



EAST LOS ANGELES COLLEGE



# 2016 ANNUAL SECURITY REPORT



## 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. This report is also available from our webpage at <http://www.elac.edu/adminservices/sheriff/doc/Elac2016AnnualSecurityReport.pdf>. 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

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## CRIME STATISTICS

The following crime statistics for East Los Angeles College (ELAC) cover a period from July 01, 2013 to June 30, 2015 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.

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.

<b>LOS ANGELES COUNTY SHERIFF'S DEPARTMENT</b> <b>COMMUNITY COLLEGE BUREAU</b> <b>2013 TO 2015 CLERY ACT CRIME STATISTICS</b> <b>EAST LOS ANGELES COLLEGE</b>									
OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014*	2015*
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)	2	0	1	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	2	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
ROBBERY	1	0	1	0	0	0	3	0	0
AGGRAVATED ASSAULT	0	0	2	0	0	0	0	0	0
BURGLARY	7	1	5	0	0	2	0	0	0
MOTOR VEHICLE THEFT	11	4	8	1	1	1	2	0	0
ARSON	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	3	2	1	1	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	1	0	1	0	0	0	0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	1	1	0	0	0	0	0	0	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	0	0	0	0	0	0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	0	0	0	0	0	0	3	0	0
DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS - ARRESTS	0	0	2	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>									
2013 - There were no reported hate crimes.									
2014 - There were no reported hate crimes.									
2015 - One (1) hate-related crime (vandalism) reported on campus with a nationality bias.									
<small>Date: 09/21/2016            Data Sources: LASD LARCIS, LASD Arrest Query Tool, Monterey Park P.D., and Campus Security Authorities.            Notes: 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.            *Monterey Park PD did not respond to requests to provide crime statistics for calendar years 2014 and 2015.</small>									

## 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>Sexual Assault (Sex Offenses):</b> 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.
<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.
<b>Burglary:</b> The unlawful entry of a structure to commit a felony or a theft.
<b>Motor Vehicle Theft:</b> The theft or attempted theft of a motor vehicle.
<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> Persons processed by arrest, citation, or summons.
<b>Referred for disciplinary action:</b> The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.
<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, Benzadrine).
<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 criminal offenses as well as crimes involving larceny-theft, intimidation, simple assault or destruction/damage/vandalism that manifests evidence that the victim is intentionally selected because of the perpetrator's bias against the victim (race, gender, religion, sexual orientation, ethnicity, disability, ethnicity/national origin, or gender identity of the victim).
<b>Domestic Violence:</b> 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.
<b>Dating Violence:</b> 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.
<b>Stalking:</b> 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.

Date: 09/07/2016

### 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 of Student Services, Vice President of Administrative Services, or the Night Dean on duty creates a serious or ongoing threat, a campus-wide "timely-warning" will be issued.

The warning will be issued through ELAC's communication resources, including our weekly bulletin The Husky Herald <http://www.elac.edu/newsandevents/bulletin/index.htm>; 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> and issued by the College President or the Vice President of Administrative Services to students, faculty, and staff.

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>Adolfo Pastrano</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>Julie Benavidez</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>	Associate Vice President of Administrative Services	(323) 265-8605
<b>Ming-Huei Lam</b>	Dean of South Gate	(323) 357-6209

### Campus Security Authorities (CSA's)

ELAC 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.)

All campus buildings and parking facilities are secured 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.

ELAC addresses security considerations in maintaining campus facilities in the following ways: All campus buildings pathways, hallways, and stairwell are routinely checked by ELAC Sheriff's Department personnel and reports any necessary maintenance to Plant Facilities.



## 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 ELAC. 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 register their cell phones and email addresses to receive important notices via the Emergency Text Notification System, (Blackboard Connect). <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 student workers 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, 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/student-services/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

ELAC 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.”

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 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 ELAC 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.

