



CAREER CARE INSTITUTE

Campus Safety & Security Policy

Career Care Institute

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Section I: Career Care Institute Safety

Career Care Institute (“CCI”) has developed important programs to help protect your safety and well-being. The following information is not a contract. It is, however, a useful description of our campus safety policies, and we encourage you to read it carefully.

I.1 Career Care Institute Safety Declaration

Career Care Institute (CCI) is committed to providing a reasonable level of security for its students, employees, and visitors. The following report provides information regarding campus security policies and procedures for all students and employees of Career Care Institute.

Like other institutions, campuses are not without occasional crimes. You are not only a citizen of the country and state in which you live; you are an important member of the Career Care Institute community of students, faculty and staff. This means that you must obey both U.S. law and the rules and regulations of the School. Being aware of those rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at the School.

A well-informed campus community helps create a safety conscious public. The School follows federal law and annually publishes and distributes crime statistics for the current calendar year and the three previous years. You may review them at ccicolleges.edu/general-disclosures/.

I.2 The Campus Security Authority

To help ensure the safety of the School community, the School has a designated Campus Security Authority (CSA) on every campus. We fully cooperate with the police and other public law enforcement.

We comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or “Clery Act,” a federal statute requiring all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses. We also comply with the Violence Against Women Reauthorization Act of 2013 (VAWA). The Clery Act states that a CSA can be defined as any one of the following:

- Campus police department or a campus security department.
- Any individual who has responsibility for campus security (e.g., who is responsible for monitoring the entrance).

This Campus Safety Policies document refers to the local CSA as the individual the School designates at every campus and identifies on **In Case of an Emergency/9-1-1** posters in all classrooms and common areas for all Career Care Institute locations. Students, faculty and staff should report criminal offenses and incidents to their CSA. You can also find the CSA’s name and contact information at ccicolleges.edu/general-disclosures/.

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Individuals should report any complaints regarding non-compliance with the Clery Act, VAWA or any state-specific regulations to their local CSA.

The Clery Act states that other individuals may also support the CSA function, such as front desk Institute staff, those who provide security or monitor access to campus facilities or parking facilities. These individuals serve as a point of contact in the event of an emergency, incident or crime.

The local CSA advises them of this, provides Clery Act training, and partners with them to maintain a constant working relationship. Employees and security personnel who handle tasks like patrolling, monitoring access, or providing a driving or walking safety escort also serve in campus security authority capacities. The local CSA provides training on incident reporting and submitting crime reports.

1.3 Memorandum of Understanding with Local or State Police Agencies

The Career Care Institute currently does not have any formal Memoranda of Understanding (MOU) between its campuses and any law enforcement agencies.

1.4 Annual Review of the Campus Safety Program

The Career Care Institute will conduct an annual review of our Campus Safety Program, Clery-related obligations, including the Annual Security Report (ASR) to ensure continuing compliance with the Jeanne Clery Act requirements.

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Section II: Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

We provide notice of reporting and disclosure of Campus Safety Policies and Annual Crime Statistics to current students, faculty and staff.

2.1 Notifying the School Community

Every year, the Institute's community members receive a notice of the Annual Security Report electronically. The notice:

- Discloses that these annual crime statistics are part of the Career Care Institute Annual Security Report and available on a website;
- Gives the exact electronic website address for this report: ccicolleges.edu/general-disclosures/; and
- States those community members may request a paper copy of the report.

2.1.1 Notifying Prospective Students, Faculty and Staff

The Career Care Institute also notifies prospective students, faculty and staff about the Campus Safety Policies and Annual Crime Statistics. The information contains the exact website address and states that community members may request a paper copy.

2.2 Procedure for Gathering and Disclosing of the Institute's Annual Crime Statistics

A police report must be filed for loss or destruction of School property or crimes that occur on School property and for theft of Institute property, which is considered traceable (i.e., includes a serial number), even if the property was not stolen from a School location. Individual victims may choose to file a police report for personal property. We encourage them to do so. If asked, the CSA can assist with police reports for personal property.

The CSA will prepare and maintain documentation files for all reported campus crimes. The School must include in Clery Act reporting statistics all crimes reported to CSAs, regardless of who reported, whether an investigation is initiated, or whether there is any decision by a court, prosecutor, or any other non-campus official.

The CSA will also maintain a listing of all crimes that occur on campus in the Campus Crime Log (Logbook) which must be made available to the public. The Logbook is required to be available at the front desk for inquiring individuals. The Logbook will not contain any personal or private information regarding victims or witnesses of the crimes.

The Logbook for the most recent sixty (60) day period must be open to public inspection, upon request, during normal business hours. Any portion of the Logbook that is older than sixty (60) days must be made available within two (2) business days of a request. Logbooks must be kept for seven (7) years.

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Section III: Safety Awareness and Crime Prevention

At Career Care Institute, we take safety awareness and crime prevention measures very seriously.

3.1 Crime Prevention Measures

Part of crime prevention is being alert to and aware of your immediate environment. Here are some important ways you can help keep yourself - and the School community - more safe and secure:

- Lock your car.
- Always take and keep your car keys with you.
- At night, travel in well-lit areas and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items visible inside your car, including personal items and school related materials such as textbooks.
- Do not park in isolated or poorly lit areas.
- Leave highly valuable items at home.
- Do not leave your personal property unattended.
- Do not carry more cash than necessary.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Never bring any kind of weapon onto Institute property.

3.2 Safety and Access to Career Care Institute Campus Facilities

Our goal is to provide a campus environment that is as safe and secure as possible. Campus buildings and facilities are usually accessible to the public during normal business hours. However, classrooms and office buildings are generally locked when not in use. Only faculty and staff members have access to private program areas, secured administrative and institutional facilities.

3.3 Maintenance on Career Care Institute Campuses

The CSA ensures campus maintenance issues that may affect safety or enhance criminal activity are resolved. The CSA must notify the appropriate facilities manager and request prompt attention to the problem.

School facilities management personnel maintain and repair campus facilities. This includes repairs to defective doors and locking mechanisms. Exterior lighting is another important part of our commitment to campus safety. We ask that you promptly report any problems or hazards you notice to your CSA.

3.4 Safety Programs

Each campus sponsors at least one annual safety event and one sexual assault awareness and prevention training. These trainings should be conducted during a time and at a location to maximize participation from all students, faculty and staff. A common theme of our safety events is developing members' awareness of their responsibility for their own safety and the safety of others. We focus on increasing security alertness and crime

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prevention education. Please contact the CSA for information on where and when these education events will occur.

