

**ANNUAL
SECURITY
REPORT**

**2019-2020
Academic Year**

**2016-2018
Crime Statistics**



**american
career
college**

Orange County Campus, Los Angeles Campus, and Ontario Campus



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INTRODUCTION

The Annual Security Report is available on the ACC website at:

<http://americancareercollege.edu/pdf/AnnualSecurityReport.pdf>

If you would like to receive a paper copy of the Annual Security Report which contains this information, you can request that a copy be mailed to you by calling the Safety & Security Department at (855) 955-9911.

The report contains information regarding campus security and personal safety including topics such as: crime prevention, security officers' enforcement authority, crime reporting policies, policies related to and programs to prevent sexual assault and other crimes, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by ACC; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Director, Safety and Security.

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

The American Career College Annual Security Report is published each year to provide you with information on safety and security-related services offered by the college in compliance with the Jeanne Clery Act, the Higher Education Opportunity Act of 2008 and the California Education Code – Section 67380-67385.7 Chapter 16 – Student Safety.

This document is prepared under direction of the Director, Safety and Security with information provided by respective municipal police agencies with jurisdiction for each campus, Campus Executive Directors, Deputy Title IX Coordinator and Title IX Coordinator, Student Resource Center associates, and contracted security partners. It summarizes campus programs, policies, and procedures designed to enhance your personal safety while you work or study at American Career College.

Each year, an e-mail notification, regarding the availability of this report, is made to all enrolled students providing the website to access the report. Faculty and associates receive a similar notification via their email.

All policy statements contained in this report apply to all campuses.

The Jeanne Clery Act

The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is publicly accessible through the college's annual security report.

Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as accommodations to academic resources, assisting with transportation, living, or working situations, and assistance in notifying local law enforcement, if the student or associate chooses to do so. It also provides both parties engaged in a campus disciplinary process with certain rights.



Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

Campus Security

ACC employs the contracted security company Gavin De Becker and Associates (GDBA) (CA PPO#14469), which operates under the Business and Profession Code and is regulated by the Bureau of Security and Investigative Services, BSIS. ACC does not have sworn police officers working at any of the campuses and the officers do not enforce State and local laws, but they do enforce ACC policies and procedures, however it does maintain solid relationship with local law enforcement departments who are called upon to enforce federal, state and local laws and codes. The Security Officers have jurisdiction to operate on ACC owned or controlled property and have the authority to make a private person's arrest (Penal Code Section 837) but they must immediately contact the local police agency to take over the arrest.

Training

All contracted security agents complete a course of training which includes an eight-hour session in exercising the power of arrest prior to assignment to a campus. The training covers the following topics:

1. Responsibilities and ethics in citizen arrest, and the power to arrest as outlined by the state of California
2. Relationship between a security guard and a peace officer in making an arrest
3. Limitations on security guard power to arrest
4. Restrictions on searches and seizures
5. Criminal and civil liabilities
 - a. Personal liability
 - b. Employer liability
6. Trespass law
7. Ethics and communications
8. Emergency situation response, including response to medical emergencies

Campus Security Authority (CSA)

Contracted security agents also receive training regarding their duties and responsibilities as Campus Security Authorities as defined by the Clery Act. Contracted security agents maintain a good working relationship with municipal police agencies responsible for policing the campus and areas surrounding the campus. The Safety and Security department hosts routine meetings with contracted security partner leadership to ensure open lines of communication and information exchange occurs to promote safety and security in the community. There are no written agreements or memorandums of understanding regarding any topics, including investigation of criminal incidents between ACC, Los Angeles Police Department (LAPD), Ontario Police Department (OPD), Anaheim Police Department (APD), Los Angeles County Sheriff's Department, or other municipal police agencies.

In addition, ACC has designated the following positions as Campus Security Authorities and students are encouraged to report crimes to these individuals:

- Contracted Security Agent
- Director, Safety & Security
- Vice President, Facilities, Real Estate, and Asset Management
- Student Resources Center Director/Manager/Associate
- Director, Student Affairs
- Director, Student Services
- Conduct Committee Members



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- Receptionist - Performing functions to monitor access
- Title IX Coordinator/Deputy/Administrator
- Student Group Advisor



REPORTING

Reporting Crimes or Other Emergencies

All members of the American Career College community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and any emergencies on campus, on public property running thought or immediately adjacent to the campus, or in other property that is owned or controlled by American Career College, to the Global Security Operations Center (GSOC) by calling (855) 955-9911.

American Career College requests and encourages students, faculty and associates who witness when the victim of a crime elects to, or is unable to, make such a report, or personally experience crime while on American Career College campuses to accurately and promptly for the purposes of making timely warning reports and the annual statistical disclosure to report their observations or experience to the Global Security Operations Center (GSOC) at (855) 955-9911. American Career College has contracted with Gavin De Becker and Associates (GDBA) to provide a safe campus environment and also respond to emergencies on campus. In the case of an emergency, students, faculty and associates are encouraged to dial 9-1-1. American Career College is required to report all criminal activity occurring on campus, at non-campus facilities, property owned or controlled by American Career College, and on public property within, or immediately adjacent to, and accessible from, each campus.

Members of the community are helpful when they immediately report crimes or emergencies to the GSOC and/or the following individuals for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary:

- Contracted Security Agent
- Director, Safety & Security
- Vice President, Facilities, Real Estate, and Asset Management
- Student Resources Center Director/Manager/Associate
- Director, Student Affairs
- Director, Student Services
- Conduct Committee Members
- Receptionist - Performing functions to monitor access
- Title IX Coordinator/Deputy/Administrator
- Student Group Advisor

Crimes should be accurately and promptly reported to the GSOC or the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report.

If the victim or witnesses choose to report the crime on a voluntary and confidential basis they can do so by using an anonymous reporting form located at the GSOC, the Student Resource Center on campus, or via the following link [Anonymous Reporting Form](#). These confidentially reported crimes would also be included in the annual disclosure of crime statistics.

Prompt reporting to the Global Security Operations Center (GSOC) will assure timely warning notices on-campus and disclosure in the annual crime statistics.

The college does not have any pastoral or professional counselors on campus, as a result, the College does not have any procedures to encourage pastoral or professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.



Response to a Report

American Career College will respond to each report in an appropriate manner and consistent with state and federal laws and rules.

Dispatchers are available during campus hours to answer your calls. In response to a call regarding a reported crime, the Global Security Operations Center (GSOC) will take the required action, either dispatching a security agent, police officer, or having the student file an incident report with the on-duty security agent or local police department. In response to a reported emergency, the Global Security Operations Center (GSOC) will respond and summon the appropriate resources to assist in the response to the incident. All incident reports are forwarded to the respective Campus Executive Director for review and are referred to the Vice President of Facilities and Asset Management for potential action, as appropriate. Security will investigate a report when it is deemed appropriate.

Additional information obtained via the investigation will also be forwarded to the American Career College General Counsel. If assistance is required from the respective Police Department or Fire Department, the Global Security Operations Center (GSOC) will contact the appropriate responders. If a sexual assault or rape should occur, associates on the scene (including the Title IX Coordinator, Deputy, Administrators and Global Security Operations Center (GSOC)) will offer the victim a variety of services and/or resources.



Daily Crime Log

Criminal incidents, or alleged criminal incidents reported to the Global Security Operations Center (GSOC) are recorded in the daily crime log and are available upon request from the front desk associate on each campus at the following locations:

Campus	Address
Los Angeles Campus	4021 Rosewood Ave, Los Angeles, CA 90004
Ontario Campus	3130 E. Sedona Ct, Ontario, CA 91764
Orange County Campus	1200 N. Magnolia Ave, Anaheim, CA 92801
	2411 and 2461 W. La Palma Ave, Anaheim, CA 92801

The Director, Safety and Security, or designee, maintains the crime log through an electronic reporting system. The crime log contains 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.

Information will be withheld from the Daily Crime Log if there is clear and convincing evidence that release of the information would jeopardize an ongoing criminal investigation, the safety of an individual, cause a suspect to flee or evade capture, or result in the destruction of evidence. Only the information necessary to avoid potential adverse effects will be withheld. The information withheld will be released once the adverse effect previously described is no longer likely to occur. The crime log includes the nature (classification), case number, date, time reported, and date and time the crime occurred or allegedly occurred.

The crime log also contains the general location of the reported crime and disposition of the crime, if known. Only a law enforcement agency can make the determination that a reported crime did not occur. In such situations, the disposition would be noted as “unfounded.” An entry, an addition to an entry, or change in the disposition of a complaint must be recorded in the crime log within two business days of the incident reported or the information provided to the campus security department.

TIMELY WARNING NOTICES

Timely Warning Standard

In the event a crime is reported or a situation arises, within the ACC Clery Geography (On Campus, Public Property, and Non-campus property), that in the judgment of the Director, Safety and Security or the Global Security Operations Center (GSOC), and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide “timely warning” notice will be issued. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Director, Safety and Security.

IMPORTANT: Anyone with information warranting a timely warning should report the circumstances to the Global Security Operations Center (GSOC) by phone at (855) 955-9911 or in person at the front receptionist desk.

For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other ACC community members and a Crime Alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and information known by the Director, Safety and Security. Cases involving property crimes will be assessed on a case by case basis and alerts will typically be sent if there is a discernible pattern of crime. The Director, Safety and Security or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications and locations, as deemed necessary.

Distribution of Timely Warning

The warning will be issued to students, faculty, and associates via LiveSafe Mass Notification System (MNS), which includes mass email, text, and text-to-voice phone call. All members of the ACC community must provide an email address to the institution to facilitate this communication, and are encouraged to provide cell phone contact information as well. As an additional measure of communication, bulletins are placed at entry points to affected campus facilities, if deemed appropriate based on the nature of the crime. Timely warning notices will be provided to students and associates in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Timely Warning Content

The Director, Safety and Security or the Global Security Operations Center (GSOC) will develop the content of the timely warning notices and is responsible for disseminating the information to the students and associates by sending the blast email. When issuing the Timely Warning, the college withholds all personally identifying information about the victim including the names.

Anyone with information warranting a timely warning should report the circumstances to the Global Security Operations Center (GSOC) by phone at (855) 955-9911 or in person at the front receptionist desk.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor as the college does not have any pastoral or professional counselors on campus.



CAMPUS POLICY STATEMENTS

Access, Security and Maintenance of Campus Facilities

Campus administrators are responsible for determining access rights and hours. The campus facilities are typically open and accessible to students, associates and visitors during normal building hours and into the evening hours, depending on class and activity schedules. In general, the building and parking areas are secured after the last class in the building ends, although some administrative offices are secured after normal business hours. Physical security of the building is the responsibility of the Director, Safety and Security through contracted security partners who actively patrol the campus and respond to calls for service. Security is enhanced through utilization of security technology (such as: electronic access control systems, alarm systems, and where appropriate, CCTV systems). Facilities and landscaping are maintained in a manner that minimizes unsafe conditions. Contracted security partners and Facilities Technicians regularly evaluate campus buildings and grounds, and report malfunctioning lights and other unsafe physical conditions to the appropriate department for correction.

