



CRIME SAFETY AND SECURITY REPORT

American Career College (ACC) is committed to providing a reasonable level of security for its students, employees and visitors. The following report provides information regarding campus security policies and procedures for all students and employees of American Career College.

PROCEDURES FOR REPORTING CRIMES

ACC is required to monitor criminal activities and other emergencies occurring on campus, at non-campus facilities and property owned or controlled by ACC, and on public property within, or immediately adjacent to, and accessible from, the campus. ACC requests and encourages its students, faculty and staff to promptly report such occurrences to the Executive Director, Director of Student Services or Campus Security Officers. Victims or witnesses to crimes may report crimes on a voluntary basis, and if need be, on a confidential basis. ACC will respond to each occurrence, and if appropriate, report said crimes to local law enforcement authorities.

A crime log will be maintained by the campus security official. The crime log will contain a record of all crimes reported that occurred on campus, at non-campus facilities and property owned or controlled by ACC and on public property within, or immediately adjacent to, and accessible from the campus. Entries into the crime log include the nature, date, time, and general location of each crime, and the disposition of the complaint, if known. Names and victims or alleged perpetrators are never disclosed in the crime log. All entries to the crime log will be made within two business days of the report of the crime, or the report of additional information to campus security.

ACC will monitor and record criminal activity in which students have engaged at off-campus locations, specifically externship sites, through the local law enforcement agency. ACC does not officially recognize any off-campus student organizations.

ACC students and staff are encouraged to report crimes on a voluntary, confidential basis. This information will be included in the institution's annual crime safety and security report. Students in need of counseling may contact the Director of Student Services for referrals to available counseling services in their community. ACC employees may contact the Human Resources Department for information regarding the Employee Assistance Program, a confidential referral program.

CAMPUS SECURITY POLICIES

In an effort to maintain a safe and secure environment for its students, faculty and staff information regarding crime prevention and awareness is posted in the student lounge and in the staff lounge. Emergency telephone numbers are also posted in both areas. ACC's campus security policy is carried out as follows:

- ACC contracts with *Off Duty Officers* to provide security on all campuses as well as the parking lot. Security guards at the Anaheim campus are on duty from 7 am - 11:00 pm, Monday through Friday; and 7:30 am - 5 pm on Saturdays and Sundays. Security guards at the Ontario campus are on duty 7:30 am - 11:30 pm Monday through Friday; and 7:30 am – 5:30 pm on Saturdays. ACC Los Angeles has security guards on duty twenty-four hours per day and seven days per week.
- Prompt re-keying of locks when keys are lost or stolen.
- Prompt reporting of all incidents.



- Staff and student awareness training.
- One way locking doors in high rise areas.
- Students and staff are provided space in the garage area to wait for rides, rather than on the street.
- Monitoring visitors to the building.
- Security guards available to escort students and staff to parking facilities.

Additionally, ACC recommends students and staff to practice the following safety tips:

- Report suspicious people or activity to the appropriate staff member.
- Avoid places where you are vulnerable and there are no exits.
- Do not hesitate to call an ACC staff person when strangers confront you.
- Lock your office when you leave.
- Walk in groups of at least two people at night.
- Walk only in lighted sidewalks after dark.
- When parking, lock your vehicle and remove valuables from plain view.
- Record the serial number of your valuables.
- Make a record of your credit card numbers and keep separate from your wallet or purse.
- Avoid carrying large amounts of cash or valuables.
- Write your name in several places in your textbooks.
- Lock your bicycle with a high quality lock.
- Always report all criminal incidents and losses of property to an instructor, program director, campus security officer or the receptionist immediately.

CAMPUS LAW ENFORCEMENT

ACC enforces its campus security policy at all times; it will not tolerate any criminal activity under any circumstances. Any and all crime occurrences on campus, at non-campus facilities and property owned by ACC and on public property within, or immediately adjacent to and accessible from the campus that is reported to the campus security official, will be immediately reported to the appropriate law enforcement agency. Any and all crimes committed by a student, faculty or staff member will result in immediate dismissal from ACC.

Campus security officials do not have the authority to arrest individuals. The campus security officials, contracted to work at our campus, work under a California State license (PPO# 11591). Each officer is employed as a private security officer under the Business and Profession Code and under BSIS (Bureau of Security and Investigative Services) rules and regulations. The campus security officials work closely with local law enforcement agencies and cooperate during any criminal investigation, consensual encounter or request for service/advisement.

