



**EAST LOS ANGELES COLLEGE**

**2015**

# Annual Security Report



# **EAST LOS ANGELES COLLEGE 2015 ANNUAL SECURITY REPORT**

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## MESSAGE FROM THE PRESIDENT OF EAST LOS ANGELES COLLEGE



East Los Angeles College (ELAC) was established in June 1945 by the Los Angeles City Board of Education. In Fall 1945 a wing of James A. Garfield High School, in East Los Angeles, served as the college's primary locale. ELAC quickly outgrew the borrowed high school facilities and two years later eighty-two acres of agricultural land were purchased and built upon. In January 1949 classes began at the college's present location, about 5 ½ miles east of downtown Los Angeles in the City of Monterey Park. More than 1,700 students enrolled that year. During the last twenty years ELAC experienced unprecedented growth and change. Enrollment grew from 13,000, in the early 1990s, to more than 30,000 students. In Fall 2011 the college enrolled 36,605 students.

Growth in and around the college has not been limited to increased enrollment. The college has expanded from four bungalows to 104 structures including permanent buildings, bungalows, athletic fields, and parking structures. The college's service area and the density of the service area population have also increased overtime. An emphasis on student-centered education and on providing support that engenders student success has increased the number of students that graduate, transfer, and realize their educational goals.

East Los Angeles College, in collaboration with the Los Angeles County Sheriff's Department, recognize that ensuring student success and academic excellence is achieved by providing a campus environment that is both welcoming and safe for all students, faculty, staff, administrators and guests. It is our goal for everyone who visits and attends the college to have a pleasant and productive experience and we encourage you to join us in keeping a safe and welcoming environment.

The information provided in this report is made available to you in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). We invite you to read this document carefully and make use of the information to help keep the campus and its visitors safe. If you have any questions about campus safety, please contact the East Los Angeles College Sheriff's Station in **Room B5-104** (Weingart Stadium) or via phone at **(323) 265-8800**.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marvin Martinez'. The signature is fluid and cursive, written over a white background.

Marvin Martinez  
President, East Los Angeles College

## Table of Contents

CRIME STATISTICS .....	1
TIMELY WARNING POLICY.....	2
HOW TO REPORT CRIME.....	2
SECURITY AND ACCESS TO CAMPUS FACILITIES .....	3
CAMPUS LAW ENFORCEMENT.....	3
Authority of the Los Angeles County Sheriff’s Department .....	3
Accurate and Prompt Reporting of Crimes to Law Enforcement.....	3
Professional Counselors.....	3
PROGRAMS REGARDING SECURITY PROCEDURES AND PRACTICES.....	4
PROGRAMS REGARDING PREVENTION OF CRIMES.....	4
The Los Angeles Community College District (LACCD) Cadet Program .....	4
ELAC Sexual Assault Awareness & Violence Education Team (SAAVE) .....	4
MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS .....	4
POLICY REGARDING POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS .....	4
Penalties.....	5
Health Risks.....	5
Drug and Alcohol Prevention Programs .....	5
MHN (Managed Health Network) Employee Assistance Program (EAP) .....	6
Resources for Counseling, Treatment and Rehabilitation .....	6
DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING .....	7
Educational Programs .....	7
Who to Contact.....	7
Confidentiality of Victims and Other Necessary Parties.....	8
On-Campus and Off-Campus Resources for Victims of Dating Violence, Domestic Violence, Sexual Assault or Stalking .....	8
Changes to Academic Situation .....	8
Student Discipline for Dating Violence, Domestic Violence, Sexual Assault or Stalking ....	9
INFORMATION REGARDING SEX OFFENDERS.....	9
EMERGENCY RESPONSE AND EVACUATION PROCEDURES .....	9
Notification Procedures .....	9
Connecting to Emergency Text Notification System: Students .....	11

Connecting to Emergency Text Notification System: Employees.....	11
Evacuation Procedures .....	13
Testing of Procedures .....	13
CAMPUS MAP .....	14
CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES.....	15
EMERGENCY BLUE LIGHT LOCATION MAP .....	16
EMERGENCY EVACUATION MAP.....	17

## CRIME STATISTICS

The following crime statistics for East Los Angeles College (ELAC) cover a period from July 01, 2013 to June 30, 2014 and 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. See CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES for crime activity details.

East Los Angeles College has certain mandatory crime reporting obligations under state law. The Child Abuse Neglect and Reporting Act ("CANRA," Penal Code section 11164 et seq.) requires employees to report known or suspected instances of child abuse or neglect to law enforcement. Penal Code section 11160 requires prompt, mandatory reporting to law enforcement by health care practitioners (such as employees or contractors in the Student Health Center) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or are result of assaultive or abusive conduct.

