



# E-96 -- Campus Crime Policies -- Report

College: Valley

Date (month/day/year): 5/3/2005

Administrative Regulation E-96 – *Campus Crime Policies* – requires that each college in the Los Angeles Community College District develop a report, to be published in college publications, describing each college’s policies regarding the information listed below. This report, initiated by the Vice Presidents for Administration, is to be submitted to the Associate Vice Chancellor of Instructional and Student Support Services by August 1, each year for review and approval. Additionally, the college must submit the report to the Department of Education along with its annual crime statistics report, which is due by October 1<sup>st</sup> of each year.

This form contains all the questions to which the college is required to provide responses under E-96. ***This is a computer form, designed to be completed using Microsoft Word. The boxes will expand to accommodate responses to the questions below.***

1. Provide a description of college and/or District policies and procedures on how students and others can report criminal actions and emergencies on campus and how the college is to respond to such reports. *(Complete A, B and C below.)*

A. Describe how the college provides the college community with timely warning reports on the occurrence and frequency of the following crimes: murder; forcible and non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; manslaughter; arson; and arrests, or referrals for campus discipline, for liquor law violations, drug related violations, and weapons possession.

Through notifications by inter-college e-mail, on the college website, and in the student newspaper.

B. Describe District policies for preparing the annual disclosure of crime statistics.

District policies for preparing the annual disclosure of crime statistics are contained in Administrative Regulation E-96 – *Campus Crime Policies*. Annual crime statistics are prepared by the Los Angeles Sheriff’s Department, which provides the LACCD with campus law enforcement. The college publishes crime statistics in the college website located at [www.lavc.edu](http://www.lavc.edu).

C. Provide a list of college administrators to whom victims or witnesses can report criminal offenses, on a voluntary, confidential (to the extent allowable by law) basis, for inclusion in the annual report.

The President, Vice President - Administrative Services, Vice President - Student Services, Vice President - Academic Affairs

2. Describe college policies and procedures concerning security and access to campus facilities and security considerations used in the maintenance of campus facilities.

The college maintains a strict policy of limiting access to all facilities to only those with college business. This access is time-sensitive in that access on weekdays, in the daytime and early

evening, during class sessions, is generally open to the entire college community. Access during hours when the college is closed for regular business is restricted to only those in the college community with a need for access to the facilities. The campus buildings are secured through a key system where keys are issued on a need-only basis. The access to all exterior building doors is generally restricted to administrators, or to those who have approval from a senior administrator, for such key access. All campus buildings are secured each evening or afternoon as campus activities end. The campus is then actively patrolled by the Los Angeles County Sheriff's College Bureau until the start of college business the next operating day.

3. Describe college policies on campus law enforcement. (*Complete A and B below.*)

- A. Describe the enforcement authority of security personnel, their working relationship with the state and local police, and whether campus security has the authority to arrest.

The campus has a contract with the Los Angeles County Sheriff's Department (LASD), College Bureau, to provide police and security services to the campus on a 24-hour basis. The authority of the College Bureau is derived from that contract and that given to sworn peace officers by the State of California. The Deputy Sheriffs have authority to arrest for any and all offenses and the LASD Security Officers have the ability to make citizen's arrests only. The LASD has a mutual aid agreement with local law enforcement departments; at this campus that is the Los Angeles Police Department.

- B. Describe how the college community is informed about the importance of accurately and promptly reporting all crimes to campus police and the appropriate police agencies.

The college regularly communicates to the college community the need to report any and all crimes that occur on campus through its inter-college e-mail, through verbal communication at college meetings, and through the student newspaper. The student handbook, issued to all students, contains information requesting such reports from all students.

4. Describe the type and frequency of college programs designed to inform students and employees about campus security procedures and their responsibilities for safeguarding their own security.

The college student newspaper prints an article each semester describing the need to report each session the newspaper is active. The student handbooks are made available to all students each college session and contain the request that any criminal activity be reported immediately to the College Bureau. A campus-wide e-mail is sent twice each year to the college community requesting that criminal activity be reported immediately. The College Bureau also publishes a "Dos and Don'ts" pamphlet and distributes those pamphlets to the college community throughout the year.

5. Describe college programs designed to inform students and employees about the prevention of crimes.

The College Bureau publishes pamphlets that are distributed on an ongoing basis each year. The College Bureau Lead Deputy meets with various groups throughout the year to educate the college community about crime prevention.

6. Describe District policies regarding the possession, use, and sale of alcoholic beverages. Cite State underage drinking laws, as well as federal and state enforcement of the possession, use, and sale of illegal drugs. Also include a description of any college drug or alcohol abuse education programs as required under 20 U.S.C. 1011i.

