

LAGUNA  
COLLEGE  
OF ART +  
DESIGN

**ANNUAL  
SECURITY  
REPORT**  
2017



## LCAD RESOURCES

**Title IX Coordinator and Provost:**  
Hélène Garrison, Ext. 236

**Assistant Dean of Students:**  
Julián Velarde, Ext 245

**Director of Campus Safety:**  
Jim Wooley, Ext. 296

**Registrar:**  
Laura Patrick, Ext. 224

**Executive Assistant to the Provost:**  
Kerri Redeker, Ext. 240

**Human Resources Manager:**  
Caroline Carlson, Ext. 287

**Campus Safety Officers:**  
Paul Goldstein and Dave Becket  
(949) 715-8034

**Main Campus Receptionist:**  
Linda Orem, Ext. 221

**Big Bend Campus Receptionist:**  
Lisa Pelt at Ext. 239

**Administration Building Receptionist:**  
Jillian Curiel at Ext. 299

**Library Director:**  
Jennifer Wormster, Ext. 237

**Director of Career Services:**  
Robin Fuld, Ext. 255

**Director of IT:**  
Matt Morton, Ext. 242

## ADDITIONAL RESOURCES

**24 Hour Crisis Hotlines**  
(714) 957-2737  
(949) 831-9110

**North County Rape Crisis Center**  
(714) 834-4317

**South County Rape Crisis Center**  
(949) 752-1971  
Para ayuda en Español:  
(714) 834-4317

**Laguna Beach Police Department**  
911 for Emergencies  
Non-Emergency Calls: (949) 497-0701

**Orange County Sherriff's Department**  
911 for Emergencies  
Non-Emergency Calls:  
(714) 647-7000 or (949) 770-6011

**Rape, Abuse & Incest National Network**  
[www.rainn.org](http://www.rainn.org)  
800) 656-HOPE (4673)

**The National Domestic Violence Hotline**  
[www.thehotline.org](http://www.thehotline.org)  
(800) 799-SAFE

**Community Service Programs Orange County**  
<http://www.cspinc.org>  
(949) 250-0488

## LCAD 2016 ANNUAL CAMPUS SECURITY REPORT

LCAD is committed to complying with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act by preparing an Annual Campus Security Report (ASR) that requires the following information.

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements. The Act requires that schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a hard copy upon request.
- Disclose crime statistics for on-campus, on-campus residence hall, and public areas immediately adjacent to or running through campus including streets, sidewalks and parking facilities. Schools are also required to report Clery crimes for those that occur in certain non-campus buildings or properties. Campus Security Authorities (CSA), local law enforcement and the local fire department assemble statistics for the Annual Security Report.

### CRIMES THAT MUST BE REPORTED ARE:

- Criminal Homicide: Murder & Non-Manslaughter by Negligence and Manslaughter by Negligence
- Sex Offenses including Rape, Fondling, Incest and Statutory Rape
- Crimes under the Violence Against Women Act (VAWA) including Domestic Violence, Dating Violence and Stalking
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

### SCHOOLS ARE ALSO REQUIRED TO REPORT STATISTICS FOR THE CATEGORIES OF ARRESTS OR REFERRALS FOR CAMPUS DISCIPLINARY ACTION (EVEN IF AN ARREST WAS NOT MADE):

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession
- Hate crimes must also be reported by category of prejudice including bias categories of Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin and Disability. Statistics are also required for additional crime categories if the crime committed is classified as a hate crime and they include: Larceny/Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property.
- Issue Timely Warnings to the entire campus community regarding Clery Act crimes, which pose a serious or ongoing threat. Timely Warnings are limited to crimes that an institution is required to report and include in its ASR. These timely warnings must be timely, community-wide, aid in the prevention of similar crimes, provides details on how individuals can protect themselves and be sent out in a method to reach the entire LCAD community.
- Devise an Emergency Response, Notification and Testing Policy. This is different than a Timely Warning and may be broader in nature including notifying the LCAD community on emergency or dangerous situations that go beyond Clery crimes.
- Disclose any agreements with state and/or local law enforcement.
- Emergency Response and Evacuation Procedures.

- Institutions with on-campus housing must report fires that occur in on-campus housing and generate an annual fire report.
- Enact policies and procedures to handle reports of missing students. This policy is intended to minimize delays and confusion during the initial stages of a missing student investigation.
- Campus Drug and Alcohol Policies

The Assistant Dean of Students in collaboration The Provost (Title IX Coordinator), Residence Advisors, Human Resources, Campus

Reception and Communications Department prepare policies, procedures, programming opportunities, etc. for the LCAD community. They are then listed and distributed through this Annual Security Report. Campus Security Authorities, the Laguna Beach Fire Department and the Laguna Beach Police Department collect statistics related to crime and fire.

**The full report can be found on our website at [www.lcad.edu](http://www.lcad.edu) and at [my.lcad.edu](http://my.lcad.edu).**

A hard copy can be requested by contacting the Assistant Dean of Students.

## CLERY ACT CRIME STATISTICS

LCAD is committed to complying with all rules and regulations set forth by the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This includes reporting crime and safety statistics for Clery Crimes including those that fall under VAWA. Hate Crimes statistics are also reported. This Annual Security Report (ASR) is prepared each year with updated policies, procedures, crime reports and statistics. The College works closely with Local Fire and Police to compile statistics as well as Administrators on-campus for other violations.

The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings, and on public property. The Crime and Fire Report is prepared in cooperation with the local law enforcement agencies, Laguna Beach Fire Department and the Director of Campus Safety.

The Clery Act requires the disclosure of specific crime statistics so that students, employees, and families can be well informed about the safety of College campuses. The following statistics cover only crimes/incidents related to criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson and arrests/disciplinary referrals including liquor law violations, drug related violations and weapons possession. The statistics also include hate crimes that are reported by category of prejudice including bias categories including Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin and Disability when the crime is classified as Larceny/Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property.

Clery Act crimes are reported in our Student Handbook which is accessible from LCAD's main website under General Information and at [my.lcad.edu](http://my.lcad.edu).

The institution is only required to provide statistics, which fall under Clery Crimes including those under VAWA that occurred in the specified geographic area.

### **DEFINITIONS OF CAMPUS GEOGRAPHY SPECIFIED BY THE CLERY ACT FOR LCAD PROPERTIES ARE LISTED BELOW.**

#### **On-Campus Buildings or Property**

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls.
- Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

#### **Non-Campus Buildings or Property**

- Any building or property owned or controlled by a student organization that is officially recognized by the institution.
- Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

#### **Public Buildings or Property**

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The following statistics come from Campus Safety Authority reports as well as the Laguna Beach Police and Fire Departments.

<b>Clery Report: Criminal Offenses On-Campus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-Manslaughter by Negligence	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses- Forcible	0	0	0
Sex Offenses-Non-forcible	0	0	0
Incest	0	0	0
Rape	0	0	1
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	0
Motor Vehicle Theft (doesn't include theft from vehicle)	0	0	0
Arson	0	0	0

<b>Criminal Offenses: On-Campus Housing Facilities</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-Manslaughter by Negligence	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses- Forcible	0	0	0
Sex Offenses-Non-forcible	0	0	0
Incest	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (doesn't include theft from vehicle)	0	0	0
Arson	0	0	0

<b>Criminal Offenses- Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-Manslaughter by Negligence	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses- Forcible	0	0	0
Sex Offenses-Non-forcible	0	0	0
Incest	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (doesn't include theft from vehicle)	0	0	0
Arson	0	0	0

**Hate Crimes On Campus:** Includes Murder/non-- Manslaughter by Negligence, manslaughter by negligence, sex offenses both forcible and non-- forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-- theft intimidation and Destruction/damage/vandalism of property.

