



**EL CAMINO COLLEGE BUSINESS TRAINING CENTER
ANNUAL SECURITY REPORT
ACADEMIC YEAR 2016/2017**

The following information is being provided in accordance with the Violence Against Women Reauthorization Act of 2013 which amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

PURPOSE OF THIS BOOKLET

El Camino Community College District has developed this Annual Security Report to comply with the Violence Against Women Reauthorization Act of 2013 (VAWA) which amends the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, Commonly known as the Clery Act, under the Campus Sexual Violence Elimination Act provision (Campus SaVE Act).

The law specifically requires the reporting of violent crime, burglary, and motor vehicle theft, as well as a summary of arrests and disciplinary referrals for liquor law, drug abuse and weapons violations.

In compliance with the above law, the El Camino Community College District Police Department has produced this booklet containing the required information as well as valuable safety and crime prevention information.

This information is posted on the El Camino College Police Department web site at: <http://www.elcamino.edu/police> and is available in printed form in the lobby of the El Camino Police Department. Copies of the brochure will also be mailed out upon request made by phone or e-mail.

If you have any questions, concerns or comments, please contact the El Camino Police Department at (310) 660-3100 or via electronic mail at www.elcamino.edu/police/inquiryform.asp

HOW WE PREPARE OUR ANNUAL CAMPUS SECURITY REPORT - "*Safety and Security in the Campus Community*"

The preparation of the Annual Campus Security Report, "*Safety and Security in the Campus Community*" is an on-going process. Every effort is made to ensure that the report is complete, accurate and in compliance with the law. This process includes the gathering of crime statistics from those individuals who have been identified as a Campus Security Authority (those who have a significant responsibility for student and campus activities) and local law enforcement agencies that have jurisdiction on or about the campus.

After we have collected crime statistics from the other sources, they are reconciled and compared to the records maintained by the police department to ensure that all offenses have been counted and there are no incidents being counted twice.

When all statistical information and policy changes have been received, the police department prepares the Annual Security Report and distributes the information in both a printed and on-line form. The required statistical data is also submitted to the Department of Education (ope.edu.gov).

SAFETY AND SECURITY IN THE CAMPUS COMMUNITY

At the El Camino Community College District, the safety and well being of our students, faculty, staff and visitors are always at the top of our agenda. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, staff and visitors. This information is a part of our effort to ensure that this

collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for yourself and others on campus.

HAWTHORNE POLICE DEPARTMENT

The Hawthorne Police Department is located at 12501 Hawthorne Boulevard in Hawthorne. The phone number is 310-675-4444 for non-emergency response. For graffiti removal call 310-349-1632.

EL CAMINO POLICE DEPARTMENT

The El Camino Community College District has a dedicated, full service police department available 24 hours a day, 7 days a week. (Board Policy 7600)

The El Camino Police Department is located at the corner of Redondo Beach Blvd. and Crenshaw Blvd. in Parking Lot K. The police department is open 24 hours per day, 7 days a week. The El Camino Police Department has the primary law enforcement jurisdiction on the campus and on all properties owned and operated by the district.

The department is empowered as a full service state law enforcement agency and fully subscribes to the standards of the California Commission on Peace Officer Standards and Training (P.O.S.T.)

Officers receive the same basic training as city and county law enforcement officers throughout the state, plus additional training to meet the unique needs of a campus environment.

The department also employs police cadets and community service officers who provide a wide variety of support and service functions that assist the department in the delivery of quality law enforcement services to the campus community.

The department works closely with other local, state and federal law enforcement agencies with which the department regularly meets and exchanges information critical to our mission of delivering quality law enforcement services and maintaining a safe and secure environment. (Board Policy 3520)

SEXUAL MISCONDUCT POLICY

El Camino Community College District is committed to creating and maintaining a community where all individuals who participate in College programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. (Board Policy 3430) Every member of the community should be aware that the College prohibits sexual assault, sexual harassment, domestic violent, dating violence, stalking, and retaliation and that such behavior violated both the law and College policy. (Board Policy 3540) The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence, stalking and sexual harassment, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these Policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system. (Board Policy 3515)

Any person who is the target of sexual assault, dating violence, domestic violence, stalking or sexual harassment should immediately consult the Director of staff and Student Diversity (310- for advice, options, and information. All reports and complaints of sexual assault, dating violence, domestic violence, stalking or sexual harassment made to any college official or Campus Security Authority must be reported to the Director of staff and Student Diversity by the person receiving the report, immediately.

Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact the Hawthorne Police Department (310-675-4444) or the El Camino College Police Department (310-660-3100). For victims of crimes, it is critical that the crime is reported for care, counseling and evidentiary purposes.

DEFINITIONS

DOMESTIC VIOLENCE is defined as violence committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

DATING VIOLENCE is defined as violence committed by a person who is or has been in a social relationship or a romantic or intimate nature with the victim.

STALKING is defined as behavior in which a person repeatedly engages in conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, the safety of others or suffers substantial emotional distress.

SEXUAL HARASSMENT is defined as unwelcomed sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidation, hostile, or offensive. Sexual harassment includes sexual violence (see definitions below). El Camino College will respond to reports of any such conduct in accordance with District Policy on Sexual Harassment.

Unwanted sexual misconduct which may lead to a complaint of sexual harassment can include falsifying a posting on an electronic site involving sex or sexual activity. Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person may also lead to a complaint of sexual harassment.

SEXUAL ASSAULTS

RAPE is an act of sexual intercourse accomplished against a person's will by means of force, violence, duress, menace or fear. Also, where a person is prevented from resisting by any intoxication or controlled substances or when a person is unconscious.

SEXUAL BATTERY is unsolicited and unwanted touching of an intimate part (sexual organ, anus, groin, buttocks, and breast of a female) of another person's body. This includes situations where the victim is unable to resist due to alcohol or drug use.

FORCIBLE SODOMY is oral or anal sexual intercourse with another person, by force or fear, and against their will or unable to give consent.

SEXUAL ASSAULT WITH AN OBJECT is the use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of another person, forcibly and against that person's will or where the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.

CONSENT

Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent on engaging in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated. A person cannot consent if he/she is unconscious or coming in and out of consciousness. A person cannot consent if he/she is under threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. (California Senate Bill no. 967)

PREVENTION

Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.

Be aware of your surroundings. Stay away from isolated areas, day or night.

If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.

Lock all doors to your car.

Communicate with friends/family so they know when to expect you and where you are supposed to be.

Campus Escorts are available to all times and especially during evening hours to assure your safety on campus and in parking lots.

Emergency phones are located throughout the campus and parking lots for you to access Campus Police immediately should you need assistance with any emergency occurrence.

ASSISTANCE TO VICTIMS

The El Camino Community College District is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim's assistance may include changing academic environment or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at the El Camino College Health Center. Community resource list is also available at the El Camino College Health Center and at the El Camino College Police Department. Harassment/discrimination complaints can be made to the El Camino College Director of Staff and Student Diversity (310-660-3593 extension 3813).

A victim of a rape, acquaintance rape, domestic violence, sexual assault, or stalking may request and received any reasonable changes to their academic situation.

If the victim desires, the alleged perpetrator will be prosecuted to the fullest extent of the law. The alleged perpetrator will also face academic disciplinary action and is entitled to due process and will be given noticed and a full fair and impartially investigated and resolved. Proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and know how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The accuser and the accused are entitled to the same opportunity to have other present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both accuser and the accused shall be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

All public information regarding the alleged violation will be redacted to protect the confidentiality of the victim.

BYSTANDER INVOLVEMENT

As a Bystander, you can help combat domestic violence, dating violence, sexual assault, stalking and rape. Your most powerful tool is conveying your concern. The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate. This can be accomplished by:

Approaching everyone as a friend

Do not be antagonistic

Avoid using violence

Be honest and direct whenever possible

Recruit help if necessary

Keep yourself safe

If things get out of hand or become too serious, contact the police

To avoid abusive behavior watch for warning signs:

Controlling behavior

Verbal abuse

Emotional abuse

Physical abuse

El Camino College prohibits any offenses including, but not limited to, domestic violence, dating violence, and sexual assault and stalking.