DRUG AND ALCOHOL ABUSE POLICY

ACC maintains a zero tolerance policy with regard to the possession, use, and sale of alcoholic beverages on campus. ACC strictly adheres to the enforcement of state underage drinking laws.

ACC also maintains a zero tolerance policy with regard to possession, use, and sale of illegal drugs on campus. ACC strictly adheres to the enforcement of federal and state drug laws.

ACC employees are provided with extensive drug and alcohol-abuse information in the employee handbook during orientation. ACC students are provided with extensive drug and alcohol-abuse information in their student packets upon enrollment. This information is updated annually.



ACC will refer all persons in need of drug and or alcohol abuse counseling to a confidential referral program. For more information, students should contact the Director of Student Services. ACC employees should contact the Human Resources Department.

SEXUAL HARASSMENT/ASSAULT POLICY

ACC maintains a zero tolerance policy with regard to sexual harassment of any kind toward its student or personnel. Victims of sexual harassment are encouraged to immediately report any incidents to the Executive Director or Director of Student Services. If requested, the Executive Director or Director of Student Services will assist the student or employee in notifying the proper law enforcement authorities.

ACC students and employees are provided extensive information to promote the awareness of unlawful harassment, including rape, acquaintance rape, and other forcible and non-forcible sex offenses. This information is disseminated during orientation (for employees) and is contained in the employee handbook. ACC students are provided with the information in their student packets upon enrollment. This information is updated annually.

ACC will refer any victim of a sexual assault for counseling to a confidential referral program. For more information, students should contact the Director of Student Services. ACC employees should contact the Human Resources Department.

Students and employees are assured that ACC will handle all reports of sexually related offenses with the utmost discretion and confidentiality.

ACC will make an effort to assist individuals who are victims of a sex offense to change their academic or living situation, if requested and reasonably available.

ACC will handle all cases pertaining to an alleged accuser or accused sex offender in the following manner:

- The alleged accuser or accused sex offender is entitled to the same opportunities to have others present during a disciplinary proceeding, and
- The alleged accuser or accused sex offender will be informed of ACC's final determination of any school disciplinary proceeding with respect to the alleged sex offense and any sanction that will be imposed against the accused.

ACC will impose a zero tolerance policy following a final determination of rape, acquaintance rape, or other forcible or non-forcible sex offenses. Therefore, the sanctions imposed include expulsion of students and termination of employees, and, if warranted reporting the crime to the appropriate law enforcement agency.

ACC students and staff may obtain information concerning registered sex offenders who might be present on campus by contacting the local police to determine the nearest CD-ROM viewing station and local provisions for access to this information. Registered sex offenders are not permitted access to the CD-ROM. In fact, individuals wishing to view the CD-ROM must present a California driver's license or identification card to confirm their identity and sign a statement verifying that they are not a registered sex offender. The viewing is provided by local law enforcement officials who instruct the viewer that the information should only be used for public safety purposes.



EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Below is a summary of the emergency response and evacuation procedures that will occur during a crisis:

1. **Contact the Crisis Management Team (CMT) Leader** unless a life-or-death situation, in which case **contact 911**.
2. **CMT Leader will investigate the crisis.** Gathering the information, identifying the appropriate level of response and depending on time allowed determine appropriate response.
 - **Level I:** a minor, localized event that is quickly resolved using limited outside help. An Incident Level I event has minimal impact on normal operations and is used primarily for documentation. Examples include: minor medical emergencies, plumbing failures, and brief power outages.
 - **Level II:** a major emergency that disrupts a significant portion of the campus community and may require outside assistance. Level II emergencies may threaten physical safety. Examples include: building fire, prolonged power outage, and criminal activity.
 - **Level III:** a major emergency/disaster that impacts the campus and the surrounding neighborhood or community. Campus operations are suspended and the effects of the incident are far-reaching. Examples include: active shooter, major earthquake, and local terrorist activity.

