

Mt Sierra College
ANNUAL SECURITY REPORT
2015

MT SIERRA COLLEGE



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**MT SIERRA COLLEGE SYSTEM
ADMINISTRATION**

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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of MTSC annual security report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff. The annual MTSC security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings, or on property owned or controlled by Mt Sierra College, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security such as policies concerning alcohol and drug use, crime prevention, and the reporting of crimes, sexual assault, and other matters.

REPORTING AND DISCLOSURE

The College recognizes that crime prevention is the responsibility of each person working at, or attending school at, or visiting, a College facility. Crime prevention is best served by the vigilant surveillance of the premises and reporting any suspicious personal behavior. The College is, therefore, committed to providing a safe environment for learning and working.

Reporting: The Facilities Department prepares the Mt Sierra College Annual Campus Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full report can be found at: <http://mtsierra.edu/campus-policies>. The College maintains contact with local law enforcement agencies for the protection of its constituents as well as for the purpose of keeping official records of criminal incidents. Each year, the College's community members receive a notice of the Annual Security Report.

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, student services and human resources. The College updates information on their educational efforts and programs to comply with the Act.

SAFETY AWARENESS

Prevention: Each person should have a preconceived plan of action in the event they should become involved in, or be a witness to, a criminal act. By following the generally prudent rules listed below, each employee or student can help ensure that they will not become the victim of a crime.

- Park your car in College-designated parking areas, if possible.
- Do not leave items in your car which are visible from the outside; rather, place the items in the locked trunk of your car, or under a car seat, if possible.
- Lock all car doors, and check them, before leaving your parked car. Keep your car key in your hand until you are in a well-lighted or heavily trafficked area. This will allow you to rapidly reenter your vehicle, should you see a suspicious person in the area.
- You may want to invest in a mechanical locking device or electronic alarm system for your car. If you have such a device/system, ensure that you use it each time you park your car.
- Be alert for strangers in the classroom or work area. If you see an unfamiliar face in the vicinity, proceed to your work/class area, and then report the matter immediately to campus security.
- If you work in a College office, get in the habit of closing and locking your office door each time you must leave the office unattended.
- If you leave valuable articles in open view in your office, place them in a locked desk drawer or in a sheltered location.
- Have a plan of action in mind, should you be accosted. If you have an *authorized antipersonnel protection device (e.g., mace or*

pepper spray) with you, ensure that is readily accessible and ready for use.

- In case of personal attack, scream as loudly as you can and run toward a more lighted or highly trafficked area. Do not voluntarily enter an assailant's automobile or go with an assailant to a more remote location.
- If an assailant demands your money, you may want to take out a pre-positioned amount of money and throw it away from you and then take off running as fast as you can, in the opposite direction.
- Try to note the size and physical characteristics of your assailant, as well as the color and make of the car (if appropriate), and give the person to whom you are reporting the crime as much information as you can.
- Should you be accosted, give the assailant your purse or wallet and do not attempt to resist.
- If you are not able to report the crime immediately, write down your recollections so that you can better recall the information when you do report the crime.

All meetings of student organizations must be held on College property and during hours when security personnel are present to monitor any safety or security issues.

Campus Security Procedures: Upon enrollment, students are informed of services offered by the College including a copy of the Code of Conduct, information on how to obtain the Mt Sierra College Annual Campus Security Report and how and where to report incidents. Annually, existing students receive a link in the Student Portal including the Code of Conduct Policy and access to the Safety Report.

TIMELY WARNING NOTIFICATIONS AND EMERGENCY RESPONSE

In the event that a situation arises, either on or off campus, that, in judgment of the President constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the student message center, e-mail and/or by phone, depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals.

The College will alert staff and students in the event a pattern of criminal activity becomes apparent (e.g., a number of automobile break-ins or assaults on visitors in a specific geographic area). The names of victims will be withheld from timely warnings.

Emergency Evacuation: The College’s Emergency Action Plan Policies and Procedures include information about the Crisis Response Teams, College operating status parameters, evacuation guidelines, and communication plans.