The Director, Safety and Security conducts periodic risk assessments of all campuses. Students, associates and faculty are invited to review and to offer suggestions where additional lighting or physical improvements may enhance the overall safety and security of the area. To request a copy of the risk assessment or to report potentially unsafe or hazardous conditions, contact the Global Security Operations Center (GSOC) at any time by calling (855) 955-9911.

Residence Halls

American Career College does not maintain residential facilities on campuses.

Monitoring and Recording of Criminal Activity by Students at Noncampus locations of Recognized Student Organizations

ACC does not have officially recognized student organizations that own or control housing facilities outside of the WCU core campus. Therefore, local PD is not used to monitor and record criminal activity since there are no noncampus locations of student organizations.

Clinical and Externship Sites

Students assigned to Clinical Sites or Externship Sites are typically provided with the host site's safety management plan and phone numbers to call in case of emergency or concern.

American Career College does not own or control the site or any space within the site.

Drug and Alcohol Abuse Policy

ACC maintains a zero tolerance policy with regard to possession, use, and sale of alcoholic beverages on campus and strictly enforces College policy prohibiting these violations and underage drinking. The state underage drinking laws are enforced by the appropriate local law enforcement agency with jurisdiction based on where the violation occurred. ACC maintains a zero tolerance policy with regard to possession, use, and sale of illegal drugs on campus and College policy prohibiting violations of federal and state drug laws. The local police agency with jurisdiction based on where the violation occurred strictly enforces federal and state drug laws.

ACC associates and faculty are provided with drug and alcohol-abuse information as per the Drug Free Schools and Communities Act (DFSCA) in the associate handbook during orientation. Students are provided with drug and alcohol-abuse information in their student enrollment packets. This information is updated annually or as circumstances dictate. ACC refers all persons identified in need of drug and/or alcohol abuse counseling to a confidential referral program. For more information, students should contact the SRC Manager and/or Director, Student Services.



ACC associates and faculty should contact the Human Resources Department. Information provided in compliance with the DFSCA can be found online at: [Procedures and Sanctions for Alcohol and other Drugs](#)

(HEOA) Notification to Victims of Crimes of Violence

ACC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing or investigation conducted by the college against a student or associate who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, ACC will provide the results of the disciplinary hearing or investigation to the victim's next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph if so requested.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

You may obtain information about registered sex offenders as provided by each respective state under section 121 of the Adam Walsh Child Protection and Safety Act of 2006:

California:

<http://www.meganslaw.ca.gov>

Policy on Weapons on Campus

ACC is committed to maintaining a safe and secure environment.

ACC policy prohibits all persons who enter College property from possession, use, manufacturing, distributing, sales, etc. of any firearm, knives, explosives of any kind, TASERs, or other weapons capable of threatening or producing bodily harm, regardless of whether the person is licensed to carry the weapon or not; with the exception of authorized law enforcement officials, contracted security personnel, and ACC associates specifically authorized to carry weapons for security purposes. Anyone found in violation of ACC's policies shall be subject to disciplinary policies and procedures applicable to students, associates, and/or criminal prosecution by the appropriate jurisdiction.

Individuals should immediately report weapons violations to the Global Security Operations Center (GSOC) at the campus or by dialing (855) 955-9911 or call 911 if they feel an immediate threat of bodily harm. It is important to provide a description and location of the individual carrying the weapon. Contracted security partners have and will continue to investigate any threat to the safety of ACC students and associates.

Criminal Statutes and College Policy

Conduct may also be punishable under both criminal statutes and college policy. These processes are separate and distinct from one another, but can run concurrently. The codification of Criminal Sexual Assault is located in Ca. Code §261 through §269 and can be accessed on the Code of California web site at:

[Code of California Criminal Sexual Assault](#)

See Ca. Code §261.5 for the age of consent under California law:

[California Age of Consent](#)



Anti-Retaliation Policy

Associates

All College associates should work without fear or without threat of retaliation if they, in good faith (i.e. holding a genuine belief in the truth of one's allegations), and based on a reasonable belief that improper conduct has occurred, make complaints of improper conduct to the Title IX Coordinator or in accordance with the complaint procedure or assist or participate in the complaint process. The College takes all allegations of retaliation seriously. Any allegation of retaliation should be reported immediately to the Human Resources or Title IX Coordinator, Valerie Mendelsohn, (949) 743-5765 where the appropriate measures will be taken. For further information on this policy visit: [ACC Sexual Misconduct Policy](#)

Students

Students have the right to be free from retaliation. Threats or other forms of intimidation or retribution (including but not limited to; verbal, physical, or cyber) against a student who files a complaint or grievance, requests an administrative remedy, participates in an investigation, appears as a witness at an administrative hearing, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to College disciplinary procedures.

Students with complaints of retaliation should contact the Title IX Coordinator, Valerie Mendelsohn, at (949) 743-5765. For further information on this policy visit: [ACC Sexual Misconduct Policy](#)

Notice of Victim's Rights

American Career College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include sexual assault, dating violence, domestic violence, and stalking. As a result, the College issues this statement of policy to inform the community of this comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a college official. In this context, ACC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

It is the policy of American Career College that no member of the campus community - students, faculty, administrators, associates, vendors, contractors, or third parties, may conduct sexual violence or harassment on any other member of our community.

For a complete copy of American Career College's Sexual Misconduct Policy Governing Students and Associates, visit:

[ACC Sexual Misconduct Policy](#)

Policy Statement Addressing Preventing and Responding to Dating Violence, Domestic Violence, Sexual Assault and Stalking

ACC prohibits domestic violence, dating violence, sexual assault and stalking. ACC maintains a zero tolerance policy for the above offenses. Toward that end, American Career College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Risk Reduction

While learning about risk reduction strategies can be a helpful first step in understanding the context of violence, it is never meant to attribute blame to victims for not having recognized signs of abuse. The perpetrator of abuse and violence is always the one responsible and should never be excused due to a victim's behavior, decisions or judgments. Offering risk reduction information is meant to provide an educational foundation for recognizing signs of abuse, not just for those who may be at risk of experiencing it, but to help our community understand, recognize and acknowledge the behaviors as harmful.

Engaged Bystander

While some forms of sexual violence may not be illegal, such as sexist jokes, catcalling, or vulgar gestures, this does not make them any less threatening or harmful to the victimized person. These behaviors contribute to a culture that accepts sexual violence. Bystanders can speak up when they witness these actions to foster healthy sexuality and safer communities. Many opportunities exist in daily life where society can prevent behaviors that promote sexual violence.

ACC is an advocate for bystander intervention. Safe and positive bystander intervention may be carried out by an individual to prevent harm or to intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against a person other than themselves.

An engaged bystander is someone who intervenes before, during, or after a situation when they see or hear behaviors that promote sexual violence. It is common for people to witness situations where someone makes an inappropriate sexual comment or innuendo, tells a rape joke, or touches someone in a sexual manner. Bystanders might also witness other forms of sexual violence. Bystanders who witness the behavior or hear the comment can intervene in a way that will help create a safer environment. Research has shown that bystander programs can produce positive results by increasing participants' knowledge of sexual violence, decreasing participants' acceptance of rape myths, and increasing the likelihood that they will intervene. Engaged bystanders help create healthy communities and help others build safe and respectful environments by discouraging victim blaming, changing social norms that accept sexual violence, and shifting the responsibility to prevent sexual violence to all community members.

When and How to Intervene

Every situation is different and there is no universal response when intervening to prevent sexual violence. Safety is important in deciding when and how to respond to sexual violence. Every person must decide for themselves the safest and most meaningful way to become an engaged bystander. The following are ideas on how one can maintain safety while being an engaged bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice with friends and family about what you would say and how you would say it
- When intervening, be respectful, direct, and honest
- Contact your local sexual assault center to see if they offer resources or training on bystander intervention. Visit: <http://www.nsvrc.org/organizations/state-and-territory-coalitions> for coalition contact information.
- If you see or hear something and you do not feel safe, contact the police.

When Alcohol is Involved

Unfortunately, bystanders are less likely to intervene when alcohol is involved, particularly when both the victim and offender have been drinking. People tend to place the responsibility on the female for her behavior. However, alcohol is never a cause of rape or an excuse for committing a crime; consent cannot be obtained when someone is incapacitated due to alcohol or other substances.



Role of Social Media

During and after acts of sexual violence, social media and online anonymous websites could provide venues for harmful comments and abusive behavior toward others. This might include threatening the distribution of photos or videos of the assault. Responsible bystanders play a powerful role in showing support for survivors, challenging disrespectful comments, and changing the culture to end violence.

Bystander CARE

“A good friend knows how to **CARE**.”

Create a Distraction

Ask Directly

Refers to an authority

Enlist others

Create a distraction

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place. Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.” Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about. Start an activity that draws other people in, like a game, a debate, or a dance party.

Ask directly

Talk directly to the person who might be in trouble. Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

Refer to an authority

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like a security guard. Talk to a security guard, bartender, or another associate about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in. Don’t hesitate to call 911 if you are concerned for someone else’s safety.

Enlist others

It can be intimidating to approach a situation alone. Enlist another person to support you. Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers. Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom. Enlist the friend of the person you’re concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

Bystander Intervention Examples

At school

A group starts making sexual gestures and comments to another student. The student tries to ignore the comments, but becomes upset. An engaged bystander could tell the group to stop harassing the student, or ask the student if they want to leave and tell an instructor, associate, Security or Dean.

At a party

A friend starts flirting with someone. The other person is not interested, but the friend will not leave them alone. An engaged bystander could go up to the friend and start a conversation to distract them from the uninterested person.

At work

Someone overhears a female supervisor say that she wishes her boyfriend had a butt like one of her male associates. An engaged bystander could talk with the supervisor directly or report the incident based on the workplace's sexual harassment policy.

Online

There are comments posted in regard to a story about a sexual assault that imply that the person deserved to get raped because of how they were dressed and how much they had to drink. An engaged bystander could respond to the comments by posting that it is never the survivor's fault if he or she is sexually assaulted, and that the responsibility lies with the person who chose to commit sexual violence.

Signs of Stalking

Stalking occurs when a person repeatedly watches, follows or harasses you, making you feel afraid, unsafe or uncomfortable. It is intentional and often uncontrolled. A stalker can be someone you know, a past boyfriend or girlfriend or a stranger. Here are some examples of what a stalker may do:

- Send you unwanted text messages, letters, emails and voicemails, often repeatedly and numerous
- Show up at your residence or place of work unannounced or uninvited
- Follow you with or without your knowledge
- Leave items like gifts or flowers that could seem romantic or non-threatening but are unwanted
- Constantly call and hang up
- Use social networking sites and technology to track you or repeatedly try to engage you
- Spread rumors about you via the internet or word of mouth
- Call your employer or instructor
- Wait at places you hang out or outside your classroom or residence
- Try to get information about you through others, i.e. looking at your Facebook page through someone else's page or befriending your friends in order to get more information about you
- Damage your home, car or other property

This list is not inclusive of all behaviors of stalking. However, if you think you or someone you know is being stalked on or off campus, call the Global Security Operations Center (GSOC) at (855) 955-9911 or seek resources and support to help.

