



## **AMERICAN CAREER COLLEGE**

### **CRIME AWARENESS AND CAMPUS SECURITY REPORT**

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

#### **Procedures for Reporting Crimes**

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

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

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

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

## **Campus Security Policies**

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

- ACC contracts with Allied Barton Security, Inc. to provide security on campus as well as at remote parking facilities. Security guards at the LA & Anaheim campuses are on duty from 6:30 am – 11:00 pm, Monday through Thursday; and from 6:30 am – 6:00 pm on Fridays, with additional security provided as needed on holidays and weekends. Ontario security guards are on duty 24 hours per day and seven days per week.
- Prompt re-keying of locks when keys are lost or stolen.
- Prompt reporting of all incidents.
- Staff and student awareness training.
- One-way locking doors in high rise areas.
- Students & staff are provided space in garage area to wait for rides, rather than on the street (LA campus only).
- Monitoring visitors to the building.
- Security guards and shuttle services available to escort students/staff to remote parking facilities as needed.

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

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

## **Campus Law Enforcement**

While the ACC enforces its' campus security policy at all times, it will not tolerate any criminal activity under any circumstances. Any and all crime occurrences on campus, at

non-campus facilities and property owned or controlled by ACC and on public property within or immediately adjacent to and accessible from the campus that is reported to the campus security official will be immediately reported to the appropriate law enforcement agency. Note - campus security officials do not have the authority to arrest individuals. Any and all crimes committed by a student, faculty or staff member will result in immediate dismissal from ACC.

### **Drug and Alcohol Abuse Policy**

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

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

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

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

### **Sexual Harassment/Assault Policy**

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

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

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

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

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

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

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

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

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

### **Crime Disclosures**

ACC's annual campus security report contains the disclosure of crime occurrences for the three most recent calendar years. The most recent report is dated October 1, 2009 and discloses the number of crime occurrences in the following categories:

- a. criminal homicide, including murder and non-negligent manslaughter and negligent manslaughter;
- b. sex offenses, including forcible sex offenses, and non-forcible sex offenses;
- c. robbery;
- d. aggravated assault;
- e. burglary;
- f. motor vehicle theft;
- g. arson;
- h. separately by category of prejudice, each crime listed above and any crime involving bodily injury reported to local police agencies or to a campus security authority that

- shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability (also referred to as hate crimes); arrests for violations of liquor and drug law violations, and illegal weapons possession; and
- i. persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.

### **Crime Statistics**

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

The following chart reflects ACC's crime statistics for the three most recent calendar years, as reported in the crime log maintained by each campus security authority. Crime statistics are reported by means of three separate categories by location:

- 1 On Campus
- 2 In or on a non-campus building or property
- 3 On public property

<b>CRIME STATISTICS</b>					
<b>Los Angeles Campus</b>					
<b>Criminal Offense</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>Location (1, 2, or 3)</b>	<b>Hate Crime? (Y or N)</b>
<b>Murder/Non-negligent Manslaughter</b>	0	0	0		
<b>Forcible Sex Offenses (including rape)</b>	0	0	0		
<b>Non-Forcible Sex Offenses</b>	0	0	0		
<b>Robbery</b>	7	3	0	1,2	N
<b>Aggravated Assault</b>	0	0	1	1	N
<b>Burglary</b>	1	0	1	1,1	N
<b>Motor Vehicle Theft</b>	0	0	0		
<b>Arson</b>	1	0	0	3	N
<b>Negligent Manslaughter</b>	0	0	0		

<b>VIOLATIONS</b>					
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>Arrested (Y or N)</b>	<b>Referred for Campus Disciplinary Action? (Y or N)</b>
<b>Liquor Law Violations</b>	0	0	0		
<b>Drug Law Violations</b>	0	0	0		
<b>Weapons Law Violations</b>	0	0	1	Y	N

**Student Services Department at Los Angeles Campus: 323-906-2216**  
**Human Resources Department: 714-415-6500**

<b>CRIME STATISTICS</b>					
<b>Anaheim Campus</b>					
<b>Criminal Offense</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>Location (1, 2, or 3)</b>	<b>Hate Crime? (Y or N)</b>
<b>Murder/Non-negligent Manslaughter</b>	0	0	0		
<b>Forcible Sex Offenses (including rape)</b>	0	0	0		
<b>Non-Forcible Sex Offenses</b>	0	0	0		
<b>Robbery</b>	5	0	4	1,1	N
<b>Aggravated Assault</b>	2	0	1	1	N
<b>Burglary</b>	1	0	0	1	N
<b>Motor Vehicle Theft</b>	2	0	0	1	N
<b>Arson</b>	0	0	0		
<b>Negligent Manslaughter</b>	0	0	0		

<b>VIOLATIONS</b>					
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>Arrested (Y or N)</b>	<b>Referred for Campus Disciplinary Action? (Y or N)</b>
<b>Liquor Law Violations</b>	0	0	0		
<b>Drug Law Violations</b>	0	0	0		
<b>Weapons Law Violations</b>	0	0	0		

**Student Services Department at Anaheim Campus: 714-784-4629**  
**Human Resources Department: 714-415-6500**

<b>CRIME STATISTICS</b>					
<b>Norco/Ontario Campus</b>					
<b>Criminal Offense</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>Location (1, 2, or 3)</b>	<b>Hate Crime? (Y or N)</b>
<b>Murder/Non-negligent Manslaughter</b>	0	0	0		
<b>Forcible Sex Offenses (including rape)</b>	0	0	0		
<b>Non-Forcible Sex Offenses</b>	0	0	0		
<b>Robbery</b>	0	0	0		
<b>Aggravated Assault</b>	0	0	0		
<b>Burglary</b>	0	0	0		
<b>Motor Vehicle Theft</b>	0	0	0		
<b>Arson</b>	0	0	0		
<b>Negligent Manslaughter</b>	0	0	0		

<b>VIOLATIONS</b>					
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>Arrested (Y or N)</b>	<b>Referred for Campus Disciplinary Action? (Y or N)</b>
<b>Liquor Law Violations</b>	0	0	0		
<b>Drug Law Violations</b>	0	0	0		
<b>Weapons Law Violations</b>	0	0	0		

**Student Services Department at Ontario Campus: 951-739-0788**  
**Human Resources Department: 714-415-6500**