Questions that would likely need responses as part of the investigation include:

- ✓ What happened?
- ✓ When did it happen?
- ✓ Where did it happen? Was it on University premises?
- ✓ Did anyone call 911 or the police? Is there an official report?
- ✓ What was the chronology of events?
- ✓ Who is involved?
- ✓ Who is affected?
- ✓ Who witnessed the event? Who knows about it? Who can provide a firsthand account?
- ✓ Where are the parties now?
- ✓ What did the University do to prevent/deter this situation?
- ✓ Could there have been steps in place?
- ✓ How can the administration provide relief/aid to the situation?
- ✓ Who besides the immediate parties knows about the situation?
- ✓ What affect will it have on normal campus operations?
- ✓ Who needs to be notified about the situation?
- ✓ What's the likelihood of the media or external audiences finding out about this situation?

Develop the Response

- The CMT, under the direction of the lead, will thoroughly discuss and deliberate appropriate response alternatives for the University, developing several courses of action, then thoughtfully select the best as determined by consensus and/or President. Including whether or not to activate campus alerts, community alerts, etc. Develop action items and assign tasks to each member of the team.



Information that would likely need to be included in the response(s) include:

- ✓ Type of event
- ✓ When it happened
- ✓ How it happened
- ✓ Assistance that has been requested
- ✓ Who is involved
- ✓ Who is affected and what affect will it have on normal campus operations

Implement/Activate the Response through a variety of alert options

- The communication tree network. Each department manager is required to maintain a current list of his or her employees' emergency contact information. A phone tree shall be developed, under the direction of the CMT lead (both at administrative offices and on campus) which shall be invoked only under the direction of the appropriate CMT leader. After receiving direction to do so, designated departmental managers will:
 - Contact their respective associates as listed.
 - Each associate may be requested to contact others on the list, depending on the predefined rules governing how the communication on the tree will flow.
 - If unable to make contact with a person on the tree, the caller will be responsible for contacting the people under the out-of-contact person to ensure the tree is fully contacted.
 - Once a caller has communicated to everyone on his/her tree, he/she should report back to the CMT leader on the results of the contact effort. Who was reached? Who was not and what is the plan to follow up?
- College Email Blasts
- Recorded message on main campus phone number
- Depending on campus, update monitors and message boards
- Fire Alarm
- College website and student portal page
- External media (community television, radio and newspaper)
- In research and development stages of implementing an SMS text messaging notification system

Debrief the Response

- After the crisis/emergency is over, an update (including an "all clear") will be sent via one of the systems/methods above.

Timely Warnings and Notification

- American Career College will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victim or to contain, respond to or otherwise mitigate the emergency.



Below is a list of the titles of the persons or organizations responsible for carrying out this process:

CRISIS MANAGEMENT TEAM MEMBERSHIP	
Administrative Offices	Campus
Chief Executive Officer (<i>Leader</i>) Chief Financial Officer <i>(second if CEO unavailable)</i> General Counsel Vice President, Operations Vice President, Academic Affairs Vice President, Human Resources Vice President, Information Technology	Executive Director (<i>Leader</i>) Director of Education <i>(second if Executive Director unavailable)</i> Director of Admissions Business Office Manager Director of Student Services Director of Financial Aid Campus Security Official

Procedures for disseminating emergency information to the larger community

- In any crisis situation, it will be imperative for the appropriate persons to be notified immediately in order to set the plan in motion and provide an appropriate and swift response. If an associate believes that he or she is one of the first persons who know about an incident, he or she must immediately notify a member of the Crisis Management Team (CMT). They should follow the chain of command outlined below until they reach and notify one of the members of the team. Every associate should have the emergency contact numbers of the CMT. Once they have notified a CMT member, he or she should not convey any further information to anyone else until further directed by a member of the CMT.

Structure

- The CMT is comprised of College or campus leaders. They will follow a well defined protocol on how to provide additional communication to various audiences. This team will be responsible for assessing the situation/damage, organizing a response team and developing a response and communications plan.

Communication Sequence

- As implied above, the first responder to a crisis should contact the individual designated as “leader” on the Crisis Management Team, or “second” if the leader is unavailable. At that point, the following protocol should be used:

CRISIS MANAGEMENT COMMUNICATION SEQUENCE	
Administrative Offices	Campus
<ol style="list-style-type: none"> 1. Contact the Catalysis CEO 2. Notify the receptionist of the situation, and provide guidance of what should and should not be communicated to any who call in. If necessary, advise the receptionist to direct all communication to the CMT leader. 3. The CMT leader will determine if the communication tree should be invoked, and craft the message to be used. 	<ol style="list-style-type: none"> 1. Contact the Executive Director 2. Notify the receptionist of the situation, and provide guidance of what should and should not be communicated to any who call in. If necessary, advise the receptionist to direct all communication to the CMT leader. 3. The CMT leader will determine, in consultation with the CEO, if the communication tree should be invoked, and craft the message to be used.