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	n/a*
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	n/a
<b>SEX OFFENSES, FORCIBLE (TOTAL)</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
Rape	0	0	0	0	0	0	0	0	n/a
Sodomy	0	0	0	0	0	0	0	0	n/a
Sexual Assault with an Object	0	0	0	0	0	0	0	0	n/a
Fondling	3	2	0	0	0	0	0	0	n/a
Other Forcible Sex Offenses	0	0	0	0	0	0	0	0	n/a
<b>SEX OFFENSES, NON-FORCIBLE (TOTAL)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
Incest	0	0	0	0	0	0	0	0	n/a
Statutory Rape	0	0	0	0	0	0	0	0	n/a
<b>ROBBERY</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>n/a</b>
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	n/a
BURGLARY	9	7	1	0	0	0	0	0	n/a
MOTOR VEHICLE THEFT	8	11	4	2	1	1	1	2	n/a
ARSON	1	0	0	0	0	0	0	0	n/a
<b>WEAPONS LAW - ARRESTS</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
WEAPONS LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	n/a
<b>DRUG LAW - ARRESTS</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>n/a</b>
DRUG LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	n/a
<b>LIQUOR LAW - ARRESTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
LIQUOR LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	n/a
<b>HATE CRIMES</b>	<b>DOMESTIC VIOLENCE - DATING VIOLENCE - STALKING</b>								
2012 - There were no reported hate crimes.	2012 - Information not compiled.								
2013 - There were no reported hate crimes.	2013 - There were a total of four (4) reports of domestic violence: One(1) domestic violence incident on campus associated with a robbery, Two (2) non-aggravated domestic violence on campus; one (1) non-aggravated domestic violence on non-campus geography. There was one (1) on-campus report of stalking.								
2014 - There were no reported hate crimes.	2014 - There were a total of two (2) reports of domestic violence: One (1) aggravated incident involving assault with a deadly weapon; One(1) non-aggravated.								

Date: 09/16/2015 Data Sources: LASD LARCIS, LASD Arrest Query Tool, Monterey Park P.D., and Campus Security Authorities.  
 Note: There are no Residential Facilities associated with East Los Angeles 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. \*As of 09/17/2015, Monterey Park PD has not provided crime statistics - will continue to request and provide the information when made available.

## TIMELY WARNING POLICY

When the college President, Vice President of Student Services, Vice President of Administrative Services, or the Night Dean on duty determine that a reported crime is a serious or ongoing threat, a campus-wide “Timely Warning” will be issued.

The warning will be issued through appropriate media outlets, including our weekly bulletin The Husky Herald (<http://myplan.elac.edu/CampusAnnouncements/Weekly%20Bulletin/Forms/AllItems.aspx>); student newspaper the East Los Angeles College Campus News <http://elaccampusnews.com/>; e-mail system; East Los Angeles College Sheriff’s Station webpage <http://www.elac.edu/adminservices/sheriff/>; posted bulletins, or ELAC’s Emergency Alerts website <http://www.elac.edu/currentstudents/studentresources/emergencyalert/index.htm> to students, faculty, staff, administrators and college guests. Marquees and campus billboards will display the warning messages to inform the entire campus of the situation. In terms of imminent danger and with the approval from the President of the College, warning messages can also be prominently posted on the main ELAC main website, where ELAC students use to receive the latest information pertaining to ELAC. The Campus Security Authorities listed below are responsible for issuing the Timely Warning. Authorization of the dissemination of the warning message(s) will require the approval of the President of the College. If the President is not available, the Vice President of Administration Services will approve the message(s).

Anyone with information warranting a timely warning should contact the Sheriff’s Department by phone at (323) 265-8800 or in person at the Sheriff’s Office at Room B5-104 (Weingart Stadium).

## HOW TO REPORT CRIME

To report a crime, please contact the Sheriff’s Department at (323) 265-8800 or use the blue light emergency telephones located throughout the campus (see Emergency Blue Light Location Map). To activate an emergency blue light phone, the red button must be pressed. These phone contain a built-in speaker; there is no receiver or keypad. Once activated the blue light on the phone will begin to flash and contact with the ELAC Sheriff’s Station will be initiated.

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

Name	Title	Contact Number
<b>William Dunkin</b>	Deputy – Sheriff Station	(323) 265-8800
<b>Marvin Martinez</b>	College President	(323) 265-8662
<b>Dr. Ann Tomlinson</b>	Vice President of Administrative Services	(323) 265-8668
<b>Laura M. Ramirez</b>	Vice President of Academic Affairs	(323) 265-8641
<b>Oscar Valeriano</b>	Vice President of Student Services	(323) 265-8779
<b>Dean In Charge</b>	Night Dean on Duty	(323) 265-8723
<b>Sonia Lopez</b>	Dean of Student Activities	(323) 267-3794
<b>William Gasper</b>	Emergency Preparedness Coordinator	(323) 265-8605
<b>Al Rios</b>	Dean of South Gate	(323) 357-6209

### Campus Security Authorities (CSA’s)

East Los Angeles College 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. (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.)

In adherence with LACCD Board Rule 7200.32, all campus buildings are locked at 11:00p.m. The ELAC Sheriff's Department personnel conduct routine patrol and building security checks during non-business hours.

ELAC 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 East Los Angeles College. 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, ELAC encourages the accurate and prompt reporting of crimes to the Sheriff's Department at (323) 265-8800 or Room B5-104 (Weingart Stadium).

### Professional Counselors

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

Crime is unpredictable and can occur in a variety of means. Being aware of one's surroundings and suspicious activity are examples on how to stay safe. If there is a sense of danger or a crime is witnessed, people are encouraged to contact the ELAC Sheriff's Station at (323) 265-8800 or dial 911 from any available phone. Another tip for staying safe is for the students, faculty, staff, administrators and the college community at large to become active members in events via the new Emergency Text Notification System. ELAC's crime prevention program or by registering to receive important notices regarding critical ongoing campus

<http://www.elac.edu/currentstudents/studentresources/emergencyalert/index.htm>

## PROGRAMS REGARDING PREVENTION OF CRIMES

### The Los Angeles Community College District (LACCD) Cadet Program

Cadets are uniformed, non-sworn peace officers under the direction of the Los Angeles County Sheriff's Department and Los Angeles Community College District personnel. Cadets provide a wide range of services to the campus community. Services include, but are not limited to: safety services, law enforcement police desk operations, public relations, clerical/administrative support, investigation assistance, property collection, crime prevention, parking enforcement, escorts and other related duties.

