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Policy Statement Addressing Preparation of Disclosure of Crime Statistics

Policy For Reporting The Annual Disclosure of Crime Statistics

The Career Care Institute Office of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.careercareinstitute.com. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the designated campus officials (including but not limited to directors, deans, department heads, and local law enforcement agencies). These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Student Health Services) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. A procedure is in place to anonymously capture crime statistics disclosed confidentially during any such report. Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty and staff receive similar notification with their paycheck. Copies of the report may also be obtained at the Office of the Campus Director located at the main administrative office or by calling (661) 942-6204. All prospective employees may obtain a copy from Human Resources in the Administrative Offices. A partial version of this report is located in the Student Handbook/Catalog.

Campus Safety Policies

The Career Care Institute Campus Safety policies have been prepared to increase Career Care Institute's community's awareness of current programs that exist to protect its members' safety and well-being and to satisfy the requirements of the Safe and Drug Free Schools and Communities Act and Clery Act. The information included relates to the following:

- Annual crime statistics
- Safety and awareness
- Crime prevention
- Drug and alcohol abuse
- Health risks
- Available counseling programs

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- Prohibited use or distribution of drugs and alcohol
- Legal affects of drug and alcohol use
- Emergency Mass Notification
- Information related to campus safety

The information is intended to provide a general description of the Career Care Institute campus safety policies; however, it is not intended to serve as a contractual agreement between the institution and the recipient. Additionally, the institution will disseminate and publicize, for each of its campus locations, crime statistics from the most recent calendar year and two preceding calendar years.

Policy Statement Addressing Voluntary Confidential Reporting Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the institution or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the institution can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Policy Statement Addressing Limited Voluntary Confidential Reporting CRIME REPORTING

The CCI Campus Safety Office encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Campus Safety Office cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities, as identified above.

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Safety Office in a timely manner. To report a

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crime or an emergency on campus, report to the main administrative office or call 661-942-6204. To report a non-emergency security or public safety related matter, report to the main administrative office or call 661-942-6204. In response to a call, Campus Safety Office officials will take the required action, calling the police or asking the victim to report to the Los Angeles County Sheriff's Department to file an incident report. All on-campus incident reports are forwarded to the Dean of Students office for review and potential action by Campus Director. The Campus Director will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Campus Director. If assistance is required from the local Police Department or the Fire Department, the Campus Safety Office will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including school officials, will offer the victim a wide variety of services. Antelope Valley Hospital has a Sexual Assault Response Team that has trained members who are available to assist a victim 24 hours a day. This publication contains information about on-campus and off campus resources. That information is made available to provide CCI community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for CCI. Crimes should be reported to the Campus Safety Office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Antelope Valley Rape Crisis Center would not be included in the CCI crime statistics.

Career Care Institute expressly reserves the right to modify or to adopt additional campus policies and procedures relating to campus safety, at anytime without notice.

Sex Offense Policy

Policy

Career Care Institute seeks to provide a community for students that promote personal growth and development. The institution asserts that respect for the rights and dignity of all people must be protected. This goal is an integral part of all aspects of institutional life and is essential to our learning environment and academic community.

It is the policy of Career Care Institute, consistent with aforementioned beliefs and values that any sex offense is prohibited and will not be tolerated. Thus, the institution reserves the right to pursue disciplinary action for sex offenses against students without regard to prosecution by criminal justice authorities. The Sex Offense Policy covers violations committed by students at Career Care Institute

All students should be aware of the consequences of sex offenses. The institution urges a person

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who believes a sex offense has been perpetrated against him/her to seek assistance from any of the available on-campus or off-campus resources.

Definitions

Sexual Assault, Non-Consensual Sexual Contact, Sexual Exploitation, Sexual Harassment, and/or Stalking can be committed by a man, woman, or group against a person or persons of the same or opposite sex. These offenses can be committed by strangers, current or former partners, friends, and acquaintances.

Sexual Assault is engaging in, or attempting to engage in, oral, vaginal, or anal penetration through any means (i.e., penis, tongue, finger, foreign object, etc.) without the consent of the other person.

Non-Consensual Sexual Contact includes any touching of any sexual body parts (i.e., breasts, buttocks, groin, genitals, mouth, etc.) or the touching of another with these body parts without consent. It also includes disrobing or exposure of another without consent.