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/studentervices/healthcenter/index.htm>, in Room F5-302, 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).

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

LACCD employees have access to Managed Health Network (MHN), Employee Assistance Program (EAP), that helps the employee and eligible family members resolve personal problems that can affect health, family life, abilities, and desire to excel at work. The EAP helps to resolve a broad range of personal problems through assessment of issues and referral to Participating Practitioners including: Marriage/Family Issues, Stress Management, Emotional Problems, and Alcohol/Drug Dependency.

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>

(800) 327-0449

National Council on Alcoholism and Drug Dependence

<http://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

<http://www.aa.org>

(800) 923-8722

Cocaine Anonymous

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

(888) 714-8341

Marijuana Anonymous

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

(800) 766-6779

Narcotics Anonymous

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

(800) 863-2962

Families Anonymous

<http://familiesanonymous.org/>

(800) 736-9805

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

ELAC 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 ELAC 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

ELAC provides the following primary prevention and awareness programs to promote the awareness of dating violence, domestic, violence, sexual assault and stalking for all incoming students and new employees:

ELAC’s SAAVE provides resources, educates people and promotes awareness of domestic violence, rape, acquaintance rape, and other forcible and non-forcible sex offenses. SAAVE is partnered with the ELAC Women’s and Men’s Support Center, located in F5-315. Contact SAAVE Team for meeting dates and times. (owensas@elac.edu or iee@elac.edu). 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.

The District prohibits dating violence, domestic violence, sexual assault, and stalking, as those terms are defined for purposes of the Clery Act.

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)
  - Boyfriend/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 included 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 included 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 included any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice or 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 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 couple with an intent to instill fear or injury, they may be part of a pattern of stalking behavior. (C-14, Section II.HH.)

Some safe and positive options for bystander intervention include the following:

Bystanders should analyze the situation to identify the emergency and threat levels, recognize the potential for harm and assume personal responsibility for acting. Bystanders should consider a strategy and weighing the risk of acting on such strategy. A strategy could be a verbal command to the violator to stop the aggression, calling local law enforcement or another appropriate authority such as a counselor or a professor. The bystander also has the option of stepping in to protect the safety of the victim(s).

### **Procedures Victims Should Follow in Cases of alleged Dating violence, Domestic Violence, Sexual Assault or Stalking**

ELAC 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 a dating violence, domestic violence, sexual assault, or stalking, you should contact the LACCD Title IX Coordinator, Cristy Passman at **(213) 891-2267** and/or the ELAC Title IX Coordinator, Al Rios at (323) 415-5368.

You may also contact the following community organizations:

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

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) 265-8800, Stadium B5-104.

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 order, 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.)

## 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 many be required or permitted by law, including the rules and regulations of the District. (C-14, Section V.) The Title IX Coordinator will perform 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.)

ELAC 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

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/admnservices/sheriff/>

(323) 265-8800



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

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

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 actions(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 Actions for Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

Formal complaints regarding alleged sexual misconduct at ELAC 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

If the alleged perpetrator is a student, he/she may also be disciplined consistent with the procedures for campus disciplinary actions in LACCD Board Rules, Chapter IX, Article XI ("Student Discipline"), available at: <http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleXI.pdf>

## 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, but not are limited to, warnings, probation, suspension or expulsion from all of the District’s colleges. (C-14, Section XII.D.)

Disciplinary action against employees shall include, without limitation, 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, with the exception of representation counsel. (LACCD Board Rule 91101.14(c)(7).)

In sexual misconduct cases, 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, and must receive comparable notification of the outcome of the disciplinary actions, subject to the legal and District limitations related to the privacy of the parties. 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 ELAC that he/she has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, ELAC 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 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

ELAC 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.

### Notification Procedures

To sign up for the emergency notification system, students, staff, and the public can register at [www.elac.edu](http://www.elac.edu) by clicking on the “Emergency Alert.” The Blackboard Connect Emergency Notification System will be utilized to notify students, faculty and staff, and the public via SMS (text) and e-mail in the event of a campus emergency.