	2014	2015	2016
Race	0	0	0
Religion	0	0	0
Sexual orientation	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Disability	0	0	0
Ethnicity/ National Origin	0	0	0

**Hate Crimes On Campus Housing:** Includes Murder/non-- Manslaughter by Negligence, manslaughter by negligence, sex offenses both forcible and non-- forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-- theft intimidation and Destruction/damage/vandalism of property.

	2014	2015	2016
Race	0	0	0
Religion	0	0	0
Sexual orientation	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Disability	0	0	0
Ethnicity/National Origin	0	0	0

**Hate Crimes Public Property:** Includes Murder/non-- Manslaughter by Negligence, manslaughter by negligence, sex offenses both forcible and non-- forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-- theft intimidation and Destruction/damage/vandalism of property.

	2014	2015	2016
Race	0	0	0
Religion	0	0	0
Sexual orientation	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Disability	0	0	0
Ethnicity/National Origin	0	0	0

**Arrest On-Campus**

	2014	2015	2016
Liquor Law Violations	0	0	0
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0

<b>Disciplinary Actions – On Campus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor Law Violations	4	1	0
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0

<b>Disciplinary Actions – On Campus Student Housing</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor Law Violations	4	1	0
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0

<b>Disciplinary Actions – Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor Law Violations	0	0	0
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0



## VAWA AND SaVE CRIME STATISTICS

The following crime statistics are related to those defined in the Violence Against Women Act, a part of the Campus Sexual Violence Elimination Act Crimes under VAWA and SaVE. They include domestic violence, dating violence, and stalking.

Violence Against Women Crime Statistics On Campus	2014	2015	2016
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	1	0	0

### UNFOUNDED CRIMES

Unfounded crimes are those crimes that are removed or withheld from the annual security report after it has been determined that the reported crime was false or baseless.

Only sworn commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and that the crime report was therefore “unfounded.”

This does not include a district attorney who is sworn or commissioned, nor does it include a Campus Security Authority.

There were no reported crimes for the years 2014, 2015 or 2016 that are determined to have been unfounded.

## CAMPUS SAFETY AND CRIME REPORTING

### REPORTING CRIMES TO LOCAL LAW ENFORCEMENT

Students should be vigilant regarding their personal safety and take care of their personal possessions. Crimes committed at any LCAD location should be first reported directly to the Laguna Beach Police Department (LBPd) by dialing 911.

The LBPd has a great working relationship with the College and is knowledgeable as to our properties, special events, and campus hours and will be notified when campus alarms are set off.

Campus crime or safety concerns should also be directly reported to the LCAD reception desk staff or another Campus Security Authority which will then be reported to the Laguna Beach Police Department (if necessary), other emergency personnel and appointed school officials. The LCAD after normal hour emergency telephone number is 949-715-8034.

LCAD will work in conjunction with the Laguna Beach Police and Fire Departments and other State and Local Law Enforcement Agencies to maintain the safety and security of our campus community.

- **911 (If on campus, 911 calls will be directly routed to the LBPd)**
- **LBPd Non-Emergency: 949-497-0701**
- **LCAD Emergency Line: 949-715-8034**

### CONFIDENTIAL REPORTING PROCEDURES:

LCAD does not have a confidential reporting procedure in place at this time.

## **REPORTING CRIMES TO LCAD ADMINISTRATION:**

We encourage the entire LCAD campus community to report crimes and emergencies accurately and promptly to the appropriate police agency and to the designated campus authority. Designated staff members called Campus Safety Authorities will assist victims of crimes if they are unable to make such a report but elect to.

The function of a Campus Safety Authority (CSA) is not to serve as a security guard or to make arrests. LCAD's CSA's are appointed in compliance with the Clery Act to report allegations of Clery Act crimes that he or she concludes are made in good faith to local law enforcement personnel and to the reporting structure established by the institution. CSA's are also required to report crimes that fall under the Violence Against Women Act (VAWA) which include dating violence, domestic violence and stalking. CSA's are appointed due to their involvement and significant responsibility for campus and student activities. A Campus Security Authority is not responsible for determining whether a crime took place, but to collect the facts and pass them along. They are also to report complaints, breaches of student code of conduct and any other criminal violations on campus to the Director of Campus Safety, the Campus Title IX Coordinator, Assistant Dean of Students or Human Resources Manager.

The LCAD Counselor, when employed as a counselor and acting within the scope of their employment at the Laguna College of Art + Design is not considered to be a CSA and is not required to report crimes for inclusion in the annual disclosure of crime statistics. However, the campus professional counselor is encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics. The School Counselor can be contacted by e-mailing [counselor@lcad.edu](mailto:counselor@lcad.edu) to schedule an appointment. If it is an emergency and time sensitive, we encourage you to mention that in your e-mail request.

Any community member, who feels they have been subjected to or is aware of someone being subjected to a crime on campus or witnesses a threat and danger to property, is encouraged to report immediately to one of the following Campus Security Authorities.

- **Title IX Coordinator and Provost: Hélène Garrison, Ext. 236**
- **Assistant Dean of Students: Julián Velarde, Ext 245**
- **Director of Campus Safety: Jim Wooley, Ext. 296**
- **Executive Assistant to the Provost: Kerri Redeker, Ext. 240**
- **Human Resources Manager: Caroline Carlson, Ext. 287**
- **Campus Safety Officers: Paul Goldstein and Dave Becket (949) 715-8034**
- **Main Campus Receptionist: Linda Orem at Ext. 221**
- **Big Bend Campus Receptionist: Lisa Pelt at Ext. 239**
- **Administration Building Receptionist: Jillian Curiel at Ext. 299**
- **Library Director: Jennifer Wormster, Ext. 237**
- **Administration Building Receptionist: Stacy Allen at Ext. 299**
- **Library Services Specialist: Christa Jech, Ext. 238**
- **MFA Coordinator: Sharon Flanders, Ext. 270**

The CSA's are trained to assist victims with notifying law enforcement if the victim so chooses and to provide them with internal college complaint forms and procedures, offer assistance in seeking medical attention as well as providing them with a packet of resources. CSA's should also notify complainants that they have the right to decline contacting or providing their names to authorities.

The Assistant Dean of Students, Provost (Title IX Coordinator), Director of Campus Safety and in some cases, Human Resources Manager will analyze the case, determine next steps and govern disciplinary action using the appropriate Code of Conduct Policy.

It is encouraged that all members of the LCAD community report crimes on a voluntary, confidential basis for inclusion in LCAD's crime statistics.

## EMERGENCIES

On campus and throughout Orange County, telephone 911 in any emergency. This central clearing number will route your call to the proper agency. In a non-emergency situation, it is a misdemeanor to call 911. A First-Aid kit is available in the Main Campus Administration Building, Big Bend and at the Student Housing for non-emergencies. Please report any accident or emergency to College staff at the receptionist desks.