SEXUAL ASSAULT RESPONSE INFORMATION

If you have been sexually assaulted, it is important that you seek help immediately. The District has provided a number of ways for you to get assistance, and you can choose the one(s) that you feel most comfortable with.

This section outlines the procedures the campus follows in responding to reports of sexual assault. It assumes that the incident occurred on or near campus. Many of the procedures and services described here also apply if the incident happens off campus or if the individual reporting the assault is not a student or staff member.

The emergency telephone number is 911. Police officers have your wellbeing as their primary concern. Members of the police department have had specialized training in handling sexual assault cases and treat you with respect and sensitivity. They will ensure that you are taken promptly to a physician for medical care and, if

appropriate, collection of vital evidence required for proof of possible criminal activity.

- ✓ When an incident is reported, the individual to whom the report is made shall inform the victim of her or his option to notify the El Camino College Police Department or the local police department of the incident.
- ✓ The victim shall also be informed of the importance of preserving evidence required for proof of possible criminal activity and of the availability of the institutional personnel to assist the victim in notifying the authorities of the incident, upon the victim's request. The victim shall also be informed of the existing on and off campus counseling, mental health, and other resources availability.
- ✓ The victim is informed that medical evidence can be collected at the same time as medical care is provided.
- ✓ Under these circumstances, the victim is informed that the State will bear the cost of the medical exam and is instructed not to bathe, shower, or douche so that important medical evidence can be preserved.
- ✓ Although the victim is not required to notify the law enforcement agency regarding the incident, the person to whom the report is being made shall contact the police department to inform them that a sexual assault may have occurred so that they can coordinate the campus' response to the incident.
- ✓ After the El Camino Police Department is contacted, a uniformed officer will be dispatched to take the report. The victim may request a male or female officer to take the report and this request will be accommodated whenever possible.
- ✓ With the consent of the victim, a full police report will be taken by a campus police officer who accompanies the victim to the hospital. At the request of the victim, a friend, family member or other designated person may be present.
- ✓ The officer will accompany the victim to the hospital. The officer will advise the victim regarding hospital procedures and the availability of assistance through the Campus Health Center.
- ✓ An El Camino Police Officer will be assigned to further investigate the criminal allegations and explain the legal process to the victim. The officer shall present a completed written investigation to the District Attorney's office for review and filing of criminal charges.
- ✓ If the victim is unwilling to report the matter to the police or to be transported to the hospital by the police, he or she is then urged to seek assistance immediately from a medical care facility or hospital for coordination of medical care and assistance counseling, and other available support alternatives.
- ✓ The victim is also informed that he or she may seek the assistance of other resources for advocacy support and assistance throughout the complaint process.
- ✓ If the victim is a student, he or she may request changes in his or her academic situation or that of the alleged assailant, after the victim has made a report of an assault, and the District shall grant any reasonable request for such change.
- ✓ When a student reports being sexually assaulted by another student, the Director of Staff and Student Diversity, or designee, shall conduct a timely investigation of the allegations. The Director of Staff and Student Diversity is

well trained in issues concerning dating violence, domestic violence, sexual assault, and stalking as well as how to conduct an investigation and hearing that protects the safety of victims and promotes accountability.

- ✓ The individual charged with sexual assault is entitled to due process and will be given notice and a full opportunity to respond to the allegation made against her or him. The individual can seek representation, may have the same opportunity as the student who reported being assaulted to have a non-participating observer present during the proceedings, and is entitled to information about the campus policy on rape and sexual assault and the procedures that will be followed to address the issues.
- ✓ Any form of retaliation or intimidation against anyone who has complained of or formally reported discrimination, harassment, or sexual misconduct, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated, and violates Board Policies 3430 and 3540, this procedure, and applicable law.
- ✓ At the conclusion of the investigation, the District may impose disciplinary sanctions. The student who reports being sexually assaulted and the accused party are informed of the outcome at the same time. The charged student may appeal the action as set forth in the Standards for Student Conduct.
- ✓ When the District imposes disciplinary sanctions upon students, the following types may be employed (Administrative Procedure 5520):

Warning

Reprimand

Restitution

Disciplinary Probation

Removal By The Instructor

Suspension

Immediate Suspension

Expulsion

- ✓ When the District imposes disciplinary sanctions upon an employee, the following types may be employed (Board Policy 7140, Bargaining Agreements):

Warning/Verbal Counselling

Written Reprimand

Involuntary Transfer

Suspension With or Without Pay

Demotion

Dismissal

✓ Due process disciplinary procedures consist of:

Lodging of Charges

If the accused is on immediate suspension, the hearing shall be within fifteen (15) days.