Examples of Domestic/Intimate Partner/Dating Violence

Domestic/Intimate partner/Dating Violence can happen to anyone. It can happen to partners who are married, living together, or dating. It affects people of all socioeconomic backgrounds and education levels. Domestic/Intimate partner/Dating Violence not only affects those abused, but also has an impact on family members, friends, co-workers, other witnesses, and the community at large.

Domestic/Intimate Partner/Dating Violence encompasses physical, psychological, sexual, economic, and emotional harm by a current or former partner or spouse. This type of violence can occur among straight or same-sex couples and falls in this category even if there is no sexual intimacy. Women ages 16 to 24 are three times more likely to experience intimate partner violence than women of other age groups. The goal is to stop the violence before it begins but often individuals are uncertain if experiences are considered abusive, particularly when there has been an ongoing relationship.

The list below provides some examples of behaviors that demonstrate abuse in a relationship or could lead to abuse:

- A partner acts extremely jealous when you talk to others
- A partner calls you names and puts you down
- A partner is always checking up on you, calling or texting, and has to know where you are and who you are with at all times
- A partner isolates you from your friends and family by demanding your time, or threatening you when you try to spend time with others
- A partner gets too serious about the relationship too fast and feels possessive
- A partner is abusive and loses their temper but always excuses themselves or doesn't accept responsibility for their actions
- A partner tries to control you by making all the decisions, tell you what you should and should not do
- A partner demands sexual intimacy when you are not willing or interested
- A partner threatens violence
- A partner physically, verbally or sexually assaults you

In response to the abuse in a relationship, you might engage in these behaviors:

- Give up things that are important to you
- Cancel plans with friends to appease the other person
- Become isolated from family or friends
- Worry about making your partner angry
- Find others ask you about signs of physical abuse, fear or intimidation or if you are ok
- Feel embarrassed or ashamed about what is going on in your relationship
- Make excuses for your partner's behavior

If you think you have experienced some of these behaviors in your relationship, or know someone who has, contact a Campus Security Authority. Please see the below resources for further information.

Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include the following:

- Being afraid of your partner
- Constantly watching what you say to avoid a "blow up"
- Feelings of low self-worth and helplessness about your relationship
- Feeling isolated from family or friends because of your relationship
- Hiding bruises or other injuries from family or friends
- Being prevented from working, studying, going home, and/or using technology (including your cell phone)
- Being monitored by your partner at home, work or school
- Being forced to do things you don't want to do

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- Get help by contacting the Counseling Center or Health Center for support services (listed on the following pages)
- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
- Consider making a report with the Global Security Operations Center (GSOC) and/or the Title IX Administrator/Coordinator and ask for a “no contact” directive from the college to prevent future contact
- Consider getting a protective order
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported
- Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it

Sexual Assault Prevention (from RAINN)

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to arrive and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

Traveling around Campus (walking)

- Make sure your cell phone is easily accessible and fully charged
- Be aware of open buildings where you can use a phone
- Keep some change accessible just in case you need to use a pay phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to campus administrators if lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe, contact the Global Security Operations Center (GSOC) at (855) 955-9911

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

During the 2018-2019 academic year, ACC offered approximately 69 crime prevention and security awareness programs. Topics such as personal safety, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

During student orientation sessions and new associate orientation sessions, students, faculty, and associates are informed of services offered by ACC. Crime Prevention, Security Awareness and Sexual Assault Prevention Programs are developed and presented on an annual basis. Periodically, the Safety and Security department, in coordination with Campus Executive Directors, will present crime prevention and security awareness sessions on a variety of timely topics specific to the campus or surrounding community. The common theme of all security awareness and crime prevention programs is to encourage students, faculty and associates to be aware of their shared responsibility with the college for their own security and the security of others. In addition to seminars, crime prevention information is disseminated to students, faculty and associates through crime prevention awareness posters, security alert posters, displays, social media outlets, and potentially apps for web and smartphone devices.

All students and associates are encouraged to participate in security awareness and crime prevention programs via asynchronous video based training modules provided by 360StaySafe. The program includes personal safety modules which provide practical tips including security awareness training, identity theft protection techniques, and active shooter training. The program is separated into twelve modules and also includes prevention and awareness information regarding the crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking. This information explores forming healthy relationships, identifying and protecting oneself against controlling behaviors, safe and positive options for bystander intervention and information on risk reduction. All modules encourage students and associates to be responsible for their own security and the security of others.

Participants in these programs are asked to be alert, security-conscious and involved, and advised to call GSOC to report suspicious behavior. For additional questions regarding crime prevention, contact the Safety and Security Department directly at (855) 955-9911.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

1. are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new associates and ongoing awareness and prevention campaigns for students that address the following concepts:

1. How the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act and as those terms are defined later in this document)
2. Explains the definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms
3. Incorporates what actions constitute consent, in reference to sexual activity, in the State of California
4. Describes safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing

situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

5. Provides Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
6. The college also provides information regarding:
 - a. Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault or stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs" elsewhere in this document)
 - b. How the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document)
 - c. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services/resources available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document)
 - d. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document)
 - e. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this document)

Primary Prevention and Awareness Programs

ACC educates the entire community that includes students, faculty and associates about sexual assaults and date rape through mandatory training required to be taken by students during their time in college. Faculty and associates are required to complete the training during their new employment orientation and on an annual basis going forward. Literature on date rape education, risk reduction, and ACC response is available through the Title IX Administrator.

The college provides four mandatory training modules that each student must complete to learn about how to form healthy relationships while in college, sexual misconduct, active bystanders, etc. The students complete a module a month and build on their knowledge from one module to the next. At the end of each module a student must pass a test that shows that they comprehend the concepts learned. There are 6 additional modules that are offered to students throughout their time at ACC to build on their understanding of prevention and awareness of sexual misconduct. Each new associate is required to complete mandatory sexual misconduct training during the orientation and prior to starting their role with ACC.

The following modules are offered continuously throughout the year and students and Associates are encouraged to participate in any and all of these sessions:

- Forming Healthy Relationships
- Sexual Assault
- Stalking
- Bystander Intervention
- Protecting Your Possessions and Identity
- Everyday Safety
- Common Sense Defense
- Racial Discrimination and Classism
- Religious Discrimination
- Sexual Orientation and Gender Identity Discrimination



- Non-traditional College Student
- Drug and Alcohol Awareness

All prevention and awareness campaigns are ongoing as new students begin classes every month; and therefore, the modules are offered 24/7 and the college encourages students to continue learning throughout their time at the College.

All faculty and associates must take a Title IX training that incorporates the topics above and are assigned through the Academy learning system in a single module.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at a local emergency room to have a rape kit completed. This could help to preserve evidence in proving that the illegal criminal offense occurred. It also may help in obtaining a protective order by the victim or in the case if the victim decides to file a police report. No law enforcement charges are required in order to have a rape kit collected, however the victim must use his/her legal name.

If you have been sexually assaulted

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof that criminal activity is occurring or has occurred may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually-transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if any exist that would be useful to college hearing boards/investigators or police and that may assist in proving that the illegal criminal offense occurred or may be helpful in obtaining a protection order.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Safety and Security Department or law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

If a student or associate has been the victim of domestic violence, dating violence, sexual assault, or stalking, the complainant should report the incident promptly to the Title IX Coordinator Valerie Mendelsohn, (949-743-5765), the Deputy Title IX Coordinator Annabelle Vargas (714) 876-6004 or Human Resources, (949-783-4029) by calling, writing or coming into the office to report in person and the Safety and Security Department (if the victim so desires.)

Involvement of Law Enforcement and Campus Authorities

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement in the jurisdiction where the offense occurred, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. In addition, the victim may choose to be assisted by the Title IX Administrator or a Campus Security Authority in notifying law enforcement authorities. If the victim would like to contact the Global Security Operations Center (GSOC) and/or local authorities either of the following maybe completed:

1. File a complaint but not have charges brought against the respondent. Charges may be brought at a later time if desired and the prosecuting attorney's office agrees, however, evidence may be lost. Victims of sexual assault are encouraged to get a rape kit done and cooperate fully with an investigation so the possibility of filing criminal charges may be an option when they are ready to pursue, if ever.
2. File a complaint and ask that the investigation and charges be pursued immediately. While the prosecuting attorney is still the decision-maker in whether the perpetrator is charged criminally, the victim can cooperate and provide as much timely cooperation and information as may be possible.

IMPORTANT: Victims under the age of 18 that file a report with Campus Security Authorities will be deemed a child in need and the appropriate authorities will make a decision of whether to pursue charges.

If a student or associate has been the victim of domestic violence, dating violence, sexual assault, or stalking, the complainant should report the incident promptly to the Title IX Coordinator Valerie Mendelsohn, (949 743-5765), the Deputy Title IX Coordinator Annabelle Vargas (714) 876-6004, or Human Resources, (949-783-4029) by calling, writing or coming into the office to report in person and the Safety and Security Department (if the victim so desires.)

Reports of all domestic violence, dating violence, sexual assault and stalking made to the Safety and Security Department will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant choses to pursue criminal charges.

The College will provide a number of resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and the College will apply appropriate disciplinary procedures to those who violate this [policy](#).



RESOURCES

On/Off Campus Resources

Please note that ACC does not offer on campus resources in health, mental health, counseling, victim advocacy, legal assistance, or visa and immigration assistance. Students should access the off-campus resources in their area of residence or use the chart below to utilize resources near campus. If you need help, contact your Campus Title IX Administrator or Safety and Security on your campus. Either of those offices can assist you in connecting with the resources you need. If you need immediate assistance, call 9-1-1.