For a medical emergency on campus that appears in any way to be life threatening, 911 should be called. Immediately after calling 911, notify the nearest faculty or staff member. If the accident or illness is obviously not life threatening but warrants medical attention, it is the policy of LCAD to send the individual to Saddleback Hospital Emergency Room. If the student does not have transportation, LCAD will provide the cab fare.

### EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Campus Security Authorities are responsible for the confirmation that there is a significant emergency on campus. Jim Wooley, Director of Campus Safety, Julián Velarde, Assistant Dean of Students or Helene Garrison, **Title IX Coordinator and Provost** will be responsible for overseeing the notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus. These individuals will determine the content of the notification, and initiate the appropriate campus notification system and requirements for evacuation.

In the event of an emergency or dangerous situation, the LCAD Administration will direct the LCAD community to evacuate a building, multiple buildings, a certain portion of the campus or the entire campus. The campus community will be requested to follow campus evacuation protocols and to obey directions from LCAD Administration. Events such as a hazardous materials release may require LCAD to put all members of the community in a shelter in place state to prevent exposure to harmful elements.

Emergency announcements can be all of or part of our emergency notification capabilities to include: e-mail blasts, OMNILERT text notification, telephone alert, website alert, fire alarm evacuation or alert (specific building or entire campus), in person notification, bull-horn/sirens or other means.

LCAD will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The Director of Campus Safety will file all information regarding scheduled drills and exercises. The Director of Campus Safety will follow through for assessment and evaluation for emergency plans and capabilities. The Director of Campus Safety will annually publicize emergency response and evacuation procedures and to document, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.

An announced fire drill took place on April 11, 2017 at 11:00 a.m. at all campus locations. Staff was and continues to be designated as Fire Wardens to ensure that buildings are properly evacuated and all campus community members are accounted for at the designated meeting locations.

**Main Campus:** South Parking Lot

**Big Bend:** Gravel Area next to Parking Lot

**Administration Building & Senior Studios:** Parking Lot next to roadway

**Student Housing:** North Parking Lot next to roadway

## ACCESS TO CAMPUS FACILITIES

Building access is different for each building on campus and is listed below and is subject to change during mid-term and final exam time periods.

### **ADMINISTRATION BUILDING:**

Monday-Friday- 8:30 am - 5:00 pm

Closed Saturday & Sunday

### **MAIN CAMPUS:**

Monday - Friday - 8:30 am - 10:00 pm

Saturday - 9:00 am - 6:00 pm

Sunday - 12:00 pm - 8:00 pm (studios MC8 & MC11 only)

Campus Receptionists who have also been appointed CSA's are at the Front Desk during these times and studios have been equipped with doors that require students to use their Student Identification Card to enter.

### **BIG BEND:**

Monday - Saturday - 8:30 am - 12:00 am (no reentry after 10:00 pm)

Sunday - 12:00 pm - 6:00 pm

Campus Receptionist who has also been appointed a CSA is present until 5 p.m. Monday to Friday. Studio Tech is present until closing each evening. Students must have key fob (Student ID) to enter Big Bend at all times.

### **SENIOR STUDIOS:**

Monday - Thursday - 8:30 am - 12:00 am (no reentry after 10:00 pm)

Friday - 8:30 am - 2:00 am (no reentry after midnight)

Saturday - 9:00 am - 2:00 am (no reentry after midnight)

Sunday - 12:00 pm - 12:00 am (no reentry after 10:00 pm)

No Staff on site but students can reach MC reception at X221 or by calling Emergency Phone Line at 949-715-8034. The Campus Receptionist at Main Campus is available until closing time and has been appointed a CSA. Key Fobs are required to enter.

### **MFA STUDIOS:**

24 Hour Access with approved Student ID Card

### **STUDENT HOUSING:**

The Student Housing is divided into addresses

775, 785, 787 and 793 Laguna Canyon Road, Laguna Beach, CA 92651.

Each student is provided a key to their individual units and the Student Lounge. There is no curfew and students can come and go as they please. DeeMark Inc. provides 24-hour security footage that covers walkways, parking lots and the outside of most units.

The Assistant Dean of Students or a Resident Advisor are on property in case of emergencies and have access to the 24-hour security cameras.

In the past year, there have been major improvements to the campus facilities to promote a safer campus environment for the entire community. They include:

- New Doors and Locks for Main Campus Facilities which allow only community members with proper credentials to enter classrooms using their Student Identification Card.
- Updated our Main and Senior Studios Parking Lot Lights to a brighter LED which creates a safer and brighter environment.
- Updated our Security Camera system to cover more campus areas
- Added security film to select Main Campus windows and doors
- Campus Alert system has been changed to Omnilert which will allow us to reach more of the LCAD community in case of emergencies or timely warning notices

## CRIME REPORTING AND TIMELY WARNINGS TO LCAD COMMUNITY

The Clery Act requires institutions to give timely warnings regarding crimes that represent a serious or ongoing threat to the college community. The institution is only required to notify the community of crimes, which are covered by the Clery statistics and reported to a CSA or local law enforcement and occurred in the specified geographic areas including on-campus, college owned or controlled non-campus property or on public property adjacent to the campus. We are committed to keeping the individual or individuals of alleged victims confidential when sending out warnings.

The College in conjunction with the offices of the President, Office of the Provost, Student Life and Campus Safety will distribute timely warning announcements when there appears to be a threat to the safety and security of persons on campus for the following crimes:

- Aggravated assault
- Arson
- Burglary
- Manslaughter by Negligence
- Motor vehicle theft
- Murder/non-Manslaughter by Negligence
- Robbery
- Sexual offenses
- Domestic violence, dating violence, and stalking
- Violations of liquor law, drug law, or weapons possession law
- The above crimes as well as Larceny/Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property in which the victim was chosen on the basis of race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a warning will be issued immediately and will be updated on a regular basis until the threat is contained or neutralized. If a threat is less immediate, the warning will be distributed after that point in time.

**The following are examples that could constitute a continuing threat. Keep in mind that this list is not exhaustive.**

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

**Crimes that would not constitute a continuing threat include, but are not limited to:**

- Crimes in which the perpetrator has been apprehended, there by eliminating the threat, and
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

**LCAD is committed to providing information to the entire community as soon as pertinent information is available. The Timely Warning will include the following information:**

- Time, Location and type of crime that occurred
- A brief statement of the incident
- Information that promotes safety and risk reduction
- Description of the suspect, if available

**There are a variety of ways that the College may choose to send this information out including the following:**

- Our emergency alert system, OMNILERT is the fastest way to communicate. A text message will be sent to the entire LCAD community alerting you of safety and other important events with any instructions and/or updates. It is important that you keep your phone number up to date by using Self Service.
- E-mail blasts to students, staff and faculty members may also be sent out.
- The message on our main telephone line may be changed indicating any instructions or updates. That number is 949-376-6000.
- Posters
- College assemblies

Each fall and spring semester a test of our OMNILERT system is conducted to ensure that the community is receiving notifications.

## PREVENTING AND RESPONDING TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING (VAWA AND CAMPUS SAVE ACT)

On March 7th 2013 President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act, which was enacted in 1994. Included in this bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and presents additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking.

LCAD has established policies, procedures and programs for the entire Laguna College of Art + Design community including LCAD students, full-time and part-time faculty members, full-time and part-time staff members, models, and student workers in relation to the Campus SAVE Act requirements. They are listed below.