District Board Rule 9803.19 prohibits the possession and use of alcohol or controlled substances on District property or while participating on any District or college-sponsored function or field trip. "Controlled substances" include but are not limited to opiates or opium derivatives, mescaline, hallucinogens, peyote, marijuana, stimulates and depressants, and cocaine.

Numerous federal, state and local statutes and ordinances relate to the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol and impose legal sanctions for both felony and misdemeanor convictions for violations. The latest versions of these laws can be viewed at the following websites:

City of Los Angeles Municipal Code	<a href="http://www.ci.la.ca.us/lacity102.htm">http://www.ci.la.ca.us/lacity102.htm</a>
Los Angeles County Code	<a href="http://ordlink.com/codes/lacounty/index.htm">http://ordlink.com/codes/lacounty/index.htm</a>
California Code of Regulations	<a href="http://ccr.oal.ca.gov/">http://ccr.oal.ca.gov/</a>
California Codes (state laws)	<a href="http://www.leginfo.ca.gov/calaw.html">http://www.leginfo.ca.gov/calaw.html</a>
Code of Federal Regulations	<a href="http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1">http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1</a>
United States Codes (federal laws)	<a href="http://uscode.house.gov/usc.htm">http://uscode.house.gov/usc.htm</a>

7. Describe how is the community advised as to where it may obtain information about registered sex offenders?

The college publishes information on how members of the community can access information on registered sex offenders in the college website at [www.lavc.edu](http://www.lavc.edu).

8. Describe the college’s sexual assault prevention programs and the procedures to follow when a sex offense occurs. (*Complete A through G below*)

- A. Describe college educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses.

The College Bureau distributes literature to educate the college community on the need for safety and on the importance of reporting crimes to the College Bureau immediately. The college distributes various communications, through e-mail and printed flyers, regarding the need to protect against and report any incidents of rape or of other forcible and non-forcible sex offenses.

- B. Describe District procedures students should follow if a sex offense occurs, including: who should be contacted, steps taken to preserve evidence of the criminal offense, and to whom the alleged offense should be reported.

District policies and procedures on sexual assault are contained in the LACCD Board Rules, Chapter XVI. The provisions of this policy are as follows:

CHAPTER XVI

SEXUAL ASSAULT

16000. POLICY. The Los Angeles Community College District is committed to providing a safe environment for its students, faculty, and staff. The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on grounds or in facilities maintained and/or used by the District, any alleged victim of a sexual assault who is one of the District's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures.

Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault alleged victim shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the consent of the alleged victim.

EC 67385(a)

ARTICLE I

DEFINITION

16100. "SEXUAL ASSAULT" AND "RAPE" DEFINED. "Sexual Assault" includes but is not limited to rape, forced sodomy, forced copulation, rape by foreign object, sexual battery, or threat of sexual assault. These include situations where the accused sexually assaults a person incapable of giving consent, including where the person is prevented from resisting due to alcohol or drugs and this condition was known, or reasonably should have been known by the accused. Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

*"Rape" is: a) sexual intercourse against a person's will accomplished by force or threats of bodily injury; b) sexual intercourse against a person's will where the person has reasonable fear that she or he or another will be injured if she or he does not submit to the intercourse; c) sexual intercourse where the person is incapable of resisting because she or he at the time is unconscious or asleep and this is known to the accused.*

EC 67385(d)

Adopted 07-24-91  
Amended 06-09-04

ARTICLE II

ASSAULTS ON CAMPUS

16200. ASSAULTS ON CAMPUS. Each campus President will designate a Campus Violence Response Team (VRT) to coordinate campus education and prevention efforts related to sexual assault. This team should consist of more than one person. Recommended team members include: 2 counselors; a representative from campus law enforcement; the Vice President for Student Services; a health services representative; and additional representatives as needed by the campus. One member of the VRT should be identified as the Campus Point of Contact for matters relating to sexual assault prevention and response.

From among the members of the Campus Violence Response Team, at least one person should be designated as a First Responder. The role of First Responder is to serve as the first contact with a person alleging to have been sexually assaulted. First Responders will ensure that alleged victims of sexual assault are made aware of college and community resources available to assist them, including campus law enforcement (see below). First Responders should be qualified and trained to respond to people who may be in crisis. Students should be encouraged to serve on the Campus Violence Response Team but should not be designated as First Responders unless they are also employed by the College and are qualified.