The annual safety event varies by campus and may include CPR, AED (automated external defibrillator), crime prevention, self-defense and protection, and local police or fire department demonstrations. See your CSA for information about upcoming security awareness and crime prevention programs.

3.4.1 Informing New Staff of Safety Reporting Procedures

In addition to coordinating these safety events, the CSA makes a good-faith effort to inform new and existing personnel of security reporting procedures. Staff members who have regular interaction with the campus community are informed that students may approach them with crime-related incidents that need to be reported quickly to the CSA.

3.5 Emergency Evacuation Planning

The CSA conducts at least one emergency evacuation drill per year at each campus location. Faculty and staff are encouraged to be familiar with these procedures. All campus buildings post exit and evacuation diagrams on each floor.

The School also maintains Emergency Response Guides (ERGs) in classrooms and common areas to provide a hands-on resource for students, faculty and staff to utilize in the event of emergencies involving medical response, evacuation, fire/smoke/explosion, severe weather, hazardous material, earthquake/power outage, intruder, civil disturbance, and bomb threat.

3.6 Timely Warning Notifications to the Campus Community

Campus Security Authorities (CSAs) release a Timely Warning Notification (TWN) to alert the School community of crimes or events that may potentially threaten students, faculty, staff or property. Posting these notices is necessary when a serious threat or a systematic pattern of crimes or threats may put anyone in the School community at risk. CSAs are responsible for alerting the campus community (i.e., students, faculty and staff) of a particular crime or trend of crimes in a manner that is timely and will aid in the prevention of similar crimes. TWNs can be issued for threats to persons or to property. Names of victims or any personally identifiable information will not be placed in the notification.

TWNs are posted in visible, accessible areas at Career Care Institute locations where such threats occur. Career Care Institute campuses may use posters, emails and on-site digital and video monitors, or other available means to inform the campus community.

It is important to note that CSAs are not required to issue a TWN for every crime reported but must, at minimum, follow Clery Act guidelines. When making their decision, the Career Care Institute Campus Safety Team may consult with local law enforcement. Whether the CSA issues a TWN is determined on a case-by-case basis in conjunction with all the facts surrounding the crime(s), including such factors as:

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- **The nature of the crime.** TWNs should focus on those crimes and offenses specifically required for reporting according to the Clery Act (e.g. homicide, sexual assault, robbery, burglary, arson, etc.) and/or seriousness of the crime.
- **The continuing danger to the campus community.** TWNs should be released if the campus community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.
- **The possible risk of compromising law enforcement efforts.** The CSA should consider law enforcement efforts when issuing a TWN, consulting with public authorities regarding the issuance of further TWNs so as not to compromise an ongoing investigation or other law enforcement efforts.
- **Community safety and awareness.** When issuing a TWN, the CSA must balance the need to include information about the crime while also protecting the confidentiality of the victim to the maximum extent possible. They also provide information that promotes safety and aids in the prevention of similar crimes.

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Section IV: Emergency Mass Notification

Career Care Institute maintains emergency management policies, procedures and systems to protect lives and property, and to continue necessary critical functions and essential services.

An emergency is defined as a situation that poses an immediate threat to the health or safety of someone in the School community at a CCI site or that significantly disrupts the School's normal course of business.

4.1 Reporting Emergencies

Individuals should immediately call emergency 9-1-1 for police assistance if they believe the situation warrants it. In addition to 9-1-1 reports, incidents that may warrant contacting the Campus Security Authority (CSA) are those posing a serious or continuous health or safety threat to the campus community such as dangerous or otherwise high-risk situations at a CCI site.

- Career Care Institute students should contact their local CSA or their Campus Director. Each CCI site posts individual CSA contact information in each classroom and break room.
- Other contacts include the Security Guard, where available.
- Staff and faculty on campus or at other CCI locations may also contact the Lancaster Campus Director at (661)942-6204.

4.2 Notifications and Warnings

As soon as the CSA receives notice of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and/or staff, it will immediately perform the following functions:

- contact a secondary source (i.e. Campus Director) to confirm that there is a significant emergency or dangerous situation;
- initiate a message system to the campus

CSA is responsible for reviewing issues on a case-by-case basis, considering factors such as:

- the nature of the situation,
- the continuing danger to the campus community,
- the notification's content,
- the possible risk of compromising law enforcement efforts

Notices sent as part of the EMN policy and procedures may include the following information:

- date and time of the notification and incident,
- the reason for the notification,
- the risk, threat, or emergency facing the campus community,
- the locations that may be affected (which could include targets),
- appropriate procedures, which may include:
 - evacuation,
 - lockdown or shelter in place,
- safety suggestions,

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- location closing information,
- procedures to help to contain or protect against the problem,
- contact information for related questions or issues,
- resources such as telephone numbers, website and other sources for information regarding the incident,
- additional details and directives to preserve safety and security, maps or other useful attachments,
- computer prompted questions may be presented.

The Campus Director will use his discretion to determine what information should be disclosed. He will make these determinations based on the nature of the issue, instructions from public safety officials, considering whether its release could compromise efforts to contain the emergency or the safety of the community.

All warnings, notifications and related communications must be approved by the Campus Director. For the duration of the emergency, follow-up information will be provided to the CCI community as warranted.

At the conclusion of an incident and when authorized, an “all clear” message may be sent to all recipients of the alert.

4.3 Notification Methods

The Campus Director may activate all or individual elements of the EMN system. Depending on the nature of the incident, EMNs may be distributed by any of the following means:

- Technology alerts
 - Text messaging
 - Recorded messages to phones or similar devices
 - E-mail notifications
- Person to person directives
 - Door-to-door notifications
 - Direct phone calls
 - Phone trees
 - Other media releases

4.4 Maintenance of Emergency Contact Information

Students, faculty, and staff are responsible for having current and accurate information on file with CCI and its relevant subsidiaries to ensure they receive emergency notifications. Note that CCI 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 otherwise compromised data or transmissions, omission, interruption, deletion, defect or failures of any telephone or computer line or network, costs, computer equipment, software or any other factors which may cause a lost notification.