The entire campus community will be notified when there is a potential that a very large segment of ELAC is threatened. The College President or Vice President will reassess the situation and will make additional notifications or updates to the larger community outside of campus as appropriate.

ELAC 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.

1. Upon receiving an emergency report, the dispatcher 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.

## Testing of Procedures

ELAC conducts announced annual 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.

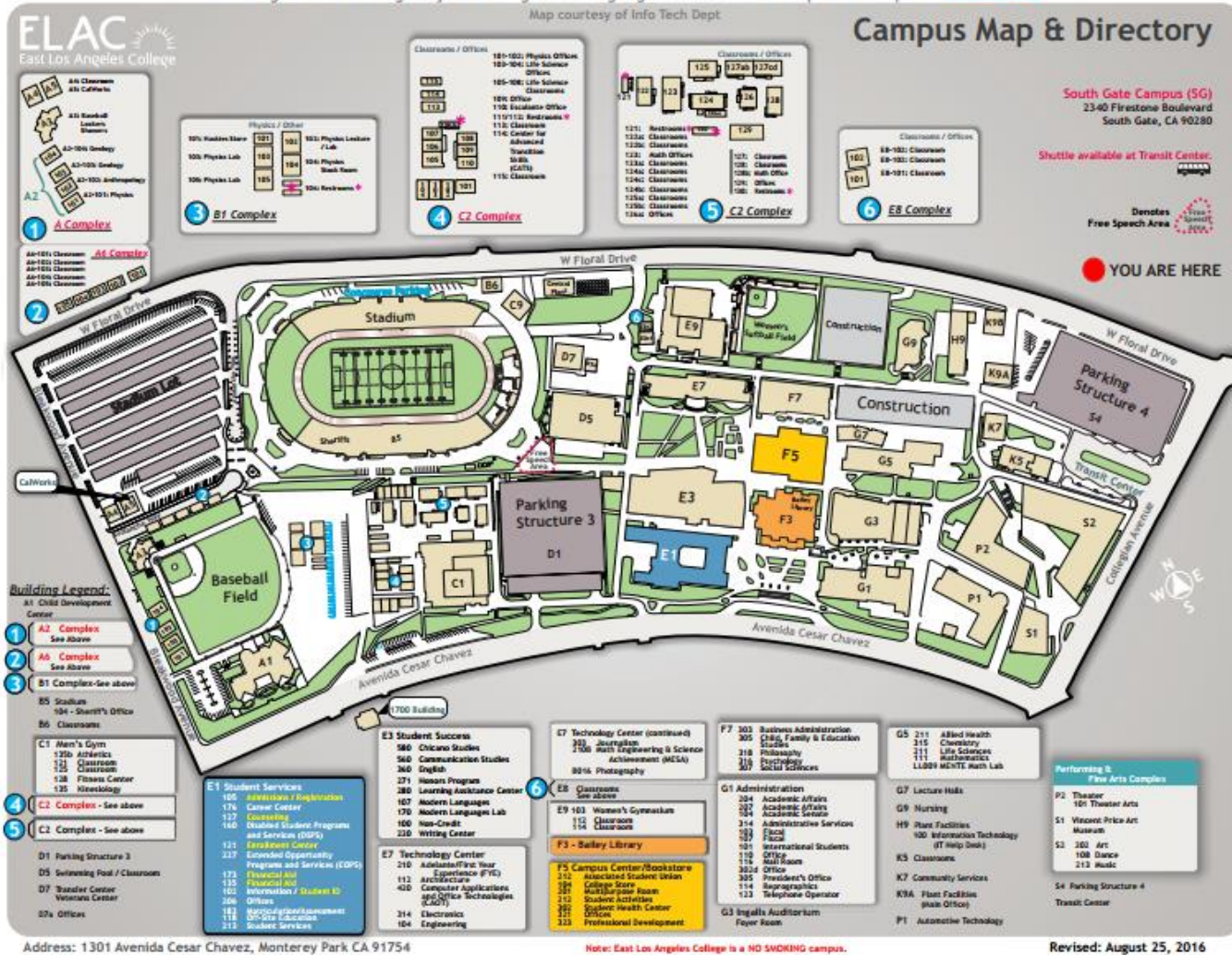
ELAC publicizes its emergency response and evacuation procedures by: e-mail, website, hardcopy bulletins and regularly scheduled presentations. Emergency evacuation map provided below.