If the accused is not on immediate suspension, the hearing must be requested by the accused within five (5) days. The hearing will be scheduled within fifteen (15) days of the request.

Hearing Of Charges

The public shall be excluded

Recorded by either audio recording or stenographic recording

The hearing officer may conduct the hearing in any manner he or she deems appropriate.

When a decision is reached, the accused and the accuser shall be simultaneously notified, in writing, of his or her right to appeal.

Appeal Hearing

An Appeal Committee will be formed of three (3) members, all District employees and all of which are trained annually on issues related to dating violence, domestic violence, sexual assault and stalking, as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The accused party and/or the accusing party may seek appeal. It must be submitted in writing to the Title IX Coordinator (Director of Staff and Student Diversity) or the District Disciplinary Officer within seven (7) calendar days after notified of decision.

An appeal will only be granted if the Appeal Committee determines that the decision of the District Disciplinary Office r was in error, new evidence has become available or the sanctions imposed was excessive or insufficient.

If the Appeal Committee determines that appeal is not appropriate, the party seeking the appeal will be notified within fourteen (14) business days after receipt of accused's request for review.

If the Appeal Committee determines that the appeal is appropriate, the party seeking the appeal shall, within fourteen (14) business days after receipt of the request for appeal.

Upon request, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offence (statutory rape, incest) to the alleged victim or, if the victim is deceased the victim's next of kin.

CRIME STATISTICS

Under federal law, the El Camino Community College District must annually distribute statistics on the reported occurrences of the following offenses:

- Murder
- Manslaughter
- Sex Offenses (including sexual assault)
- Forcible (rape, sodomy, rape with a foreign object, and forcible fondling, sexual battery)
- Non-Forcible (incest and statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes (where there is evidence of victim selection based on actual or perceived race, gender, sexual orientation, ethnicity, or disability)
- Domestic Violence
- Dating Violence
- Stalking
- Arrests or persons referred for campus disciplinary action for liquor law violations, drug abuse violations and weapons possession.

These offenses must be reported according to their occurrence in the following location categories:

- El Camino College Business Training Center Campus
- Public Property Reasonably Contiguous to the Campus
- Non-Campus Buildings

CRIME REPORTING PROCEDURES

Working together, safety at El Camino College Business Training Center is everyone's business. No community, of course, can be totally risk free in today's society. Students, faculty and visitors are partners in creating an atmosphere that is safe and conducive for teaching and learning. The El Camino Police Department encourages the reporting of any crime or suspicious activity by contacting the police department.

The El Camino Police Department is the primary agency for reporting and investigating all crimes that occur on the El Camino College Business Training Center Campus. Any instances of criminal activity occurring on the El Camino College

Business Training Center campus should be reported to the El Camino Police Department.

When a crime is reported to the El Camino Police Department, a police officer will take a report outlining the circumstances of the incident, as well as any other pertinent information. The report is forwarded to the detective unit, where the detective reviews the report and evidence with the intent to determine the cause and perpetrator(s) of the crime.

In all instances of criminal activity, the police department works to determine the exact nature and perpetrator(s) of the crime for the purpose of developing a viable criminal case to be forwarded to the District Attorney's Office for prosecution.

In all cases where a student is considered a suspect, the police department will also forward the case information to the Director of Student Development for review and action as a possible violation of the Standards of Student Conduct.

The police department does accept voluntary, confidential reports. The police department does encourage professional counselors to inform persons they are counseling, of the desirability to make a formal crime report with the police department.

GENERAL BUSINESS LINE

El Camino Police Department (310) 660-3100 or dial extension 3100 from any District telephone.

EMERGENCIES

Dial 911 for any emergency. The Hawthorne Police Department will respond and handle any emergency.