4.5 Definitions

- *Alert* – A signal or messaging technique used to warn of danger, attack or other emergency situation. A condition or period of heightened watchfulness or preparation for action.
- *Campus* - Is defined in 34 C.F.R. §668.46 as: Any building or property owned or controlled by an institution within the same reasonably contiguous area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- *Emergency* – An event, expected or unexpected, that threatens lives, safety, property, or the environment and requires immediate (mandatory) action.
- *Dangerous Situation* – A situation being managed by a public safety entity that can escalate into a condition that may threaten lives, safety, property, or the environment and may require immediate (mandatory) action (e.g. barricaded suspect(s) within a contained police perimeter, release of localized hazardous materials that may require a building evacuation, structure fires requiring evacuation, suspicious devices that require a bomb squad response, etc.)
- *Notice or Warning* – A notice or warning is issued when a condition or situation is "imminent" or confirmed "already occurring" (e.g., tornado warning, flash flood warning, severe storm warning). Action in response is discretionary.
- *State of Emergency* - A state of emergency is a declaration that may suspend certain normal functions of the organization. In addition, a state of emergency would alert staff and students to alter their normal behaviors and to safeguard themselves accordingly.
- *Evacuate* - To leave a room, building or campus in a timely and orderly manner.
- *Lockdown/Shelter-in-place* - To secure an area by locking doors, windows, and barricading oneself to block entry to a room, building or campus. If a Lockdown is ordered, all persons should locate a safe room, assist others in moving to a safe room, lock door, close windows and shades, turn off lights, move away from door and windows, and remain quiet in a safe location until further instruction.
- *Test* - Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans, and capabilities. Tests may be announced or unannounced. The emergency response and evacuation procedures should be publicized and each test should be documented with a description of the exercise, the date, time, and whether it was announced or unannounced. The system should be exercised or used in conjunction with scheduled exercises to maintain awareness of the system by students, faculty, and staff.



Section V: Reporting Criminal Activities

Career Care Institute does not regularly contract with local police to be present on our campuses. In an emergency, dial 9-1-1 for help. We urge you to report all criminal activity, whether on or off campus, to the state or local police.

The CSA will coordinate with the local police department and security personnel when compiling the Annual Security Report.

5.1 Reporting Emergency Criminal Activities

In emergencies, dial 9-1-1 first.

9-1-1 answers calls 24 hours a day, 7 days a week. The local police, fire or medical departments will respond immediately.

First, call 9-1-1 to report criminal offenses. You may use other emergency response numbers to reach public emergency response agencies.

Second, call the Campus Director. In the event, the criminal offense involves intent to harm or an act of violence; please contact the Campus Director after calling 9-1-1 so that he may respond to the situation as soon as possible. The Campus Director can be reached from 8:00 AM to 5:00 PM at (661)942-6204 Monday through Friday.

5.2 Reporting Weapons on Campus

No weapons are permitted on campus. In the event an employee, guest or student brings a weapon on campus and a threat or danger to the Institute community is perceived call 9-1-1 to report the weapon on campus.

Second, call the Campus Director so that it may respond to the situation as soon as possible.

5.3 Reporting Criminal Activity to the Campus Security Authority

The CSA is available at all Career Care Institute campuses for students, faculty and staff. The CSA has the official capacity to receive all reports relating to crime at Institute locations.

The identity of the CSA is listed on the Institute website at ccicolleges.edu/general-disclosures/ and posted on the In Case of Emergency/9-1-1 posters in visible areas at each campus. Please look for this information, so you will be prepared if you need it.

5.4 Anonymous and Confidential Reporting of Crimes

Career Care Institute encourages students, faculty and staff to report any suspicious or criminal activities that occur at a Career Care Institute location. You may request confidentiality or make crime reports anonymously. Please contact your CSA and request confidentiality or anonymity if necessary. The Institute does not disclose personally identifiable information in its Campus Crime Statistics at ccicolleges.edu/general-disclosures/ or in the public Campus Crime Log.

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5.5 Confidential Reporting to a Counselor

Victims seeking professional counseling will have their information kept in confidence. Even if a victim gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the Annual Crime Statistics.

5.6 Victim's Bill of Rights

Marsy's Law significantly expands the rights of victims in California. Under Marsy's Law, the California Constitution article I, § 28, section (b) now provides victims with the following enumerated rights:

1. To be treated with fairness and respect for his or her privacy and dignity, and to be free from intimidation, harassment, and abuse, throughout the criminal or juvenile justice process.
2. To be reasonably protected from the defendant and persons acting on behalf of the defendant.
3. To have the safety of the victim and the victim's family considered in fixing the amount of bail and release conditions for the defendant.
4. To prevent the disclosure of confidential information or records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law.
5. To refuse an interview, deposition, or discovery request by the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, and to set reasonable conditions on the conduct of any such interview to which the victim consents.
6. To reasonable notice of and to reasonably confer with the prosecuting agency, **upon request**, regarding, the arrest of the defendant if known by the prosecutor, the charges filed, the determination whether to extradite the defendant, and, **upon request**, to be notified of and informed before any pretrial disposition of the case.
7. To reasonable notice of all public proceedings, including delinquency proceedings, **upon request**, at which the defendant and the prosecutor are entitled to be present and of all parole or other post-conviction release proceedings, and to be present at all such proceedings.
8. To be heard, **upon request**, at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.
9. To a speedy trial and a prompt and final conclusion of the case and any related post-judgment proceedings.
10. To provide information to a probation department official conducting a pre-sentence investigation concerning the impact of the offense on the victim and the victim's family and any sentencing recommendations before the sentencing of the defendant.



11. To receive, **upon request**, the pre-sentence report when available to the defendant, except for those portions made confidential by law.
12. To be informed, **upon request**, of the conviction, sentence, place and time of incarceration, or other disposition of the defendant, the scheduled release date of the defendant, and the release of or the escape by the defendant from custody.
13. To restitution.
14. It is the unequivocal intention of the People of the State of California that all persons who suffer losses as a result of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer.
15. Restitution shall be ordered from the convicted wrongdoer in every case, regardless of the sentence or disposition imposed, in which a crime victim suffers a loss.
16. All monetary payments, monies, and property collected from any person who has been ordered to make restitution shall be first applied to pay the amounts ordered as restitution to the victim.
17. To the prompt return of property when no longer needed as evidence.
18. To be informed of all parole procedures, to participate in the parole process, to provide information to the parole authority to be considered before the parole of the offender, and to be notified, **upon request**, of the parole or other release of the offender.
19. To have the safety of the victim, the victim's family, and the general public considered before any parole or other post-judgment release decision is made.
20. To be informed of the rights enumerated in paragraphs (1) through (16).