### ELAC Sexual Assault Awareness & Violence Education Team (SAAVE)

The ELAC SAAVE is made up of a group of faculty, staff, administrators, students and community professionals who are dedicated to violence prevention and intervention. It is our hope that through raising awareness, providing resources, and educating people about the different forms that violence can take, we will help the ELAC campus community never have to accept excuses, be afraid to speak up, or live in fear. For information on Relationship Violence, Family Violence, Sexual Assault, Stalking, and Violence In Your Culture visit our website at <http://www.elac.edu/currentstudents/studentervices/vit/index.htm>. There you will find information about where to get help, how to report violence, information on VIT events such as resource fairs, take-back the night walks, self-defense workshops and safety tips.

## MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS

East Los Angeles College does not have off-campus locations for student organizations, such as off-campus housing facilities, and does not engage in monitoring of student criminal activity off-campus. While the college does not engage in monitoring of student criminal activity off-campus, students engaging in criminal activities off-campus in conjunction with college-sponsored activities may be subject to disciplinary action by the ELAC.

## 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>.

In addition to criminal prosecution, violators are also subject to disciplinary action by ELAC. 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*

The purpose of the East Los Angeles College Student Health Center is to promote students' physical, emotional, spiritual and social well-being. Programs are designed to help students meet their educational, career and personal goals by encouraging healthy attitudes and behavior.

A licensed, board certified medical provider and marriage-family therapist are available by appointment and on a limited walk-in basis. Services provided to registered students include: Acute illness/injury, First Aid, Health care counseling, Emotional/Behavioral Counseling, Preventive health information/screenings, Family Planning, STD screening and treatment, Prescriptions, Laboratory tests and immunizations and physicals. For details visit the ELAC Student Health Center on the web at <http://www.elac.edu/currentstudents/student-services/healthcenter/index.htm>, in Room G8-111, or call (323) 265-8651.

Referrals to drug and alcohol prevention programs are made through the Student Health Center and the ELAC Sheriff's Station. Referrals for employees are available through the LACCD Employee Assistance Program (EAP).

## *MHN (Managed Health Network) Employee Assistance Program (EAP)*

MHN services include:

- Up to 6 free counseling sessions per issue per calendar year by a licensed mental health provider related to personal, marital, family, relationship, work, alcohol and substance abuse problems
- Referrals to mental health agencies and non-medical agencies that are beyond the scope of an EAP provider
- 24-hour crises hotline, 7 days/week
- One half hour consultation with an attorney (either in person or by telephone) per calendar year
- One financial counseling referral for a consultation with a financial consultant (either in person or by telephone) per calendar year

In addition, MHN orientations and workshops on various wellness and self-improvement topics are offered in a group setting.

### *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>**

(213) 891-2040

National Council on Alcoholism and Drug Dependence

**<http://www.ncadd.org/>**

(800) NCA-CALL

California Department of Alcohol and Drug Programs

**[Http://www.dhcs.ca.gov/individuals/Pages/SUD-Services.aspx](http://www.dhcs.ca.gov/individuals/Pages/SUD-Services.aspx)**

(800) 879-2772

Los Angeles County Public Health, Substance Abuse Prevention and Control

**<http://publichealth.lacounty.gov/sapc/>**

(800) 564-6600

Alcoholics Anonymous

**<http://www.aa.org>**

(800) 923-8722

Cocaine Anonymous

**<http://www.ca.org/>**

310-559-5833

Marijuana Anonymous

**<http://www.marijuana-anonymous.org/>**

(800) 766-6779

Narcotics Anonymous

**<http://www.na.org/>**

(818) 773-9999 x 771

Families Anonymous  
<http://familiesanonymous.org/>  
 (800) 736-9805

## DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

The District's Board Rules are available at: <http://www.laccd.edu/Board/Pages/Board-Rules.aspx>

The District's prohibited discrimination policy is in LACCD Board Rules, Chapter XV ("Prohibited Discrimination and Harassment"). Allegations of dating violence, domestic violence, and stalking may be handled pursuant to Chapter XV. The District's sexual assault policy is in LACCD Board Rules, Chapter XV ("Sexual Assault"). (The District anticipates consolidating Chapter XV and Chapter XVI into one chapter, Chapter XV, during the 2015-16 academic year.)

### *Educational Programs*

ELAC's SAAVE provides resources, educates people and promotes awareness of domestic violence, rape, acquaintance rape, and other forcible and non-forcible sex offenses. The ELAC SAAVE meets the second Thursday of every month in E9-114. SAAVE is partnered with the ELAC Women's and Men's Support Center, located in Room G8-127. Hours of operation for the center on Monday and Thursday are from 9:00a.m. – 1:00p.m.; Tuesday and Wednesday the center is open from 1:00p.m. – 5:00p.m. The Women's and Men's Support Center also provides referrals to places in the community that help and support victims of sexual assault, domestic violence and stalking. Additionally, educational materials on violence prevention and intervention are available at the center. For more information contact the Women's and Men's Support Center at (323) 780-6754.