Communication Process

- The CEO or his/her designee shall serve as the designated media spokesperson pertaining to the College and its operations, as well as any crisis situation.
- Once the threat level has been determined and enough information has been gathered, the CEO will determine the appropriate communication and course for disseminating information to all audiences - students, associates, families, and the public-at-large. Please look to the CEO to prepare letters, statements and conduct communications briefings.
- Generally the team lead will have a crafted statement that should be read verbatim. If time allows, a quick "frequently-asked-questions" document will accompany the statement so that those who are calling will be able to answer some (likely not all) questions as they reach out to those on the emergency number contact tree. In the event of a major emergency, it is likely that no such "FAQ" will be delivered.
- During the post-emergency period of time, an investigation will be required by the CMT leader and thorough documentation will be expected (including the gathering of information, verification of information, coordination of information and documentation of information). The College will continue to provide updates to all audiences - students, associates, families, and the public-at-large.

Procedures to test the emergency response and evacuation process

- The College will test the alert system and emergency response and evacuation procedures on an annual basis. The tests conducted may include fire drills, unannounced and announced alert notifications and/or table top exercises and drills. Documentation of all drills, exercises, and/or tests conducted will include information about the type of drill, exercise or test conducted, the date and time of the test and whether it was announced or unannounced. The documentation will also include evaluative information about lessons learned. Typically these tests will occur during the third quarter.

This emergency notification requirement does not replace the timely warning requirement. They differ in that the Timely Warning applies only to Clery reportable crimes, while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances, but must provide adequate follow up information to the community as needed.

CRIME DISCLOSURES

ACC's annual campus security report contains the disclosure of crime occurrences for the three most recent calendar years. The most recent report is dated October 1, 2012 and discloses the number of crime occurrences in the following categories:

- a. Criminal homicide, including murder and non-negligent manslaughter and negligent manslaughter;
- b. Sex offenses, including forcible sex offenses, and non-forcible sex offenses including incest and statutory rape;
- c. Robbery;
- d. Aggravated assault;
- e. Burglary;
- f. Motor vehicle theft;



- g. Arson;
- h. Hate crimes, including simple assault, larceny-theft, intimidation, destruction/damage vandalism of property;
- i. Separately by category of prejudice, each crime listed above and any crime involving bodily injury reported to the local police agencies or to a campus security authority that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability;
- j. Arrests for violations of liquor and drug law violations, and illegal weapons possession; and
- k. Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.

CRIME STATISTICS

Although we do not anticipate an increase in crime, you should be aware that crime may occur on campus and that **prevention** can reduce criminal activity. ACC continues to increase its efforts to prevent crime. **You play a key role in the prevention of crime on campus.** Be cautious, careful and alert to reduce the risk of theft or incidents that might compromise your safety. Please use the guidelines for preventing and reporting crime listed in this report. Always feel comfortable knowing that we will follow through on any incident reported.



AMERICAN CAREER COLLEGE <i>Los Angeles</i>	4021 Rosewood Ave. Los Angeles, CA 90004
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The following chart reflects ACC’s crime statistics for the three most recent calendar years, as reported in the incident reports maintained by the campus security authority. Crime statistics are reported by two separate categories by location:

1. On campus
2. On public property

CRIME STATISTICS					
American Career College - Los Angeles Campus					
Criminal Offense	2009	2010	2011	Location (1 or 2)	Hate Crime? (Y or N)
Murder/Non–negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
Forcible Sex Offenses (including rape)	0	0	0		
Non-forcible Sex Offenses	0	0	0		
Robbery	0	0	0		
Aggravated Assault	0	0	0		
Burglary	0	0	0		
Motor Vehicle Theft	0	0	0		
Arson	0	0	0		