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Section VI: Reportable Offenses

The Career Care Institute Annual Security Report includes crimes reported to a Campus Security Authority (CSA) that meet FBI crime definitions. Reportable crimes are not limited to FBI-defined offenses, however.

6.1 List of Clery Reportable Offenses and Other Additional Offenses

These crimes meet definitions in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act:

- Aggravated Assault
- Arson
- Bomb Threats
- Burglary
- Dating Violence
- Destruction/Damage/Vandalism of Property
- Domestic Violence
- Drug Abuse Violation (Arrests/Referred for Disciplinary Action)
- Hate Crime
- Illegal Weapons Possessions (Arrests/Referred for Disciplinary Action)
- Larceny Theft
- Liquor Law Violation (Arrests/Referred for Disciplinary Action)
- Motor Vehicle Theft and Attempted Motor Vehicle Theft
- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Rape, Fondling, Incest, and Statutory Rape
- Reckless Homicide
- Robbery
- Simple Assault
- Stalking

6.2 Crime Definitions

The Campus Security Act delineates the violations which need to be reported. Many of the definitions are excerpted from the Uniform Crime Reporting Handbook [FBI Uniform Crime Reporting (UCR) / National Incident-Based Reporting System (NIBRS) definitions]

Aggravated Assault: 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 although it is not necessary that injury result when a weapon is used. Simple assaults are excluded.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, personal property of another, etc.

Criminal Homicide, Murder and Non-Negligent manslaughter: The willful killing (non-negligent) of one human being by another.

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Criminal Homicide, Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery: The taking or attempted taking of anything of value from the care, custody or control of a person by force, threat of force or violence and/or by putting the victim in fear.

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

Motor Vehicle Theft: The taking or attempted taking or use of a motor vehicle by persons without lawful access. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

Liquor Law Violations: Violations of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations: Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Illegal Weapons Law Violations: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Bomb Threat: Generally defined as a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

Hate Crime: When a person is victimized intentionally because of his/her actual or perceived race, religion, gender, sexual orientation, disability, ethnicity, national origin, or gender identity. Hate crime reporting includes the listed offenses (excluding liquor, drug, and weapons violations) and also includes four additional offenses:

- **Larceny Theft:** Unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by

- fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
 - **Intimidation:** Unlawfully placing another in reasonable fear of bodily injury through the use of threatening words, and/or conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
 - **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

The following definitions are from the Violence Against Women Act (VAWA):

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's personal safety or the safety of others or suffer substantial emotional distress.
- **Domestic Violence:** Includes 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 or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred OR by any other person against an adult or youth victim who is protected under the domestic violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of the relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship and the frequency of interaction between persons involved in the relationship.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

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:** 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.
- **Fondling** - The touching of the private parts of another person for the purposes 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** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

6.3 Hate Crimes

A **Hate Crime** is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. **Bias** is an expressed negative opinion or attitude toward a group of persons based on actual or perceived race, gender, gender identity or expression, religion, disability, sexual orientation, ethnicity or national origin.

6.4 Reportable Locations and Their Definitions

“**Clery Geography:**” For the purposes of collecting statistics on crimes for submission to the Department and inclusion in an institution’s annual security report, Clery geography includes:

- Buildings and property that are part of the institution’s campus
- The institution’s non-campus buildings and property
- Public property within or immediately adjacent to and accessible from the campus

For the purposes of maintaining the crime log required, Clery geography also includes, in addition to the locations above, areas within the patrol jurisdiction of the campus police or the campus security department.

“**On Campus:**” 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; and any building or property that is within or reasonably contiguous, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

“**Public 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 Department of Education includes the following reporting location, if indicated:

“**Local Crime Statistics:**” Applicable statistics reported by local and state law enforcement not already included in the Career Care Institute Annual Security Report.

6.5 “Unfounded” Crimes

Career Care Institute will disclose the total number of “unfounded” crimes in its Annual Security Report. On rare occasions, the School may remove a reported crime from its crime statistics. This may only be done when a sworn or commissioned law enforcement personnel has fully investigated the reported crime and, based on the results of this full investigation and evidence, had made a formal determination that the crime report is false or baseless and has been determined unfounded.



Section VII: No Weapons on Campus

No weapons are permitted on campus. The possession of guns, knives, electroshock devices (e.g. TASER) and other forms of weapons by employees, guests and students is prohibited on all premises, including all off-site class areas used for Institute purposes. This includes replicated weapons (e.g. fake guns, swords, etc.).

The School will dial 9-1-1 to report person(s) bringing weapons on campus as necessary to ensure the safety and security of our School community. Therefore students and faculty members who are qualified active law enforcement officers wishing to bring a weapon on campus must contact the CSA for further instructions PRIOR to bringing a weapon on campus.

Some Institute locations' building owners may restrict any and all carrying of weapons except for only "on-duty" qualified active law enforcement officers on their private property especially in the multi-tenant buildings. Depending on specific state and federal regulations, this policy might be preempted if the building owner posts such a restriction, requiring the CSA to seek further advice before processing a verification request.

Student requests to the CSA must include a letter of authorization from the commanding officer/supervisor of the department regarding the requirement to carry his/her weapon, while off-duty. The letter must be provided on department letterhead, signed by the commanding officer/supervisor of the department, and must confirm that the student is in fact a qualified active law enforcement officer whose job requires carrying a weapon while off-duty. The CSA will notify the student once the request is approved or denied. If the CSA denies the request or an individual does not actually need to carry the weapon while off-duty, the student may instead secure the weapon in his or her vehicle while on campus. Every two (2) years students who have been approved via this process must re-verify with the CSA by showing their state-issued police ID card. If the CSA is not able to verify the state-issued police ID card, the student will no longer be permitted to carry a weapon on campus.

A **faculty member** who is a qualified active law enforcement officer will need to contact the CSA and request to carry his/her weapon on campus. The faculty member must show the CSA his/her state-issued police ID card. If the CSA verifies the state-issued police ID card, no further action is required. If the state-issued police ID card is non-verifiable, the faculty member will be advised by the CSA that s/he is not permitted to carry a weapon on campus. The CSA will collect the following information from faculty members who have been verified to carry a weapon on campus: Direct supervisor's name, badge/employee number and the expiration date on the state-issued police ID card, if available. If a faculty member's state-issued police ID card references an expiration date, s/he will need to re-verify with the CSA prior to the noted expiration date. A faculty member who is an inactive law enforcement officer and requests to carry his or her weapon on campus will be denied.

