

# **Valley College of Medical Careers (VCMC)**

## **Annual Security Report**

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990. This law required all institutions participating in Federal Student Aid programs to publish and distribute to all current students and employees an annual report of security policies and crime statistics. The law was amended in subsequent years. The 1998 amendments renamed the law "*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*" (Clery Act) in memory of a student who was slain in her dorm room in 1986. The Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law. VAWA includes the most recent amendments to the Clery Act.

### **Preparation of the Annual Campus Safety and Security Report and Crime Statistics Disclosure (Report)**

Valley College of Medical Careers ("VCMC") is dedicated to providing a safe and healthy environment for students and staff as well as any visitors to our campus. VCMC prepares, submits and publishes this report annually in compliance with the Clery Act, which requires schools to disclose information about the following categories of crimes occurring on or around their campus:

1. Primary crimes (including murder and non-negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft and arson)
2. Arrests for liquor law violations and illegal weapons possession
3. Hate crimes recorded by category of bias
4. Dating violence, domestic violence and stalking crimes

The Report is prepared by the Director in cooperation with the appropriate police department district for statistics and the institution's "Daily Incident Log."

### **Annual Notification of the Report**

The Report is posted on VCMC's website at [www.vcmc.edu](http://www.vcmc.edu) annually, each October 1, the report is distributed via email to all current students and employees. Paper copies of the report may also be obtained through the Admissions Department. Prospective students and employees are provided with a notice of the availability of the report, including the exact URL for where the report is posted, a description of its contents and a statement that the institution will provide a paper copy of the report upon request. Any interested party may obtain a copy of the report from the VCMC website.

### **Campus Access and Security**

VCMC is located in an office building complex, which provides public access to other tenant businesses and their visitors. Parking lots are lighted at night as are building entrances. The normal exercise of personal awareness of surroundings in any public area is recommended while on campus during daylight and evening hours.

Only students, employees and other parties having business with this institution should be on institutional property (3<sup>rd</sup> floor) where instruction takes place. Staff, faculty, students and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify the purpose of their visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. When the school closes for the night, the school's official or evening instructor will inspect each room to see that it is empty and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

VCMC does not have its own campus law enforcement or security department. Administrative and faculty personnel have enforcement authority regarding all school policies and procedures, work closely with state and local law enforcement agencies regarding the reporting of criminal activity, and promote accurate and prompt reporting of all crimes to the appropriate law enforcement agencies, who have jurisdiction on campus. There is no written memorandum of understanding between VCMC and the local law enforcement agencies.

### **Campus Security Authorities**

VCMC's policy designates the following individuals as Campus Security Authorities (CSA):

- ☐ Campus Director
- ☐ Director of Student Services
- ☐ Director of Admissions
- ☐ Director of Financial Aid
- ☐ Program Directors

In the event of criminal activity or behavior, any employee of VCMC may be notified. As Campus Security Authorities, these members of the college's administration receive training annually. Campus Security Authorities do not have the authority to arrest persons.

### **Title IX Coordinator**

Incidents triggering potential Title IX, or sexual discrimination implication, including sexual violence, will be reported to the Title IX Coordinator: Stephanie Calnek, Director of Student Services/Title IX Coordinator, (818) 883-9002, 8839 Topanga Canyon Blvd. 3<sup>rd</sup> Floor, West Hills, CA 91304.

### **Registered Sex Offenders**

Law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained by contacting the California Office of the Attorney General at their website (<https://www.meganslaw.ca.gov>) for information concerning registered sex offenders.

## **Violence Against Women Act (VAWA)**

On March 17, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) which amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). After negotiated rulemaking committee reached consensus, the final regulations went into effect July 1, 2015.

Each year, the campus will report statistics for domestic violence, dating violence, sexual assault and stalking in accordance with the definitions used in section 4002 (a) of the Violence Against Women Act of 1994. Beginning in 2014, the campus has added VAWA to our institutional crime log and will begin reporting the information. All perspective and continuing students and employees will be provided a training prevention program at the time of hire and/or as part of new student orientation.

VCMC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking.

### **Federal VAWA Definitions**

The following definitions are used for purposes of reporting dating violence, domestic violence, sexual assault and stalking under the Clery Act as amended by VAWA.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- 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.<sup>1</sup>

Domestic Violence - A felony or misdemeanor crime of violence committed –

- (A) By a current or former spouse or intimate partner of the victim;
- (B) By a person with whom the victim shares a child in common;
- (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- (D) 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
- (E) 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.<sup>2</sup>

<sup>1</sup> 34 C.F.R. § 668.46(a).

<sup>2</sup> Id

Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape.

- 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.<sup>3</sup>
- Fondling - The touching of the private body parts of another person for the purpose 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.<sup>4</sup>
- Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.<sup>5</sup>
- Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.<sup>6</sup>

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- A. Fear for the person’s safety or the safety of others; or
- B. Suffer substantial emotional distress

For the purposes of this definition –

(A) “Course of conduct” means two or more acts, including, but not limited to, acts in 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.

(B) “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

(C) “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.<sup>7</sup>

## State Definitions

The following definitions reflect California state law and may be different from the federal definitions above. The federal definitions are used for purposes of reporting crime statistics as mandated by the Clery Act as amended by VAWA. It is important to be aware of state law definitions that govern criminal proceedings.

Dating Violence - Included within the definition of domestic violence as set forth in California Penal Code § 13700.

Domestic Violence - “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”

<sup>3</sup> Definition from the Summary Reporting System (SRS) User Manual from the FBI’s UCR Program.

<sup>4</sup> Definition from the NIBRS User Manual.

<sup>5</sup> Id.

<sup>6</sup> Id.

<sup>7</sup> § 668.46(a).