Emergency Contact Information: Students, faculty, and staff are responsible for having current and accurate information on file with Mt Sierra College to ensure they receive notifications. Mt Sierra College does not assume responsibility for incorrect contact information on file which may cause a notification not to be sent due to technical malfunctions; human or technical error; lost, delayed, or garbled data; transmissions, omission, interruption, deletion, defect or failures of any telephone, computer line, network, computer equipment, or software; or any other factors which may cause a lost notification.

FACILITIES

Safety and Access: Our goal is to provide a campus environment that is as safe and secure as possible. During regular business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College

facilities is by key, if issued. Emergencies may necessitate changes or alterations to any posted schedules.

Maintenance: College facilities management personnel maintain and repair campus facilities. The Facilities Department performs regular reviews of landscaping, locks alarms, and lighting to identify and update areas of concern. The College makes every effort to keep its buildings and grounds secure. Lighting and appropriate landscaping for crime prevention is provided. The College secures its buildings, and whenever possible, its parking lots each evening.

CAMPUS SECURITY

Mt Sierra College provides academic advising services and/or offers academic classes at one location. Security at this location is provided as indicated below.

- **College-Leased Facility:** The College provides security services for the leased facility. Security services are coordinated on behalf of the College through the Human Resources Department.

In general, Mt Sierra College security personnel are unarmed and may only make a “citizen’s arrest” of a person who is in the act of committing a crime. Security personnel are instructed not to attempt to apprehend a suspect, unless the person is caught in a criminal act.

Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to the College and the appropriate policy agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Security personnel maintain close liaison with local police departments and keep them apprised of any criminal activity on campus. Local police may be called when appropriate by either security personnel or the senior administrator or staff person on campus.

The College recognizes that laws and policies are necessary for society to function and supports the reinforcement of law by governmental agencies and policies by officials of the College. All persons on the campus are subject to these laws and rules at all times. The College does not maintain any special relationships with State and local police, and does not have an agreement with those law enforcement agencies (such as a written memorandum of understanding) to investigate alleged crimes.

REPORTING CRIMINAL

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to campus administrators and appropriate law enforcement agencies when the victim of such crime elects to or is unable to make a report.

Reporting: Report any criminal offense or possible criminal offense you witness or are a victim of to the Title IX Coordinator as soon as practicably possible, and to security personnel if they are present at the time the crime takes place. If no one is available to meet with you in person, or, if you or someone else is in danger and/or College personnel or security personnel are not there to assist you, call “9-1-1” (9-9- 1-1 from a College extension) and make your report directly to the local city police, following up with a report to the appropriate College personnel at your earliest opportunity.

In all cases, any security violations or crimes that occur at Mt Sierra College where classes are provided shall be communicated to the Title IX Coordinator and /or to Dean of Student Services for all students with notification to the College President and to the Human Resources Department, if the incident involves an employee as a victim. The College will investigate and take action, as it deems appropriate, in the event of a report of criminal activity.

Confidential Reporting: If you are a victim of a crime and do not want to pursue action within

the College System or the criminal justice system, you may still want to consider making a confidential report. The purpose of the 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, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Pastoral and Professional Counselors:

Although counselors typically have significant responsibility and involvement in student and campus activities, they are exempt from Clery reporting requirements. They are, however, contacted and encouraged to forward non-identifying information to Mt Sierra College on crimes that may be reported through their offices for inclusion in the Annual Security Report.

DRUG AND ALCOHOL ABUSE PREVENTION

The possession, use or distribution of illicit drugs and alcohol is governed by Mt Sierra College Policy on Drug and Alcohol Abuse Prevention and California State Law. Mt Sierra College’s Drug and Alcohol Abuse Prevention Policy can be found at:

http://mtsierra.edu/sites/default/files/Academic_Catalog_2015_2016.pdf#page=30.

In addition, a drug and alcohol abuse prevention statement of policy is given to each student upon enrollment and each employee upon hiring.

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, referrals for services, and College disciplinary actions. Mt Sierra College provides an overall coordination of the Drug-Free School Program.

Students may receive referrals to the local and national substance abuse resources and outside counseling services.