Student Financial Aid is available on campus. For further information, please contact:

Campus	Address
Orange County	Student Financial Aid Office Address: 1200 North Magnolia Ave, Anaheim, CA 92801 Email: jRuiz@americancareercollege.edu Phone: 714-763-9081
Ontario	Student Financial Aid Office Address: 3130 East Sedona Court, Ontario, CA 91764 Email: alSanchez@americancareercollege.edu Phone: 909-218-3254
Los Angeles	Student Financial Aid Office Address: 4021 Rosewood Ave, Los Angeles, CA 90004 Email: eNguyen@americancareercollege.edu Phone: 323-906-2280

Off campus resources for victims are included below, organized by region:

Orange County

LOCAL Police Department	Anaheim Police Department 320 S. Beach Blvd, Anaheim, CA 92804 (714) 765-1900
STATE Police Department	California Highway Patrol 13200 Goldenwest St, Westminster, CA 92683 (714) 892-4426
Closest Emergency Room	Anaheim Regional Medical Center 1111 W. La Palma Ave, Anaheim, CA 92801 (714) 774-1450
Hospital w/ SANE Services (sexual assault evidence collection services)	Anaheim Regional Medical Center 1111 W. La Palma Ave, Anaheim, CA 92801 (714) 774-1450
Prosecuting Attorney's Office (Court)	North Justice Center – Orange County Superior Court 1275 N. Berkeley Ave., Fullerton, CA 92832 (657) 622-5600



Where to obtain a Restraining Order	Lamoreaux Justice Center 341 The City Drive South – Room 705, Orange, CA 92868 (657) 622-5720, (657) 622-5756 or The Domestic Violence Hotline (714) 992-1931
Victim Advocacy	Sexual Assault Victim Services 700 W. Civic Center Dr., Santa Ana, CA 92701 (714) 834-4317
Legal Assistance	Legal Aid Society of Orange County 2101 N. Tustin Ave., Santa Ana, CA (714) 571-5200
Visa & Immigration Assistance	U.S. Citizenship and Immigration Services 8381 La Palma Ave. #A, Buena Park, CA 90620 (800) 375-5283
Rape Crisis	Community Service Programs 1221 E. Dyer Rd. Suite 120, Santa Ana, CA 92705 (714) 957-2737 – 24 Hour Hotline or (949)831-9110
Battered Women’s Shelter	Human Options Business office - 5540 Trabuco Rd, Suite 100, Irvine, CA 92620 (877) 854-3594 – 24 Hour Hotline
Resources Specific to Male Victims	Community Service Programs North Orange County Courthouse 1275 N. Berkeley Ave, Fullerton, CA 92832 (714) 957-2737 – 24 Hour Hotline
Resources for the LGBTQ community	CenterLink LGBT Center OC 1605 N. Spurgeon St., Santa Ana, CA 92701 (714) 953-5428

Ontario

LOCAL Police Department	Ontario Police Department 2500 S. Archibald Ave, Ontario, CA 91761 (909) 395-2001
STATE Police Department	California Highway Patrol 9530 Pittsburgh Ave, Rancho Cucamonga, CA 91730 (909) 980-3994
Closest Emergency Room	Arrowhead Regional Center 400 N. Pepper Ave, Colton, CA 92324 (909) 580-1000 Toll Free: (877) USE-ARMC
Hospital w/ SANE Services (sexual assault evidence collection services)	Pomona Valley Medical Center 1798 N. Garey Ave., Pomona, CA 91767 (909) 865-9500



Prosecuting Attorney's Office (Court)	San Bernardino County District Attorney 303 W. 3rd Street, 6th Floor, San Bernardino, CA 92415 (909) 382-3800
Where to obtain a Restraining Order	San Bernardino County District Attorney 303 W. 3rd Street, 6th Floor, San Bernardino, CA 92415 (909) 382-3800
Victim Advocacy	San Bernardino Victim Services Center 316 North Mt. View Avenue, San Bernardino, CA 92415 (909) 387-6540 Rancho Cucamonga Courthouse 8303 Haven Ave., 4th Floor Rancho Cucamonga, CA 91730 (909) 989-0056
Legal Assistance	Inland Counties Legal Services 10565 Civic Center Dr. Suite 200, Rancho Cucamonga, CA 91730 (909) 980-0982
Counseling	Olive Branch Counseling Centers – Rancho Cucamonga Center 9033 Baseline Rd. Suite A, Rancho Cucamonga, CA 91730 (909) 466-4594 http://olivebranchcounseling.org
Mental Health	Phoenix Community Counseling 820 E. Gilbert St, San Bernardino, CA 92415 (909) 387-7200
Financial Aid	Community Action Partnership 696 S. Tippecanoe Ave, San Bernardino, CA 92408 (909) 723-1500
Visa & Immigration Assistance	Visa and Immigration Assistance- Inland Legal Services 715 N. Arrowhead Ave Suite #113, San Bernardino, CA 92401 (909) 884-8615
Rape Crisis	San Bernardino Sexual Assault Services 444 N. Arrowhead Ave # 101, San Bernardino, CA. 92401 (800) 656-4673 -24 Hour Hotline
Battered Women's Shelter	Option House 813 North D St. Suite A, San Bernardino, CA 92401 (909) 383-1602
Resources Specific to Male Victims	San Bernardino Sexual Assault Services 444 N. Arrowhead Ave, # 101, San Bernardino, CA. 92401 (800) 656-4673 -24 Hour Hotline
Resources for the LGBTQ community	The LGBT Community Center of the Desert 1301 N. Palm Canyon Dr., Palm Springs, CA 92262 (760) 416-7790

Los Angeles

LOCAL Police Department	Los Angeles Police Department 7600 S. Broadway, Los Angeles, CA 90003 (213) 485-6409
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STATE Police Department	California Highway Patrol 411 N. Central Ave #410, Glendale, CA 91203 (818) 240-8200
Closest Emergency Room	Good Samaritan Hospital 1225 Wilshire Blvd, Los Angeles, CA 90017 (213) 977-2121
Hospital w/ SANE Services (sexual assault evidence collection services)	LAC + USC Medical Center 2051 Marengo St, Los Angeles, CA 90033 (323) 409-1000
Prosecuting Attorney's Office (Court)	Central Civil West Courthouse 600 S. Commonwealth Ave, Los Angeles, CA 90005 (213) 351-8738
Where to obtain a protective order	Stanley Mosk Courthouse Restraining Order Center – Room 245 111 N. Hill St., Los Angeles, CA 90012 (213) 830-0830 Option #4
Counseling	Intercommunity Counseling Center 7702 Washington Ave., Whittier, CA 90602 (562) 698-1272
Health	Hollywood Sunset Free Clinic 3324 W. Sunset Blvd, Los Angeles, CA 90026 (323) 660-2400 or (323) 660-1408 Her Medical Clinic 1414 S. Grand Ave #400, Los Angeles, CA 90015 (213) 747-4391 Knights of Malta Free Clinic 2222 Ocean View Ave #112, Los Angeles, CA 90057 (213) 384-4323
Victim Advocacy	1736 Family Crisis Center 2116 Arlington Ave. Suite 200, Los Angeles, CA 90018 (323) 737-3900 Hotlines: (213) 745-6434 (310) 370-5902 (310) 379-3620 (562) 388-7652 East Los Angeles Women's Center 1431 S. Atlantic Blvd, Los Angeles CA 90022 (323) 526-5819 Hotline (800) 585-6231

Legal Assistance	Neighborhood Legal Services of Los Angeles County 1102 E. Chevy Chase Drive, Glendale, CA 91205 (800) 433-6251 Legal Aid Foundation of Los Angeles Ron Olson Justice Center 1550 W. 8 th Street, Los Angeles, CA 90017 (800) 399-4529
Financial Assistance	Department of Public Social Services 2415 W. 6 th St, Los Angeles, CA 90057 (213) 738-4505
Mental Health	Center for Individual & Family Counseling 5445 Laurel Canyon Blvd, North Hollywood, CA 91607 (818) 761-2227
Rape Crisis	Peace Over Violence 1015 Wilshire Blvd, Suite 200, Los Angeles, CA 90017 (213) 955-9090 Hotline (310) 392-8381
Battered Women's Shelter	Violence Intervention Program/24-Hour Domestic Violence Response Team 1721 Griffin Ave., Los Angeles, CA 90031 (626) 793-3385
Resources Specific to Male Victims	Los Angeles Male Survivors of Sexual Abuse Culver City, CA (323) 250-6116
Resources for the LGBTQ community	Los Angeles LGBT Center – McDonald/ Wright Building 1625 N. Schrader Blvd, Los Angeles CA 90028 (323) 993-7400

Online Resources

The Gift of Fear

The Gift of Fear: Survival Signals That Protect Us from Violence is a nonfiction self-help book (1997) written by Gavin de Becker. The book provides strategies to help readers avoid trauma and violence by teaching them various warning signs and precursors to violence. To order *The Gift of Fear*, visit:

<http://www.amazon.com/The-Gift-Fear-Gavin-Becker-ebook/dp/B0036Z9U2A>

MOSAIC Threat Assessment Systems

DV - MOSAIC assesses situations involving domestic violence. DV - MOSAIC is available at no-cost to the public at:

<http://www.mosaicmethod.com>

Rape, Abuse and Incest National Network

The Rape, Abuse, & Incest National Network (RAINN) is the nation's largest anti-sexual assault organization. Although there are no proven strategies for "preventing" sexual assault or rape, the following risk-reduction strategies are recommended by RAINN:

Safety planning

<https://www.rainn.org/get-information/sexual-assault-prevention/safety-plan>



Steps you can take in a social situation to prevent sexual assault

<https://rainn.org/get-information/sexual-assault-prevention/protecting-your-friends>

How to respond if someone is pressuring you

<https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-pressure>

Your role as a bystander in preventing sexual assault

<https://rainn.org/get-information/sexual-assault-prevention/bystanders-can-help>

Protecting a child from sexual assault

<https://rainn.org/get-information/sexual-assault-prevention/protecting-a-child-from-sexual-assault>

The California Partnership to End Domestic Violence

<http://www.cpedv.org>

Department of Justice

<https://oag.ca.gov/sexual-violence>

Department of Education, Office of Civil Rights

<https://www2.ed.gov/about/offices/list/ocr/index.html>

Information Regarding Registered Sex Offenders

You may obtain information about registered sex offenders as provided by each respective state under section 121 of the Adam Walsh Child Protection and Safety Act of 2006:

California

<http://www.meganslaw.ca.gov>

From the National Domestic Violence Hotline Website

Help for Survivors

<http://www.thehotline.org/help/help-for-survivors/>

Article: Moving on Emotionally After an Abusive Relationship

<http://www.thehotline.org/2012/05/emotionally-recovering-from-an-abusive-relationship/>

Survivor Stories

<http://www.thehotline.org/about-us/share-your-story/>

Blogpost: Dealing with Shame after Abuse

<http://www.loveisrespect.org/content/dealing-with-shame-after-abuse/>

ADJUDICATION OF VIOLATIONS

The College's disciplinary process is a prompt, fair, and impartial from the initial investigation to the final result. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the complainant and the respondent. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the complainant and promotes accountability. Furthermore, each policy provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, may be present;
2. The complainant, the respondent and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary investigations;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent;
4. The complainant and the respondent will have the same opportunities to have others present during any institutional investigation. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary investigation. However, the role of the advisor is limited to consulting and advising his or her advisee, but not speak for the advisee at any meeting or hearing.
5. The Complainant and the Respondent would be given with the same opportunity to review the evidence gathered to-date and provide additional information before the decision is made on the final outcome of the investigation.
6. The complainant and the respondent will be notified simultaneously, in writing, of the initial, interim and final decision of any disciplinary proceeding; and
7. Where an appeal is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing, of the procedures for the respondent and the complainant to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the College or a person may file a complaint under the following policies, depending upon the status of the respondent (student or associate).

If ACC knows or reasonably should know of sexual harassment, to include sexual violence, ACC has a duty to investigate. Consequently, whether a victim chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against a responding party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then ACC may assume the role of the complainant.

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

ACC disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the [Sexual Misconduct Policy](#).