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 spouses,
- (5) the continuity of the relationship, and
- (6) the length of the relationship.

“Abuse” means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.<sup>8</sup>

Sexual Assault (Defined under the Clery Act to be an offense that meets the definition of rape, fondling, incest, or statutory rape):

- Rape – 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 is 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:
    - a. Was unconscious or asleep.
    - b. Was not aware, knowing, perceiving, or cognizant that the act occurred.

<sup>8</sup> Cal. Penal Code § 13700 (a), (b).

- c. Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.
  - d. 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 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.
  - a. As used in this section, "duress" means a 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, are factors to consider in appraising the existence of duress.
  - b. As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.<sup>9</sup>

• Sexual Battery (Fondling) –

(A) 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.

(B) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.

(C) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery.

(D) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery.

(1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery.

(2) As used in this subdivision, "touches" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

(F) As used in subdivisions (a), (b), (c), and (d), "touches" means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.

(G) As used in this section, the following terms have the following meanings:

(1) "Intimate part" means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.

(2) "Sexual battery" does not include the crimes defined in Section 261 or 289.

(3) "Seriously disabled" means a person with severe physical or sensory disabilities.

(4) "Medically incapacitated" means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.

(5) "Institutionalized" means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.

(6) "Minor" means a person under 18 years of age.<sup>10</sup>

Incest - 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.<sup>11</sup>

<sup>10</sup> § 243.4.

<sup>11</sup> § 285.

## Statutory Rape –

(A) 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 purposes 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.

(B) Any person who engages in an act of unlawful sexual intercourse with a minor who is not more than three years older or three years younger than the perpetrator, is guilty of a misdemeanor.

(C) Any person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.

(D) Any person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.<sup>12</sup>

(E) Any person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.

(F) Any person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.<sup>12</sup>

## Stalking –

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

(B) For the purposes of this section, “harasses” means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.

(C) For the purposes of this section, “course of conduct” means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct.”



(D) For the purposes of this section, “credible threat” means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of “credible threat.”

(E) For purposes of this section, the term “electronic communication device” includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers. “Electronic communication” has the same meaning as the term defined in Subsection 12 of Section 2510 of Title 18 of the United States Code.

(F) This section shall not apply to conduct that occurs during labor picketing. . . .

(G) For purposes of this section, “immediate family” means any spouse, parent, child, any person related by consanguinity or affinity within the second degree, or any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household.<sup>13</sup>

Consent in reference to sexual activity is defined under California law as the following: In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, “consent” shall be 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 in a prosecution under Section 261, 262, 286, 288a, or 289.

Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.<sup>14</sup> In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.<sup>15</sup>

<sup>13</sup> § 646.9.

<sup>14</sup> § 261.6.

<sup>15</sup> § 261.7.

## **Bystander Intervention**

If you are the bystander to domestic violence, dating violence, sexual assault or stalking, below

are some options for the 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 ([www.nsvrc.org/organizations/state-and-territory-coalitions](http://www.nsvrc.org/organizations/state-and-territory-coalitions))
- If you see or hear something and you do not feel safe, contact the police.

## **Risk Reduction and Ongoing Awareness**

VCMC provides risk reduction and ongoing awareness through orientation of new staff and perspective and ongoing students. In our orientation program, staff and students are provided information on general crime prevention, how to interrupt situations of harm and the appropriate notification system when an act occurs.

## **Sanctions**

Students found responsible for violating any of the College's policies may receive disciplinary sanctions. The fundamental principle guiding the imposition of sanctions in the student discipline system is founded in the College's effort to balance upholding community standards with the educational development of its students in addressing individual behavior.

The sanctioning regimen is designed to reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of the offender. The mechanism within which offenders can reflect upon their actions and their impact on both themselves and restoration of the offender to good standing within the community provided the safety of the community is not jeopardized by the individuals' presence or return. The sanctions listed below is not meant to be exhaustive.

- Suspension from campus
- Dismissal from the College

The final determination of the appropriate sanction is done by the Campus Leadership.

Employees found responsible for violating the College's policies may receive disciplinary sanctions that could include a written warning, final written warning and/or dismissal from employment depending on the specific violation of the College's policies. The final determination for employees is decided by the Human Resources department.

## **Preserving Evidence after a Sexual Assault**

Evidence of a sexual assault should be preserved as soon as possible after the incident, even if

the reporting student is unsure about reporting or filing criminal charges. A Sexual Assault Forensic Examination (SAFE) will preserve evidence and may be done up to 84 hours after an assault. A SAFE may be done regardless of whether the student receiving the examination wants to pursue criminal charges or may be helpful in obtaining a protection order. The student does not need to provide his/her name to police to have the exam and for the evidence to be preserved. Preserving evidence, including from a SAFE, does not obligate the student to pursue criminal charges or appear in court. Steps to preserve evidence:

- Do not shower or douche
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs
- If there was oral contact, do not smoke, eat, or brush teeth
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven’t changed, keep the original clothes on and bring an extra set to wear home from the hospital
- Go to a hospital with the capability of providing a SAFE exam and request the exam. The cost of a SAFE examination is paid for from a state fund

## **If you have been sexually assaulted:**

There are many resources for victims who are unsure what to do when dealing with domestic violence, relationship abuse and stalking. One option is the criminal justice system. Do not be afraid to call the police if you have been abused. The goal of the police and legal system is to provide some measure of safety for victims of violence and to provide information about additional resources, such as temporary living accommodations if necessary. One immediate alternative is to obtain a Temporary Restraining Order. If you have been recently threatened, hurt, or abused, or are being stalked by your current or former intimate partner, call 9-1-1 or 9-911. Tell the dispatcher that you are in danger and that you need help immediately.

