

# **ANNUAL SECURITY REPORT**

**2013**

## **CRIME STATISTICS**

The following crime statistics for LAHC 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.

LAHC 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.

To view the Clery Statistics for Harbor College, please [click here](#)

## **TIMELY WARNING POLICY**

When a crime is reported to the Sheriff's Department on campus and/or the campus administration that, in the judgment of the President's Office, creates a serious or ongoing threat, a campus-wide "timely warning" may be issued.

The warning may be issued through LAHC's PA System, Alert U Text System, Email blast, Flyers, and Signage to students, faculty and staff.

Anyone with information warranting a timely warning should contact the Sheriff's Department by phone at (310) 233-4600 or in person at the Sheriff's Station at the PE/Wellness Building.

## **HOW TO REPORT CRIME**

To report a crime, please contact the Sheriff's Department at (310) 233-4600 or use the blue emergency telephones which dials directly to the Sheriff's Office located throughout the campus.

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

Dr. Ann Tomlinson, VP of Administrative Services, Student Services Admin (SSA) 209, 310-233-4051  
Abbie Patterson, VP of Student Services, SSA 203, 310-233-4031  
Luis Rosas, VP of Academic Affairs, SSA 218, 310-233-2028  
Mercy Yanez, Associate Dean of EOPS/CARE, SSA 207, 310-233-4127  
Amarylles Hall, Special Programs and Services, Cafeteria 108, 310-233-4536  
Dr. Bonnie Burstein, Life Skills Center, SPS Annex, 310-233-4586  
Carole Stevenson, RN, Student Health Center, Cafeteria 110, 310-233-4521  
Nabeel Barakat, Athletic Director, PE/Wellness Building (PE) 147, 310-233-4351  
Danielle Jack, Executive Assistant to the President, SSA 216, 310-233-4010

LAHC does not have procedures allowing victims to witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Police reports are considered public records under state law, and reports of crime cannot be held in complete confidence. However, victims of sexual violence may request to law enforcement that their names not become a matter of public record. (Penal Code section 293.)

## **SECURITY AND ACCESS TO CAMPUS FACILITIES**

No visitor on campus shall attend a college activity limited to college personnel without prior approval of the college president or his/her authorized representative. Any visitor on campus may attend a college event which is authorized as open to the public. (LACCD Board Rule 91202.) All visitors must adhere to the Code of Conduct, LACCD Board Rule Chapter IX, Article VIII ("Conduct on Campus"), available at: [http://www.laccd.edu/board\\_rules/documents/Ch.IX-ArticleVIII.pdf](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.)

LAHC does not have any campus residences.

## **CAMPUS LAW ENFORCEMENT**

### **Authority of the Los Angeles County Sheriff's Department**

The LACCD contracts with the Los Angeles County Sheriff's Department to provide security services at LAHC. 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, LAHC encourages the accurate and prompt reporting of crimes to the Sheriff's Department at (310) 233-4600 or walk in the office located at the PE/Wellness Building.

### **Professional Counselors**

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

## **MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS**

LAHC 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 LAHC.

## **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.usdoj.gov/dea/agency/penalties.pdf>***

In addition to criminal prosecution, violators are also subject to disciplinary action by LAHC. 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/pubs/all\\_fact\\_sheets.pdf](http://www.justice.gov/dea/pubs/all_fact_sheets.pdf)***

### **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/faculty\\_staff/hr/eap.htm](http://www.laccd.edu/faculty_staff/hr/eap.htm)*  
(800) 342-8111

National Council on Alcoholism and Drug Dependence  
*[www.ncadd.org](http://www.ncadd.org)*  
(800) NCA-CALL

California Department of Alcohol and Drug Programs  
*[www.adp.ca.gov](http://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](http://www.aa.org)  
(800) 923-8722

Cocaine Anonymous  
[www.ca.org](http://www.ca.org)  
310-559-5833

Marijuana Anonymous  
[www.marijuana-anonymous.org](http://www.marijuana-anonymous.org)  
(800) 766-6779

Narcotics Anonymous  
[www.na.org](http://www.na.org)  
(800) 863-2962

Families Anonymous  
[www.familiesanonymous.org](http://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\\_rules/](http://www.laccd.edu/board_rules/)

### Who to Contact

If you are the victim of sexual assault on campus, you should immediately contact the Sheriff's Department at 310-233-4600.

LAHC strongly encourages timely reporting of sexual assaults, so that evidence may be collected and preserved. Campus law enforcement 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 and Off-Campus Resources for Victims of Sexual Assault

Sheriff's Office – (310) 233-4600  
District Office of Equal Employment Opportunity/Diversity – (213) 891-2315

### Changes to Academic Situation

LAHC 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, LAHC 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](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 are not 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 LAHC. (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, LAHC's zip code is 90744.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

LAHC 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.

To report an emergency, please contact the Sheriff's Department at 310-233-4600 or use one of the blue emergency phones throughout 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 Harbor College has developed a protocol to engage as many students and staff as possible, in the shortest amount of time. It is important that all current technology and communication modes be used to widely distribute the information as quickly as possible. Coordination with the President's Office and the campus Sheriff's office needs to be immediate and ongoing.

Here is our roll-out communication checklist for critical information—

**PA System.** An announcement is made through our campus-wide PA System.

**Email blast.** An LAHC-ALL message is sent out to all faculty and staff.

**Alert U.** Our phone software allows us to send a text message to those students who have opted into the system with their phones.

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

LAHC 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 LAHC is threatened. President's Office and the campus Sheriff's office will reassess the situation to determine whether additional notifications or updates need to be made.

## **Testing of Procedures**

LAHC conducts tests of its emergency response and evacuation procedures.

LAHC publicizes its emergency response and evacuation procedures by: 1. Posting emergency response and evacuation procedures on the LAHC website. 2. Providing other emergency notifications and procedures through the PA System, blast e-mail or through Alert U.

LAHC 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.