- A. Reporting crime statistics in a timely manner
- B. Disclosing security related information and timely warnings
- C. Setting and enforcing policies and procedures related to victims rights
- D. Developing and conducting disciplinary proceedings
- E. Providing resources and tips to victims of crimes
- F. Providing risk reduction tips and awareness programs to train our community on sexual violence.

Laguna College of Art + Design is committed to maintaining a safe, secure, living, learning and work environment for the entire campus community. This includes an environment that prohibits crimes including sexual harassment, sexual assault, domestic violence, dating violence and stalking. A violation of the Campus SAVE Act and the Laguna College of Art + Design Code of Conduct shall constitute grounds for disciplinary action. Disciplinary action that results from sexual misconduct may include dismissal from the College or termination of employment. The College disciplinary action is independent from, and may be in addition to, any criminal or civil penalties.

Community laws and LCAD's policies may sometimes overlap but do not substitute for each other. LCAD may pursue enforcement of its own policies whether or not legal proceedings are underway. The College may also use information from local law authorities and the court to determine whether there is a violation of College policies.

The College is dedicated to protecting those students or employees who report being a victim of dating violence, domestic violence, sexual assault and stalking and where reasonably available, finding alternatives to academic, living, transportation and working situations. The College will provide written notification to a community member when they report being a victim of the above crimes indicating LCAD's commitment to provide assistance with counseling, medical assistance, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims both within the institution and community. We are also committed to providing the victim the opportunity for protective measures such as a Campus Stay Away Order. All accommodations and protective measures are available if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to LCAD administration or local law enforcement.

All complaints of sexual misconduct and requests for accommodations must be brought to the immediate attention of the **Title IX Coordinator and Provost**, Hélène Garrison, 949-376-6000 x236 or by e-mailing [hgarrison@lcad.edu](mailto:hgarrison@lcad.edu). LCAD will act on any complaint of sexual misconduct in order to resolve such complaints expeditiously and equitably.

LCAD prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX and the Violence Against Women Reauthorization Act (VAWA), or this policy.



## **Important Definitions Related to the Clery Act and VAWA**

**Campus Security Authorities:** An official of LCAD who has the responsibility for student and campus activities that are both academic and social in nature. These CSA's are appointed by the college to deal with matters that are related to student discipline and campus judicial proceedings. They are the persons who have the authority and the duty to take action or respond to complaints, breaches of student code of conduct and any other criminal violations on campus.

### **Aggravated Assault:**

is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

### **Burglary:**

is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### **Hate Crimes:**

Crimes committed against a person or property, which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.

### **Motor Vehicle Theft:**

Theft or attempted theft of a motor vehicle.

### **Robbery:**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### **Sexual Misconduct:**

As used in this policy includes sexual harassment, sexual violence, domestic violence, and stalking. (See Below)

### **Sexual Violence:**

Defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

### **Sexual Offenses:**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape is 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. This definition includes any gender of victim or perpetrator.
- Fondling is 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.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

**Consent:**

California adopted Senate Bill 967, also known as the Yes means Yes law on September 29, 2014. Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity... Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.

**Dating Violence:**

Violence committed by a person

- A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - I. The length of the relationship
  - II. The type of relationship
  - III. The frequency of interaction between the persons involved in the relationship

**Domestic Violence:**

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Sexual Assault:**

Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

**Stalking:**

When a person 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. (Cal. Penal Code 646.9) It is a pattern of behavior or conduct directed at specific person that causes the victim to fear for his or her safety or for the safety of loved ones. Examples of stalking behaviors include unwanted telephone calls, unwanted letters or e-mails, unwanted or threatening gifts, threats, damage to property, physical assault or appearing without invitation at a place of residence, school or work.

**Complainant:**

A person that makes a complaint or alleges that a violation has occurred

**Respondent:**

A person against whom a complaint is brought, or who is alleged to have committed a violation

**Unlawful Harassment – Policy for LCAD Employees:**

LCAD is committed to providing a work environment free of unlawful harassment. College policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religion (including religious dress and grooming practices), color, sex (including breastfeeding), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, age, medical condition, disability, genetic characteristics or any other basis protected by Federal, State or local law or ordinance or regulation. All such harassment is unlawful. The College's anti-harassment policy applies to all persons involved in the operation of the College and prohibits unlawful harassment by any employee of the College, including supervisors and managers, as well as vendors, students, independent contractors and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

**Prohibited unlawful harassment includes, but is not limited to, the following behavior:**

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and
- Retaliation for reporting or threatening to report harassment.

You should report every instance of inappropriate conduct to your Manager or another Manager, regardless of whether you or someone else is the subject of the conduct. You may also contact LCAD's Human Resources Department to report inappropriate conduct. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Managers will inform the President of all harassment complaints. The College will undertake an appropriate investigation of the harassment allegations.

If the College determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the College to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. The College will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The College encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the federal Equal Employment Opportunity Commission and the state Fair Employment and Housing Department investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

**REPORTING OPTIONS:**

In case of any emergency or crime on campus, the LCAD community is encouraged to call 911 immediately and to contact Campus Security Authorities. All victims of sex offenses including domestic or dating violence and stalking are encouraged to report the crime to the local authorities only after getting to a place of safety. Know that this is not your fault and you deserve to get the help that you need.

**Reporting to Police:**

Crimes committed at any LCAD location should be reported directly to the Laguna Beach Police Department.

- 911 (If on campus, 911 calls will be directly routed to the LBPD)
- Non-Emergency: 949-497-0701

**Reporting to LCAD Administration:**

Anyone in the LCAD community who feels they have been subjected to, or is aware of someone being subjected to domestic violence, sexual violence, sexual harassment, dating violence or stalking is encouraged to report immediately to one of the following College Campus Security Authorities:

- **Title IX Coordinator and Provost: Hélène Garrison, Ext. 236**
- **Assistant Dean of Students: Julián Velarde, Ext 245**
- **Director of Campus Safety: Jim Wooley, Ext. 296**
- **Executive Assistant to the Provost: Kerri Redeker, Ext. 240**
- **Human Resources Manager: Caroline Carlson, Ext. 287**
- **Campus Safety Officers: Paul Goldstein and Dave Becket (949) 715-8034**
- **Main Campus Receptionist: Linda Orem, Ext. 221**

- **Big Bend Campus Receptionist: Lisa Pelt, Ext. 239**
- **Administration Building Receptionist: Jillian Curiel, Ext. 299**
- **Library Director: Jennifer Wormster, Ext. 237**
- **Library Services Specialist: Christa Jech, Ext. 238**
- **MFA Coordinator: Sharon Flanders, Ext. 270**

LCAD staff and faculty are obligated and expected to report all crimes against students addressed in this statement, of which they become aware, to the **Title IX Coordinator and Provost**, Hélène Garrison. LCAD staff and faculty employees include anyone who is hired by LCAD as an employee and performs work for LCAD including: full-time and part-time staff, full-time and part-time faculty, models and student workers. The College Administrators listed above are trained to also assist victims with notifying law enforcement if the victim so chooses and to provide them with internal college complaint forms and procedures. Complainants may also decline to notify such authorities. CSA's can also provide a list of college and community resources to victims.