The police are required to write an incident report for all domestic violence calls, even if the batterer has already left the scene. Although it is best to make the report as soon as possible, you may call the police anytime, even days or months, after you have been abused. Alternatively, you can contact a domestic violence and dating violence hotline at any time at 800-799-SAFE.

VCMC encourages individuals to report a sexual assault to the police having jurisdiction where the assault occurred. Additionally, victims are encouraged to seek guidance and support from professional resources.

## **Orders for Protection/No-Contact Orders**

Victims have a right to obtain an order of protection, a “no contact” order, a restraining order or a similar lawful order issued by a criminal court. VCMC does not issue orders of Protection nor can we comply or enforce those orders. If a student has already obtained an order of protection, a “no contact” order, or a restraining order, the student should contact the Campus Director. If the order involves another student, VCMC can discuss available options for attendance while the other party to the order is not on campus. If a student with or under such an order breeches the order, any VCMC administrator or the student should call the local authorities using the non-emergency numbers listed in Appendix A. In an emergency call 9-1-1 or 9-911.

To obtain an order of protection, a “no contact” order, or a restraining order, please contact the clerk of the court in your city or county to obtain the necessary forms for the protective order. Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Contact information for courts in an around campus can be found in Appendix A

## **Student Sexual Assault Survivor’s Bill of Rights**

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

Federal law entitles sexual assault victims to the following rights. The accuser and the accused have the same opportunity to have others present throughout disciplinary proceedings. Both parties shall be informed simultaneously in writing of the outcome of any disciplinary proceeding. Victims shall be informed of their options to notify law enforcement. Victims shall be notified in writing of health and mental health counseling services available on and off campus. Victims shall be notified in writing of options for changing academic and living situations, victim advocacy, legal assistance, transportation, working situations, visa and immigration assistance, student financial aid and other protective measures regardless of whether the victim reports the incident to law enforcement.

The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available.

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

## **Investigatory Proceedings**

Regarding any investigations, both the accuser and the accused are entitled to the same opportunities to have others present. Proceedings will include a prompt, fair, and impartial process from the initial investigation to the final result, be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The standards of evidence that will be used during an institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking are clear and convincing

evidence based on written statements, testimony, and institutional investigation reports. Both the accuser and the accused will be informed simultaneously in writing of the outcome. VCMC does not have an appeal process for on campus investigatory proceedings.

### **Sexual Assault, Rape, or Misconduct**

Any behavior that constitutes a sexual offense under this policy will subject the offender to disciplinary action and sanctions by VCMC, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. Prohibited conduct includes sexual assault, rape, attempted sexual assault or rape, indecent exposure, voyeurism, or possession or distribution of illegal pornography. In addition, sexual assault, rape and other sexual offenses are illegal under California criminal statutes and may be prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, sodomy, anal, or urethral penetration with any body part or object without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Lack of consent may result from inability because of mental impairment of the victim (due to, for example, intoxication), or physical helplessness of the victim (due to, for example, being asleep). Lack of consent may also result from intimidation (due to, for example, the aggressor's language, size, or threatened or actual use of force) that silences the victim. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that would lead to it.

Students will also be disciplined for other sexual offenses including which are criminal in nature or which violate other community standards.

Victims and witnesses of sexual offenses should be assured that care, confidentiality and consideration of the victim's wishes will be considered throughout the investigation. The administration is obligated to consider requests for changes in programs and/or class schedules if they are reasonably available. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the LAPD and the Campus Security Officer on duty. Victims should seek immediate medical assistance from West Hills Hospital and Medical Center.

### **Police and Medical Care**

Providence Urgent Care 7345 Medical Center Dr #600, West Hills, CA 91307	(818) 251-4010
West Hills Hospital and Medical Center 7300 Medical Center Dr, West Hills, CA 91307	(818) 676-4000
Topanga Community Police Station 21501 Schoenborn St, Canoga Park, CA 91304	(818) 756-4800
West Valley LAPD Station 19020 Vanowen St, Reseda, CA 91335	(818) 374-7611

### **Confidentiality**

A victim can seek assistance and support from physicians, psychotherapists, professional, licensed counselors, and clergy without triggering an Institutional investigation that could reveal the victim's identity or the fact of the victim's disclosure. However, see limited exceptions below regarding when these

professionals must report to local law enforcement agencies. These confidential professionals should explain these limited exceptions to victims, if applicable.

VCMC will be unable to investigate a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to (1) speak only to a treating physician, psychotherapist, professional counselor, or clergy member, and (2) maintain complete confidentiality. Even so, these individuals will assist victims in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a complaint with the Institution and a separate complaint with local police. If a victim insists on confidentiality, VCMC will likely not be able to fully assist the victim with academic support or accommodations or adjustments to course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with VCMC or report the incident to the police, and thus have the incident fully investigated. Counselors and advocates can provide victims with that assistance if requested.

### **Limited Exceptions to Confidentiality**

Under California law, any health practitioner employed in a health facility, clinic, physician's office, or local or state public health department or clinic is required to make a report to local law enforcement if they provide medical services for a physical condition to a patient/victim who they know or reasonably suspects is suffering from (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including Sexual Misconduct, Domestic Violence, and Dating Violence).

This exception does not apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims, if applicable.

Additionally, under California law, physicians, psychotherapists, professional counselors, licensed clinical social workers, clergy, and sexual assault and domestic violence counselors and advocates are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to victims, if applicable. Finally, some or all of these professionals may also have reporting obligations under California law to (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the sexual violence incident. If applicable, these professionals will explain this limited exception to victims.