### *Who to Contact*

If you are the victim of sexual assault on campus, you should immediately contact the Sheriff's Department at (323) 265-8800 or the ELAC's Violence Intervention Team at (323) 780-6754. ELAC's Violence Intervention Team includes the following members:

## SAAVE Members

<b>Vacant</b> V.P. of Student Services and First Responder	<b>Nadine Bermudez</b> Faculty	<b>Bunnarith Chunn</b> Faculty	<b>Allen Cone</b> Director of Athletics
<b>Roxanna Curiel</b> ELAC Women's & Men's Support Center	<b>William Dunkin</b> L.A. County Sheriff Deputy	<b>Danelle Fallert</b> Faculty	<b>Reyna Hernandez</b> Student Services
<b>Natasha Hernandez</b> Faculty	<b>Eileen Ie</b> SAAVE Co-Chair, Faculty	<b>Manjit Kaur</b> Faculty	<b>Marilyn Ladd</b> Faculty
<b>Gabriella Lopez</b> Faculty	<b>Sonia Lopez</b> Dean of Student Activities	<b>Vi Ly</b> Dean of Academic Affairs	<b>Maria Mayoryk</b> Faculty

<b>Catalina Medina</b> Staff	<b>Andrea Owens</b> SAAVE Co-Chair; Faculty	<b>Richard Pacheco</b> ELAC Women's & Men's Support Center	<b>Nadia Swerdlow</b> Faculty
<b>Tiffany Rice</b> Faculty	<b>Maria Rosales</b> CalWorks Program	<b>Marina Rueda</b> Faculty	<b>Sybil Venegas</b> Faculty

## ASU Representatives

Vanessa Venegas	Gilbert Vasquez
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East Los Angeles College strongly encourages timely reporting of sexual assaults, so that evidence may be collected and preserved. Campus law enforcement and the Campus SAAVE 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.

### *Confidentiality of Victims and Other Necessary Parties*

All records regarding an investigation or complaint of unlawful discrimination or harassment shall be confidential and shall not be revealed except as required or permitted by law. (LACCD Board Rule 15005.)

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 Dating Violence, Domestic Violence, Sexual Assault or Stalking*

East Los Angeles Women's Center  
<http://www.elawc.org>  
 (800) 585-6231

East Los Angeles College Student Health Center  
<http://www.elac.edu/currentstudents/student-services/healthcenter/index.htm>  
 (323) 265-8651

East Los Angeles College Sheriff's Station  
<http://www.elac.edu/adminservices/sheriff/>  
 (323) 265-8800

### *Changes to Academic Situation*

East Los Angeles College 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, ELAC may, consistent with Board policy, provide the option of taking "withdrawal" or "incomplete" grades.

## *Student Discipline for Dating Violence, Domestic Violence, Sexual Assault or Stalking*

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 XI ("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 not are limited to, suspension or expulsion from all of the District's colleges. These are separate penalties from 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 ELAC. (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, ELAC's zip code is 91754.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

East Los Angeles College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on the campus. Examples of such emergencies include outbreaks, extreme weather conditions, earthquakes, gas leaks, terrorist incidents, armed intruders, bomb threats, civil unrest, explosions, chemical or hazardous waste spills, etc. An Emergency Response Guide, detailing what people should do during emergency situations, is available:

[http://www.elac.edu/currentstudents/studentresources/emergencyalert/docs/Emergency%20Response%20Poster%20\(2\).pdf](http://www.elac.edu/currentstudents/studentresources/emergencyalert/docs/Emergency%20Response%20Poster%20(2).pdf)

To report an emergency, please contact the Sheriff's Department at (323) 265-8800 or use one of the blue emergency phones throughout the Campus. The Campus Security Authority members listed on page seven will make the determination of the existence of an emergency on campus.

### *Notification Procedures*

Emergency notification protocols will initiate as soon as the Sheriff's department receives the relevant information. It should be understood that emergency reports may be reported to Monterey Park 911 or an administrative entity, but emergency notification will be evaluated and initiated by the Sheriff's department

and, whenever possible, in conjunction with ELAC administration.

1. Upon receiving an emergency report, the cadet on duty will immediately inform the Deputy-in-Charge, who in turn notifies the Sergeant-On-Duty via radio dispatch.
2. The Deputy-In-Charge evaluates the threat level and responds based on the following criteria:

**Immediate Threat** – if the situation is dire and requires immediate response, the Deputy-in-Charge coordinates the first responders and the various resources, i.e. Monterey Park Police Department and other law enforcement and emergency response agencies.

After the appropriate response is initiated, a cadet or a Security Officer will be instructed to contact the ELAC Chain-of-Command (C.O.C.) President Marvin Martinez, Vice President Ann Tomlinson, if after hours the evening Dean when applicable. The C.O.C will provide the details and possible instructions on how the campus should be notified.

In the case of an active shooter or terrorist event, response would take precedence over emergency notification. However, the decision to remove the campus population from harm's way will be paramount in the Sheriff's Department handling of the response. It is likely the VOiP system and the speaker clusters will be the most immediate tools to deliver first-hand verbal information, while the task of relaying information via the Emergency Text Messaging System, campus-wide emails and the emergency notification line will be tasked to Administrative Service personnel. A copy of ELAC's Active Shooter Emergency Plan and Active Shooter Policy is available at:

<http://www.elac.edu/currentstudents/studentresources/emergencyalert/index.htm>

**Pending Threat** – if a threat is pending, perhaps eminent but not immediately life-threatening, the Deputy-in-Charge will notify and consult with the ELAC C.O.C. to determine the need and method to notify the campus population. In the case of bomb threats, criminal pursuits through campus, gang activity on campus or any unconfirmed reports of potentially dangerous activity, the Sheriff's department will consult with the ELAC C.O.C.