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7.1 Qualified law enforcement officers

In 18 USC § 926B(c), “qualified law enforcement officer” is defined as an employee of a governmental agency who:

1. is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and has statutory powers of arrest, or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice);
2. is authorized by the agency to carry a firearm;
3. is not the subject of any disciplinary action by the agency which could result in suspension or loss of police powers;
4. meets standards, if any, established by the agency which require the employee to regularly qualify in the use of a firearm;
5. is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
6. is not prohibited by Federal law from receiving a firearm

Section VIII: Policies and Programs Concerning Alcohol and Other Drugs

Career Care Institute has a “Zero-Tolerance” policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol on School property, or as part of any School activity. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary sanctions. Consequences for inappropriate behavior can be severe, up to and including dismissal from the School. If any individual is apprehended for violating any alcohol or other drug related law while at a School location or activity, the School will fully cooperate with federal and state law enforcement agencies. The School abides by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations regardless of individual state legalization.

The School has established specific courses of action regarding alcohol and other drug abuse and has steps in place to prevent abuse and generate awareness:

- Each year, all students, faculty and staff receive notification, to include the location, of Career Care Institute Policy Handbooks, and Campus Safety Policies.
- Campus Safety Policies are available to all students, faculty, and staff on the public Institute websites or upon request.
- Students, faculty and staff are encouraged to report instances of abuse:
 - Students can report to faculty members, the local Campus Security Authority (CSA).
 - Faculty can report concerns to their supervisor.
 - Staff, including faculty, can report issues to their immediate supervisors.
- Alcohol-related advertising or promotions are not permitted on campus.
- The local CSA maintains a list of local treatment facilities as well as alcohol and other drug abuse counseling resources for individuals and their family members.
- Employee benefits and student assistance programs offer resources to assist with alcohol and drug addiction related issues.
- The School conducts a biennial review of its program to:
 - Determine its effectiveness and implement changes to the program if they are needed.
 - Ensure that its disciplinary sanctions are consistent and enforced.

8.1 Alcohol and Other Drugs Prevention and Counseling Services

Every campus provides at least two annual safety education events. The first covers topics relevant to the safety of the campus community and its surrounding area. A second event includes sexual assault awareness and prevention. This program may involve how alcohol and other drug use may impact the risk of sexual assault. Please contact the CSA for information on where and when these education events will occur.

8.1.1 Student Resources

The School also offers substance abuse and various counseling services to all currently enrolled students. Students can obtain the list from Student Services or from the Title IX Coordinator.



8.1.2 Employee Resources

Career Care Institute provides substance abuse and various counseling services to all employees. The list can be obtained from the Office Manager or from the Title IX Coordinator.

8.1.3 National Resources

We encourage anyone dealing with substance abuse issues (not just our employees and students) to contact national agencies also for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. Support is always available with confidentiality and discretion! One need only ask.

- Al-Anon Family Groups (888)4AL-ANON (425-2666) <http://al-anon.org/>
- American Council on Alcoholism (800)527-5344 <http://www.acausa.com/>
- National Council on Alcoholism and Drug Dependence, Inc. (800)NCACall (622-2255) <https://ncadd.org/>
- National Institute on Drug Abuse (800)662-HELP (662-4357) <http://www.drugabuse.gov/>
- Alcohol Anonymous contact information can be found in local telephone directories.

Even if you do not want to speak with a counselor or referral service, you may also access the following free information and educational videos to further educate yourself on alcohol and other drug abuse.

- <http://getsmartaboutdrugs.com/>
- <http://www.justthinktwice.com/>
- http://www.aa.org/pages/en_US/videos-and-audios
- <http://ncadd.org/programs-a-services/overview>

8.2 Health Risks of Alcohol and Other Drugs

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects.

Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs).

Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected. The consumption of alcohol or drugs when pregnant may cause abnormalities in babies.

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8.3 Physical and Psychological Dependence and Effects on Specific Drugs

| Drugs | Physical Dependence | Psychological Dependence | Possible Effects |
|---|---------------------|--------------------------|---|
| Opium, Morphine, Heroin, Hydromorphone, Merperdine, Pethidine | High | High | Euphoria, drowsiness, depressions, constricted pupils, nausea |
| Codeine | Moderate | Moderate | |
| Methadone | High | High-Low | |
| Other Narcotics | High-Low | High-Low | |
| Chloral Hydrate/Other Depressants | Moderate | Moderate | Slurred speech, disorientation |
| Barbiturates | High-Moderate | High-Moderate | |
| Benzodiazepines | Low | Low | Drunken behavior without odor of alcohol |
| Methaqualone, Glutehimide | High | High | |
| Cocaine/Crack, Amphetamines, Phenmatrazine, Methylphenidate, Other Stimulants | Possible | High | Increased alertness, excitation, increased pulse rate and blood pressure, insomnia, loss of appetite |
| LSD, Mescaline, Peyote, Other Hallucinogens | None | Unknown | Illusions and hallucinations, poor perception of time and distance |
| Phencyclidine | Unknown | High | |
| Phencuclidine Analogues | Unknown | Unknown | |
| Marijuana, Hashish, Hashish Oil, Tetrahydrocannabis | Unknown | Moderate | Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors |
| Anabolic Steroids | Unknown | Unknown | Kidney and liver damage; heart failure |
| Alcohol | Moderate | High | Reduced coordination and alertness, large doses can cause unconsciousness, hypothermia, respiratory arrest, death |
| Inhalants | Unknown | High | Nausea, damage to organs |
| Nicotine | High | High | Cancer |
| Caffeine | Unknown | High | Nausea, diarrhea, trembling |

8.4 Standards of Conduct

The School's Handbook clearly state that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by the School. The School enforces a "Zero Tolerance" policy regarding underage drinking.

If any individual is apprehended for violating any alcohol or other drug related law while at a School location or activity, the School will fully cooperate with federal and state law enforcement agencies.

8.5 Sanctions the School Will Impose for Alcohol or Other Drugs Violations

The School abides by local, state and federal sanctions regarding unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the School community found consuming or selling alcohol and other drugs on School property is subject to disciplinary action up to and including dismissal from the School, depending on the seriousness of the situation.

8.6 Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

These are Federal penalties and sanctions. Additional State penalties and sanctions may also apply.