### **PRESERVING EVIDENCE**

Contacting local authorities ensures that you will receive the necessary medical treatment and tests, at no expense to you. Filing a police report immediately will also allow for proper collection of evidence. It is extremely important that evidence is preserved to prove Sexual Violence, Domestic Violence, Dating Violence or Stalking or to request temporary restraining orders of alleged respondent.

If you are a victim of the crimes listed above, it is highly recommend that you not perform any of the following until after you have spoken to the authorities and visited a medical facility. If you are a victim of an act of sexual violence, it is recommended that you avoid the following in order to preserve evidence.

- Bathing or showering
- Douching
- Using the restroom
- Changing clothes
- Combing hair
- Cleaning up the crime scene
- Moving anything the offender may have touched

All evidence should be collected in the first 72 hours after the assault has occurred. Regardless if a student showers or changes clothing, a rape kit still can be collected. Having a rape kit completed does not mean that the case will go to court or that the individual must file criminal charges.

It is reminded that students may always request the assistance of LCAD personnel to assist in the notification of law enforcement.

### **CONFIDENTIALITY AND PROTECTIVE MEASURES:**

LCAD is committed to keeping the victims' confidentiality protected, but cannot ensure confidentiality in all cases. Identities will only be disclosed to the direct College officials reviewing the case and may include local authorities (in some cases), other LCAD administrators, faculty members, school counselors, etc. While recordkeeping, including Clery Act reporting and disclosures, we will keep documentation private and protect the confidentiality of the victim including personally identifying information about the victim. No LCAD employee, including the Title IX Coordinator, should disclose the victim's identity to the police without the victim's consent or unless the victim has also reported the incident to the police.

The College prohibits any kind of retaliation against anybody, including LCAD students, full-time and part-time faculty members, full-time and part-time staff members, models and student workers who reports or is involved in an incident

of sexual harassment, sexual assault, domestic violence, dating violence and stalking. LCAD's | non-retaliating policy is explained and provided during the initial contact with all involved in the investigation and case.

When reporting an incident of sexual harassment or sexual assault, the Title IX Coordinator will inform you of measures and services in writing the College has available to support you and the accommodations that are reasonably available. Possible accommodations include creating adjustments for campus living, academic environment, and on-campus employment environment to protect the victim from encountering the accused and to help ensure the victim's safety.

The College also reserves the right to enforce a Stay-Away order to the Respondent whether or not the Complainant has reported the incident to a law enforcement agency.

## **DISCIPLINARY ACTION FOR SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING**

Laguna College of Art and Design has a zero tolerance policy for all criminal actions that take place on the LCAD campus including those that are above mentioned. All incidents of crimes that fall under Campus SaVE Act/VAWA or Title IX will be handled in a prompt and fair way with an impartial investigation, proceeding and resolution.

The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence, (i.e., more likely than not the event occurred). A student's privacy concerns are weighed against the needs of LCAD to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

College investigation proceedings may be instituted against a respondent charged with violation of a law, without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under the Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. LCAD will choose to handle all VAWA criminal incidents on campus in the following manner.

### **Step 1: Investigation of Complaint**

In the event of criminal cases related to the Campus Save Act or Title IX, the Title IX Coordinator will review the complaint. The standard of proof used by the College is preponderance of evidence, meaning that it is more likely than not that the event occurred. The Title IX Coordinator will conduct an investigation to determine if the complaint has merit and/or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Title IX Coordinator. The Title IX Coordinator shall have the power to require the respondent and any witness to the alleged violation to appear before him/her, and to collect evidence relevant to the charges. Administrative disposition, which occurs with the consent of the parties, shall be final and there shall be no subsequent proceedings or appeal. If the charges cannot be disposed of by mutual consent, the Title IX Coordinator shall impanel the Student Conduct Committee.

### **Step 2: Student Conduct Committee**

The Registrar, Assistant Dean of Students, Director of Admissions and two Faculty Senate representatives shall conduct such proceedings as members of the Student Conduct Committee. The members of this Committee will receive annual training on issues related to these offenses and how to properly conduct an investigation and hearing process that protects the safety of victims and delivers accountability. Officials who have a bias for or against the complainant or the respondent will be replaced with another individual assigned by the Title IX Coordinator. The standard of evidence used during the proceeding will be the Preponderance of Evidence.

### **Step 3: Presentation of Charges to Student**

All charges shall be presented to the respondent in written form stating what the respondent is being accused of. A time shall be set for a hearing, not less than three nor more than ten business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Title IX Coordinator.

#### **Step 4: Rights of Respondent and Complainant**

Both parties will be given timely notice of meetings at which one or the other or both may be present. Both parties will also be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

During any disciplinary proceedings, the complainant and the respondent are entitled to the same opportunity to have others present, including the opportunity to be accompanied to any related meetings or proceedings by any advisor of their choice. Both the complainant and the respondent must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Both parties will receive in writing unconditional and simultaneous notification of the outcomes of a hearing, sanctions and terms of sanctions and appeals procedures. Any decision by the Student Conduct Committee at that time becomes final.

#### **Step 5: Outcome of Disciplinary Proceedings**

The Disciplinary Committee shall have the right to impose any one or more of the following sanctions for misconduct:

- Permanent dismissal from the College, which may include permanently barring the student from the College premises;
- Suspension, which may include barring the student from the College premises;
- Restricting the student's right to participate in one or more College activities;
- Probation;
- Removal from the Student Housing;
- Such other sanctions as the Committee determines appropriate

Both the Respondent and Complainant will be informed in writing of the disciplinary proceeding outcomes immediately after a decision is made. That decision is considered final.

#### **Step 6: Appeal Procedures**

Either the Respondent or Complainant has the right to appeal any action or determination of the Student Conduct Committee to the Title IX Coordinator. If the student appeals the decision and/or sanctions of the Student Conduct Committee, the should be made in writing and delivered within 10 business days to the Title IX Coordinator. The Title IX Coordinator will meet with the student to determine the validity of the appeal and/or the potential presentation of new evidence. The Title IX Coordinator shall impanel an Appeals Committee comprised of three impartial individuals (faculty or staff) who were not involved in the previous proceedings. These individuals will have been trained to handle VAWA and Title IX cases. Any decision by the Appeals Committee at this time becomes final.

#### **Step 7: Administrative Conclusion**

Both the Respondent and Complainant will be informed in writing of the disciplinary proceedings and results immediately upon a decision, which is considered final.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

LCAD will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime or violence or a non-forcible sex offense to:

- The alleged victim
- Or next of kin, if the victim is deceased.

#### **EDUCATION AND PREVENTION**

A goal of the LCAD Administration is to provide education and prevention tips to students and employees, regarding Sexual Violence Against Women. The College has established ongoing primary prevention and awareness programs for incoming Residence Hall Students, incoming freshmen, transfer students and newly hired employees, that educate and train the student body and employees on important definitions, bystander intervention, risk reduction and an emphasis on victims rights and how to report incidents.

New students receive valuable prevention information in a variety of ways on an ongoing basis and they are listed here.