Alleged victims of sexual assault on campus have an option to notify either a First Responder from the Campus Violence Response Team or campus law enforcement of the

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incident. If a sexual assault is first reported to an employee who is not a First Responder or campus law enforcement, that employee should direct the alleged victim to a First Responder or campus law enforcement.

EC 68358(b)

Adopted 07-24-91

Amended 06-09-04

16200.10

When a person claiming to have been sexually assaulted on a campus comes to a First Responder or is referred to a First Responder, the First Responder shall:

- a. Discuss the need of medical attention;
- b. Assure the alleged victim that confidentiality will be maintained unless otherwise legally required or the alleged victim otherwise consents;
- c. Inform the alleged victim of legal and disciplinary options, including:
  - 1) criminal prosecutions;
  - 2) civil action;
  - 3) any applicable District disciplinary process (the alleged victim shall be informed that pursuing any campus disciplinary process does not preclude the alleged victim from pursuing criminal or civil remedies);
- d. Inform the alleged victim of any possible need to preserve medical evidence which may affect future legal or disciplinary action;
- e. Refer the alleged victim to follow-up emergency care;
- f. Refer the alleged victim to emergency psychological intervention if warranted;
- g. Inform the campus law enforcement of the incident;
- h. Coordinate ongoing campus and community assistance.

Adopted 07-24-91

Amended 06-09-04

16200.20

When a person claiming to have been sexually assaulted on a campus comes to campus law enforcement or is referred to campus law enforcement, the campus law enforcement shall:

- a. Provide immediate medical attention as may be required;
- b. Assure the alleged victim that confidentiality will be maintained unless the alleged victim otherwise consents;

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- c. Inform the alleged victim of legal and disciplinary options, including:
  - 1) criminal prosecutions
  - 2) civil action
  - 3) any applicable District disciplinary process (the alleged victim shall be informed that pursuing any campus disciplinary process does not preclude the alleged victim from pursuing criminal or civil remedies);
- d. Inform the alleged victim of any possible need to preserve medical evidence which may affect future legal or disciplinary action;
- e. Provide the alleged victim with referrals to appropriate community agencies from which she/he can receive further assistance. These referrals shall include but not be limited to: the counseling department, faculty advisors, women's reentry centers, health centers, campus law enforcement, the ASO office, the Employee Assistance Program, employee representatives, the union, rape trauma centers, medical facilities, rape counseling center, and women's centers.
- f. Attempt to apprehend or identify the alleged perpetrator.

EC 68385 (b)

Adopted 07-24-91  
Amended 06-09-04

16200.30 Within twenty-four (24) hours of being notified of a sexual assault, with the consent of the alleged victim, the campus law enforcement shall notify the President or his/her Point of Contact of the sexual assault and the alleged victim's name.

EC 68385 (b)

Adopted 07-24-91  
Amended 06-09-04

16200.40 The President or his/her designees shall maintain a current list of community agencies to which sexual assault alleged victims may be referred for assistance. The list shall contain the same resources referred to in Section 16200.10(e).

EC 68385 (b)

Adopted 07-24-91  
Amended 06-09-04

16200.50 If the alleged perpetrator is a student, the alleged victim shall be kept informed of the status of any disciplinary proceedings against the student arising from the sexual assault, and the results thereof.

EC 68385 (b)

Adopted 07-24-91  
Amended 06-09-04

16200.60            The President or his/her designated Point of Contact shall assist student alleged victims with academic difficulties that may arise as a result of the sexual assault and its impact on these students.

EC 68385 (b)

Adopted 07-24-91  
Amended 06-09-04

16200.70            The President or his/her designee shall ensure that information regarding reporting sexual assaults on campus, including the name of the College's First Responder, is referenced in college publications such as the catalog, schedule of classes and the college website

EC 68385 (b)

Adopted 06-09-04

ARTICLE III

DISTRICT OFFICE

16300.    SEXUAL ASSAULT AT THE DISTRICT OFFICE

16300.10            If a sexual assault occurs at the District Office, alleged victims have an option of notifying the Chancellor's designee(s). If such an assault is first reported to an employee other than the Chancellor's designee, however, that employee shall direct the alleged victim to the Chancellor's designee. If the alleged victim is in need of immediate medical attention which cannot be addressed at the District Office, paramedics or an ambulance shall be summoned by the first employee coming into contact with the alleged victim.

Adopted 07-24-91  
Amended 06-09-04

16300.20            The Chancellor's designee shall follow the same procedures which are required of campus law enforcement in Section 16200.10(e), except that he/she shall not provide medical attention which is beyond his/her competence.