Victims of sexual assault should:

- Seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection.
- Report such acts to the Campus Security Authorities and the Los Angeles Police Department. At the victim's request, officers or administrators will assist in the notification of local law enforcement. VCMC's disciplinary system may proceed against any alleged violator of institutional policy, whether state or federal criminal proceedings exist or are pending.

- Preserve any evidence of the assault for proof of a criminal offence.
- If necessary, seek counseling and/or emotional assistance and support. Speaking with a trained counselor can be critical to the emotional or mental well-being of the victim.

### **Making a Confidential Report**

If you are the victim of a crime and do not wish to pursue action within VCMC's system or the criminal justice system, you may still want to consider making a confidential report for the annual security report. With your permission, any of the Campus Security Authorities listed above 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 college can keep an accurate record of the number of incidents involving students, faculty or staff; 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 crime statistics of the college.

### **Important phone numbers for victims of sexual assault:**

California Coalition Against Sexual Assault (CALCASA)	(916) 446-2520
Rape, Abuse & Incest National Network (RAINN) Sexual Assault Hotline	(800) 656-4673
The National Domestic Violence Hotline	(800) 799-7233
Center for Victims of Crime Hotline	(866) 644-2882

### **Sexual Harassment and Equal Educational Opportunity**

VCMC provides an equal educational opportunity to all students and does not discriminate based on race, color, sex, sexual orientation, marital status, veteran's status, religion, national or ethnic origin, age, or disability in the administration of educational programs, admission and employment policies, scholarship and loan programs, and other school-administered programs. VCMC is dedicated to the mission that all human beings possess an inherent dignity. VCMC strongly condemns any unlawful or wrongful discrimination against the rights of others. Throughout the year, VCMC requires students to attend awareness programs for the prevention of rape, acquaintance rape, and other forcible and non-forcible sexual offences.

VCMC does not condone or tolerate any behavior (verbal, electronic, or physical) by an employee, student, or visitor that would constitute sexual harassment. Such behavior will subject the harasser to appropriate sanctions, including, but not limited to, counseling, suspension, expulsion, or civil or criminal action. Sexual harassment is a form of illegal discrimination referring to a wide range of inappropriate behaviors and/or unwanted conduct of a sexual nature that effectively denies the victim of the harassment the opportunity to work and/or study in a non-threatening, stress-free environment.

VCMC defines sexual harassment in the following ways: Sexual harassment shall include, but not be limited to, unwelcome sexual advances, direct or indirect sexual demands, requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature when:

- Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's educational success.
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

Furthermore, VCMC considers it a violation of an individual's rights to retaliate against a person who has initiated an inquiry or complaint having to do with abuse or harassment, and/or to instigate any other person to participate in such activity.

### **Reporting of Criminal Activity**

VCMC advises and encourages all students, faculty and associates who witness or personally experience crime while on campus to report their observations or experience to the nearest Campus Security Authority in-person or via and to local law enforcement. VCMC will respond to each report in an appropriate manner that is consistent with state and federal laws and regulations. In the case of an emergency, students, faculty and associates are advised to dial 9-1-1.

Prompt reporting to VCMC will assist in achieving a timely and appropriate response and ensure inclusion in the annual crime statistics reporting and disclosure. VCMC will assist victims in reporting the incident to the local police agency, if the victim so chooses. All reported incidents shall be recorded in VCMC's Daily Incident Log at 8399 Topanga Canyon Blvd., 3<sup>rd</sup> Floor, West Hills, CA 91304. The log includes the date, time, location, incident reported, and a disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

Information regarding any crimes committed on the campus or leased/attached properties (parking lots) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime, and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.



## **Pastoral and Professional Counselors**

VCMC does not provide on-campus professional or pastoral counseling services. However, staff or students whose well-being is negatively impacted by challenging circumstances are encouraged to seek off-campus professional and/or pastoral guidance. A professional or pastoral counselor is not required to report crimes for inclusion in the annual disclosure of crime statistics, but as a matter of VCMC's policy, they are encouraged to do so. Professional or pastoral counselors, as they deem appropriate, may counsel individuals on the procedures to report crimes on a confidential and voluntary basis for inclusion in the annual crime statistics. The decision to provide this information to the person being counseled is entirely within the counselor's professional discretion.

## **Drug-Free Schools & Workplace Policy**

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, this institution is hereby declared a drug and alcohol-free school and workplace.

As part of our institutional philosophy, VCMC is dedicated to the advancement and well-being of the student population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol. VCMC maintains drug and alcohol education information and a list of counseling and support services listed below.

Preamble to the Drug Free School and WorkPlace policy for the VCMC hereafter referred to as the "college", "institution", or "we".

This college embraces the spirit of the public law that requires colleges to provide a drug free campus and workplace. The college will abide by the law as outlined in the accompanying policy.

The college recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life: i.e., relationships, family, job, school, physical and emotional health.

Any student or employee, who suspects either they or someone else may be at risk, is invited to seek services, which can be of help.

VCMC maintains drug and alcohol education information and a list of counseling and support services which it considers an integral part of the Drug-Free Schools & WorkPlace Policy.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the college including grounds, parking areas, anywhere within the building (s), or while participation in school-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or we will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy by:

- Reporting the violation to law enforcement officials.

- Taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment
- Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.

In compliance with the law, this college will make a good faith effort to maintain drug and alcohol-free awareness program.

The following facts, health risks, and actions associated with unlawful use, possession, or distribution of illicit drugs and alcohol is provided by the California Department of Health. We consider the content an integral part of our drug-free school and workplace policy.

The Federal Government has recently taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws will affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug-related crimes on or near the public housing premises. Businesses with federal contracts are subject to loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, such as veteran's benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive. Drugs and alcohol are highly injurious to the person and can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, coma, convulsions, or even death.