Federal Trafficking Penalties
<http://www.dea.gov/druginfo/ftp3.shtml>

| Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana) | | | | |
|--|---|---|---|---|
| Schedule | Substance/Quantity | Penalty | Substance/Quantity | Penalty |
| II | Cocaine 500-4999 grams mixture | First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more | Cocaine 5 kilograms or more mixture | First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 years, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, |
| II | Cocaine Base 28-279 grams mixture | | Cocaine Base 280 grams or more mixture | |
| IV | Fentanyl 40-399 grams mixture | | Fentanyl 400 grams or more mixture | |
| I | Fentanyl Analogue 10-99 grams mixture | | Fentanyl Analogue 100 grams or more mixture | |
| I | Heroin 100-999 grams mixture | | Heroin 1 kilogram or more mixture | |
| I | LSD 1-9 grams mixture | | LSD 10 grams or more mixture | |
| II | Methamphetamine 5-49 grams pure or 50-499 grams mixture | | Methamphetamine 50 grams or more pure or 500 grams or more mixture | |
| II | PCP | | PCP | |

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| | 10-99 grams pure or 100-999 grams mixture | than \$8 million if an individual, \$50 million if not an individual. | 100 grams or more pure or 1 kilogram or more mixture | \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. |
|--|---|--|--|--|
| Substance/Quantity | | Penalty | | |
| Any Amount Of Other Schedule I & II Substances | | First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. | | |
| Any Drug Product Containing Gamma Hydroxybutyric Acid | | Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual. | | |
| Flunitrazepam (Schedule IV) 1 Gram | | First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual. | | |
| Any Amount Of Other Schedule III Drugs | | First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual. | | |
| Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam) | | First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual. | | |

| Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, and Schedule I Substances | |
|---|---|
| Marijuana 1,000 kilograms or more marijuana | First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more |

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| | |
|---|--|
| <p>mixture or 1,000 or more marijuana plants</p> | <p>than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p> |
| <p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p> | <p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p> |
| <p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p> | <p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> |
| <p>Hashish More than 10 kilograms</p> | <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p> |
| <p>Hashish Oil More than 1 kilogram</p> | |
| <p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</p> | <p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p> |
| <p>1 to 49 marijuana plants</p> | |
| <p>Hashish 10 kilograms or less</p> | |
| <p>Hashish Oil 1 kilogram or less</p> | |

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Section IX: Sexual Violence Policy and Prevention

Career Care Institute is firmly committed to creating and maintaining a community in which students, faculty, and staff work in an atmosphere free from all forms of improper or unlawful harassment, discrimination, exploitation, intimidation or violence. The School regards all forms of or attempts at sexual violence or misconduct as serious offenses that may result in suspension, required withdrawal, expulsion, or termination of employment. Every Institute campus has personal safety and sexual assault awareness and prevention programs in place and follows established procedures for reporting violations of Institute policy and state/federal law, including contacting local law enforcement personnel and assisting alleged victims.

No officer, employee, or agent of the School shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under Title IX of the Education Amendments or the Violence Against Women Reauthorization Act of 2013 (VAWA).

Victims of dating violence, domestic violence, sexual assault, or stalking are encouraged to report offenses to the Title IX Coordinator and to exercise their rights, if desired, including:

- Reporting offenses to proper local law enforcement, campus safety personnel, and health officials.
- Preserving evidence that may assist in obtaining a protection order or prove an offense occurred.
- Receiving appropriate counseling referral information.
- Receiving information on services for health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid.
- Completing crime reports.
- Changing academic and work situations (e.g., student's course schedule; employee's work environment).
- Applying for judicial no-contact, restraining, and protective orders.
- Receiving as the right of both the accuser and the accused the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

The School will provide a "Victim's Bill of Rights" written notification any time a student, staff member or faculty member reports they have been a victim of dating violence, domestic violence, sexual assault, or stalking, regardless of where the offense occurred. The Title IX Coordinator will assist the victim with exercising his/her rights, regardless of whether the victim reports the crime to authorities. The victim has the option to notify proper law enforcement, be assisted by campus authorities with this process if they choose, and the option to decline notifying authorities.

The Career Care Institute's Title IX and VAWA policy may be viewed in its entirety at ccicollages.edu/general-disclosures/.

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9.1 Definitions

- **Advisor:** Any individual who provides the accuser or accused support, guidance, or advice
- **Awareness programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration
- **Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking
 - Bystander intervention includes:
 - Recognizing situations of potential harm
 - Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene
- **Consent** for the purposes of this policy means the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person’s ability to resist or consent is substantially impaired because of a mental or physical condition or if there is a significant age or perceived power differential. Examples include, but are not limited to being:
 - Unconscious,
 - Frightened,
 - Physically or psychologically pressured or forced,
 - Intimidated,
 - Substantially impaired because of a psychological health condition,
 - Substantially impaired because of voluntary intoxication, or
 - Substantially impaired because of the deceptive administering of any drug, intoxicant or controlled substance
- **“Without consent”** for the purposes of this policy includes any of the following:
 - The victim is coerced by the immediate use or threatened use of force against a person or property.
 - The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep or any other similar impairment of cognition and such condition is known or should have reasonably been known to the defendant. For purposes of this subdivision, “mental defect” means the victim is unable to comprehend the distinctively sexual nature of the

- conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another.
 - The victim is intentionally deceived as to the nature of the act.
 - The victim is intentionally deceived to erroneously believe that the person is the victim's spouse.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
 - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Domestic Violence:** A felony or misdemeanor crime of violence committed
 - By a current or former spouse or intimate partner 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 or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Gender-based harassment:** Unwelcome conduct of a nonsexual nature based on a person's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- **Hostile Environment:** A "hostile environment" exists when sex-based harassment is sufficiently serious to deny or limit the person's ability to participate in or benefit from the School's programs or activities. A hostile environment can be created by anyone involved in an Institute's program or activity (e.g., administrators, faculty members, students, and campus visitors).
- **Incapacitation:** A person does not have the capacity to give consent if they are: asleep; injured in a way that prohibits the ability to consent; mental or cognitive impairment; drug or alcohol use that has rendered the person unable to consent.
- **Ongoing prevention and awareness campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of

topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information used to describe primary prevention and awareness programs at the institution

- **Primary prevention programs:** Programming, initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- **Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.
 - Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
- **Programs to prevent dating violence, domestic violence, sexual assault, and stalking:** Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:
 - Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
 - Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

- **Prompt, fair, and impartial proceeding:** A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;
 - Conducted in a manner that:
 - Is consistent with the institution's policies and transparent to the accuser and accused;
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and

- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused
- **Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. The result must also include the rationale for the result and the sanctions.
- **Risk reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- **Sex-based harassment:** Includes sexual harassment and gender-based harassment.
- **Sex Offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent:
 - o **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.
 - **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.
- **Sexual Exploitation:** Occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation include: prostituting another person; recording or distributing images (e.g., video photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent; viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent.
- **Sexual Harassment:** Unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and

sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

- **Sexual Misconduct:** Sexual misconduct is defined as any prohibited conduct based on sex, gender, sexual orientation, gender identity/expression, or perceived sexual orientation, gender, gender identity/expression.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - Fear for the person’s safety or the safety of others; or
 - Suffer substantial emotional distress.