Adopted 07-24-91  
Amended 06-09-04

16300.30            The Chancellor's designee shall maintain a current list of community agencies to which sexual assault alleged victims may be referred for assistance. The list shall contain the same resources referred to in Section 62100.10(e).

Adopted 07-24-91

Amended 06-09-04

16300.40 If the alleged perpetrator is a student, the alleged victim shall be kept informed of the status of any disciplinary proceedings against the student arising from the sexual assault, and the results thereof.

Adopted 07-24-91

Amended 06-09-04

ARTICLE IV

INFORMATION

16400. REQUESTS FOR INFORMATION.

16400.10 Requests for information on sexual assaults shall be referred to the Chancellor's designee or the appropriate College President, or the designated Point of Contact on the basis of the respective location of such incidents.

EC 67385(7)

Adopted 07-24-91

Amended 06-09-04

16400.20 The policy statement (Section 16000) shall be published in all college schedules of classes. The schedules shall indicate that the list of resources referred to in Section 16200.10(e) may be obtained from the Campus Point of Contact, campus law enforcement or the College President's office. The list of available resources shall be updated on an annual basis.

Adopted 07-24-91

Amended 06-09-04

ARTICLE V

PROHIBITION OF RETALIATION

16500. PROHIBITION OF RETALIATION. The initiation of a complaint of alleged sexual assault shall not be cause for any negative reflection on the complainant. In the case of students, the filing of a complaint shall not affect his/her grade, class selections or other matters pertaining to enrollment status as a student of the District.

Adopted 07-24-91

- C. Explain how students will be notified of their option to notify proper law enforcement authority (including on-campus and local police).

The college publishes information on how students can notify law enforcement of criminal activities in the college website at [www.lavc.edu](http://www.lavc.edu), the student handbook, the schedule of classes, and the student newspaper.

- D. Also, explain how institutional personnel will assist the student in notifying these authorities, if the student so desires.

The college has a rape/sex-offense response team that will respond to any event as necessary and/or requested. This team is led by the Vice President of Student Services. All staff are instructed to report such incidents as soon as they occur.

- E. Explain how students are informed about existing on and off campus counseling, mental health, or other student services for victims of sex offenses.

Information on services for survivors of sexual offenses is published in accordance of the LACCD policy on sexual assault -- see section 8(B)

- F. Explain how the college notifies students that the college will change a victim's academic situation after an alleged sex offense and of the options for these changes, if the changes are requested by the victim and are reasonably available.

Information on services for survivors of sexual offenses is published in accordance of the LACCD policy on sexual assault -- see section 8(B)

- G. Describe District policies and procedures for disciplinary action in cases of an alleged sex offense.

Students will be disciplined in accordance with the District's student discipline procedure outlined in Board Rule 91101. Students who are accused of alleged sex offenses will be given a written notice of charges and a proposed disciplinary action. If a proposed disciplinary action entails suspension or expulsion, the accused student has a right to request a disciplinary hearing. At a disciplinary hearing, the accused student is entitled to due process, the opportunity to confront witnesses testifying against him/her, and the opportunity to offer the statements of any supporting witness, but the accused student is not entitled to representation by counsel. In accordance with the Family Educational Rights and Privacy Act (FERPA), both the accuser and accused will be informed of the final outcome by the College President or the President's designee.

The accused student has a right to file an appeal with the Board of Trustees, if the College President approves a recommendation of expulsion. When filing an appeal, the accused student may be represented by counsel. The Board of Trustees will conduct its review in closed session without the presence of the accused student or his/her counsel, unless the accused student makes a written request that matter be held in public session. The final action of the Board of Trustees will be a public record. In accordance with FERPA, both the accuser and accused will be informed of the final outcome by the Chancellor or the Chancellor's designee.

Employees charged with sex offenses shall be disciplined according to the procedures pursuant to statutory law (e.g., California Education Code), District policies, and any applicable collective bargaining agreements.

- H. Describe sanctions the institution may impose following an institutional disciplinary proceeding involving rape, acquaintance rape, or other forcible or nonforcible sex offenses.

Students who are found guilty of rape, acquaintance rape, or other forcible or non-forcible sex offenses may be disciplined by the College or District with the following potential

sanctions, as provided by District Board Rule 91101: warning, reprimand, suspension, or expulsion.

Employees who are found guilty of the aforementioned offenses may be disciplined pursuant to statutory law (e.g., California Education Code), District policies, and any applicable collective bargaining agreements. Such disciplinary action may include compulsory leave, suspension without pay, demotion, or dismissal from employment.

Incidents involving assault will also be referred to the appropriate law enforcement agency for criminal prosecution.