National Resources: We encourage anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program:

- Al-Anon & AlaTeen (888) 425-2666
- American Council on Alcoholism (800) 527-5344
- National Council on Alcoholism (800) 622-2255
- National Institute on Drug Abuse Hotline (800) 662-4357

DRUG-FREE CAMPUS

It is widely recognized that the misuse and abuse of drugs (controlled substances) and the abuse of alcohol are major contributors to serious health problems as well as to social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of alcohol include various deleterious physical and mental consequences including addiction, severe disability, and death. In response to these concerns, the U.S. Congress passed the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. In accordance with these Acts, Mt Sierra College has enacted the following policy applicable to all students and employees.

Laws regarding the possession, use, or distribution of Alcohol is controlled by the California Department of Alcohol and Beverage control (ABC). Violators are subject to College disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.

It is unlawful to distribute, sell, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place, or a place open to

the public, is illegal. It is also a violation of Mt Sierra College Policy for anyone to consume or possess alcohol in any public or private area of the campus without prior College approval.

It is the policy of Mt Sierra College to maintain a drug-free workplace and campus. The unlawful possession, use, or distribution of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited at Mt Sierra College or as part of any of the College's activities. The workplace and campus are presumed to include all premises where activities of the College are conducted.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. Disciplinary actions for violations by students will be determined by the President of the College and Dean of Student Services.

DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Mt Sierra College prohibits domestic violence, dating violence, sexual assault, and stalking. The College prohibits retaliation against an individual because that individual testified or participated in any manner in the College administrative process related to domestic violence, dating violence, sexual assault, or stalking.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking:

All faculty and supervisory employees of Mt Sierra College are required to complete a two-hour online training program within ninety days of hire. The training addresses physical and nonphysical sexual harassment, discrimination, and retaliation. Employees are required to complete a refresher course every two years.

Employee Training: Provides for a foundational online course customized for jurisdiction definitions for domestic violence, dating violence, sexual assault, stalking, and consent. The training also provides information on bystander prevention and information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.

PROCEDURES FOR VICTIMS

A victim of domestic violence, dating violence, sexual assault, or stalking may consider the following procedures. A. Medical Attention
Medical providers can treat injuries and test for pregnancy and STDs. Some Medical providers can perform a Sexual Assault Forensic Exam which preserves evidence for use in a criminal case.

B. Police Reporting

It is a victim's decision whether or not to report to the police. For the quickest police response, a victim should dial 911. To preserve evidence of a physical assault, a victim should avoid washing their body, brushing their teeth or changing clothes or touching anything the accused individual touched. If the victim believes they may have been drugged and wishes to have blood or urine tested, this should be done as soon as possible at a medical facility.

A victim should be aware that some physical evidence must be collected close in time to the incident. Even if a victim already cleaned up or if the incident occurred in the past, the victim can still report to the police. The College can provide the legal definitions that might be relevant to the incident, including the definition of consent in the relevant state, and can assist a victim in reporting to police if the victim so chooses. The College can also assist a victim who wishes to apply for a civil or criminal restraining order pursuant to law.

C. Confidential Support

A victim may wish to talk with a person who can provide support while maintaining confidentiality. In Los Angeles County, a victim can contact the Center for Community Solutions which provides free comprehensive services to

victims of sexual assault, relationship violence and stalking.

Reach them by phone at (888) 385-4647 or on the web at <http://www.ccssd.org/get-help/hotline>.

In California, a victim can contact CALCASA (California Coalition Against Sexual Assault) at (888) 922-5227 or on the web at <http://www.calcasa.org>; they can direct a victim to support in their county.

Outside of California, a victim can contact RAINN (Rape, Abuse & Incest National Network) at (202) 544-3064 or on the web at <https://www.rainn.org>.

Other nation-wide resources include:
Sexual Assault Hotline (800) 656-4673
Domestic Violence Hotline (800) 799-7233
Center for Victims of Crime Hotline (202) 467-8700

These organizations can provide support and information on what types of conduct are prohibited by law and can assist a victim with information about reporting to the police or in applying for a civil protection order. Importantly, these organizations can assist a victim in considering all of the available options.

D. Reporting to the School

A victim may report to the College to access support or to file a complaint against a College student, faculty, or staff member who engaged in the unwelcomed behavior.

The College is committed to maintaining a positive learning and working environment and will address all complaints appropriately through either the Dean of Student Services or Title IX Coordinator.