For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person’s property.
2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
4. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
5. Incidents of stalking are based on the location where either the perpetrator engaged in the stalking or the victim became aware of the stalking.

- **Unwelcome Conduct:** Conduct is considered “unwelcome” if the person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that they welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

9.2 Facts about Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Sexual assault can happen anywhere, at any time. According to the Rape, Abuse & Incest National Network (RAINN):

- Every 2 minutes, another American is sexually assaulted.
- Sexual assault is one of the most under reported crimes, with 60% still being left unreported.

- 38% of rapists are a friend or acquaintance.
- 80% of sexual assault and rape victims are under age 30.

According to the National Domestic Violence Hotline:

- On average, 24 people per minute are victims of rape, physical violence or stalking by an intimate partner in the United States - more than 12 million women and men over the course of a year.
- Nearly 3 in 10 women (29%) and 1 in 10 men (10%) in the US have experienced rape, physical violence and/or stalking by a partner and report a related impact on their functioning.

9.3 Bystander Intervention – What Can Bystanders Do?

Bystander intervention includes safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. As a bystander, you can help prevent sexual violence using safe and positive options. According to RAINN:

- **If you see someone in danger of being assaulted:**
 - Step in and offer assistance. Ask if the person needs help. NOTE: Before stepping in, make sure to evaluate the risk. If it means putting yourself in danger, call 9-1-1 instead.
 - Don't leave. If you remain at the scene and are a witness, the perpetrator is less likely to do anything.
 - If you know the perpetrator, tell the person you do not approve of their actions. Ask the person to leave the potential victim alone.
- **Be an ally:**
 - When you go to a party, go with a group of friends. Arrive together, check in with each other frequently and leave together.
 - Have a buddy system. Don't be afraid to let a friend know if you are worried about her/his safety.
 - If you see someone who is intoxicated, offer to call a cab.

Bystanders should also become familiar with the warning signs and red flags of abusive relationships. According to the National Domestic Violence Hotline, there are a few behaviors that you can look out for if you're beginning to think your partner or a friend's/family member's partner is becoming abusive:

- Telling you that you can never do anything right
- Showing jealousy of your friends and time spent away
- Embarrassing or shaming you with put-downs
- Controlling every penny spent in the household
- Looking at you or acting in ways that scare you
- Controlling who you see, where you go, or what you do
- Preventing you from working or attending school
- Destroying your property or threatening to hurt or kill your pets

9.4 Risk Reduction

Although you cannot completely eliminate the risk of sexual assault, there are ways to help reduce your risk of being assaulted. According to RAINN:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so you can be more aware of your surroundings, especially if you are walking alone.

Technology may also aid with preventing violence before it happens:

- **Circle of 6** – Free app for iPhone and Android makes it quick and easy to reach the 6 friends you choose. If you need help getting home or need an interruption, two touches lets your circle know where you are and how they can help. For more information, visit <http://www.circleof6app.com/>.
- **The ASPIRE News App** – Because abusers may monitor cell phone and computer usage by their partners, this free app is designed to give victims of relationship violence discrete access to information and resources without putting themselves at risk. The app functions as a normal current events application, collecting and relaying summaries of top stories, while the Help Section provides access to resources for victims of domestic violence. For more information, visit <https://www.whengeorgiasmiled.org/the-aspire-news-app/#>.

9.5 Reporting Dating Violence, Domestic Violence, Sexual Assault, and Stalking

The victim of sexual violence is encouraged to:

- Get to a safe place.
- Dial 9-1-1.
- Accurately and promptly report the incident to the police and pursue criminal charges.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence that may assist in obtaining a protection order or prove an offense occurred.
- Access the support services provided by the School.
- Report any incident to the Title IX Coordinator.

9.6 Sex Discrimination, Sexual Harassment, and Sexual Violence (Title IX)

In accordance with federal law, including Title IX of the United States Education Amendments of 1972, Career Care Institute does not discriminate on the basis of sex in



its education programs and activities. The CSA is responsible to ensure the Title IX information poster is available in all classrooms and common areas as well.

Individuals with questions, concerns or who wish to file a complaint related to sex discrimination, sexual harassment, or sexual violence may contact the School's Title IX Coordinator:

Yesenia Arevalo
Lancaster Campus Director/Title IX Coordinator
Career Care Institute
Mail Stop: 43770 15th Street West Lancaster, CA 93534
Phone: (661)942-6204
Fax: (661)942-8130
Email: yarevalo@ccicolleges.edu

Complainants may receive amnesty from Institute policies prohibiting alcohol and other drug use during an incident of sexual misconduct. Fear of being charged for violating these or other policies should not prohibit a person from reporting an incident of sexual misconduct.

Individuals may also file complaints related to sex discrimination, sexual harassment, or sexual violence with:

- Local law enforcement to report a criminal offense of a sexual nature.
- Reports can also be made to one of the School's responsible employees, such as a faculty member, enrollment representative, academic or finance advisor, manager, or Campus Security Authority (CSA). All Institute staff members are "responsible employees." Please note that responsible employees cannot keep complaints confidential and are required to report any instances of alleged sexual misconduct (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.

9.6.1 Confidentiality

Career Care Institute will maintain the confidentiality and protect the identity of any complainant and other necessary parties to the maximum extent possible.

Confidentiality means that the School will not disclose the identity of the individual reporting the concern or allegation unless it is determined during the course of the investigation that it is unavoidable or that the School is required by law to disclose the information.

Because of laws concerning reporting of sexual violence, colleges and universities cannot guarantee confidentiality to those who report such incidents except where those reports are legally privileged communications. The School will try to protect a victim's confidentiality while also recognizing that, in some cases, it may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The details may include, but are not limited to, when and where the misconduct occurred, who the responsible party is, and other details necessary to ensure the safety of the School community. The School will

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disclose only information that is necessary to provide the accommodations or protective measures and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The Title IX Coordinator is responsible for determining confidentiality on a case by case basis. For questions about a specific situation, please contact yarevalo@ccicollleges.edu.