Sexual Exploitation occurs when one engages in activity of a sexual nature which involves another person, other than Sexual Assault and Non-Consensual Sexual Contact, without the other person's consent. Examples of sexual exploitation include (but are not limited to): the non-consensual filming, photographing or otherwise recording and/or transmission of sexual activity or nudity; voyeurism or complicity in voyeurism; the knowing transmission of a sexually transmitted infection.

Sexual Harassment means any unwelcome sexual advances, requests for sexual favors, offensive references to gender or sexual orientation or other conduct of a sexual nature when:

- Toleration of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, professional or student status; or
- Toleration of or rejection of such conduct is used as the basis for employment or academic decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.
- Sexual harassment can be verbal, written, physical or pictorial in nature.

Stalking is a pattern of two or more incidents of unwanted attention, harassment, contact, or course of conduct directed at a specific person that would cause reasonable persons to fear harm to their physical health, mental or emotional health, safety, friends, family or property. Stalking

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may include, but is not limited to telephone calls, text messaging, social networking, instant messaging, monitoring behavior, being in physical proximity to the person, or taking pictures.

Incapacitation is defined as being in a state in which a person sufficiently lacks the cognitive ability to realize that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation.

Institutional Consent Standard

- Consent is the freely given and mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is mutually understandable when a reasonable person would consider the actions of the parties to have manifested an agreement to engage in the particular sexual activity. In the absence of mutually understandable affirmative words or actions, it becomes the responsibility of the initiator (the person who wants to engage in a specific sexual activity) to obtain affirmative consent from the other partner.
- Consent once given, may be withdrawn. If one partner initially offers words or actions that indicate consent, that partner may withdraw consent by indicating by word or action that consent has been discontinued.
- Consent for one sexual activity does not indicate consent for other forms of sexual activity. Similarly, past sexual consent does not imply future consent.

Capacity for Consent

- Consent can only be given by those with capacity to consent. Minors younger than 16 do not have the capacity to consent to sexual activity. For adults, capacity to consent is on a case by case basis. Mentally disabled persons and physically incapacitated persons may not have the capacity to give consent. One may be incapacitated temporarily as a result of mental illness, unconsciousness, or as a result of alcohol or drug consumption.
- One may not engage in sexual activity with another person when one knows or has reasonable cause to believe that person to be incapacitated due to alcohol or drug consumption or other incapacitation.

Coercion

- Consent which is obtained through the use of fraud or force, whether by physical force, threats, intimidation or coercion is invalid.

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Applicability

This policy applies to all CCI students. All students are encouraged to report alleged sex offenses as soon as possible. Sex offenses may be reported whether they occurred on-campus, at a institutionally sponsored event, or off-campus.

Confidentiality and Reporting

To the extent possible, the institution will maintain the confidentiality of all parties involved in alleged sex offenses. Confidentiality, however, cannot be guaranteed. All institutional employees must contact CCI's Campus Safety Department or the Title IX Coordinator when an allegation of a sex offense has been made.

Consequences

Any student found responsible for a violation of the Sex Offense Policy will be subject to disciplinary action up to, and including, expulsion. Specific conduct procedures may be found in the Disciplinary Actions Standards Manual. Even if CCI members are not criminally prosecuted, the institution can pursue disciplinary action.

In accordance with the Student Code of Conduct, the institution reserves the right to impose an interim suspension on any student accused of a sex offense pending the outcome of an investigation and/or conduct hearing. The institution reserves the right to issue a no-contact directive to the students involved pending the outcome of a conduct hearing.

Any student found to be harassing or intimidating another who has filed a sex offense complaint, faces serious disciplinary consequences as outlined in the Disciplinary Actions Standards Manual.

Information about Sexual Assault

This guide is to help you understand the options and rights available to you as a victim of rape/sexual assault.

If you are currently in an abusive relationship, remember to keep this information in a safe place where your partner cannot find it. If you feel unsafe at any time, call 911 or campus police.

REMEMBER: Sexual assault is NEVER the victim's fault. You deserve to feel safe and supported.

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Sexual Assault – Any sexual act directed against another person, forcibly and/or against that person’s will; or where the victim is incapable of giving consent. This includes Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, and Forcible Fondling.

REMEMBER: You cannot consent to any sexual activity while incapacitated by alcohol or drugs, while passes out, sleeping, or if you are unaware of what’s going on.