**Natural Disaster or Evacuation Event** – in the event of a natural disaster, gas leak, chemical contamination or the like, the ELAC C.O.C. will coordinate with the Sheriff's Department C.O.C. to determine an appropriate response and notification.

3. Once the threat is evaluated and the method of notification is selected, ELAC's emergency notification systems will be activated.

#### **VOICE-OVER IP (VOiP)**

The VOiP system activates the speaker phone functions of any ELAC office phone. The system can be activated by the Sheriff's department, select college administrators and staff. It is immediate, but limited by range. It does not, for example, reach classrooms.

#### **Speaker strobe & loud speaker systems**

The speaker strobe and loud speaker systems is a campus-wide notification system activated by the ELAC Sheriff's department. The speaker strobes are located in most buildings on campus. The loud speaker clusters are positioned on top of Weingart Stadium (B-5) and the Ingall's Auditorium – the notifications can be heard across campus.

### **Mass Email and Dedicated Information Lines**

To relay information during an emergency or immediately after an emergency, ELAC can employ mass email and dedicated dial-in messages. The information hot-line number is (323) 265-3700.

### **Emergency Text Notification System**

The Blackboard Connect Emergency Notification System reaches registered respondents via text messages and emails delivered through smart phone technology. The system is capable of sending brief emergency notifications to 26,000 recipients in a matter of seconds. The participants must voluntarily sign up to receive emergency text messages.

### ***Connecting to Emergency Text Notification System: Students***

Student who apply at East Los Angeles College, will complete the ELAC Online application located here: <http://www.laccd.edu/Students/opencccapply/applyelac/Pages/default.aspx>.

On the ELAC online application form, students will be asked to provide their cell phone numbers to receive emergency notification(s) in situations of imminent danger. Once their application is processed, their cell phone number along with their profile information will be automatically inputted into the Blackboard Connect system, this will allow ELAC administrators to use the Blackboard Connect to send out text messages and\or emails to students to notify them of any emergencies occurring at the College and provide guidance on what to do next.

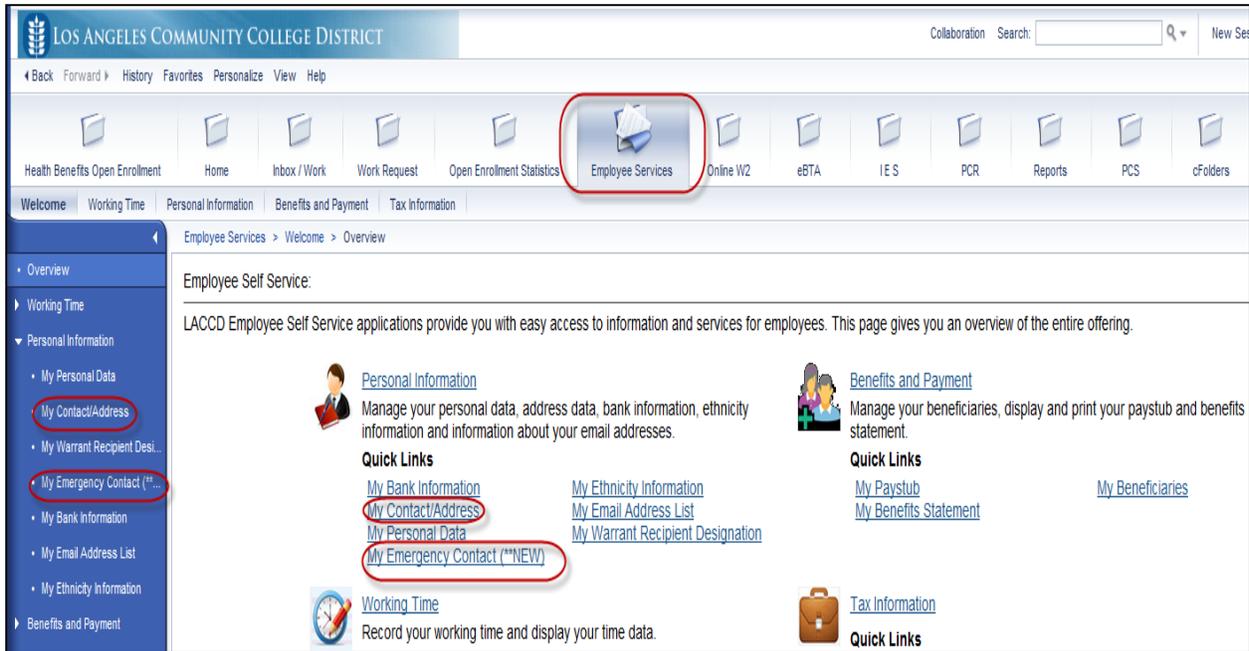
### ***Connecting to Emergency Text Notification System: Employees***

Employees who want to add or update their emergency contact information on the Blackboard Connect system will have to log into their LACCD District SAP Portal (LACCD Portal) Figure 1a, which is only accessible by clicking on the District Applications icon located on your office computer desktop.