People who use drugs and alcohol face not only health risks, but also their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being "burnt out," being preoccupied with plans for the next drink or "high", or slowed reflexes that can be especially dangerous while driving. Alcohol related driving deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- resistance to discipline at home or school
- uncharacteristic temper flare-ups
- getting into a "slump" at work or school
- increased "secret" type behavior
- increased borrowing of money
- abrupt changes in mood or attitude
- a complete set of new friends

We recommend that any person observing any of the above changes in either staff or students immediately notify the contact person named in this policy, or anyone else in authority at the college.

## HEALTH RISKS ASSOCIATED WITH USE/ABUSE OF ALCOHOL & OTHER DRUGS

Alcohol (ethanol, ethyl, booze, cocktails, brew, liquor, juice, drink)

### The Facts:

Alcohol is a drug. It acts as a central nervous system depressant. It is a colorless, inflammable, and intoxicating liquid which is absorbed into the bloodstream through the stomach and small intestine. It is the psychoactive ingredient in wine, beer, and distilled liquor.

Several factors influence the effects of alcohol, including the amount of alcohol consumed; the rate at which it is consumed; the presence of food in the stomach during consumption; and the individual's weight, mood, and previous experience with drug.

Alcohol can be very damaging when used in large amounts over a long period of time, or when drunk heavily in a short period of time ("binge" drinking).

### Possible Signs of Use/Abuse

Flushing (skin appears to be reddish); dulling of senses; staggering; double vision; dizziness; sudden mood changes; slurred speech; impaired coordination, reflexes, memory & judgment; clammy, cold skin; decreased body temperature; and impaired decision making

### Possible Health Risks of Use/Abuse

Malnutrition; lowered resistance to disease; irreversible brain or nervous system damage; gastrointestinal irritation; damage to liver, heart, and pancreas; addiction/alcoholism; coma; and death from overdose, injury or accident

For pregnant women: fetal alcohol syndrome (FAS) or fetal alcohol effects (FAE) which may cause miscarriage, premature birth, low birth rates, small size, facial deformation, and mental retardation in newborns.

Marijuana (Cannabis Sativa, grass, pot, weed, joint, reefer, Acapulco Gold, smoke, Mary Jane, dope, sinsemilla)

### The facts:

Marijuana is the common name for the hemp plant, Cannabis Sativa. A marijuana cigarette (joint) is composed of dried particles from the hemp plant.

The psychoactive ingredient in marijuana is tetrahydrocannabinol (THC). The amount of THC in a joint is what affects the user. THC is used medically as an anti-nauseate for cancer patients receiving chemotherapy.

Today's marijuana is more potent than the pot of the 1960's.

Hashish or hashish oil are derivatives from the cannabis sativa plant and produce similar effects as marijuana.

Possible signs of Use/Abuse of Marijuana:

Increased heart and pulse rate; bloodshot eyes; increased appetite; dryness in the mouth and throat; hallucinations, paranoia or panic; impaired memory; an altered sense of time; and decreased concentration, reaction time, and coordination

Possible Health Risks of Use/Abuse of Marijuana:

Damage to heart and lungs; damage to brain nerve cells; lung cancer; memory disorders; interference with psychological maturation; temporary loss of fertility in both women and men; psychological dependence; and bronchitis, infections, colds, and other viruses.

For pregnant women: premature birth of low birth weights

Cocaine (coke, snow, toot, white lady, flake, blow, Big C, Snowbirds, lady, nose candy)

The Facts:

Cocaine is an addictive drug. It is extracted from the leaves of the South American coca plant. It is a white powder that can be inhaled, injected, or smoked (free based).

Cocaine stimulates the central nervous system, increasing alertness and activity.

In order to extend a seller's supply and profits, cocaine sold on the streets is often mixed with other substances such as sugar, salt, cornstarch or possibly other drugs. Its unknown purity content increases the dangers of using cocaine.

Initially, users of cocaine experience a "high". But when the "high" wears off, a devastating "low" follows. To avoid this "low" users are often compelled to use more.

Possible Signs of Use/Abuse:

Euphoria; dilated pupils; narrowing of blood vessels; increased blood pressure, heart rate, breathing rate, and body temperature; decreased appetite; insomnia; runny nose; violent, erratic, or paranoid behavior; sweating; anxiety; and tremor

Possible Health Risks of Use/Abuse

Seizures; heart and respiratory failure; psychosis; sexual dysfunction; death; and addiction.

For the user who shares or uses unsterile needles to inject cocaine: tetanus, hepatitis, or AIDS.

For pregnant women: miscarriage, stillbirths, premature labor or delivery, or hemorrhaging. Babies exposed to cocaine (cocaine babies) may be irritable and unresponsive. Cocaine babies may suffer strokes, have malformed kidneys and genitals, and may be at risk for seizures or sudden infant death syndrome

### Crack (rock, ready rock) The Facts:

Crack is a smokable form of cocaine. It acts as a central nervous system stimulant.

Smoking crack provides intensified cocaine effects because higher doses of the drug reach the brain with more immediacy.

Crack is extremely addictive. The instant "high" crack provides is followed by a "low" that leaves the user craving for more.

### Possible Signs of Use/Abuse of Crack:

Euphoria; alertness; increase pulse rate, body temp, & blood pressure; excitability; decreased appetite; oily skin; severe coughing; congestion; black phlegm; nausea; weight loss; insomnia; nervousness; irritability; anxiety; and paranoia

### Possible Health Risks of Use/Abuse of Crack:

Malnutrition; respiratory problems; damage to liver and lungs; addiction; psychosis; heart failure; coma; convulsions; and death

For pregnant women: miscarriages, stillbirths, or premature delivery. Babies exposed to crack (crack babies) are irritable unresponsive. Crack babies may suffer from heart failure, have malformed kidneys and genitals, and may be at increased risk for seizures or sudden infant death syndrome (SIDS).