The college only uses one type of disciplinary proceedings for domestic violence, dating violence, sexual assault and stalking allegations by using an investigator model. The steps and the decision making process are outlined in the section below “Investigation and Resolution.”

The victim of dating violence, domestic violence, sexual assault or stalking may choose for the investigation to be pursued through the criminal justice system and the ACC Title IX Coordinator’s office, or only the former or the latter. A Title IX Administrator can guide the victim through the available options and support the victim in his or her decision.

Investigation and Resolution

Title IX Coordinator, Deputy Title IX Coordinator, and Campus Title IX Administrators/Investigators are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and grievance process that protects the safety of the complainant and promotes accountability. The training also addresses what constitutes relevant evidence and how it should be used during a proceeding. A refresher is given annually on proper techniques for questioning witnesses and basic procedural rules for conducting an investigation. The Title IX officers also go over the rules on avoiding actual and perceived conflicts of interest.

Upon notice of a potential discrimination or harassment situation related to this policy, the Title IX Coordinator or Deputy Title IX Coordinator will conduct an assessment to determine if the complaint constitutes a potential violation of this policy. If it does not, the complaint will be dismissed (or could be referred to another department if the complaint constituted a violation of another ACC policy). If the complaint could constitute a violation of this policy, a fair and impartial investigation will be conducted by at least one trained ACC associate. ACC reserves the right to employ external investigators if it determines that the investigation would be best conducted in this way.

The investigation will typically include interviewing all involved parties (respondent, complainant, witnesses) and the collecting of any documentation or evidence relevant to the allegation. Upon completion of the investigation, the investigator and the Title IX Coordinator or Deputy Title IX Coordinator shall meet to determine if the investigation is complete. If the investigation is complete, the investigator will meet with the complainant and respondent separately after fact-finding but before a finding of responsibility and advise them of the facts that will be used in determining if it was more likely than not that the respondent violated this policy. The parties will be offered an opportunity to correct any information that is factually inaccurate or to present any new information to the investigator at this time. If new information is presented that prompts the need for further investigation, the investigator will complete it based on the new information shared. If no further investigation needs to occur, the investigator will provide the final report to the respective Title IX Coordinator or Deputy Title IX Coordinator. The investigator will include in their findings their determination of whether or not it is more likely than not that the respondent violated this policy and will include that rationalization in the report, which will be shared with the Title IX Coordinator and/or Deputy Title IX Coordinator.

The complainant and respondent are permitted to bring, at their expense, an advisor of choice to any meeting or disciplinary proceeding in which they are required to be present. An advisor of choice means any person who the complainant or respondent chooses to bring to advise, counsel, or support them. ACC permits an advisor of choice, however, strictly controls the role of such advisor. An advisor may not speak to anyone other than his or her advisee, may not ask questions of the administrator, investigator, or witnesses, and may in no way interfere with the meeting or proceeding in which they are attending. At any point, ACC representatives may remove an advisor if it is determined that the advisor is being disruptive to the process.

If at the conclusion of the investigation the investigator has determined that it is more likely than not that sexual misconduct occurred in violation of this policy, the following will occur.



If the respondent party is a student, the Title IX Coordinator and/or Deputy Title IX Coordinator will confer and decide on the appropriate sanction. After determining the sanction, the Title IX Coordinator will issue the finding, the reason for the finding and the associated sanctions will be sent simultaneously in writing to the complainant and respondent. Student Affairs will impose the sanctions as identified by the Title IX Coordinator or Deputy Title IX Coordinator, which include options such as undergoing Title IX education and prevention program; Title IX training assignment/research paper, apology letter, community service, presentation, loss of privileges, including possible exclusion from participating in school related events; probation, no contact with the complainant; suspension or expulsion from ACC.

If the respondent is an associate, the Title IX Coordinator and/or Deputy Title IX Coordinator will confer with the Campus Executive Director and the Human Resources department and decide on the appropriate sanction. After determining the sanction, the Title IX Coordinator or Deputy Title IX Coordinator will issue the finding, the reason for the finding and the associated sanctions in writing simultaneously to the complainant and respondent. Human Resources will impose the sanctions as identified by the Title IX Coordinator or Deputy Title IX Coordinator, which could include undergoing Title IX education and prevention program, apology letter, community service, probation, no contact with the complainant, suspension or termination of employment.

The Title IX Coordinator and Deputy Title IX Coordinator will routinely confer on all cases to ensure consistent application of this policy.

ACC reserves the right to bring complaints forward against a student or associate and to act as the complainant for purposes of this policy. Further, a complainant need not be a member of the ACC community.

The standard of proof used to determine whether or not a violation of this policy has occurred is a preponderance of evidence, which means it is more likely than not the misconduct occurred, to have a finding of responsibility.

Typically, the investigation, resolution, and appeal will not exceed 60 days although ACC reserves the right to exceed this timeframe in order to conduct a thorough investigation. If the investigation does or is anticipated to exceed 60 days, ACC will notify the complainant and respondent in writing and will advise them of the reason for the delay and the anticipated timeframe for the completion of the investigation.

The outcome/finding, the rationalization for the finding, and the sanctions imposed, if any, shall be conveyed to the complainant and respondent simultaneously and in writing as noted above via the ACC email system and will be delivered via certified or registered US Mail at the same time.

Both the complainant and the respondent have a right to appeal the finding or non-finding of responsibility or the associated sanction. Appealing the finding of responsibility or non-responsibility must be based on a process error, (i.e., a procedural error, not that the party didn't feel the resolution or sanction was appropriate) or the discovery of new evidence. Both parties will have five business days from notification to appeal in writing to the next level of authority, whose decision is final:

Susan Paillet, Appellate Officer
151 Innovation Drive, Irvine, CA 92617
TitleIXAppeal@americancareercollege.edu

Both individuals will be informed in writing and simultaneously of any change to the results that occur prior to the time that such results become final and when such results become final. The complainant will be notified of any sanctions/outcomes that are specific to the complainant (e.g., respondent has interim suspension and is ordered by the institution to have no contact with the complainant.)



The Sexual Misconduct Policy provides information as related to investigation and resolution of sexual misconduct including dating violence, sexual assault, stalking, etc.

College-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim intervention and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: A College order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.

Applicable law requires that, when taking such steps to separate the complainant and the respondent, ACC must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, or classes while allowing the respondent to remain.

Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the Vice President, Academics and/or Chief Operating Officer.

Disciplinary Procedures Following a Complaint

Whether or not criminal charges are filed, the College or a person may file a complaint under the Sexual Misconduct Policy alleging that a student or associate violated the College's policy. Reports of all domestic violence, dating violence, sexual assault and stalking made to the Global Security Operations Center (GSOC), Clery Campus Security Authorities or Title IX Responsible Associates, will automatically be referred to the Title IX Coordinator for investigation regardless of whether the complainant chooses to pursue criminal charges.

The Title IX Coordinator responsibilities include overseeing all Title IX complaints, and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Confidentiality

The College will make every effort possible to ensure that the identity of a complainant is protected who reports having been victims of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking. When completing publicly available recordkeeping, including Clery Act reporting and disclosures, the College withholds all personally identifying information about the complainant as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 USC 13925(1(20))).

However, when a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged respondent, the College's ability to respond to the complaint may be limited.

For more information on Confidentiality with the Sexual Misconduct process please see the American Career College's Sexual Misconduct Policies and Procedures at: <http://americancareercollege.edu/pdf/Sexual-Misconduct-Policy.pdf>

Complainant's and Respondent's Joint Right

Both the complainant and respondent have the right to be treated fairly and equitably by the College throughout the investigation and resolution. They also have the right to the following:

1. The complainant and the respondent each have the opportunity to meet with a properly trained investigator and provide supporting evidence and/or attend a hearing before a properly trained hearing panel;



2. The complainant and the respondent each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
3. A decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the respondent violated the Sexual Misconduct Policy?”
4. The complainant and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
5. The complainant and the respondent each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

For further information on Sexual Misconduct contact:

Name and Contact Information	Position	Institution
Valerie Mendelsohn Vice President of Compliance and Risk Management Office Address: 151 Innovation Drive, Irvine, CA 92617 Direct Line: (949) 743-5765 Email: vmendelsohn@americancareercollege.edu	Title IX Coordinator	Primary Title IX Coordinator American Career College
Annabelle Vargas Dean, Linear Programs Office Address: 151 Innovation Drive, Irvine, CA 92617 Direct Line: (714) 763-9159 Email: avargas@americancareercollege.edu	Deputy IX Coordinator	American Career College
Individual Campus Title IX Administrators American Career College		
Valerie Dickson Director, Student Services Address: 1200 N. Magnolia Ave (Office #236) Anaheim, CA 92801 Direct Line: (714) 763-9090 Email: vdickson@americancareercollege.edu	Campus Title IX Administrators	American Career College, Orange County
Mayra Arzate Assistant Director, Education Office Address: 3130 E. Sedona Ct (Office #207) Ontario, CA 91764 Direct Line: (909) 218-3281 Email: mArzate@americancareercollege.edu	Campus Title IX Administrators	American Career College, Ontario
Brenda Clydesdale Academic Retention Specialist Office Address: 4021 Rosewood Ave (Office #225) Los Angeles, CA 90004 Direct Line: (323) 906-2293 Email: bclydesdale@americancareercollege.edu	Campus Title IX Administrators	American Career College, Los Angeles



To contact the United States Department of Education's Office for Civil Rights:

U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481 | FAX: 202-453-6012 | TDD: 800-877-8339 | Email: OCR@ed.gov

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on or off campus as well as additional remedies to prevent contact between a complainant and a respondent party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and associates should contact Title IX Administrators on each campus.

Campus Sexual Misconduct Procedure

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Reported	Procedure Institution Will Follow
Sexual Assault	<ol style="list-style-type: none">1. Depending on when reported (immediate vs. delayed report), institution will help provide victim with access to medical care2. Institution will assess immediate safety needs of victim3. Institution will assist victim with contacting local police if victim requests AND provide the victim with referrals to off campus mental health providers4. Institution will provide victim with referrals to off campus mental health providers5. Institution will assess need to implement interim or long-term protective measures, if appropriate6. Institution will provide the victim with a written explanation of the victim's rights and options7. Institution will provide a "No trespass" (PNG) directive to respondent party if deemed appropriate8. Institution will provide written instructions on how to apply for Protective Order9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation and resolution10. Institution will inform the victim of the outcome of the investigation, whether or not the respondent will be administratively charged and what the outcome of the hearing is11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
Stalking	<ol style="list-style-type: none">1. Institution will assess immediate safety needs of victim

	<ol style="list-style-type: none"> Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to victim on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No Trespass" (PNG) directive to respondent party if deemed appropriate
Dating Violence	<ol style="list-style-type: none"> Institution will assess immediate safety needs of victim Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to victim on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" (PNG) directive to respondent party if deemed appropriate
Domestic Violence	<ol style="list-style-type: none"> Institution will assess immediate safety needs of victim Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to victim on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" (PNG) directive to respondent party if deemed appropriate



ASSISTANCE FOR VICTIMS

Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of his/her rights regardless whether the offense occurred on or off campus.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and associates about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Safety Action Plans

American Career College complies with California law in recognizing orders of protection, "no contact" orders, restraining orders, or similar lawful orders.