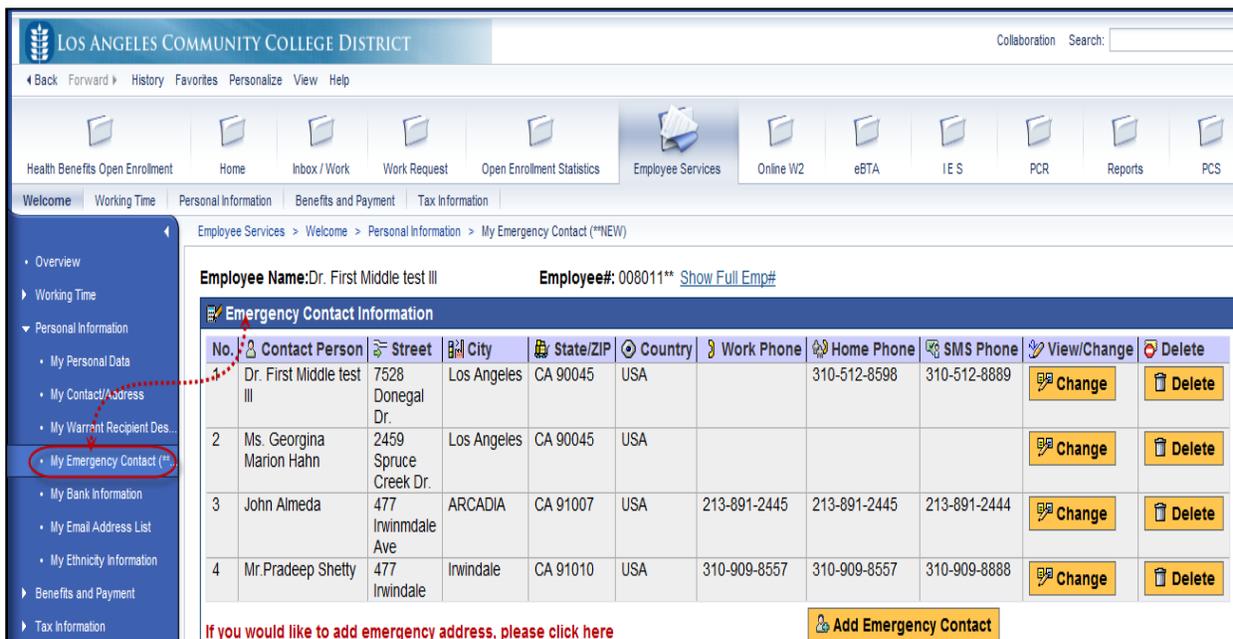
**Figure 1a**



After the employees logs into LACCD Portal, they can update their emergency contact information located under the Employee Service \ Personal Information \ Emergency Contact. **Figure 1b**



To add their emergency contact information they will click on the “Add Emergency Contact” button. To update their emergency contact number they will have to click on the “Change” button. **Figure 1c.**



Employees will be able to update their contact information as well as providing an emergency notification number. Complete the personal contact information and click on save, then enter the SMS phone number and click on the “Opt In” button. You will receive an email to notify you that your

information has been added successfully into the District system. All information processed through the District system will automatically sync with the Blackboard Connect system. Please beware that it's your responsibility to log back into the LACCD portal to update your cell phone if your number has changed.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Health Benefits Open Enrollment Home Inbox / Work Work Request Open Enrollment Statistics Employee Services Online W2 eBTA

Welcome Working Time Personal Information Benefits and Payment Tax Information

Employee Services > Welcome > Personal Information > My Emergency Contact (\*\*NEW)

**Update SMS/Emergency Contact Information for yourself**

**Contact Person\* :** Dr. First Middle test III

**Street\* :** 7528 Donegal Dr.

**Address line2:**

**City\* :** Los Angeles

**State\* :** California

**Country\* :** USA

**ZIP Code\* :** 90045

**Home Phone :** 310-512-8598

**Cell Phone :**

**Work Phone :** ext.

Home Fax#

\* required field

Save Cancel

**Recieve SMS on Cell Phone**

Check this box to copy the number from cell phone field.

**SMS Phone :** 310-512-8889

**SMS Messaging for Emergency Contact:**

Opt in  Opt Out

**Currently you Opted In for SMS messaging.**

\*\*\* SMS Delivery: By selecting this option standard text messaging rates may apply based on your subscriber plan with your mobile phone carrier. As text message delivery is subject to mobile carrier network availability, such delivery is not guaranteed. You may opt out of SMS delivery at any time by changing the SMS preference on your Account.

If you have any problems or questions regarding the emergency text notification system, please contact (323) 265-3750.

For assistance or recommendations contact regarding the Emergency Notification System, please contact the Information Technology Department at (323) 265-8700 or [ithelpdesk@elac.edu](mailto:ithelpdesk@elac.edu).

## Evacuation Procedures

Campus evacuation procedures are included in all evacuation maps posted throughout the campus, on the campus website and on page 18 of this document.

