

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER E-96

REFERENCE: 20 U.S.C. 1092(f)et seq.; 34 C.F.R. 668.46 et seq.	TOPIC: Campus Crime Policies
ISSUE DATE: December 20, 2002	INITIATED BY: Chancellor
CHANGES: Entire regulation Entire Regulation	DATE OF CHANGES: November 26, 2003 March 16, 2011

The College Presidents, or their designees, shall develop and publish in College publications, such as class schedules and catalogs and on College websites, a report describing each college's policies regarding the information listed below. The College Presidents, or their designees, shall have this information available for publication for current students and employees, as well as prospective students and employees upon request, by October 1 of each year.

A copy of the first report shall be submitted to the District's Vice Chancellor of Educational Support Services for review and approval by February 1, 2003. For all reports made thereafter, draft reports shall be submitted to the Deputy Chancellor by August 1 each year for review and approval.

The report shall include:

1. A statement of campus policies regarding procedures and facilities for students and others to report criminal actions and emergencies on campus. This statement must also include campus policies concerning the institution's response to such reports. This statement shall also include:
 - A. The policies for preparing the annual disclosure of crime statistics. The institution must report statistics for the three most recent calendar years concerning the occurrence in or on noncampus buildings or property, and on public property of the following crimes that are reported to local police agencies or to a campus security authority:
 1. criminal homicide, including murder and nonnegligent manslaughter or negligent manslaughter;
 2. forcible and nonforcible sex offenses;
 3. robbery;
 4. aggravated assault;
 5. burglary;
 6. motor vehicle theft;
 7. manslaughter;
 8. arson; and
 9. arrests, or referrals for campus discipline, for liquor law violations, drug related violations, and weapons possession.
 10. certain hate crimes, i.e., any crime in (1)-(8), above, the crimes of larceny-theft, simple assault, intimidation, and damage/vandalism of property, and

any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, must be reported by category of prejudice.

The institution must provide a geographic breakdown of the statistics according to the following categories: on campus; in or on a noncampus building or property; and on public property.

For purposes of statistics reporting, the following definitions apply:

"Campus" means any building or property owned or controlled by the District within the same reasonably contiguous geographic area and used in support of its educational purposes.

"Noncampus building or property" means any building or property owned or controlled by the District, other than a branch campus, used by students that is not within the same reasonably contiguous geographic area of the institution.

"Public property" means all public property that is within the same reasonably contiguous geographic area of the institution (e.g., a street or sidewalk) and is adjacent to a facility owned or controlled by the District.

- B. The policies for making timely warning reports to members of the campus community regarding the occurrence of the crimes listed above, and which are considered by the institution to represent a threat to students and employees.
 - C. A list of administrators to whom reports of criminal offense may be reported. This statement must also disclose whether the institution has policies or procedures that allow victims or witnesses to report, for inclusion in the annual report, on a voluntary, confidential basis.
- 2. A statement of policies concerning security and access to campus facilities and security considerations used in the maintenance of campus facilities.
 - 3. A statement of policies concerning campus law enforcement including:
 - A. The enforcement authority of security personnel, their working relationship with the state and local police, including whether the District has agreements with such agencies, such as written memoranda of understanding, for the investigation of alleged criminal offenses, and whether campus security has the authority to arrest;
 - B. The policies which encourage accurate and prompt reporting of all crimes to campus police and the appropriate police agencies; and

- C. The policies that describe procedures, if any, that encourage counselors, if and when appropriate, to inform of procedures of reporting crimes, for inclusion in the annual report, on a voluntary, confidential basis.
4. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and to encourage students and employees to be responsible for their own security and the security of others.
 5. A description of programs designed to inform students and employees about the prevention of crimes.
 6. A statement of policy regarding the possession, use, and sale of alcoholic beverages. This statement shall also include state underage drinking laws as well as federal and state enforcement of the possession, use, and sale of illegal drugs. The institution must also include a description of any drug or alcohol abuse education programs as required under 20 U.S.C. 1011i.
 7. A statement advising the community of where it may obtain information about registered sex offenders.
 8. A statement of policy regarding the institution's campus sexual assault prevention programs and procedures to follow when a sex offense occurs. This statement must include all of the following:
 - A. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses.
 - B. The procedures students should follow if a sex offense occurs, including: who should be contacted, the importance of preserving evidence for proof of the criminal offense, and to whom the alleged offense should be reported.
 - C. Information on a student's option to notify proper law enforcement authority (including on-campus and local police) and a statement that institutional personnel will assist the student in notifying these authorities, if the student so desires.
 - D. A notification to students of existing on and off campus counseling, mental health, or other student services for victims of sex offenses.
 - E. A notification to students that the institution 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.
 - F. The procedures for campus disciplinary action in cases of an alleged sex offense. Included must be a clear statement that both the accused and the accuser are entitled to have others present during a disciplinary proceeding, in accordance with the District's student discipline procedures (Board Rule 91101), and that both the accuser and the accused will be informed of the final determination of

that proceeding. Disclosure of this information does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).

- G. A description of sanctions the institution may impose following an institutional disciplinary proceeding involving rape, acquaintance rape, or other forcible or nonforcible sex offenses.
9. A statement of policies regarding immediate emergency response and evacuation procedures, including the use of electronic and cellular communication (if appropriate). This statement must include the following:
- A. The procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on campus, unless issuing a notification will compromise efforts to contain the emergency.
 - B. A description of the process used to (1) confirm that there is a significant emergency or dangerous situation, (2) determine the appropriate segment or segments of the campus community to receive a notification, (3) determine the content of the notification, and (4) initiate the notification system.
 - C. A statement that the institution will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond, or mitigate the emergency.
 - D. A list of the titles of administrators responsible for carrying out the process described in Section 9(B), above.
 - E. The procedures for disseminating emergency information to the larger community.
 - F. The procedures to test the emergency response and evacuation procedures on at least an annual basis, including (1) tests that may be announced or unannounced, (2) publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year, and (3) documenting, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.