.)

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

In cases of domestic violence, dating violence, sexual assault and/or stalking, all parties (Respondent and Alleged Victim) must receive the same notifications, mailed at the same time, regarding all steps of the disciplinary process. They must all be given equivalent rights to be heard and access to an Advocate. All parties must be notified that disciplinary action is being taken, with specific details sufficient to ameliorate concerns of the person who was the object of the violations, subject to legal and District limitations related to the privacy of the parties. (C-14, Section XII.B.) (An “Advocate” is someone trained by a Title IX coordinator, and an Advocate’s assistance can include providing moral support as well as information regarding procedural issues, throughout the pendency of an investigation, through the last internal appeal. (C-14, Section II.A.))

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

INFORMATION REGARDING SEX OFFENDERS

Registered sex offenders must register with campus law enforcement within five working days of commencing enrollment or employment at 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) 953-2911 or use one of the blue emergency phones on the Campus.

Notification Procedures

LACC has now activated the Emergency Notification portal through *Blackboard Connect*. All Faculty, Staff and Students have been added to the system using your college email and phone number. We are encouraging all employees to provide additional contact information to use in case of an emergency, including additional email addresses and phone numbers (cell and/or home). The process to add additional phone numbers or email addresses will take less than 5 minutes. Please go the LACC Blackboard Connect link on the college website to add your information.

The College President, or their designee, in consultation with the Sheriff's Department, will make the determination of whether a situation is serious enough in nature to declare a campus emergency. When an emergency is declared, an emergency notification text and email will be sent out to all campus users through Blackboard Connect, in addition to other modes as needed 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.

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 8)

LACC also documents each test by recording a description of the test, the date of the test, 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.