Accessing Mt Sierra College Support: If the accused individual is not affiliated with the College as a student, faculty or staff member, or if the accuser chooses not to identify the accused individual, the College can still assist the accuser with locating counseling and other support services and may assist in rescheduling course requirements, assigning an incomplete in a class or allowing an accuser to transfer class sections.

INSTITUTIONAL DISCIPLINARY ACTION

If the accused individual is affiliated with the College as a student, faculty, or staff member, the accuser may wish to file a complaint with the school. The College provides an institutional process for determining when the College's policies regarding domestic violence, dating violence, sexual assault, or stalking have been violated. Possible sanctions following a final determination of an institutional disciplinary procedure regarding domestic violence, dating violence, sexual assault, or stalking may include suspension or permanent expulsion from the College (for a student) or termination from employment (for an employee).

Depending upon the identity of the parties involved as accuser and accused, one of two offices at the College exercises authority to resolve a complaint. If an accuser is uncertain about which office to contact, they may contact any of the below departments which will ensure that the report is ultimately reviewed by the appropriate office. Any complaint that involves a College student falls under the authority and jurisdiction of the Title IX Coordinator and individuals may report directly to that office.

Office of Student Affairs Title IX Compliance and Title IX Coordinator
Mt Sierra College
101 Huntington Drive
Monrovia CA 91016
(626) 873-2131

Any complaint that involves a non-faculty employee (staff member) falls under the authority and jurisdiction of the Human Resources department and an individual who wishes to report class-based discrimination or harassment involving a staff member may report directly to that office which can provide complete information about the process for resolving complaints involving staff members:

Human Resources Department
Mt Sierra College
101 Huntington Drive
Monrovia CA 91016
(626) 873-2131

Any complaint that involves a faculty member falls under the authority and jurisdiction of the Provost and an individual who wishes to report class-based discrimination or harassment involving a faculty member may report directly to that office which can provide complete information about the process for resolving complaints involving faculty members:

Provost and Chief Academic Officer
Mt Sierra College
101 Huntington Drive
Monrovia CA 91016
(626) 873-2152

Regardless of which office at the College exercises authority to resolve a complaint, the institution's disciplinary procedures shall provide a prompt, fair, and impartial investigation and resolution process and shall be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct investigation and process that protects the safety of victims and promotes accountability.

Disclosures to Alleged Victims: Mt Sierra College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. The accused and the victim will be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. If the alleged victim is deceased as a result of the crime of offense, Mt Sierra College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Sanctions: Mt Sierra College disciplinary proceedings, as well as special guidelines for cases involving misconduct are outlined in the Mt Sierra College General Catalog. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College.

Changing Academic Situation: Student victims have the option to change their academic schedule or environment following an incident of sexual assault or misconduct.

Additional Information for Victims:
Confidentiality: The College will protect the confidentiality of victims and of records relating to an incident to the greatest extent permissible by law.

Services: The College does not offer on-campus counseling services or treatment programs for victims.

The College encourages victims to utilize the resources identified above (Confidential Support) for counseling, victim advocacy, legal assistance, mental health, or other support.

The College will work with victims regarding assistance in changing academic, transportation, or working situations within the University's control if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report to law enforcement.

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act provides tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The State of California (Penal Code 290) requires sex offenders already required to register within the State, within five working days, to also register with the city police department in which the campus or center he or she is attending classes or employed. The State makes this information available to law enforcement agencies. The following list includes the location where you may find such information, according to the Mt Sierra College campus nearest you:

STATE OF CALIFORNIA:

www.meganslaw.ca.gov

LOS ANGELES COUNTY:

www.lasd.org/lasd_services/megans_law.html

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f) as part of the Higher Education Act

of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Violators can be "fined" up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action.

The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh College in 1986. They also founded the non-profit Security On Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

2014 Crime Statistics Reporting Table

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
NEGLIGENT MANSLAUGHTER	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
SEX OFFENSES, FORCIBLE	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
SEX OFFENSES, NON-FORCIBLE	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
ROBBERY	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
AGGRAVATED ASSAULT	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
BURGLARY	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
MOTOR VEHICLE THEFT	2014	1	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
ARSON	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2014	0	n/a	0	0
	2013	0	n/a	0	0
	2012	0	n/a	0	0

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