WHAT POLICE WILL WANT TO KNOW WHEN YOU CALL

Police need to know basic information about the crime or incident you are reporting. Expect to hear these types of questions:

Who:

- Who are you? What phone number and location are you calling from?
- Don't hang up the phone until the dispatcher tells you to do so. You may be put on hold while the dispatcher contacts emergency responders.

What:

- What exactly happened or is happening? Describe the situation in complete detail.
- What are the suspect's physical characteristics? (race, sex, height, weight, hair color, etc.)
- What was the suspect wearing?

Where:

- Where are you now?
- Where did the crime happen?
- If the suspects are gone, where did they go? In what direction?
- Did they use a car or some other transportation? Did you get a license number?

When:

- When did the crime happen? Is it still in progress? (This is very important and will determine the level of response.)

CRIME PREVENTION

One of the essential ingredients of any successful crime prevention program is an informed public. It is the El Camino Police Department's intent to inform students and staff of any criminal activity or security problems that may pose a reasonable threat to their physical safety.

A critical element of a campus safety program is education. The El Camino Police Department will present safety programs, seminars and discussions on such topics as sexual assault awareness and personal safety on and off campus. You may reach the Police Department by calling (310) 660-3100.

All effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to stay alert and aware of what is going on around them, and remain security conscious and involved.

CAMPUS SAFETY/CRIME PREVENTION PROGRAMS AND SERVICES

The El Camino Police Department provides a wide variety of safety services as part of our efforts to provide quality police services to the campus community. Some of these programs and services include, but are not limited to, the following:

Police Department Patrols

The El Camino College Police Department uses uniformed and non-uniformed officers to patrol the campus and surrounding areas in cars, on bicycles, and on foot 24 hours per day, 7 days per week. These patrols are conducted on all roadways and walkways of the campus, as well as in and through the buildings.

Crime Prevention/Awareness Presentations

The El Camino Police Department Community Oriented Policing Unit (C.O.P.S.) is comprised of officers who will come and speak to your office, class, club, or organization. The officers speak about the myths and realities of crime on campus and how you can stay safe. If you would like to have an officer speak to your organization, please contact the Community Oriented Policing Unit at (310) 660-3100 or stop by the police department.

Police Advisory Committee

The El Camino Police Department has a police advisory committee that meets on a quarterly or as needed basis to discuss the delivery of police services to the campus community. The committee is made up of members of the campus community and they assist the District and Chief of Police with setting priorities and in the delivery of police services to the campus community.

Crime Prevention Literature

The El Camino Police Department maintains a wide variety of crime prevention material in the lobby of the police department. This material deals with a wide variety of topics such as: personal safety, sexual assault awareness, home security, vehicle security, domestic violence prevention, etc. Please stop in the police department or stop by the police department information booth on campus and avail yourself of this valuable information.

El Camino Police Department Web Site

The El Camino Police Department maintains a web site to provide the campus community with information about the police department and the services provided. We also maintain the Crime Awareness and Campus Security information on this site for access by students, employees and prospective students and employees. This information is regularly updated to keep the campus community informed.

HOW WE REPORT CRIME TO THE CAMPUS COMMUNITY

El Camino College utilizes a communications service that allows us to send important emergency information directly to students, faculty and staff. The Nixle Community Information Service allows us to create and deliver messages to subscribers instantly via cell phone text message and/or email. When receiving these emergency notifications, they will be rated according to the colleges emergency designations:

Alerts – Emergencies, imminent action/response needed

Advisories – Important notices, not action needed at this time

Community – Parking lot closures, etc.

These reports are intended to raise awareness regarding criminal activity so that the community can increase or implement personal safety strategies.

These announcements will also be posted on:

- The El Camino Police Department Web Site at www.elcamino.edu/Police
- Flyers posted on the kiosks located around campus
- Flyers distributed to the various offices and divisions on campus

To sign up for the Emergency Text Notification System (Nixle) on your cell phone

1. Compose a text message to **888777**

2. Text the following message to: **ECCPD** This will allow you to receive alerts from El Camino College Campus
3. Or **CECPD** This will allow you to receive alerts from Compton Center Campus
4. You will receive a confirmation message

VICTIMS ASSISTANCE

The El Camino Police Department is committed to assisting victims of crimes. The Community Oriented Policing Unit offers many services and referrals to professional psychological/social service agencies, accompaniment to court (if needed) and by providing support and information.