Any person who obtains such an order should provide a copy to the Global Security Operations Center (GSOC) and the Office of the Title IX Coordinator.

A victim may then coordinate with the Global Security Operations Center (GSOC) to develop a Safety Action Plan, which is a plan for Campus Security Authorities and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, etc. In California, an Emergency Protection Order may be available through a law enforcement officer at any time of day. The College cannot apply for a legal order of protection, no contact order, or restraining order for a victim or on their behalf. The victim is required to apply directly for these services in conjunction with the police of the county. The College can issue an institutional "No Contact" directive if deemed appropriate and at the request of the victim or if deemed needed.

To the extent of the victim's cooperation and consent, college offices and Campus Security Authorities work cooperatively to ensure that the victim's health, physical safety, work, and academic status are protected, pending the outcome of a formal College investigation of the complaint.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with individuals with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the victim. These individuals include the Title IX Coordinator, Deputy Title IX Coordinators, Campus Title IX Administrators, Title IX Investigators, and Security Officers of the Global Security Operations Center. Further, the institution will maintain as confidential any accommodations 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. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online.

Victims may request that directory information on file be removed from public sources by contacting the Title IX Coordinator by calling (949) 743-5765.



Rights of Complainants and the Institution's Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

The College cannot apply for a legal order of protection, no contact order or restraining order for a complainant from the applicable jurisdiction(s).

American Career College commits to the following procedures:

- WE WILL meet with you privately at a location where you are comfortable when feasible
- WE WILL only notify your parents, spouse, or significant other if you ask us to
- WE WILL treat you and your concerns with courtesy, sensitivity, dignity, understanding, and professionalism
- WE WILL openly listen with no prejudice and you will not be blamed for what occurred
- WE WILL absolutely consider your case regardless of your gender, gender identity, sexual orientation, or the gender or status of the suspect
- WE WILL assist you in arranging for any necessary hospital treatment or other medical needs. If needed, we also will assist you with the information to obtain emergency housing
- WE WILL assist you with information for advocacy support, privately contacting confidential counseling, and/or other available resources
- WE WILL assist you in contacting law enforcement and filing a police report
- WE WILL continue to be available to answer your questions and concerns

The College may issue an institutional No Contact Order if deemed appropriate or at the request of the complainant or respondent. If the College receives a report that such an institutional No Contact Order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the respondent (student, associate, etc.) and will impose sanctions if the respondent is found responsible for violating the No Contact Order.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, American Career College will provide written notification to students and associates about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations.)

At the complainant’s request, and to the extent of the complainant’s cooperation and consent, the College will work cooperatively to assist the complainant in obtaining accommodations. The College is obligated to comply with a complainant’s reasonable request to make changes to academic, living, working or transportation situations regardless of whether the complainant chooses to report the crime to campus security or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or associate park in a different location, assisting the student or associate with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a complainant should contact the Title IX Administrator or Deputy Title IX Coordinator. If the complainant wishes to receive assistance in requesting these accommodations, she or he should contact the Title IX Administrator on the campus or Deputy Title IX Coordinator.



Confidentiality

Complainants may request that directory information on file with the College be withheld by request to the Registrar's Office.

Regardless of whether a complainant has opted-out of allowing the College to share "directory information," personally identifiable information about the complainant and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the complainant, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the complainant to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime complainants or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Summary of Emergency Response Plans

American Career College maintains a Crisis and Emergency Management Plan and associated Emergency Action Plans for each campus that outline responsibilities of campus units during emergencies. These plans outline incident priorities, campus organization, and specific responsibilities of particular units or positions and are posted on the College Intranet and in the LiveSafe mobile application.

College units are responsible for developing and maintaining emergency action and continuity of operations plans for their areas and associates. The Safety and Security Department provides resources and guidance for the development of these plans. The Emergency response and evacuation procedures are reviewed and updated on an annual basis in conjunction with the annual drill evacuations. Each test, a description of the exercise, the date, and time and whether it was announced or unannounced is documented. A copy of the report could be accessed through Global Security Operations Center (GSOC).

At least once a year, ACC will conduct an announced or unannounced test designed to assess the emergency plans and capabilities of the campus, provide feedback to judge capabilities and limitations of the emergency plan and include at minimum drills, exercises, and follow through activities. The annual test is designed and implemented to meet Clery regulations and intended to keep the faculty, associates and students informed about threats to their safety and health in a manner that allows them to protect themselves. These tests include a test of the LiveSafe mass notification system. An after action report is generated for each annual test and incorporated into the periodic risk assessment for each campus and can be requested via the Global Security Operations Center (GSOC) at (855) 955-9911. This after action report documents the date and time of each exercise, whether the exercise was announced or unannounced, a general description of the exercise, general observations and specific suggestions for improvement.

Each test, a description of the exercise, the date, and time and whether it was announced or unannounced is documented. A copy of the report could be accessed through Global Security Operations Center (GSOC).

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Summary of General Evacuation Procedures

ACC has no residence halls and therefore is not required to conduct annual fire drills.

ACC does, however, conduct annual building evacuation drills. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During drills, occupant's practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about evacuation procedures, the drills also provide the college an opportunity to test operation of fire alarm system components.

At least once a year, ACC will conduct an announced or unannounced test designed to assess the emergency plans and capabilities of the campus, provide feedback to judge capabilities and limitations of the emergency plan and include at minimum drills, exercises, and follow through activities. The annual test is designed and implemented to meet Clery regulations and intended to keep the faculty, associates and students informed about threats to their safety and health in a manner that allows them to protect themselves.



An after action report is generated for each annual test and incorporated into the periodic risk assessment for each campus and can be requested via the Global Security Operations Center (GSOC) at (855) 955-9911. This after action report documents the date and time of each exercise, whether the exercise was announced or unannounced, a general description of the exercise, general observations and specific suggestions for improvement.

An overview of emergency action procedures is available at this location: [ACC Safety & Security Webpage](#)

At the sound of a fire alarm, or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, dial 911 as necessary, and notify the Global Security Operations Center (GSOC) at (855) 955-9911. Additional tips are noted below:

1. Remain calm
2. Do NOT use elevators. Use the stairs.
3. If you are unable to self-evacuate without the use of elevators, proceed to the Temporary Gathering Place as identified on the building emergency evacuation plans posted in all buildings. Oftentimes, this is near or in a stairwell. If you are part of a personal support network for someone who is unable to self-evacuate, evacuate the building and immediately inform the Global Security Operations Center (GSOC) or Fire Department of the individual's location. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
4. Make sure all personnel are out of the building
5. Do not re-enter the building until the all-clear is given by the Campus Executive Director or Campus Security.

Shelter-in-Place Procedures – What it means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, the Safety & Security Department, other College associates, Local PD, or other authorities utilizing the College's emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;

- Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
 4. Turn off air conditioners, heaters, and fans.
 5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
 6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to [CPSA] so they know where you are sheltering. If only students are present, one of the students should call in the list.
 7. Turn on a radio or TV and listen for further instructions.
 8. Make yourself comfortable.

Immediate Notification

In the event of an emergency, ACC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the ACC community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, associates and visitors. Immediate notification for incidents that may pose an immediate threat to health and safety will be made unless issuing a notification will, in the professional judgment of responsible authorities and taking into account the safety of the ACC community, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The ACC Safety and Security Department is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with ACC administrators, local first responders, and/or the National Weather Service, that may warrant the distribution of an immediate notification to the some or all members of the ACC community.

The following officials have been designated the authority to authorize emergency/immediate notifications to provide alert, warning and safety or protection instructions:

- Chief Executive Officer
- Chief Operating Officer
- Vice President of Facilities, Real Estate and Asset Management
- Director, Safety and Security

These positions will be collectively referred to as “Responsible Authorities” for immediate notification purposes. In reference to any of these positions, in the absence of the referenced individual, their designee will have the authority. These positions will typically be responsible for developing the content and distributing the notifications as described.

If the emergency is limited to a particular segment or segments of the campus, the Director, Safety and Security or the Global Security Operations Center (GSOC) faculty will typically determine the segment or segments of the community to receive the immediate notification.

Notification will be made through use of the Mass Notification System (MNS) that contains capabilities for telephone alerts, text message alerts and email notification. In addition, ACC may also use the following methods of communication: public address systems (where available), fire alarm system, social media, local media, webpage and/or in person communication. Students, faculty and associates contact information will automatically be entered into LiveSafe. LiveSafe is also a downloadable application, which can be found in each phone’s application store. Students and associates have the option to create their own account with their ACC email address in order to access the additional features LiveSafe offers.



If any these systems fail or ACC deems it appropriate, in person communication may be used to communicate an emergency.

Immediate Notification Activation Procedures

The Immediate Notification emergency notification system will be initiated once the Director, Safety and Security or designee, in conjunction with other College Administrators, local first responders, Public Health Officials and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an imminent threat or danger to some or all members of the American Career College community. The Director, Safety and Security will develop the content of the notification and can initiate Immediate Notifications for single or multiple campuses and the appropriate segment(s) of the community (i.e. faculty, associates or students).

American Career College will, without delay and taking into account the safety of the community, determine the content of all Immediate Notifications messages based upon the nature, severity, and duration of each emergency and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: the Director, Safety and Security or the Global Security Operations Center (GSOC), Local PD, and/or the Local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Immediate Notification Message Content

American Career College will determine the content of all Immediate Notifications messages based upon the nature, severity, and duration of each emergency. The Immediate Notifications system contains pre-approved and pre-written templates that are available for immediate use when activating the system.

Immediate Notification Testing Procedures

The Immediate Notification system is tested quarterly and involves sending a text message to every subscriber and every registered device. The message is initiated using Immediate Notification procedures and the tests are documented.

At least once a year, ACC will conduct an announced or unannounced test designed to assess the emergency plans and capabilities of the campus, provide feedback to judge capabilities and limitations of the emergency plan and include at minimum drills, exercises, and follow through activities. The annual test is designed and implemented to meet Clery regulations and intended to keep the faculty, associates and students informed about threats to their safety and health in a manner that allows them to protect themselves.

Crisis Communication to the American Career College Community

Notifications will be made by using some or all of the following methods depending on the type of emergency:

- Mass Notification System (MNS) that contains capabilities for telephone alerts, text message alerts and email notification
- Public address system (where available)
- Fire alarm system
- Local media
- Webpage
- In person communication

Depending on the circumstances of the incident, and in particular, situations that pose an immediate threat to the community, the Director, Safety and Security may choose to place information on the following website:

<http://americancareercollege.edu/general/safety-security.html>

In such instances, a copy of the notice may also be posted at each entry door at affected campuses.



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 mass 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. Follow-up information will be provided by using some or all of the methods listed in this section (except fire alarms).

The larger community, such as neighbors, parents, etc. can receive information about emergencies on campus via the website or local/national media.