### Caffeine

Caffeine may be the world's most popular legal drug. It is a white, bitter, crystal-like substance found in coffee, tea, cola, and chocolate.

It is also found in products such as aspirin, nonprescription cough and cold remedies, diet pills, nonprescription stimulants (such as No Doz or Vivarin), and some street drugs. Small doses of caffeine may; increase the user's metabolism, body temperature, and blood pressure. Other effects include frequent urination, increased blood sugar levels, tremors, impaired coordination, decreased appetite, delayed sleep and boredom. Extremely high doses may cause nausea, diarrhea, sleeplessness, headache and nervousness. Poisonous doses of caffeine rarely occur but may result in convulsions, respiratory arrest and death.

### Tobacco

Tobacco is used in a variety of ways. It is smoked through pipes, cigars and cigarettes. Tobacco is also chewed and inhaled in the form of snuff. Nicotine is the active ingredient in all forms of tobacco. Nicotine stimulates the heart and central nervous system. Nicotine causes an increased heart rate and blood pressure, dilated pupils, and increased salivation. Possible health risks of smoking tobacco include arteriosclerosis, emphysema, chronic bronchitis, heart disease, and lung cancer. Possible health risks of chewing or inhaling tobacco include oral cancer, decreased taste sensation and ability to smell, and dental problems.

California has some of the most stringent impaired driving (DUI) laws in the country. A first offense (without bodily injury) is punishable by nearly \$2,000 in fines and assessments, 48 hours in jail, several months of license suspension, and completion of a three-month alcohol education program. If you commit a third or subsequent DUI offense within a 10-year period, you may be sentenced to as many as 16 months in state prison, roughly \$18,000 in fines and assessments, and the requirement of a 30-month alcohol treatment program. Understanding the law will not only help you avoid committing a DUI, but also help you plan your next steps if you have been arrested for the offense.

The following chart lays out the basics of California DUI law, including blood alcohol concentration (BAC) limits, penalties, and information about license suspension.

#### California DUI Laws: Blood Alcohol Concentration (BAC) Limits and Implied Consent

<u>"Per Se" BAC Limit</u>	0.08 Percent
<u>Zero Tolerance (Underage) BAC Limit</u>	0.02 Percent
<u>Enhanced Penalty (Aggravated) BAC Limit</u>	0.16 Percent
<u>Implied Consent</u>	Yes

to Submit to BAC Test?

#### California DUI Laws: Select Penalties

<u>Minimum License Suspension or Revocation</u> (1st, 2nd, 3rd offense)	6 months, 2 years, up to 10 years
<u>Mandatory Alcohol Education, Assessment and Treatment</u>	Both (education if under 21)
<u>Vehicle Confiscation</u>	Yes
Possible?	
<u>Ignition Interlock Device</u>	Yes (mandatory for 3rd offense)

Possible?

#### Liquor Control Violations,

Persons under the age of 21 years.

Consumption: It is a misdemeanor for any liquor license holder (such as a bar or restaurant) to permit any person under 21 to consume alcoholic beverages on the premises. It is a misdemeanor for any person

under the age of 21 years to consume any alcoholic beverages unless that person is in his parents' or guardians' home and with their permission.

#### Purchasing:

It is a gross misdemeanor for any person to sell, barter, furnish or give alcoholic beverages to a person under 21 years of age; except for the rights of parents/guardians as outlined under consumption.

It is a misdemeanor for any person under the age of 21 years to purchase or attempt to purchase alcoholic beverage.

It is a gross misdemeanor for any person to induce a person under the age of 21 years to purchase or procure any alcoholic beverage or lend or permit the use of a driver's license.

Possession: It is a misdemeanor for any person under the age of 21 years to possess any alcoholic beverage with the intent to consume it at any place other than the household of person's parent or guardian. Mere possession at any place other than the home of the person's parent or guardian is prima facie evidence of intent to consume.

Entering Licensed Premises: Persons under the age of 21 years may not enter any licensed premises for the purpose of purchasing, being served or delivered; any alcoholic beverages.

Misrepresenting Age: It is a misdemeanor for any person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.

Proof of Age: Proof of age must be established by a valid driver's license, identification card, or in the case of a foreign national, a valid passport.

Driver License Suspensions of Illegal Purchase of Alcohol : The Commissioner of Public Safety shall impose a 90 day suspension of driving privileges of any person who (a) is under the age of 21 years and is convicted of purchasing or attempting to purchase an alcoholic beverage if the person used a driver's license, permit or identification card in making the purchase or attempted to purchase or (b) who lends a driver's license to someone under 21 years to use to purchase alcoholic beverages.

#### Social Host Liability

Anyone over 21 years that knowingly serves alcohol to someone under 21 years may be held civilly liable for any damage subsequently caused by the person under 21.

#### Controlled Substance Act

The federal government defines a controlled substance as any of the substances listed in the schedules of the Controlled Substances Act of 1970 (CSA). The schedules are broken down into five categories:

Schedule I – These substances have no accepted medical use, are unsafe, and hold a high potential for abuse. Examples include heroin, LSD, marijuana, peyote, and ecstasy.

Schedule II – These narcotics and stimulants have a high potential for abuse and engender severe psychological or physical dependence. Examples include Dilaudid, hydrocodone, methadone, Demerol,

OxyContin, Percocet, morphine, opium, codeine, amphetamine (Dexedrine, Adderall), and methamphetamine

Schedule III – These are substances that have less potential for abuse but can still lead to moderate or low physical dependence and high psychological dependence. They include Tylenol with Codeine, Suboxone, ketamine, and anabolic steroids.