ACCESS TO CAMPUS FACILITIES

In general, the El Camino College Business Training Center is open from 7:30 A.M. to 5:00 P.M. Monday through Friday and anytime classes are scheduled. Police may question anyone who does not appear to have authorization to be in a building after hours. Campus buildings are locked after normal hours and on holidays. Staff and faculty are asked to contact Campus Police when entering a building or facility after normal hours.

It is the responsibility of those using rooms and offices to lock doors, turn-off lighting, and close all windows upon leaving. Campus Police personnel will check areas after hours but the primary responsibility for security lies with the user of the facility.

We cannot stress enough the importance of making sure campus facilities are secured when not in use. By working together we can prevent a vast majority of thefts and vandalism that occur to campus facilities left unsecured.

KEYS TO DISTRICT FACILITIES

Keys are provided to staff members on a need-to-enter basis as determined by the appropriate manager. Lost or stolen keys must be reported immediately to Campus Police and the employee's manager or supervisor. Keys may not be loaned to other staff members or to students. Campus Police will confiscate any keys, which have not been specifically issued to a particular individual. Unauthorized duplication and illegal possession of keys is a misdemeanor.

MAINTENANCE OF DISTRICT FACILITIES

The El Camino College Facilities Planning and Services Division (FPS) are responsible for the maintenance of district facilities. The Police Department and FPS Division work closely to insure the district facilities are maintained for safety and security.

DISTRICT PROPERTY

No district property may be removed from the El Camino College Business Training Center campus without expressed permission from the District. Unauthorized removal of property from campus is a violation of the law.

SUBSTANCE ABUSE POLICY

In accordance with Public Law 101-226, "Drug Free Schools and Communities Act Amendment of 1989," the Board of Trustees of the El Camino Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on El Camino College property or at any El Camino College sponsored or sanctioned activity.

In accordance with Board Policy 3550 "Drug Free environment and Prevention Program", El Camino College has a substance abuse education program, which includes special presentations, health classes, workshops and programs.

Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from El Camino College Business Training Center or termination from employment for violations of District Policy.

The possession, use or sale of alcoholic beverages by anyone on El Camino College property is a misdemeanor as per California Business and Professions Code 25608 and a violation of the El Camino Community College District Standards of Conduct.

Use, sale or possession of any illegal drug is a violation of California state law and the policy of the El Camino Community College District.

Any person found in violation of laws pertaining to alcohol or drugs may be subject to arrest by the Campus Police Department. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

WEAPONS POSSESSION

It is a serious violation of the law to possess a firearm or certain knives on El Camino College District property. Section 626.9 of the California Penal Code makes it a felony to bring or to possess a firearm or certain knives on the grounds or within buildings of the El Camino Community College District without the written permission of the president of the District or the president's designee.

MEGAN'S LAW/SEX OFFENDER REGISTRATION REQUIREMENT & INFORMATION

The State of California requires sex offenders to register with the police in the jurisdiction in which they reside. The State makes this information available on line at www.meganslaw.ca.org.

California state law also requires sex offenders that are enrolled, employed, or carrying on a vocation with or without compensation at an institution of higher education to register with the college/university police.

California law and CA DOJ's Megan's web allows the public to view information about "serious" and "high risk" sexual offenders that may be residing in their community. This enables the public to be aware of potential risks in their community. The public can then make informed decisions when taking safety precautions to protect themselves and their children from sex offenders.

CRIME PREVENTION TIPS ON AND OFF CAMPUS

On Campus

- Be especially aware of your surroundings. At times you may be less alert and more vulnerable to an attack; e.g., during exams, when you are upset, sick, or tired.
- Use discretion and caution when taking shortcuts through isolated parts of campus.
- Know the location of emergency phones on routes to and from class.
- Keep personal belongings in view while in class, the library or lab.
- Wherever you are, on campus or off, if you see or hear someone who might be in trouble, your options include running, yelling, confronting, and calling the police.
- Learn self-defense techniques by enrolling in a self-defense class.
- Use the Escort service by calling Campus Police.
- Ride the campus courtesy shuttle from 7:00 A.M. to 10:00 P.M. Monday through Friday.