Consent is mutual and informed!

What to do if you are sexually assaulted:

Get to a safe place away from your perpetrator as soon as possible.

Call your local Rape crisis center or victim service agency to obtain an advocate. Advocates may be present during any medical, police or legal meeting you wish for an advocate to be present. Advocates can help you navigate the medical and criminal justice systems as well as provide information and support.

Seek medical attention – Even if no outward injuries exist, it is important to be checked by a medical professional. Forensic exams are done specially trained nurses in the emergency room and are free for victims of sexual assault and do not go through the victim’s insurance. Exams may preserve crucial evidence should you choose to report, through reporting to police is NOT necessary in order to have an exam completed.

Consider reporting to police and/or or your institution.

Know Your Rights on Campus!

To be safe and free from a hostile environment

To say ‘NO’ at ANY time

To take legal action when a crime is committed against you

To work with police, campus officials and the prosecutor

To be notified of counseling and other support services from the college and local resources

To reasonable changes in academic and living situations

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To the same opportunity as the accused to have others present in any institutional disciplinary proceeding

To unconditionally be notified of the final results of any institutional disciplinary proceeding

To have your name kept confidential, check your college or institution's sexual assault policy for more information specific to your school

**** Institutions may provide additional rights for both students and students who are crime victims. Please see your school's policies and procedures for more information. Institutions must also follow through with any additional rights stated.**

Process

Option 1 – Pursue Campus Disciplinary Charges

Report to a campus official such as the Dean of Students or Campus Director or Title IX Coordinator

You have a right to your report investigated and this may take several days to several weeks

A public warning may be issued to help keep you campus safe. Your name and info will be kept confidential and you will be notified

Depending on complexity and jurisdiction, local law enforcement may be involved.

Ask campus personnel to be sure a "no contact" order for campus is in place

Report forwarded to the office responsible for student or employee discipline

Office responsible for disciplinary action follows up

Conduct hearing may take place

You are entitled to the same opportunity to have support a person or persons present as the accused

If the accused is found responsible, then appropriate sanctions will be determined. You and the accused are notified of the outcome and any sanctions. You have the right if and with whom you will share some or all of this information.

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Option 2 – Pursue Criminal Charges

If you would like their assistance, Campus personnel must assist you in reporting to campus or local law enforcement

Ask campus personnel to be sure a “no contact” order for campus is in place

An anonymous warning may be issued

Investigation is conducted by campus or local law enforcement

Investigation report is forwarded to local prosecutor’s office for possible prosecution

Prosecution occurs in the criminal courts

You are entitled to rights and have advocate present for all police, prosecutor and court appointments as provided by state law

Option 3 – Pursue Both Institutional and Criminal Charges

Process of Option 1 and 2 occur simultaneously. Institutional and Criminal adjudication process occur independently, college or institution should not refuse to act while awaiting the outcome of criminal case.

Option 4 – Report Assault but Choose not to Pursue Charges

If you wish to have a “no contact” order in place, you must request from the appropriate office. An institutional “no contact” order is for campus only. In some situations, you may be able to obtain a protective order that extends off-campus through a local court.

Anonymous warning may be issued.

Counseling and support services are still available and encouraged. You still have rights on campus

Reporting Problems

During the investigation, it is important to cooperate with law enforcement. However, if you are unhappy with the responding officer or investigation at any time, you have the right to ask for a supervisor to respond.

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If you feel you have been wronged in any way, or if you believe the responding officer has behaved unethically or failed to sufficiently follow up with the report, you can consider filing a formal complaint with the Internal Affairs Unit.

If you still feel you are not being heard or that the police department is violating the law, you can contact the state Attorney General's office to file a complaint.

You always have the right to seek legal counsel.

** For problems with campus administration, see your school's policy for filing formal complaints, and consider outside contacting law enforcement (state/local)

If your rights are not upheld or you are treated inappropriately at any time after reporting a sexual assault to your institution, you may be able to file a Jeanne Clergy Act complaint, a Title IX complaint or both with the U.S Department of Education. Please see www.securityoncampus.org for more information

Local Resources:

Campus Safety Office: located in the administrative offices 661-942-6204

Dean of Students/Student Affairs: Administrative offices

Local Police: 661-948-8466

Campus Director: Main administrative offices 661-942-6204

Local Rape Crisis Center: 661-723-7273

Local Domestic Violence Center: 661-945-3136

National Resources:

RAINN (24-hr hotline, online hotline, referrals) 1-800-656-HOPE
ww.rainn.org

Security on Campus, Inc
1-888-251-7959
www.securityoncampus.org

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Statement of Policy on Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The Act also mandates that sex offenders who are already required to register in a state to provide notice of each institution of higher education in that state at which the offender is employed or is a student.