1. LCAD has partnered with SafeColleges whose mission is to help students address critical life skills such as sexual assault prevention in higher education institutions across the nation. As part of our comprehensive prevention program for new students, LCAD requires all incoming Freshmen/Transfer students to complete SafeColleges. Students must complete by the first week of school. Failure to do so will result in a hold on their spring registration.
2. All new Student Housing students receive training on Sexual Assault Prevention as well as Bystander Intervention as a result of a partnership with LCAD and One Love Foundation. This organization was created in honor and memory of Yeardeley Love, a victim of Relationship Violence. One Love works with students to empower, educate, and activate campus communities in a movement to end relationship violence. Using a video called "Escalation" students watch a very moving film that shows a relationship from beginning to end. Focusing on bystander intervention, it helps students see the importance of taking action. A facilitated discussion led by trained LCAD staff is held afterwards.
3. All students are provided a basic Self Defense class presented by GET SAFE each Fall semester. GET SAFE breaks down communication barriers usually associated with the topics of violence prevention, crisis intervention and recovery. It helps students with violence prevention education and self-defense training that is critical in building safer, more inclusive communities. Students leave with education and basic self-defense techniques.
4. LCAD's commitment to educating and protecting our entire student body is a year-long initiative which include the following practices:
  - \* Poster Sessions
  - \* E-mail Blasts
  - \* Sexual Assault Awareness
  - \* Mental Health Awareness
  - \* Wellness
  - \* On-Campus Counseling
  - \* Provide List of Resources for students in need

LCAD is proud to partner with community resources with these initiatives such as the Laguna Beach Police Department, Community Service Programs, Inc. (CSP), Sexual Assault Victims Services (SAVS) and the Orange County Rape Crisis Center.

### **BYSTANDER INTERVENTION**

An active bystander is a person who intervenes to interrupt behaviors in social situations that may lead to sexual violence. All members of the LCAD community should consider it their responsibility to intervene in potentially dangerous situations and to act. The five stages of effective bystander intervention are listed below:

**STAGE ONE:** Notice when a situation can lead to violence

**STAGE TWO:** Identify when it's appropriate to intervene.

**STAGE THREE:** Recognize personal responsibility for intervention.

**STAGE FOUR:** Know how to intervene.

**STAGE FIVE:** Take action to intervene.

Some real life tips:

- Believe someone who tells you they have been sexually assaulted, are in an abusive relationship or are experiencing stalking or cyber stalking.
- Be respectful of yourself and others - make sure any sexual act you engage in is OK with your partner and check in every time you initiate greater intimacy. Is your partner enthusiastically giving consent - if not, check in with them and make sure you are both comfortable with what is going on.
- Watch out for your friends and classmates -- if you come across someone who looks like they are in trouble, check in with them and make sure they are ok. If you see a friend doing something sketchy -- say something and tell them you are willing to help.

- If you witness a person in a potentially harmful setting, get them away from the situation by distracting, removing or interrupting.
- Speak up -- if someone says something offensive, derogatory, racist or abusive let him or her know that this behavior is wrong and not acceptable. Don't laugh at racist, sexist or homophobic jokes.
- Offering to drive an incapacitated friend home from a party or ensuring friends who are incapacitated do not leave the party or go to secluded places with others.
- Encourage victims to seek medical care or counseling and remind them that this is not their fault.

### **HOW TO PROTECT YOURSELF**

LCAD is pleased to list the following practices that will possibly reduce your risk of sexual assault. Although this list is not exhaustive, it is a good beginning in educating yourself on staying safe. We encourage you to review a list of resources that are listed under "Additional Resources".

1. Be alert and walk with confidence and purpose.
2. Walk in well-lit areas and NEVER walk alone. Don't be afraid to ask a co-worker, friend and even an LCAD Receptionist (if on campus) to walk you to your car.
3. Be aware of your surroundings.
4. Avoiding drugs and alcohol as these tend to cloud your judgment and clarity
5. Trust your instincts. If your gut is telling you something does not seem right, listen to it. Remove yourself safely from the situation.
6. If you think you are being followed, change directions and look for crowded places, open stores, or restaurants.
7. Never open your doors to strangers.
8. Be wary of isolated spots such as laundry rooms, parking lots, empty classrooms, etc.

### **Recognizing Warning Signs of Abusive Behavior**

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling
- Consistently accusing partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex or (e.g., wanting sex after hitting)
- Being afraid of your partner
- Watching what you say to avoid upsetting your partner
- Feeling isolated from your friends and family because of your relationship



### **Additional Resources**

The list below has been created to give you additional support in case you or someone you know becomes a victim of a sexually violent crime.

#### **24 Hour Crisis Hotlines**

(714) 957-2737

(949) 831-9110

#### **North County Rape Crisis Center**

(714) 834-4317

#### **South County Rape Crisis Center**

(949) 752-1971

Para ayuda en Español:

(714) 834-4317

#### **Laguna Beach Police Department**

911 for Emergencies

Non-Emergency Calls: (949) 497-0701

#### **Orange County Sherriff's Department**

911 for Emergencies

Non-Emergency Calls: (714) 647-7000 or (949) 770-6011

#### **Rape, Abuse & Incest National Network**

[www.rainn.org](http://www.rainn.org)

800) 656-HOPE (4673)

#### **The National Domestic Violence Hotline**

[www.thehotline.org](http://www.thehotline.org)

(800) 799-SAFE

#### **Community Service Programs serving Orange County**

<http://www.cspinc.org/>

(949) 250-0488

### **SEX OFFENDER REGISTRATION INFORMATION**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000, a federal law, requires institutions of higher education to provide the campus community with information on where they may obtain information on registered sex offenders in the state of California. It also requires sex offender registrants who are already required to register in the state to provide notice, as required under state law, to each institution of higher education for which the person is currently enrolled as a student, full- or part-time employee (with or without compensation), or those participating in a vocation (California Penal Code Section 290). As LCAD does not have its own Police Department or any other law enforcement agency, the Laguna Beach Police Department or the Orange County Sherriff's Department must conduct the registration process.

In the state of California, convicted sex offenders must register with their local law enforcement agencies. Megan's Law allows the public to access the registry. and also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community.

California's Megan's Law provides the public with certain information on the whereabouts of sex offenders so that members of our local communities may protect themselves and their children.

Megan's Law is named after seven-year-old Megan Kanka, a New Jersey girl who was raped and killed by a known child molester who had moved across the street from the family without their knowledge. In the wake of the tragedy,

the Kanka's sought to have local communities warned about sex offenders in the area. All states now have a form of Megan's Law.

The law is not intended to punish the offender and specifically prohibits using the information to harass or commit any crime against an offender.

Public information regarding sex offenders in California may be obtained by viewing the Megan's Law website at [meganslaw.ca.gov](http://meganslaw.ca.gov). Upon entering the website, you must read the disclaimer and agree to the terms and conditions.

## GENERAL CAMPUS AND SECURITY AWARENESS

LCAD is committed to the safety and security awareness for the entire community. Each semester general safety tips are sent to the student body by e-mail. The College has also presents a Poster Session in the spring called, "LCAD Protect Yourself". This Poster Session while being visually appealing also provides valuable tips on keeping safe.

Each Fall and Spring, LCAD brings GET SAFE USA to campus to discuss general safety tips for participants and to provide the community with basic self-defense techniques.

The following are some general campus and safety tips provided to the entire LCAD community.