Using ATM Machines

- If you feel threatened while using the ATM, push the cancel button to cancel your transaction. Just walk away and complete your transaction later.
- Avoid using an ATM at night. Most ATM crimes occur between 7:00 PM and midnight.
- If you must use an ATM at night take another person with you.
- Check around the ATM first to make sure no one is lurking in the shadows.
- Use machines that can be clearly seen from a street or public area.
- Use machines that are inside buildings or in well-lighted areas.

In an Apartment....At Home

- Install and use locks on your doors and windows.
- Have your locks changed, re-keyed or add a new lock when you move into a new house or apartment.
- Keep doors locked day or night whether you are home or not.
- Know who is at the door before opening it. Demand I.D's from anyone you don't know.
- If someone comes to your door and asks to use your phone to call for help, offer instead to make the call.
- If you live in an apartment, be alert when in the laundry or garage area by yourself.
- Close your blinds and shades at night.
- Give your home a "someone home" look. Put radio and lights on a timer.
- Have good lighting around entrances.
- Develop an escape plan for use in case of an intruder or fire.
- Leave spare keys with a friend, not in accessible places.
- Know your neighbors and know which ones you can trust in an emergency.
- Keep emergency numbers near the phone.

On the Street...While Walking

- Act confident. Look and be alert about the people around you.

- Be aware of your surroundings. Cross the street or change direction if you think you are being followed.
- Be careful when people ask you for directions. Reply from a distance rather than getting too close to a car.
- Travel with a friend whenever possible to reduce the chances of being attacked. This includes going to public restrooms.
- Wear clothes and shoes that give freedom of movement.
- Vary your route if possible.
- Consider carrying pepper spray for personal protection. Know how to use it and have it readily available when out in public.
- Notice cars that pull up beside you or pass you more than once.
- Keep one hand free when walking.
- Carry change for bus fare or a telephone call.
- Do not hesitate to get attention however you can if you are in trouble. Do not be afraid to make a scene.
- If you travel a regular route at night, become familiar with stores that stay open, gas stations, and other places where there will be people.
- If you use a wheelchair, try to check your destinations ahead of time for accessible entrances.

Driving a Car

- Have your keys in your hand as you approach your car.
- Lock your doors when driving and after parking.
- Check the back seat and floor.
- Always keep at least a half tank of gas in your car.
- Maintain the car in good running condition.
- Keep your valuables out of sight, under the seat, in the glove compartment or trunk.
- Park in well-lighted areas.
- Try to be especially alert in parking structures.
- Avoid parking next to vans, as you can be pulled in through the sliding door.
- If you have car trouble, signal for help by raising the hood or tying a handkerchief to the door. Remain in the car with doors locked until identifiable help arrives.
- Should another motorist offer to help, roll down window only an inch and ask him or her to call the police or auto club.
- Keep an emergency kit containing a flashlight, flares, telephone change, distress signs and other essentials in your car.

On the Telephone

- Be wary of telephone surveys.
- List only your first initial and last name in the telephone directory.
- Think about the information you give out over the telephone and to people you don't know well. Tell roommates and housemates not to give information by phone about who is home, who is out, how long anyone is expected to be out.
- Never reveal your number to a wrong number caller.
- If you receive a threatening or obscene phone call, hang up. Blow a loud whistle or leave the phone off the hook. Contact the police and make a report.

- Answering machines may be used to screen calls. Your outgoing message should not say that you are away from home.

On an Elevator

- Check the inside of an elevator before entering. Wait for the next elevator if you are unsure of the people inside.
- When riding an elevator, stand by the control board. If you feel in danger, press all the buttons and get off the elevator as soon as possible.
- All elevators on the El Camino College campus are equipped with emergency phones.

On Public Transportation

- Check the bus schedule to avoid long waits at the bus stop. Become familiar with routes and timetables in your area.
- Wait for buses at well-lighted stops.
- If possible, join other people at a nearby stop.
- If someone bothers you on the bus, say loudly, "Leave me alone" or "No". Get up and find another seat. Tell the driver.
- Stay awake on public transportation if you are alone.
- Notice who else gets off at your stop. If you feel someone is following you, walk towards a populated area. Avoid walking directly home.
- Be aware that hitchhiking can be very dangerous.