CRIME DISCLOSURES AND STATISTICS

Crime Disclosures

This report contains the disclosure of crime occurrences within ACC Clery Geography for the three most recent calendar years. The most recent report, dated October 1, 2018, contains crime occurrences from 2015, 2016, 2017 and includes the number of crime occurrences in the following categories:

- Murder/Non-Negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Domestic Violence
- Dating Violence
- Stalking
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate crimes, including simple assault, larceny-theft, intimidation, destruction/damage vandalism of property
- 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, national origin, gender identity, or disability
- Arrests for violations of liquor and drug law violations, and illegal weapons possession; and
- Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations

ACC Clery Geography

ON CAMPUS

As defined by the Clery Act (U.S. Department of Education, Office of Postsecondary Education, 2011, p. 12):

- Any building or property owned or controlled by an 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, including residence halls; and
- Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

NON-CAMPUS

As defined by the Clery Act (U.S. Department of Education, Office of Postsecondary Education, 2011, p. 25):

- Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.



PUBLIC PROPERTY

As defined by the Clery Act (U.S. Department of Education, Office of Postsecondary Education, 2011, p. 12, p.19):

- Public property immediately adjacent to, within, or surrounding one's on campus geography.

American Career College defined Clery Geography can be found as an attachment to this document.

Crime Statistics

Although improvements to safety and security are evaluated, modified, and/or changed to adjust to changing criminal behavior, crime can periodically increase. Students, faculty, and associates are reminded that crime reduction is a shared responsibility. Crime Prevention measures taken by faculty, students and associates can significantly reduce criminal activity. Students, faculty, and associates are reminded to be alert, report suspicious persons and avoid behavior such as leaving property unattended or leaving valuables in plain sight in parked vehicles. Always feel comfortable knowing that the College will follow through on all reported incidents.

Procedures for Preparing the Annual Disclosure of Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the ACC community obtained from the following sources:

- Global Security Operations Center (GSOC)
- Los Angeles County Sheriff
- Los Angeles Police Department
- Anaheim Police Department
- Orange County Sheriff
- Ontario Police Department
- San Bernardino County Sheriff
- California Highway Patrol
- Campus Security Authorities

For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law). The information is gathered from all of these sources by the Global Security Operations Center (GSOC).

All of the statistics are gathered, compiled, and reported to the College community in the Annual Security Report which is published by ACC. ACC submits the annual crime statistics published in the Annual Security Report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.



VAWA CRIME DEFINITIONS

There are numerous terms used by American Career College in this policy as defined by the Violence Against Women Act of 2013 (VAWA). These definitions may differ from those used by the State of California to define sexual assault for the criminal justice system. In some cases, the College's definitions include behaviors that, while not codified as criminal under the California statutes, still violate the standards of conduct to which all American Career College faculty, associates and students are held. These terms are defined below.

In some cases, the College's definitions include behaviors that, while not codified as criminal under California, still violate the standards of conduct to which all ACC faculty, associates and students are held. Conduct may also be both punishable under the criminal statutes and college policy. These processes are separate and distinct from one another, however, but can run concurrently.

The codification of Criminal Sexual Assault is located in Ca. Code § 261 through 269 and can be accessed on the Code of California website at:

http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?chapter=1.&part=1.&lawCode=PEN&title=9

See also Ca. Code § 261.5 for the age of consent under California law:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN§ionNum=261.5.

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Clery Act Sex Offense Definitions that fall within the definition of "sexual assault" under the Clery Act.

Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent. Statutory rape is prosecuted under each state's rape, carnal knowledge, and juvenile delinquency laws. Penalties depend on the ages of the defendant and victim, and the conduct that occurred, as described below.

NOTE: As of 2013 crime statistics, the rape definition is based on the Uniform Crime Reporting Handbook 2004 (Summary

Reporting Statistics). The remaining Sex Offenses Definitions are from the National Incident-Based-Reporting System Edition of the Uniform Crime Reporting Program.

Domestic Violence

The term “domestic violence” is defined as 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, or 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. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating Violence

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where 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. For the purposes of this definition:

- A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- B) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking

Defined as 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. For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
- For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

California State Law Definitions (California Penal Code):

Consent (Section 261.6)

Consent is defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue.

There are three categories of sexual assaults – rape, statutory rape, and sexual battery.

Rape (Section 2617)

- (a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:
 - (1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of

giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

- (2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.
- (3) Where a person prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.
- (4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions:
 - i. Was unconscious or asleep
 - ii. Was not aware, knowing, perceiving, or cognizant that the act occurred.
 - iii. Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.
 - iv. Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.
- (5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.
- (6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death
- (7) Where the act
 - (a) is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.
 - (b) used in this section, "duress" means direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, or factors to consider in appraising the existence of duress.
 - (c) As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.

Statutory Rape (Section 261.5)

Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purpose of this section, a "minor" is a person under the age of 18 years and an "adult" is a person who is at least 18 years of age.

Sexual battery (section 243.4)

Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an



accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. It includes persons institutionalized for medical treatment and seriously disabled or medically incapacitated.

Incest: (section 285)

Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

Domestic Violence (Section 243(e))

Domestic violence means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to:

- (1) sexual relations between the parties while sharing the same living quarters,
- (2) sharing of income or expenses,
- (3) joint use or ownership of property,
- (4) whether the parties hold themselves out as husband and wife,
- (5) the continuity of the relationship, and
- (6) the length of the relationship.

Dating Violence: California covers dating violence under domestic violence statutes.

Stalking (section 646.910)

Any person who willfully, maliciously, and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, of his or her immediate family.

Other Definitions:

Affirmative Consent

The affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

The above is the California definition and is used in all investigations of sexual misconduct regardless of the geographic location.

Impairment

The state of being diminished or weakened due to the consumption of a substance

FERPA

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99 Force Using physical, threat, intimidation or coercion actions



Force

Using physical, threat, intimidation or coercion actions

Physical

Hitting, pushing, holding, pinching, leaning on, obstructing exit, carrying away. Also includes use or display of any weapon.

Coercion

Undue amount of pressure

Threat

An overt threat

Intimidation

An implied threat

Incapacitation

The physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

Sexual Harassment

Any conduct, including physical contact, advances, and comments in person and/or via phone, text message, email, or other electronic medium, that is (1) unwelcome; (2) based on sex or gender stereotypes; and (3) is so severe or pervasive that it unreasonably interferes with a person's academic performance or equal opportunity to participate in or benefit from College programs or activities. Sexual Harassment may include, depending upon the facts, persistent and unwelcome efforts to develop a romantic or sexual relationship; persistent and unwelcome commentary about an individual's body or sexual activities; threatening to engage in the commission of a sexual act with another person; stalking or cyberstalking; and engaging in indecent exposure. Title IX and this Policy prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex- stereotyping, even if those acts do not involve conduct of a sexual nature.

Fondling

The touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity

Sexual Contact

The deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts

Sexual Intercourse

Penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object



Family or household member

Defined as:

- The person's spouse, whether or not he or she resides in the same home with the person
- The person's former spouse, whether or not he or she resides in the same home with the person
- The person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person
- The person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person
- Any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time
- Any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person

Preponderance of the evidence

The complaint at hand will be resolved by a determination of which party's version of events is more likely to be true. Preponderance of the evidence is understood to require more than 50 percent certainty to determine guilt (51% or greater).

Retaliation

Reprisal, interference, restraint, penalty, discrimination, intimidation or harassment, determined in accordance with applicable legal standards

These definitions may differ from those used by the State of California to define sexual assault for the criminal justice system. In some cases, the Colleges' definitions include behaviors that, while not codified as a criminal under the California statute, still violate the standards of conduct to which all ACC faculty, associates and students are held. Conduct may also be both punishable under the criminal statutes and college policy. These processes are separate and distinct from one another, however, but can run concurrently.

The codification of Criminal Sexual Assault is located in CA. Code §261 through 269 and can be accessed on the Code of California website at:

https://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=261.&lawCode=PEN

See Ca. Code §261.5 for the age of consent under California law:

https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN§ionNum=261.5



CLERY DEFINITIONS

The following definitions are used when classifying offenses for Clery Act purposes.

Crimes

The following crime definitions are from the Uniform Crime Reporting Handbook 2004 (Summary Reporting Statistics):

Murder/Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, incidental deaths, and justifiable homicides are excluded.

Manslaughter by Negligence

The killing of another person through gross negligence

Robbery

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. 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.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle (classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding.)

Arson

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 kind.

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.



Clery Act Sex Offenses Definitions that fall within the definition of “sexual assault” under the Clery Act

Rape

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

NOTE: As of 2013 crime statistics, the rape definition is based on the Uniform Crime Reporting Handbook 2004 (Summary Reporting Statistics). The remaining Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

Arrests and Referrals for Discipline for Violations of Liquor, Drug, and Weapons Laws

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local 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).

Liquor Law Violations

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Hate Crimes

American Career College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, manslaughter by negligence, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

**Larceny**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.



CLERY CRIME STATISTICS

Orange County

CLERY CRIME STATISTICS ACC Orange County 1200 N. Magnolia Avenue and 2411 & 2461 W. La Palma Avenue, Anaheim, CA 92801				
Offense	Year	On-Campus Property	Non-Campus Property	Public Property
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
RAPE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
FONDLING	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
INCEST	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
STATUTORY RAPE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DOMESTIC VIOLENCE	2018	0	0	0
	2017	1	0	0
	2016	0	0	0
DATING VIOLENCE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
STALKING	2018	0	0	0
	2017	0	0	0
	2016	1	0	0
ROBBERY	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0
	2017	1	0	0
	2016	0	0	0

BURGLARY	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
MOTOR VEHICLE THEFT	2018	1	0	0
	2017	0	0	0
	2016	0	0	0
ARSON	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ARRESTS: WEAPONS, CARRYING, POSSESSING, ETC.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	4	0	0
	2017	0	0	0
	2016	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	2	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSING, ETC.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	1	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	1	0	0
	2017	1	0	0
	2016	0	0	0

*American Career College had no hate crimes reported in 2016, 2017, and 2018 on this campus.

** American Career College does not maintain residential facilities.

*** American Career College Orange County Campus had no unfounded crimes in 2016, 2017, and 2018.



Los Angeles

CLERY CRIME STATISTICS ACC Los Angeles 4021 Rosewood Avenue, Los Angeles, CA 90004				
Offense	Year	On-Campus Property	Non-Campus Property	Public Property
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
RAPE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
FONDLING	2018	0	0	0
	2017	1	0	0
	2016	0	0	0
INCEST	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
STATUTORY RAPE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DOMESTIC VIOLENCE	2018	0	0	0
	2017	0	0	0
	2016	3	0	0
DATING VIOLENCE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
STALKING	2018	1	0	0
	2017	0	0	0
	2016	1	0	0
ROBBERY	2018	0	0	0
	2017	0	0	1
	2016	0	0	1
AGGRAVATED ASSAULT	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
BURGLARY	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

MOTOR VEHICLE THEFT	2018	0	0	0
	2017	0	0	1
	2016	0	0	0
ARSON	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ARRESTS: WEAPONS, CARRYING, POSSESSING, ETC.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSING, ETC.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	2	0	0
	2017	1	0	0
	2016	1	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	5	0	0
	2017	1	0	0
	2016	0	0	0

*American Career College had no hate crimes reported in 2016, 2017, and 2018 on this campus.