### WALKING AND BIKING:

- Biking along Laguna Canyon Road can be dangerous in the middle of the day but even more so at night. Be sure to wear reflective clothing and make sure you have reflectors on your bicycle. It is also recommended that you have lights on your bicycle and on your helmet.
- Walking along a dark road can be very dangerous. Be sure to wear reflective clothing/shoes and be sure to walk facing the traffic so someone in a vehicle behind you does not surprise you.
- Please take advantage of the LCAD Shuttle.
- If you do find yourself walking, leaving class, shopping in the evenings, it is safer to do so in groups and in well-lit areas. Avoid taking shortcuts through dark areas. If you are on-campus, feel free to ask the Campus Safety Officer or an administrator/faculty member to walk you to your vehicle.

### CAR SAFETY:

- Be sure to lock your car doors upon entering and exiting your vehicle.
- Have your keys out and ready when approaching your vehicle.
- Look inside your vehicle to make sure no one is hiding inside or underneath.

### GENERAL SAFETY:

- **BE AWARE:** Do not walk with your headphones on or walk with your head down. Avoid talking on the phone while walking alone. This makes you less aware of your surroundings. Awareness allows you to pick up on situations that could potentially occur and will allow you to react in a faster manner.
- **TRUST YOUR GUT:** If something doesn't feel right, change the situation immediately! Using your instincts is an excellent safety tool.
- **BE ASSERTIVE** with your body and voice. Be sure to make eye contact with a person if you feel they are following you to let them know you are aware. Walk with purpose but do not challenge a person either.
- Make sure to use your voice if need be by screaming, using a whistle, car panic button, bringing attention to the situation, etc. This can create positive attention and hopefully cause the person to back off.
- **REPORT ANY SUSPICIOUS ACTIVITY:** If on the LCAD campus and you notice suspicious behavior, please be sure to report it to a Campus Safety Officer, another administrator or faculty member. If you are off-campus and notice suspicious behavior, please call the local authorities.
- Be sure to call 911 in any case that requires immediate attention and assistance from the Police, Fire Department or Ambulance.

## **Drug and Alcohol Policy**

It is the policy of LCAD to provide a healthy, safe and productive workplace for all employees and the entire student body. The college has created this Drug and Alcohol Policy in accordance with state and federal laws to prohibit the manufacture, sale, purchase, transporting, furnishing, possessing, of intoxicating liquor or illicit drugs by students and employees on College property or at any College sponsored student activity or event. Any student, regardless of age, performing any of the above, will be subject to disciplinary action under the Code of Conduct, College Policy and may face local, state and federal charges.

There are times that the College may choose to serve alcohol at a school-sponsored event either on-campus or at events off-campus connected to the LCAD Gallery, Institutional Advancement, Alumni Relations, Graduate or Non-Traditional Student Programs, etc. In this case, the event will be monitored by College administration and will follow the local and state rules in the distribution of alcohol. All students in attendance must abide by local, state and federal regulations related to the possession and consumption of alcohol. Students will also be held accountable as it relates to the College Code of Conduct.

Consistent with the Drug-Free Schools and Communities Act (DFSCA) of 1989, enacted by the federal government, the policies and procedures apply to all members of LCAD and to all LCAD sponsored events and activities that occur on and off-campus. In addition, employees and students are reminded that LCAD considers it the responsibility of the members of this community, both individually and collectively, to comply with the applicable local, state, and federal controlling drug and alcohol possession, use, or distribution.

The College also has a drug and alcohol policy for the Student Housing with its own set of rules, regulations and sanctions but still following federal and state laws.

### **State Laws:**

Below is a brief summary of Federal and California State Laws regarding Liquor Law and Drug Violations. Violation of the statutes below constitutes a misdemeanor and in some cases, a felony with a monetary penalty and/or mandatory community service and possible incarceration. Violations will also constitute a breach of the LCAD Student Code of Conduct and appropriate College sanctions will be imposed.

- Drug laws: The violation of laws prohibits the production, distribution, and/or use of certain controlled substances and the equipment or device utilized in their preparation and/or use.
- It is unlawful to cultivate, manufacture, distribute, sale, purchase, use, possess, transport or import any controlled drug or narcotic substance. These drugs include but are not limited to opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics, which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (CA Business and Professions Codes 25658a and b)
- It is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view. (CA B&P Code 25662a)
- It is unlawful to sell alcoholic beverages any place in the state without a proper license from the Department of Alcoholic Beverage Control. (CA B&P Code 23301)
- It is unlawful for any person to drink while driving (Vehicle Code 23220) or to have an open container of an alcoholic beverage in a moving vehicle as a driver or passenger. (Veh. Codes 23222and 23223)
- Individuals with a blood alcohol level of .08 or higher, a driver is presumed to be under the influence of alcohol. (Veh. Code 23152; sanctions vary with number and type of offenses but can include suspension or loss of driving privileges, alcohol education program and mandatory imprisonment with fine)

- It is unlawful for any person under the age of 21 who has a blood alcohol level of .01 or greater to drive a vehicle. (“The Zero Tolerance Law” - Veh. Code 23136; blood alcohol level of .05 or greater- Veh. Code 23140; sanctions vary with number and type of offenses but can include suspension or loss of driving privileges and alcohol education program)
- It is unlawful to operate a bicycle on a highway while intoxicated. (Veh. Code 21200.5; this law provides that bicyclists enjoy the same rights and are subject to the same regulations as motor vehicle operators)
- It is unlawful to be intoxicated and disorderly, defined as being in a condition where you are unable to exercise care for your own safety or the safety of others, or if you interfere or obstruct any street, sidewalk, or public way. (“Disorderly Conduct” - CA Penal Code 647f)
- It is unlawful for a person under the age of 21 to possess or present fraudulent evidence of age and identity in order to obtain alcohol and unlawful to transfer any form of identification for the purpose of falsifying age in order to secure alcoholic beverages. (CA B&P Code 25661)

#### **College Sanctions:**

Those found in violation of LCAD’s alcohol and drug policy in accordance with state and federal drug and alcohol laws will follow the outline of LCAD’s Code of Conduct and Disciplinary Action. Possible sanctions for those found in violation are listed below:

- Permanent dismissal from the College, which may include permanently barring the student from the College premises;
- Suspension, which may include barring the student from the College premises for a certain length of time;
- Participation in Drug and Alcohol education programs;
- Completion of Community Service;
- Restricting the student’s right to participate in one or more College activities;
- Probation; or
- Such other sanctions as the Committee determines appropriate

#### **Biennial Review:**

LCAD complies with regulations that state institutes of Higher Education conduct a review of its Alcohol and Drug program to determine effectiveness and the consistency of sanction enforcement. It is also conducted to identify and implement any necessary changes.

#### **Health Risks:**

In addition to being a violation of the LCAD Code of Conduct, the use of alcohol and drugs can adversely affect one’s health and severely impacts one’s ability to achieve academic success. Long-term use of alcohol and drugs can also affect you in a variety of ways including but not limited to:

- Mental Disorders such as Depression, Anxiety, Memory Loss and Alcohol and Drug Dependency
- Certain forms of cancer
- Heart and Circulation complications including High Blood Pressure, Stroke, etc.
- Osteoporosis
- Sexual Health including impotence and infertility
- Risk of birth defects
- Kidney Disease
- Liver Diseases including Cirrhosis

**College Resources:**

The College encourages the community to speak to the Assistant Dean of Students or School Counselor should they believe they have a problem with drugs or alcohol. LCAD is dedicated to creating an environment for its students and employees free of drug and alcohol abuse. We provide counseling support or referrals for those with drug- and alcohol-related issues. LCAD's concern for the individual, however, must be balanced with its need to provide for the safety and well-being of the community as a whole.