## Testing of Procedures

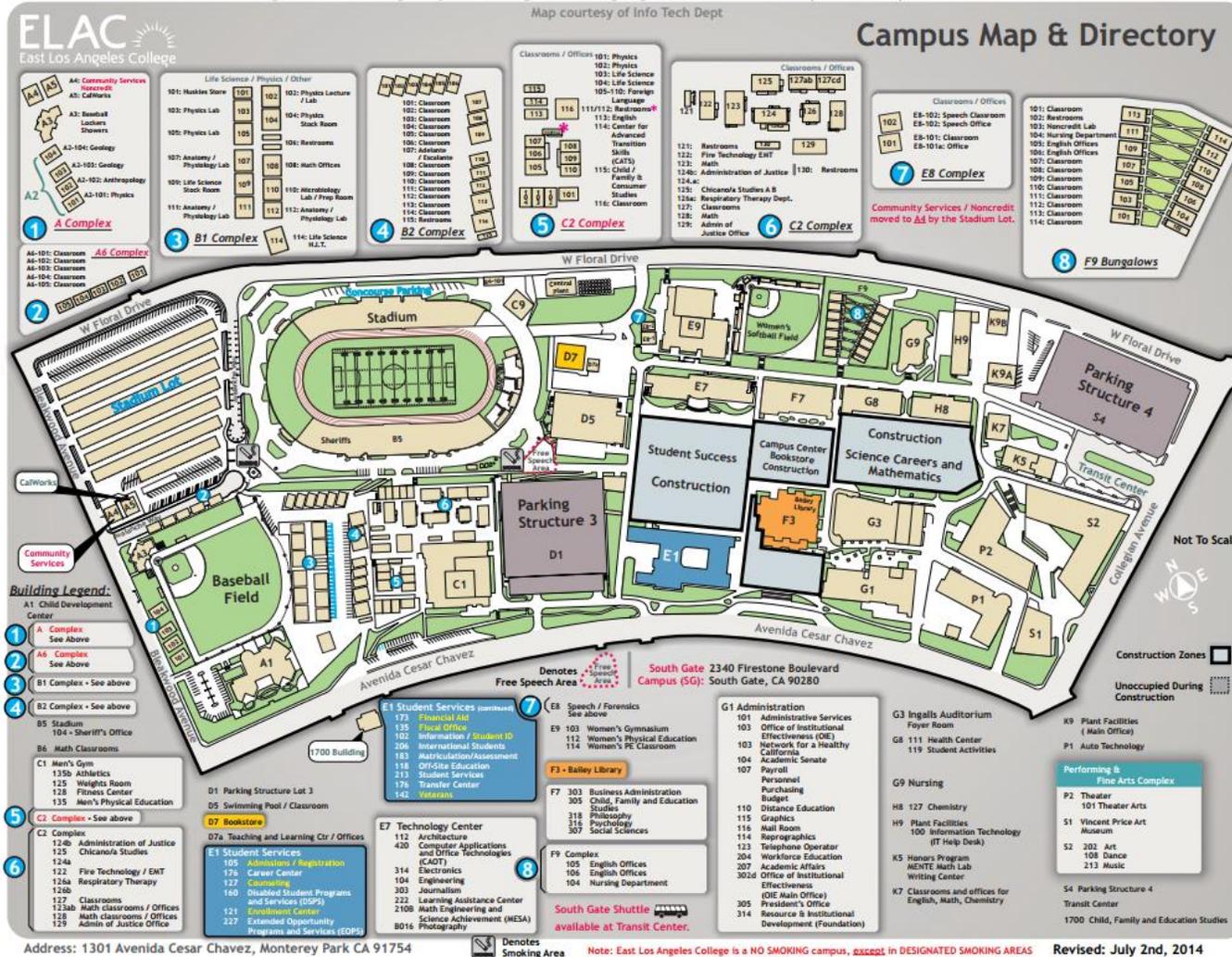
East Los Angeles College conducts announced biannual tests of its emergency response and evacuation procedures as well as ongoing training in the operation of our systems. Monthly tests of all emergency blue phones on campus are also conducted. ELAC publicizes its emergency response and evacuation procedures by: e-mail, website, hardcopy bulletins and regularly scheduled presentations. Emergency evacuation map provided below.

ELAC 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 Administrative Services (G1-101). Test documents will be retained for seven years from the date of the test.

# CAMPUS MAP

Room listings of some buildings subject to change due to ongoing construction - For an up to date map visit [www.elac.edu](http://www.elac.edu)

Map courtesy of Info Tech Dept



## CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES



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



LOCATIONS
<b>On Campus:</b> 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).
<b>Non-Campus:</b> 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.
<b>Public Property:</b> 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
<b>Murder/Non-Negligent Manslaughter:</b> The willful (non-negligent) killing of one human being by another.
<b>Negligent Manslaughter:</b> The killing of another person through gross negligence.
<b>Forcible sex offenses:</b> Any sexual act directed against another person, forcibly or against that person's will. Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
<b>Non-forcible sex offenses:</b> Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.
<b>Robbery:</b> 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.
<b>Aggravated Assault:</b> 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.
<b>Burglary:</b> The unlawful entry of a structure to commit a felony or a theft.
<b>Motor vehicles:</b> The theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds.
<b>Arson:</b> 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.
<b>Arrest:</b> A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug or weapons laws (defined below).
<b>Disciplinary Referral:</b> 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.
<b>Weapons Laws:</b> The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.
<b>Drug Laws:</b> 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).
<b>Liquor Laws:</b> 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.
<b>Hate Crimes:</b> Any of the above listed crimes and any other crime involving bodily injury, theft, intimidation, simple assault or destruction/damage/vandalism reported to the police or to a campus security authority in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Date: 09/23/2013

# EMERGENCY BLUE LIGHT LOCATION MAP



Campus Sheriff:  
**(323) 265-8800**

## Emergency Phones on Campus



Not To Scale

Revised on: April 4th, 2014

# EMERGENCY EVACUATION MAP

Zone numbers subject to change due to ongoing construction - For an up to date map visit [www.elac.edu](http://www.elac.edu)