HATE CRIMES					
Criminal Offense	2009	2010	2011	Location (1 or 2)	Hate Crime? (Y or N)
Murder/Non–negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
Forcible Sex Offenses (including rape)	0	0	0		
Non-forcible Sex Offenses	0	0	0		
Robbery	0	0	0		
Aggravated Assault	0	0	0		
Burglary	0	0	0		
Motor Vehicle Theft	0	0	0		
Arson	0	0	0		
Simple Assault	0	0	0		
Larceny-theft	0	0	0		
Intimidation	0	0	0		
Destruction / Damage / Vandalism of Property	0	0	0		



VIOLATIONS					
	2009	2010	2011	Arrested (Y or N)	Referred for Campus Disciplinary Action? (Y or N)
Liquor Law Violations	0	0	1	N	Y
Drug Law Violations	0	0	0		
Weapons Law Violations	0	0	0		



AMERICAN CAREER COLLEGE <i>Anaheim</i>	1200 N. Magnolia Ave. Anaheim, CA 92801
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The following chart reflects ACC’s crime statistics for the three most recent calendar years, as reported in the incident reports maintained by the campus security authority. Crime statistics are reported by two separate categories by location:

1. On campus
2. On public property

CRIME STATISTICS					
American Career College - Anaheim Campus					
Criminal Offense	2009	2010	2011	Location (1 or 2)	Hate Crime? (Y or N)
Murder/Non–negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
Forcible Sex Offenses (including rape)	0	0	0		
Non-forcible Sex Offenses	0	0	0		
Robbery	0	0	0		
Aggravated Assault	0	0	0		
Burglary	0	0	0		
Motor Vehicle Theft	0	0	0		
Arson	0	0	0		
All hate crimes involving bodily injury	0	0	0		

HATE CRIMES					
Criminal Offense	2009	2010	2011	Location (1 or 2)	Hate Crime? (Y or N)
Murder/Non–negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
Forcible Sex Offenses (including rape)	0	0	0		
Non-forcible Sex Offenses	0	0	0		
Robbery	0	0	0		
Aggravated Assault	0	0	0		
Burglary	0	0	0		
Motor Vehicle Theft	0	0	0		
Arson	0	0	0		
Simple Assault	0	0	0		
Larceny-theft	0	0	0		
Intimidation	0	0	0		
Destruction / Damage / Vandalism of Property	0	0	0		



VIOLATIONS					
	2009	2010	2011	Arrested (Y or N)	Referred for Campus Disciplinary Action? (Y or N)
Liquor Law Violations	0	0	0		
Drug Law Violations	0	1	0	N	Y
Weapons Law Violations	0	0	0		



AMERICAN CAREER COLLEGE <i>Ontario</i>	3130 East Sedona Court Ontario, CA 91764
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The following chart reflects ACC’s crime statistics for the three most recent calendar years, as reported in the incident reports maintained by the campus security authority. Crime statistics are reported by two separate categories by location:

1. On campus
2. On public property

CRIME STATISTICS					
American Career College - Ontario Campus					
Criminal Offense	2009	2010	2011	Location (1 or 2)	Hate Crime? (Y or N)
Murder/Non–negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
Forcible Sex Offenses (including rape)	0	0	0		
Non-forcible Sex Offenses	0	0	0		
Robbery	0	0	0		
Aggravated Assault	0	0	0		
Burglary	0	0	0		
Motor Vehicle Theft	0	1	0	1	N
Arson	0	0	0		
All hate crimes involving bodily injury	0	0	0		

HATE CRIMES					
Criminal Offense	2009	2010	2011	Location (1 or 2)	Hate Crime? (Y or N)
Murder/Non–negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
Forcible Sex Offenses (including rape)	0	0	0		
Non-forcible Sex Offenses	0	0	0		
Robbery	0	0	0		
Aggravated Assault	0	0	0		
Burglary	0	0	0		
Motor Vehicle Theft	0	0	0		
Arson	0	0	0		
Simple Assault	0	0	0		
Larceny-theft	0	0	0		
Intimidation	0	0	0		
Destruction / Damage / Vandalism of Property	0	0	0		



VIOLATIONS					
	2009	2010	2011	Arrested (Y or N)	Referred for Campus Disciplinary Action? (Y or N)
Liquor Law Violations	0	0	0		
Drug Law Violations	0	0	0		
Weapons Law Violations	0	0	0		

If you have any questions regarding reporting obligations, please contact Darcy Dauderis, Executive Director, Executive Director, Accreditation and Licensing at Extension 10015.