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

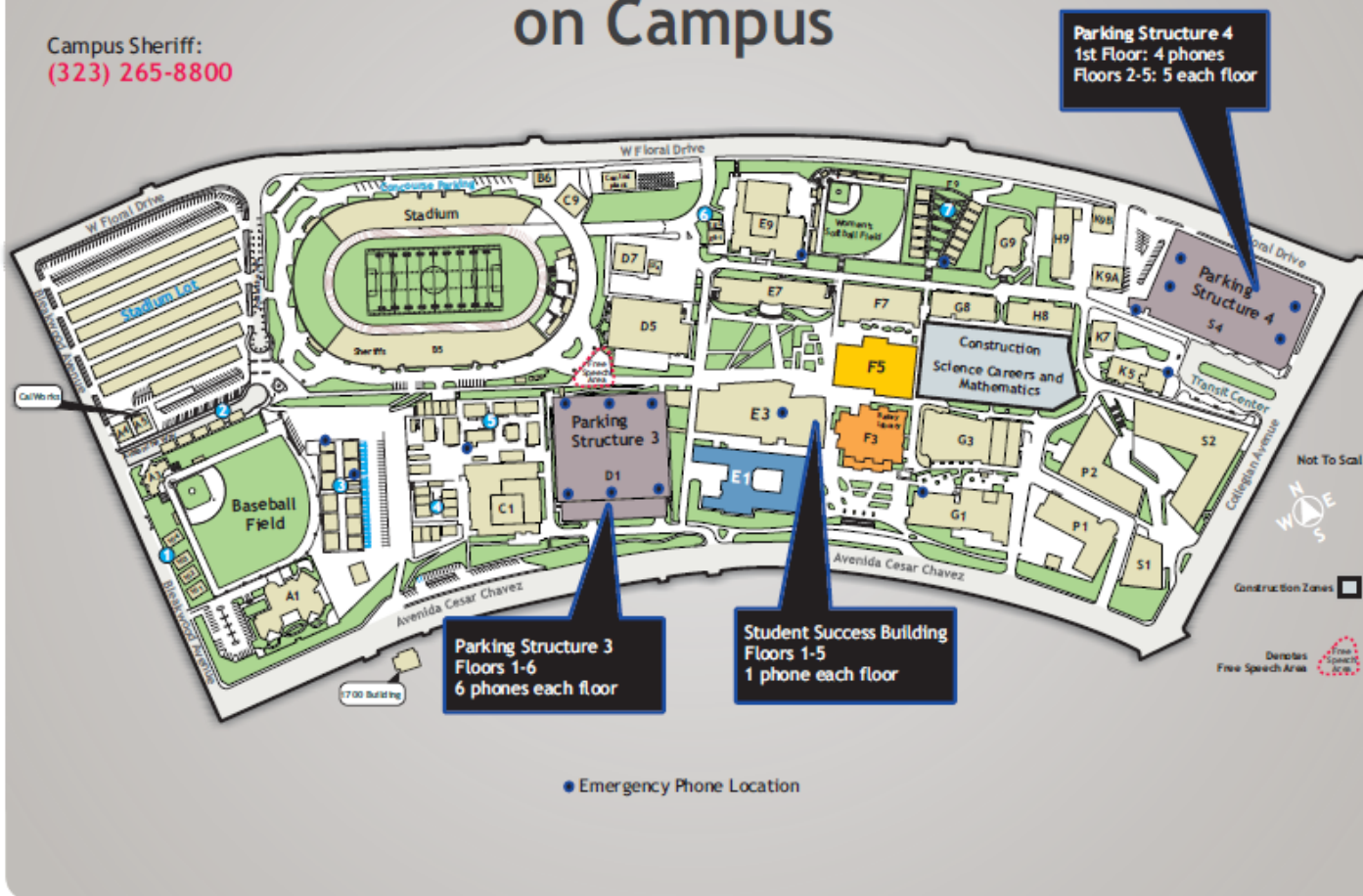


# EMERGENCY BLUE LIGHT LOCATION MAP



## Emergency Phones on Campus

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



Address: 1301 Avenida Cesar Chavez, Monterey Park CA 91754

Note: East Los Angeles College is a NO SMOKING campus.

Revised: March 4th, 2016



# 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**

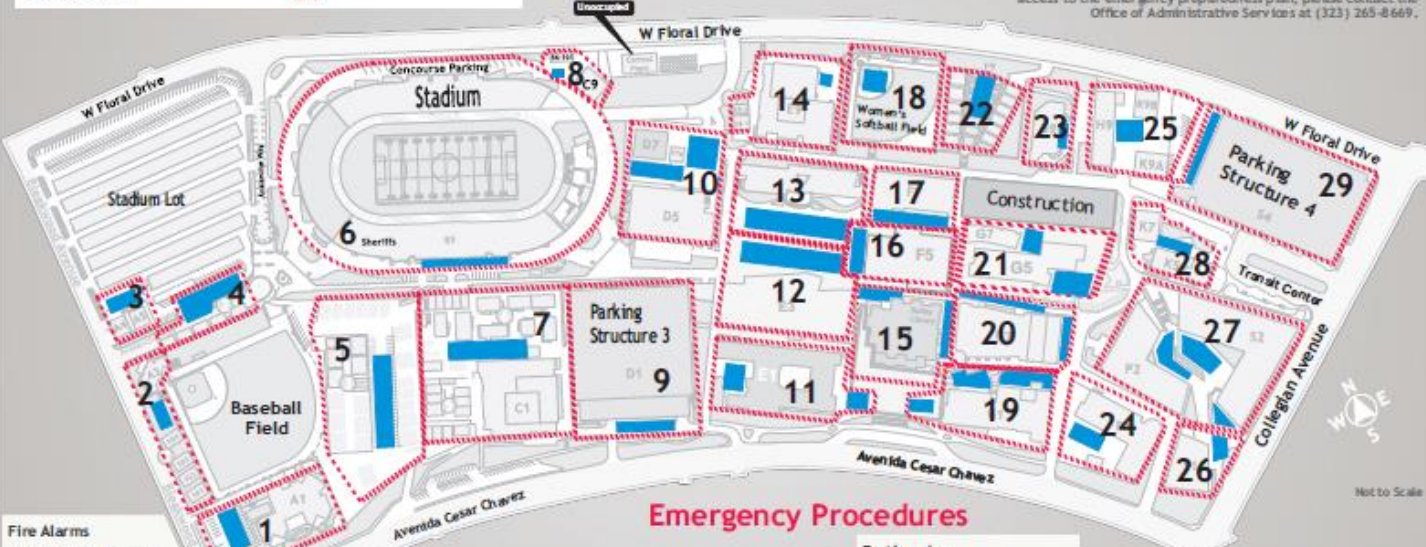
Police Department	911
Fire Department	911



## 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 prep readiness plan, please contact the Office of Administrative Services at (323) 265-8669.



Not to Scale

### 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 EAP until receiving further instructions from a Safety Marshal 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.

### 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://www.elac.edu>

### Emergency Procedures

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

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