** American Career College does not maintain residential facilities.

*** American Career College Los Angeles Campus had no unfounded crimes in 2016, 2017, and 2018.



Ontario

CLERY CRIME STATISTICS ACC Ontario 3130 E. Sedona Court, Ontario, CA 91764				
Offense	Year	On-Campus Property	Non-Campus Property	Public Property
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
RAPE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
FONDLING	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
INCEST	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
STATUTORY RAPE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DOMESTIC VIOLENCE	2018	0	0	0
	2017	0	0	0
	2016	2	0	0
DATING VIOLENCE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
STALKING	2018	0	0	0
	2017	0	0	0
	2016	0	1	0
ROBBERY	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
BURGLARY	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

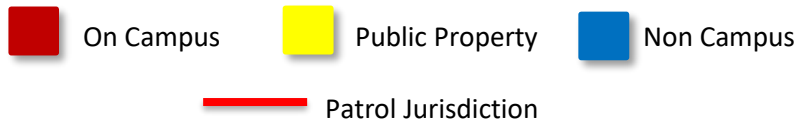
MOTOR VEHICLE THEFT	2018	0	0	0
	2017	1	0	0
	2016	0	0	0
ARSON	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ARRESTS: WEAPONS, CARRYING, POSSESSING, ETC.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	1	0	0
	2017	1	0	0
	2016	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSING, ETC.	2018	2	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	1	0	0
	2017	0	0	0
	2016	0	0	0

*American Career College had no hate crimes reported in 2016, 2017, and 2018 on this campus.

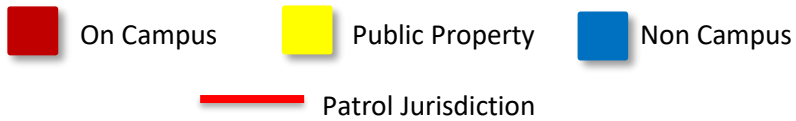
** American Career College does not maintain residential facilities.

*** American Career College Ontario Campus had no unfounded crimes in 2016, 2017, and 2018.

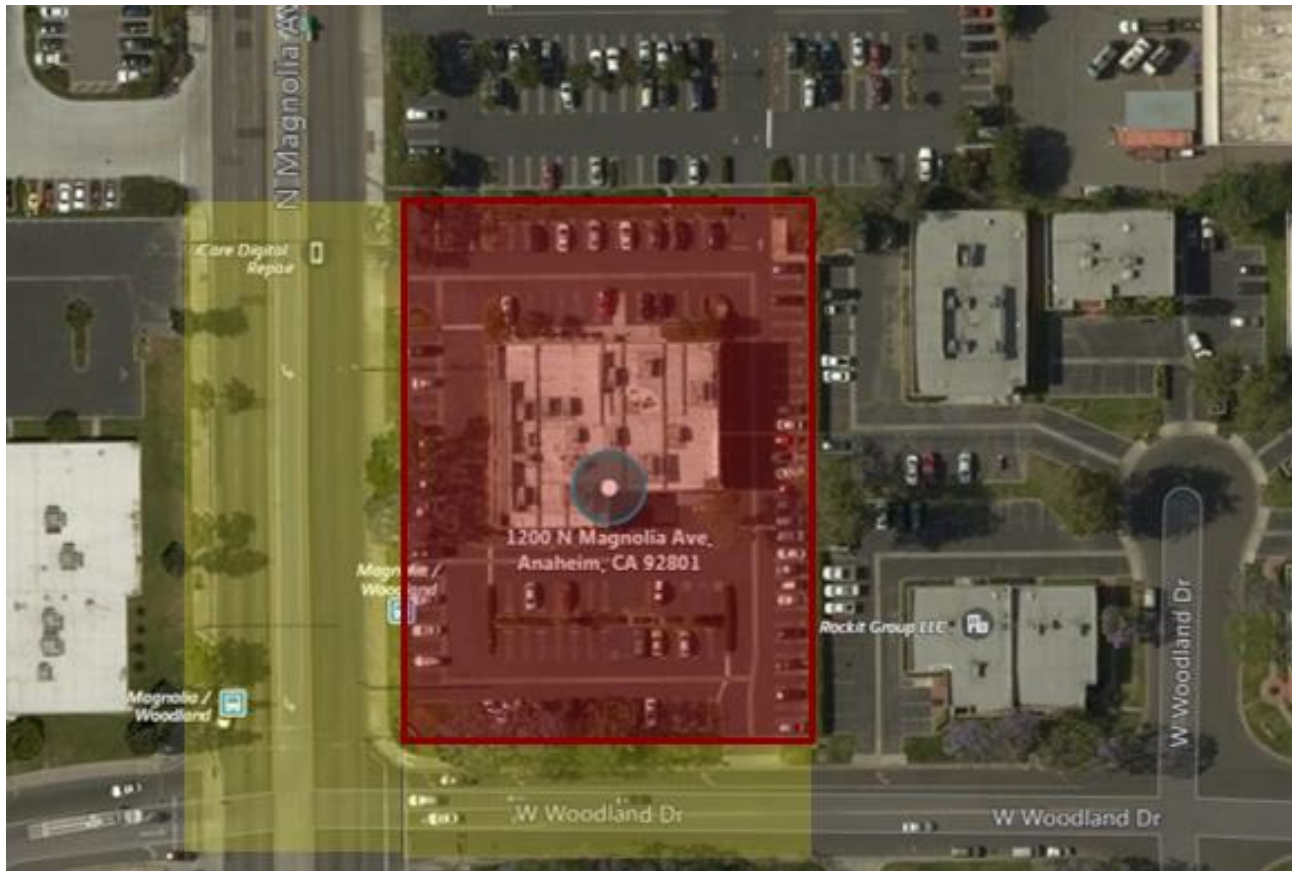
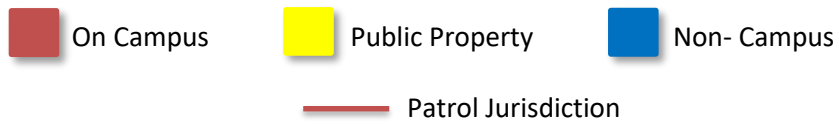
ACC LA - 4021 Rosewood Avenue, Los Angeles, CA 90004



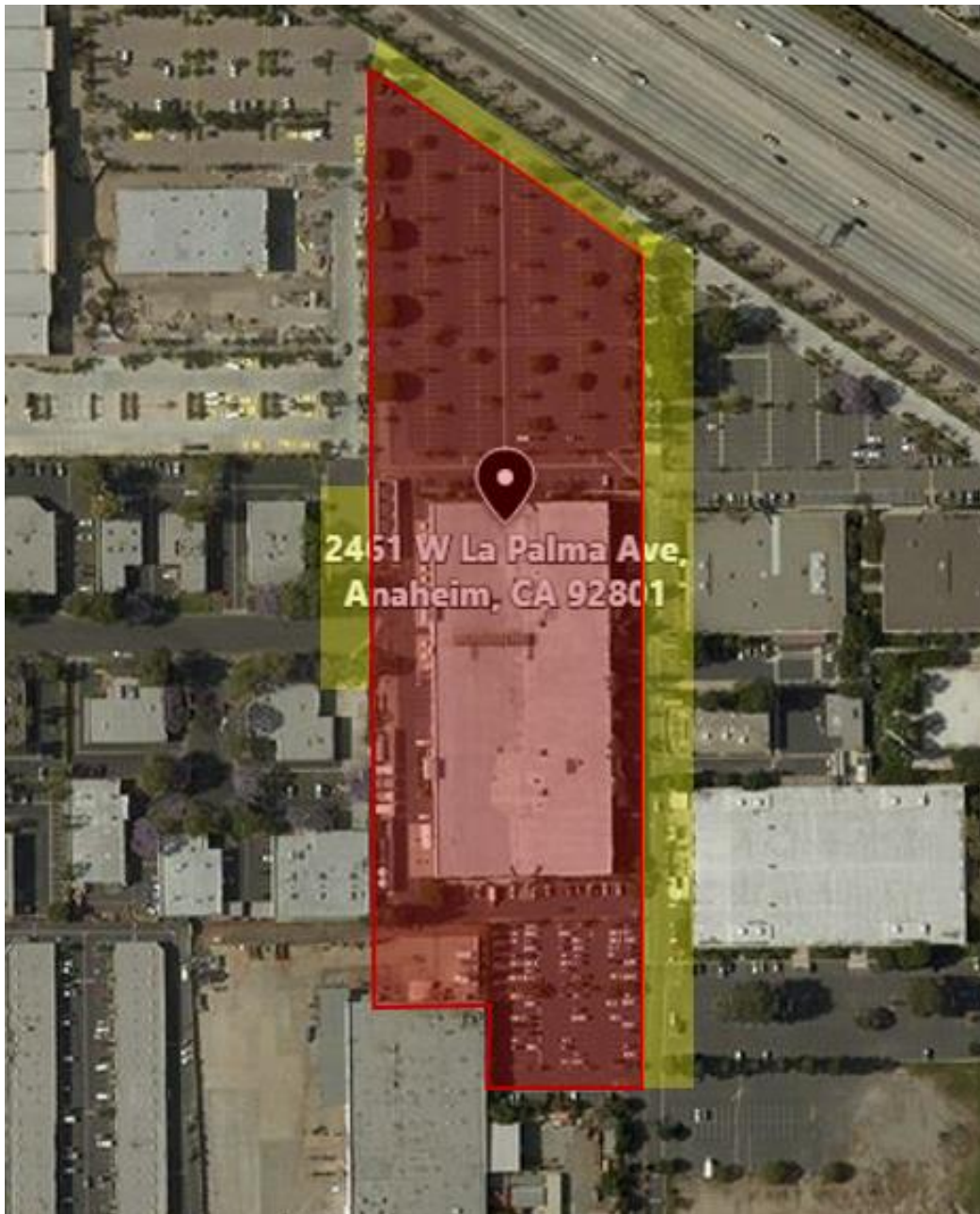
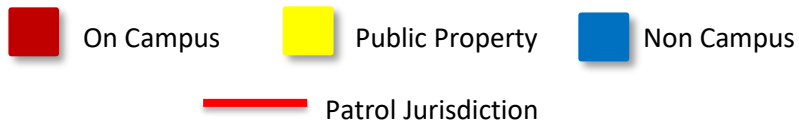
ACC LA - 551 N. New Hampshire Avenue, Los Angeles, CA 90004 (Patrol Jurisdiction)



ACC OC - 1200 N Magnolia Ave, Anaheim, CA 92801



ACC OC - 2461 W. La Palma Ave, Anaheim, CA 92801



ACC ONT - 3130 E. Sedona Ct, Ontario, CA 91764