While Cycling

- Use reflectors, reflective tape, or other similar devices on cycling shoes, fenders, belts, frames, pedals and handlebars.
- Keep to the right. Ride with traffic, not against it.
- Use hand signals to indicate turning or stopping.
- Ride defensively.
- Use bicycle paths whenever possible.
- Walk your bicycle across busy intersections.
- Perform regular maintenance checks.
- Wear appropriate clothing.
- Park your bike in an open, well lighted frequently traveled area.
- Secure it properly. The "U" bolt locks provide the best protection. Consult the Community Oriented Policing Unit of the El Camino College Police Department for more information.
- Report any suspicious person you may see loitering around bicycle racks.
- Always use a bike light and rear tail lamp when riding at night.

While Jogging

- Be aware of your environment.
- If possible, consider jogging with a friend.
- Choose well-traveled running paths and be aware of any isolated areas you will run through.
- Vary your route.
- At night, wear light colored clothing or wear reflective markings.
- Tell your roommate or friend your route and expected time of return.

- If approached by a car while running alone, do not stop to give directions or answer questions. Leave the road and head for a populated area.
- Don't let yourself be surprised. Listening to your headset may make you unable to hear approaching traffic, emergency sirens or any other danger signals.

If Attacked...Self-Defense

- If someone tries to grab your purse, let it go. Most injuries from robberies occur when people resist and refuse to comply with the robber's demands.
- If you are attacked, whether you resist and how you resist will depend on your personal resources and your personal values. Give some thought right now to what you would do in various situations that could arise. The more you have thought ahead, the more likely you will be to act in the way you've planned.
- Have you taken a self-defense class? Do you think you could hit or kick someone who is attacking you? Do you know how to get away from someone grabbing you? What objects could you use to defend yourself?
- In considering your reactions to different situations, keep these three basic rules in mind:
 - 1) Trust your instincts.
 - 2) Don't be afraid to be impolite or make a scene; this is especially important, even if it is someone you know.
 - 3) Try to remain calm--use your imagination and good judgment give yourself time to think.

If You Are Sexually Assaulted

- Go to a safe place that has a phone.
- Call the police, rape crisis hotline, a friend or family member. Tell someone.
- DO NOT wash hands, bathe, shower, douche, change clothes or straighten up the area. This destroys evidence.
- Reporting is your choice. If you do not report, try to write down the details of the assault and save them in case you change your mind.
- Whether you report or not, get medical attention for treatment of external and/or internal injuries and test for sexually transmitted diseases and pregnancy.
- Take time to recover. Get counseling.

If you see something, say something.

El Camino College Police Department
310-660-3100

Located on the northwest corner of Crenshaw Boulevard and
Redondo Beach Boulevard

**EL CAMINO COLLEGE POLICE DEPARTMENT
CRIME STATISTICS REPORTED TO THE EL CAMINO POLICE DEPARTMENT FOR
EL CAMINO COLLEGE BUSINESS TRAINING CENTER
2013-2015**

Crime Classifications	2013	2014	2015
Homicide	0	0	0
Hate Crime	0	0	0
Manslaughter	0	0	0
Hate Crime	0	0	0
Sex Offenses	0	0	0
Hate Crime	0	0	0
Forcible Sex Offenses	0	0	0
Forcible Rape	0	0	0
Forcible Sodomy	0	0	0
Sexual Assault with an Object	0	0	0
Forcible Fondling	0	0	0
Non-Forcible Sex Offenses	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Hate Crime	0	0	0
Aggravated Assault	0	0	0
Hate Crime	0	0	0
Burglary	0	0	0
Hate Crime	0	0	0
Arson	0	0	0
Hate Crime	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crime	0	0	0
Hate Crimes (by prejudices)			
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sex Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Arrests			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Violations	0	0	0
Disciplinary Referrals			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Violations	0	0	0

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act we have requested crime and arrest data from the Hawthorne Police Department. All information obtained from these agencies has been included in the above statistical data.