Schedule IV – These substances have a lower potential for abuse than Schedule III drugs, and include Xanax, Soma, Klonopin, Valium, Ativan, Versed, Restoril, and Halcion.

Schedule V – These are primarily preparations that contain limited quantities of narcotics, including cough syrups that contain codeine.

Technically, it's illegal to possess any one of the drugs listed in the schedules. However, if you are properly prescribed and have lawfully purchased one of the substances, you have not violated the law and you are exempt from prosecution.

Penalties for drug offenses vary depending on the drug and the quantity of drug that was involved in the crime. For example, someone charged with 500-4999 grams mixture of cocaine, a schedule II drug, will receive between 5-40 years in prison and a fine of less than \$5 million. If the crime involved death or serious bodily injury, the punishment increases to between 20 years and life imprisonment, plus less than a \$5 million fine. The same penalty applies to several other drugs/drug quantities, even though the drugs may be classified in different drug schedules. The U.S. Drug Enforcement Division (DEA) provides charts illustrating drug trafficking penalties.

#### Drug and Alcohol Resources:

Al-Anon & Alateen (888) 425-2666

National Council on Alcoholism (800) 622-2255

The Substance Abuse and Mental Health Services Administration's National Helpline (800) 662-4357

### **Timely Warnings Notice**

The Clery Act requires that a timely warning be issued for any Clery Act crime that occurs on or near a campus that has been reported to the CSA or local police agencies, and is considered by the institution to represent a serious or continuing threat to students and employees. The Director of Student Services (or in her absence, a designee from VCMC's Administration Department) will evaluate the circumstances and determine the need and mechanism for implementation of any timely warning notification. Each incident will be evaluated on a case-by-case basis. Factors considered include: the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The Director of Student Services (or in her absence, a designee from VCMC's Administration Department) will issue timely warnings in a manner that is timely, includes the information about the crime that triggered the warning, and that will aid in the prevention of similar crimes. Timely warnings typically may include the following information, if known:



- ☐ Statement of the incident
- ☐ The nature and severity of the threat
- ☐ Location(s) and person(s) who might be affected
- ☐ Any connection to previous incidents
- ☐ Physical description of the suspect(s)

## **Emergency Notification and Evacuation Procedures**

While the issuance of timely warnings is predicated on receiving a report of a crime as defined by the Clery Act, emergency notifications are triggered by a far broader range of potential threats — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on campus. VCMC's Administration Department, which is comprised of VCMC's leadership team, responds to on campus emergency situations (e.g., earthquake, fire, life-safety issues), determines when further emergency response resources may be required, and contacts the appropriate emergency response agency. Taking into account the scope of the emergency and the safety of the community, VCMC's Administration Department will, without delay, determine when an emergency notification alert is issued, which segments of the campus community receive the notification alert and the content of the message. The Director of Student Services (or in her absence, a designee from VCMC's Administration Department) initiates the emergency notification system. VCMC's Administration Department will determine how much information is appropriate to disseminate at different points in time. An emergency notification alert may not be issued if, in the professional judgment of the responsible authorities, doing so would compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency. VCMC may or may not post updates during an emergency on its website at [www.vcmc.edu](http://www.vcmc.edu).

The decision to immediately evacuate buildings will be made by VCMC's Administration Department. VCMC has various systems in place for communicating information quickly that may include text messaging, telephone, email and/or verbal directives that will be used for notification to evacuate.

In general, VCMC students and staff should plan ahead for possible evacuations, and know the closest evacuation routes from their classroom or work area. Evacuation maps are posted in each classroom and throughout the buildings in compliance with building and fire codes.

Evacuation drills are conducted at a minimum of once per year.

In the case of potential violence on campus, the emergency notification system will be initiated to include specific instructions on what to do. Students and staff may be instructed to stay where they are or to move to another location.

If the evacuation alarm is sounded, never assume it is a false alarm. Leave the building immediately via the nearest stairwell or exit. Do not go to the restrooms. Do not use the elevators.

In the case of a fire, building evacuation will begin immediately upon sounding of the alarm without waiting for the order from campus authorities. Leave the building immediately via the nearest stairwell or exit.

When outside, report to the staff member assigned to that evacuation area. They will communicate with VCMC's Administration Department so everyone is accounted for.

Faculty members must ensure that all students in attendance that day have evacuated and are accounted for and report their status to VCMC's Administration Department assigned to their evacuation area.

Department heads must ensure all staff members and any visitors who are present that day are accounted for and report their status to the designated Floor Warden assigned to their evacuation area.

Each year, VCMC conducts emergency response exercises and a test of its emergency notification system. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution; they also provide opportunities for staff and students to practice the appropriate response in preparation for an actual emergency.

### Fire Drills

Fire Drill 1 2/15/2023 11:00am Instructors were informed but students were not.

A blow horn is activated and students are to leave everything and follow the evacuation route located in their classroom. After evacuating the building students are to gather at the back of the building in the far parking lot, Attendance is taken from all classes and once all is accounted for and we receive the ok to enter back into the building students return to their classroom and resume their studies.

Fire Drill 2 9/14/2022 10:30 am Instructors were informed but students were not.

A blow horn is activated and students are to leave everything and follow the evacuation route located in their classroom. After evacuating the building students are to gather at the back of the building in the far parking lot, Attendance is taken from all classes and once all is accounted for and we receive the ok to enter back into the building students return to their classroom and resume their studies.

### Earthquake Drill

We participated in the California Great Shake out on 10/20/22 10:20 am

Instructors were informed but students were not.