**Local Resources:**

National Council on Alcoholism and Drug Dependence - Orange County (NCADD – OC) / Community Alliance Network (CAN) CAN is the prevention arm of NCADD-OC and is dedicated to creating and implementing prevention strategies that reduce underage drinking. They can be reached at (949) 595-2288.

Alcohol and other drug impaired driving: Community Service Programs: Positive Actions Toward Health (CSP/PATH): CSP~PATH is a community-based prevention project that aims to create safe and healthy communities by reducing problems associated with alcohol and other drug (AOD) impaired driving. They can be reached at (949) 757-1096.

Prescription & Over-the-Counter Drug Abuse: Community Service Programs: Positive Actions Toward Health (CSP/PATH) CSP~PATH is a community-based prevention project that aims to create safe and healthy communities by reducing problems associated with prescription and over-the-counter (Rx/OTC) drug use.

The Canyon Club in Laguna Beach: Located at 20456 Laguna Canyon Road in Laguna Beach. The mission of The Canyon Club is to support the recovery and rehabilitation of alcoholics. To that end, The Canyon Club provides a facility for Alcoholics Anonymous and AI-Anon meetings, as well as a variety of educational, recreational, social and other activities and events that support the Clubs mission. The Canyon Clubs doors are open to anyone who needs help or knows someone who does. Please visit [www.canyonclub.org](http://www.canyonclub.org) for more information or call 949-497-1823.

## MISSING STUDENT POLICY

The Clery Act requires institutions that maintain on-campus housing facilities to establish a missing student notification policy and procedures (20 USC 1092 (j), Section 488 of the Higher Education Opportunity Act of 2008). LCAD has created the following policy and procedures established to assist in locating LCAD students living in the Student Housing who based on facts and circumstances reported to the LCAD Administration have been determined missing. It is required that students contact the Resident Advisor on duty if they intend to spend +24 hours off campus and to notify all of their roommates. LCAD also requires students to exchange contact information with their suitemates. We strongly suggest students to exchange information with the rest of the LCAD Student Housing as well.

If a student is suspected to be missing, contact information is registered and confidential, accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in continuance of a missing person investigation.

LCAD shall follow the following notification procedures for a missing student living in our Student Housing.

### TO REPORT A MISSING STUDENT:

- Anyone receiving or making a missing student report should contact the Assistant Dean of Students at 949-376-6000 x245 or by e-mailing [jvelarde@lcad.edu](mailto:jvelarde@lcad.edu)
- If the student is under the age of 18, parent(s) or legal guardian will be contacted and advised immediately.
- Once the College receives a missing student report the following offices will be notified:
  - Office of The Provost
  - Campus Safety
  - Residence Advisors
  - Campus IT
  - Counseling
- Student Housing students are required to submit an emergency contact listing at move-in. Such contacts and the Laguna Beach Police Department will be notified if student is absent for more than a 24 hour period without Student Housing staff or roommate communication or is otherwise believed missing.
- Any Missing Student report indicating possible foul play will warrant LBPD notification immediately.
- Upon notification, LCAD will start an internal investigation of the missing student report and start the process of locating a student by conducting the following in any combination or order.
  - Assess overall situation
  - All Points Bulleting to all faculty and staff
  - Resident Advisors may be asked to physically search the Student Housing
  - Administration to check security camera footage
  - Administration to physically check all campus locations
  - Research Social Media
  - Call the local hospitals
  - Administration will check Student ID activity
  - Administration will check official LCAD e-mail and computer usage activity
  - Inquire with Roommates about recent happening, discussions or behaviors

- The Assistant Dean of Students may reach out to known friends, family, or faculty members for last sighting or additional contact information.

If the student is not a Student Housing student, please report any missing student concerns directly to the Assistant Dean of Students, Director of Campus Safety or another member of the LCAD Administration. LCAD will notify the local authorities.



## ANNUAL FIRE SAFETY REPORT AND STATISTICS

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publish fire safety information and statistics.

Additionally, the National Student Loan Program requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The statistics include the number, cause, related injuries and deaths, and property damages associated with each fire. In addition, each institution is required to report fire safety information to the U.S. Department of Education. This Annual Fire Report is made available each year in compliance with the Clery Act and is available at [www.lcad.edu](http://www.lcad.edu) or a hard copy can be requested by contacting the Assistant Dean of Students.

Each unit at the LCAD Student Housing is equipped with a smoke detector and a carbon monoxide detector. LCAD and federal law prohibit tampering with, disabling, or destroying smoke detectors. The hard-wired smoke detectors will go off in the event of smoke or fire, at this time a signal is sent to an alarm company who then contacts the Laguna Beach Fire Department. Fire sprinklers are placed in every unit and directed so water hits every square inch in the event of a fire. Portable fire extinguishers are provided in every unit. If a resident has any problems with your smoke or carbon monoxide detector, contact the Residence Advisor or the Assistant Dean of Students.

Tampering with fire-fighting equipment, alarms, or bomb threats will result in immediate expulsion from the Student Housing and disciplinary action (including possibly expulsion) from Laguna College of Art + Design.

LCAD prohibits portable electrical appliances, smoking and open flames in the Student Housing. Those in violation will be referred for disciplinary action. If the fire alarms sound, you **MUST** leave your room immediately. Never assume the alarm is false. Mandatory fire drills are conducted each semester both by LCAD as well as the building owners. The fire drills are discussed at monthly mandatory meetings. The Assistant Dean of Students and the Resident Advisor conduct the drills and then assess for improvements needed. Fire Evacuation procedures along with residence hall maps are posted in every unit near the front door.

All fires should be reported first to the Laguna Beach Fire Department. After reaching a safe location, members of the Student Housing team should be contacted. They are Julián Velarde, Assistant Dean of Students or a Resident Advisor.

### **FIRE DRILL LCAD STUDENT HOUSING**

- 1) IF YOU SEE A FIRE EVACUATE THE BUILDING IMMEDIATELY
- 2) DIAL 911 TO REPORT THE FIRE
- 3) DO NOT WASTE TIME GATHERING PERSONAL BELONGINGS
- 4) STAY LOW TO AVOID SMOKE INHALATION
- 5) MAKE SURE EVERYONE IS VACATED FROM YOUR UNIT
- 6) IF YOU ARE THE LAST PERSON TO EXIT YOUR UNIT CLOSE THE DOOR BEHIND YOU TO PREVENT THE FIRE FROM SPREADING
- 7) AFTER EXITING MEET IN DESIGNATED SAFETY AREAS
- 8) ONCE YOU ARE IN A SAFETY ZONE CALL YOUR RESIDENT ADVISOR
- 9) UNDER NO CIRCUMSTANCES SHOULD YOU REENTER A BURNING BUILDING
- 10) WAIT IN SAFETY ZONE FOR FURTHER INSTRUCTION FROM RESIDENT ADVISOR

**THE FOLLOWING AREA IS DESIGNATED A SAFE ZONE FOR FIRE EVACUATION:**

- 1) Parking lot in front of the Café (see map below)

Year	2014	2015	2016
Incident	1 Fire	No Fires	No Fires

**Details**                      September 5, 2014  
 Improper use of  
 microwave \$200 Value  
 No injuries reported  
 LBFD was not called, fire  
 extinguished by residents