To learn the identity of registered sex offenders on or near a campus, or anywhere in the United States, visit the Sex Offender databases at <http://www.sexoffender.com> or <http://nsopr.gov>. You can search by city, county, or zip code. This information is collected by other agencies and this institution cannot guarantee this information is correct or complete. The information provided here is intended to be in compliance with the Campus Security Act and for campus safety purposes only. It should not be used to intimidate, threaten, or harass. Misuse of this information may result in prosecution.

Emergency Mass Notification Policy

Career Care Institute has established an emergency mass notification process that includes emergency escalation processes, mass notifications and supporting systems. These processes enable CCI, and its branch locations to contact or send notices, alerts or warnings without delay to employees for CCI and students upon the confirmation of a significant emergency or dangerous condition involving an immediate threat to the health or safety of students or employees occurring on the campus. Some or all of these systems/components may be activated in the event of an immediate threat to the CCI campus community, depending on the location and type of emergency. Methods of notification include e-mails, voice messages on institutional office phones, emergency text messages, an indoor speaker notification system. The fire alarm system automatically contacts a company, which in turn calls 911. CCI will post updates during a critical incident on the CCI Facebook site and on the emergency phone line (*presently under development.*) Members of the larger community who are interested in receiving information about emergencies on campus should sign up for the emergency text message system and should use the Facebook site for obtaining updates in the event of an emergency on campus.

All members of the CCI community are notified on an annual basis that they are required to notify the Office of Campus Safety of any situation or incident on campus that involves a

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significant emergency or dangerous condition that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. The Office of Campus Safety has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous condition. In addition, the Office of Campus Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The Office of Campus Safety will immediately notify the Office of Media Relations. The two offices will collaborate to determine the content of the message and will use some or all of the systems described above to communicate the threat to the Campus Community or to the appropriate segment of the community. If the threat is limited to a particular building or segment of the campus, the offices will, without delay and taking into account the safety of the campus, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to the City Police Department and Fire and Emergency Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Drug and Alcohol Abuse Prevention

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug Free Schools and Communities Act.

All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class or meeting with campus personnel is prohibited and may be subject to disciplinary action. All drug and alcohol abuse policies, prevention and referrals can be found in the Student Handbook/Catalog.

Standards of Conduct

The institutional community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on

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property owned or otherwise controlled by Career Care Institute. If an individual associated with the institution is apprehended for violating any drug- or alcohol-related law when on institutional property, or participating in a institutional activity, the institution will fully support and cooperate with federal and state law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the institution and the state laws will be enforced.

Also, intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the institution.

Pell Grant

Federal guidelines state the grantee must certify that he or she will not engage in unlawful activities related to controlled substances during the period covered by the grant.

The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes," the institution will send a worksheet in the mail to determine if your conviction affects your eligibility for aid.

Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

More information about federal penalties and sanctions is located at usdoj.gov/dea/agency/penalties.htm.

Penalties for Drug Convictions

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Possession of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for

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federal financial aid from the date of conviction.

Sale of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

How to Regain Eligibility

A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon successful completion of a qualified drug rehabilitation program or passes two unannounced drug tests given by such a program.

A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon successful completion of a qualified drug rehabilitation program that must

- Include at least two unannounced drug tests;
AND
- Have received or be qualified to receive funds directly or indirectly under a federal, state, or local government program.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program, passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record.

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the institution is not required to confirm the reported information unless conflicting information is determined.

Convictions During Enrollment

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify the Financial Aid Department immediately, become ineligible for further federal financial aid and repay federal financial aid received after the conviction.

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Institutional Sanctions for Alcohol and Drug Violations

Any member of the institutional community found consuming or selling drugs on institutional property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the institution.
- In all cases, the institution will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The institution has adopted a zero tolerance policy regarding underage drinking.

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