When drill started instructors informed students to get under their desk after about 1 minute. Students were safe to follow the same evacuation plans as above.

In the event of an actual emergency, VCMC disseminates information, as appropriate, to VCMC and the larger community using various methods including:

☐ Prepare message updates on VCMC's website; implementation of messaging is done by Student Services

□ Publish messages on social media platforms including Twitter and Facebook; implementation of messaging is done by Student Services

### **School Evacuation Protocol**

1. Upon hearing the evacuation alarm and/or an announcement, all personnel and students must immediately leave the building.
2. Remain calm and walk. DO NOT RUN to the nearest exit. Do NOT use elevators.
3. There are two enclosed fire stairs leading to exits that are remote from each other.
4. If path is blocked, proceed to alternate exit.
5. Do not go back for valuables.
6. Assemble outside the building in a predetermined location (Lowe's parking lot). That location is a safe area outside the building away from exit discharge doors and far enough away so as not to interfere with emergency forces.

### **Evacuation of Persons with Special Needs**

VCMC receives a list of individuals who may require assistance during an evacuation, and will attempt to send someone to assist them in the event of an emergency. If you assist someone with exiting the building that has special needs, report the name and location of that person to the nearest staff member so everyone can be accounted for.

## **Informing Students and Staff about VCMC's Security Procedures, Practices and Crime Prevention**

New students and employees receive a copy of the Campus Emergency Procedures Guide as well as the Annual Security Report. VCMC conducts safety trainings throughout the year to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others. Additional safety and security information is also available through the Student Services office.

## **Student Housing**

VCMC does not control, monitor, recognize or in any way sponsor off-campus housing facilities. All VCMC students make their own off-campus housing arrangements. Students who are victims of crime or witness a crime at off-campus locations are strongly advised to immediately report the crime to the appropriate local law enforcement agency.

## **Campus Safety and Security Survey Completion Certificate**

The Campus Safety and Security data for  
**Valley College of Medical Careers**  
**(449445)**  
were completed and locked on **September 29, 2023.**


Thank you for your participation in the data collection.

This certificate was prepared on **September 29, 2023**

U.S. DEPARTMENT OF EDUCATION  
**2023 Campus Safety & Security  
Survey**

Valley College of Medical Careers (449445)  
Valley College of Medical Careers (001)

User ID: C4494451  
Edit User ▼

 [screen instructions](#)

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense

Total occurrences On campus

	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

U.S. DEPARTMENT OF EDUCATION

**2023 Campus Safety & Security  
Survey**

Valley College of Medical Careers (449445)


Valley College of Medical Careers (001)

User ID: C4494451

U.S. DEPARTMENT OF EDUCATION  
**2023 Campus Safety & Security  
Survey**

Valley College of Medical Careers (449445)  
Valley College of Medical Careers (001)

User ID: C4494451  
Edit User ▼

 screen instructions

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense

Total occurrences on Public Property

	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**



U.S. DEPARTMENT OF EDUCATION

**2023 Campus Safety & Security  
Survey**

Valley College of Medical Careers (449445)

Valley College of Medical Careers (001)

User ID: C4494451

## ■ SCREEN INSTRUCTIONS

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

[illegible]

### n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/  
vandalism of property.

0 0 0 0 0 0 0 0 0

YEAR 2021

### Criminal offense

**Total**

### Occurrences of Hate crimes (Category of Bias for crimes)

## Race

## Religion

**Sexual Orientation**

## Gender

## Gender Identity

### Disability Ethnicity

## National Origin

a. Murder/ Non-negligent manslaughter

0 0 0 0 0 0 0 0 0

c. Rape

0 0 0 0 0 0 0 0 0

d. Fondling

0 0 0 0 0 0 0 0 0

e. Incest

0 0 0 0 0 0 0 0 0

f. Statutory rape

0 0 0 0 0 0 0 0 0

g. Robbery.

0 0 0 0 0 0 0 0 0

#### h. Aggravated assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

i. Burglary.

0 0 0 0 0 0 0 0 0

j. Motor vehicle theft

0 0 0 0 0 0 0 0 0

(Do not include theft *from* a motor vehicle)

[illegible]

YEAR 2020

[illegible]

**2023 Campus Safety & Security  
Survey**m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/  
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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## ■ SCREEN INSTRUCTIONS

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

[illegible]

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

[illegible]

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0 0 0 0 0 0 0 0 0

0. Destruction/damage/  
vandalism of property.

0 0 0 0 0 0 0 0 0

YEAR 2020

[illegible]




0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

--

 [Screen Instructions](#)

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2020	2021	2022
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."


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Survey**

Valley College of Medical Careers (449445)

**Valley College of Medical Careers (001)**

User ID: C4494451

 [screen instructions](#)

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2020	2021	2022
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."


U.S. DEPARTMENT OF EDUCATION

**2023 Campus Safety & Security  
Survey**

Valley College of Medical Careers (449445)

Valley College of Medical Careers (001)

User ID: C4494451

 **Screen Instructions**

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

U.S. DEPARTMENT OF EDUCATION

**2023 Campus Safety & Security  
Survey**

Valley College of Medical Careers (449445)

**Valley College of Medical Careers (001)**

User ID: C4494451

 screen instructions

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



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**2023 Campus Safety & Security  
Survey**

Valley College of Medical Careers (449445)

**Valley College of Medical Careers (001)**

User ID: C4494451

 screen instructions

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Survey**

Valley College of Medical Careers (449445)  
Valley College of Medical Careers (001)

User ID: C4494451

 screen instructions

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Valley College of Medical Careers (449445)

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 [screen instructions](#)

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

Number

2020

2021

2022

a. Total unfounded crimes

0

0

0

**Please Note:** If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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