Map courtesy of Info Tech Dept



## Emergency Telephone Numbers

East Los Angeles College	Campus Telephones	Outside Telephones
Sheriff's Office	ext. 8800	(323) 265-8800
President	ext. 8662	(323) 265-8662
VP of Admin Services	ext. 8669	(323) 265-8669
VP of Acad Affairs	ext. 8723	(323) 265-8723
Plant Facilities	ext. 8756	(323) 265-8756

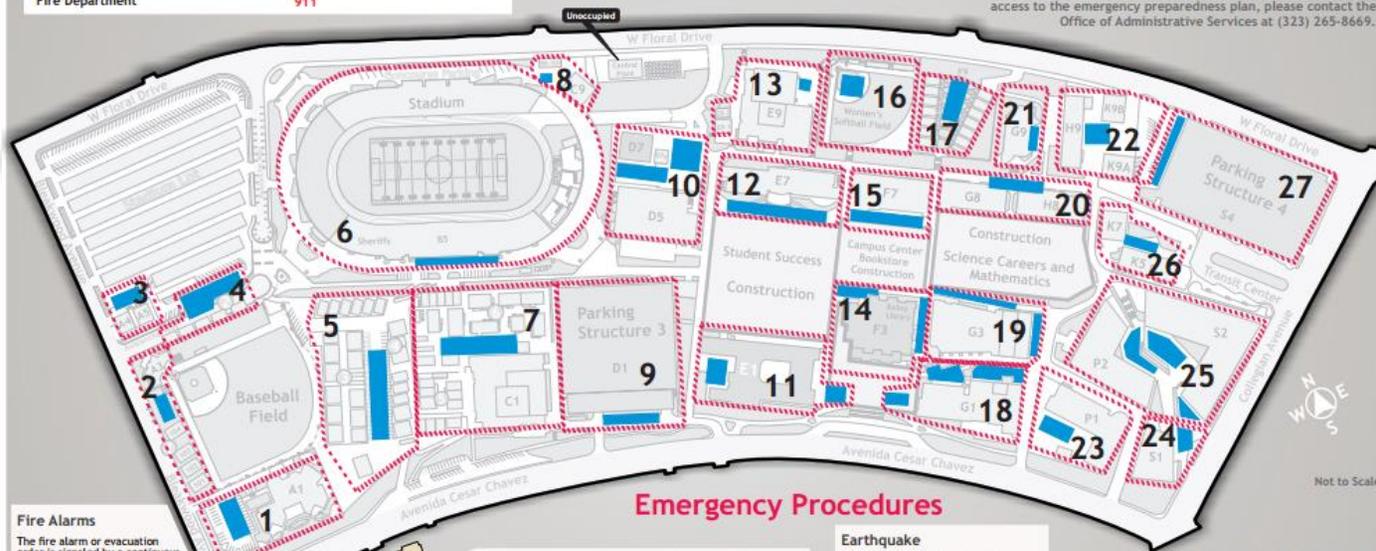
## Monterey Park

Police Department	911
Fire Department	911

## Emergency Evacuation Zones

Receive emergency alert text messages on your phone, to subscribe or for more information visit: <http://alertme.elac.edu>

\* This bulletin is an abbreviated summary of emergency procedures for possible campus emergencies. If you would like access to the emergency preparedness plan, please contact the Office of Administrative Services at (323) 265-8669.



## Emergency Procedures

### Fire Alarms

The fire alarm or evacuation order is signaled by a continuous bell.

When the alarm is activated, gather up all your personal belongings, turn off any source of gas and leave the building. The last person to exit the room should close the door behind them. Proceed to the nearest Evacuation Assembly Point (EAP) as shown on the Emergency Evacuation Zones map.

Do not use the elevator.

Wait at the E.A.P. until receiving further instructions from a Safety Marshall or via ELAC emergency notification systems.

### Gas Leaks or the Threat of Explosion

Designated staff and/or the Sheriff's Office personnel will contact each building, office, classroom or laboratory via ELAC's emergency notification systems to advise specific areas of the need to evacuate to a safe location.

No bells, cell phones, radios or bull horns will be used to announce the need to evacuate due to the possibility of detonation or explosion.

The individual advising you to evacuate will direct you to a safe evacuation area.

Once at the evacuation area, wait for further instructions from either the assigned Safety Marshal or responding emergency personnel.

a) The order to close the campus will originate from the highest ranking administrator / employee on campus at the time of the incident in consultation with the Office of the LACCD Chancellor.

b) You will be advised that the area is clear of all potential hazards and that you can return to your work station or classroom via ELAC's emergency notification systems.

### Earthquake

At the first indication of a major Earthquake, drop to the floor and cover your head.

When it is determined safe to do so, exit the building to the Emergency Assembly Point (EAP). Be aware of falling debris from buildings, downed power lines, broken gas lines, and any other overhead danger.

Do not use elevators.

Wait at the EAP for further instructions.

### Campus Violence

Once you become aware of a campus violence situation, call the Sheriff's Office at (323) 265-8800 or call 911.

Try to ascertain if it is safer to evacuate the building or barricade yourself in the room.

Attempt to remain calm and, if possible, wait for law enforcement instruction via ELAC's emergency notification systems. Please register for RaveMobile text notifications at <http://alertme.elac.edu>.

Note: Occupants of all buildings within designated zones will assemble at designated "Emergency Assembly Points" within the zone.

Revised: March 9th, 2015



Not to Scale