Information obtained through the course of a Title IX investigation may be shared with law enforcement, if requested. Reports relating to criminal activity at Institute locations will be communicated to the CSA for purposes of Clery Act reporting.

Individuals seeking professional counseling will have their information kept in confidence. Even if an individual gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the Campus Crime Statistics, unless otherwise required by law. The School does not disclose personally identifiable information in its Campus Crime Statistics at ccicollleges.edu/general-disclosures/ or in the public Campus Crime Log.

9.7 Sexual Harassment Grievance Procedures

9.7.1 How to File a Complaint

All complaints of suspected, observed or experienced sexual harassment shall be reported/filed immediately with the director who serves as the Title IX Coordinator. A Complaint may be verbal or written and need not be on a particular form. Any teacher or employee of the School who either reasonably believes a student has been harassed based on sex or who receives a complaint or notice of harassment, must immediately report the alleged behavior or notice to the Title IX coordinator. Failure to comply with this Policy shall be grounds for disciplinary action, up to and including program exclusion.

9.7.2 Initial Review of Allegations

Within two school days of receipt of information of a complaint of sexual harassment, the Title IX Coordinator will discuss the alleged harassment with the complainant and the actions the complainant is seeking in response to the harassment. If a school employee has directly observed sexual harassment of a student, the Title IX Coordinator shall immediately contact the student who was harassed and explain that the school is responsible for taking steps to correct the harassment, and discuss the harassment and desired actions with the student.

9.7.3 The Investigation

Every instance of sexual harassment of which the school has notice shall be promptly investigated by the Title IX Coordinator and may be reported to the local police department for independent investigation depending upon the nature, frequency and severity of the alleged harassment. If deemed appropriate based on the circumstances, the Title IX Coordinator may take interim measures during the investigation to protect the alleged victim of harassment including, but not limited to, segregating the alleged harasser from the alleged victim, placing the alleged harasser on paid leave, etc. Responsive measures will be

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designed to minimize, as much as possible, the burden on the alleged victim. Whenever possible, the alleged victim shall not be removed from class or an activity, and the alleged harasser will be separated from the alleged victim, and if appropriate, other students. The investigation will be grounded in reasonableness and the school will have flexibility to determine appropriate responses. In every instance, the Title IX Coordinator shall maintain on-going contact with the Complainant throughout the course of the investigation.

- Limited Confidentiality. The Title IX Coordinator will make every effort to keep the investigation and the parties thereto, including witnesses, confidential, except as necessary to carry out the investigation.
- Factors for Consideration. Factors that may be considered during the investigation include the following:
 - *The degree to which the conduct affected one or more students' education.* A hostile environment can occur even if the harassment is not targeted specifically at the individual complainant. For example, if a student, group of students, or a teacher regularly directs sexual comments toward a particular student, a hostile environment may be created not only for the targeted student, but also for others who witness the conduct.
 - *The type, frequency, and duration of the conduct.* The more severe the conduct, the less the need to show a repetitive series of incidents; this is particularly true if the harassment is physical. A single or isolated incident of sexual harassment may, if sufficiently severe, create a hostile environment.
 - *The identity of, and relationship between, the alleged harasser and the subject or subjects of the harassment.* For example, due to the power a teacher has over a student, sexually-based conduct by a teacher toward a student is more likely to create a hostile environment than similar conduct by another student.
 - *The number of individuals involved.* Sexual harassment may be committed by an individual or a group.
 - *The age and sex of the alleged harasser and the subject or subjects of the harassment.* For example, in the case of younger students, sexually-harassing conduct is more likely to be intimidating if coming from an older student.
 - *The size of the school, location of the incidents, and context in which they occurred.* Harassing conduct occurring on a school bus may be more intimidating than similar conduct on a school playground because the restricted area makes it impossible for students to avoid their harassers.
 - *Other incidents at the school.* A series of incidents at the school, not involving the same students, could, if taken together, create a hostile environment, even if each incident by itself would not create a hostile environment.
 - *Incidents of gender-based, nonsexual harassment.* Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, which do not involve sexual activity or language, can be considered in combination

with incidents of sexual harassment to determine if the incidents of harassment create a sexually hostile environment.

9.7.4 Relevant Information for Investigation

The Title IX Coordinator may collect and consider the following types of information:

- Statements by any witnesses to the alleged incident;
- Evidence about the relative credibility of the allegedly harassed student and the alleged harasser;
- Evidence that the alleged harasser has been found to have harassed others;
- Evidence that the allegedly harassed student has made false allegations against other individuals;
- Evidence of the allegedly harassed student’s reaction or behavior after the alleged harassment;
- Evidence as to whether the student claiming harassment filed a complaint or took other action to protest the conduct soon after the alleged incident occurred; and
- Other contemporaneous evidence of the harassment (e.g., reporting conduct to parents, friends, etc.).

9.8 Report and Communication of Finding and Recommendations to Parties

Within ten school days or, as soon thereafter as practicable based on all of the facts and circumstances, the Title IX Coordinator will provide written notice of his/her findings to the complainant and accused harasser (“Parties”). The findings will include, but not be limited to, whether the allegations of sexual harassment were substantiated, and, if so, the disciplinary and remedial measures recommended address/remedy the substantiated sexual harassment claims.

If the Title IX Coordinator determines that the sexual harassment claim is substantiated, he/she will recommend immediate action to end the harassment and prevent its recurrence. The recommended action will depend upon the degree of control the school has over the harasser and the nature, frequency and severity of the substantiated sexual harassment. In all instances, the Title IX Coordinator shall follow-up and communicates with the Complainant at the conclusion of the investigation. The recommended action could include a verbal warning, written reprimand, a no-contact requirement, short-term or long-term suspension, or program exclusion, consistent with the CCI School Disciplinary Code.

If the harasser is another student or students, the Title IX Coordinator will recommend discipline commensurate with the substantiated violation, up to and including immediate termination.

If the harasser is a third party over which the school has some control, such as an independent contractor working for the school, the Title IX Coordinator may recommend immediate termination of the relationship and steps to prohibit entry on school grounds or at school-sponsored activities.



9.8.1 Title IX Coordinator Implements Final Findings and Recommendations

On the first school day following expiration of the appeal period (or a decision on appeal), the Title IX Coordinator will implement the final findings and recommendations.

9.9 Prohibition against Retaliation

The school will not tolerate discrimination or retaliation against any student who files a good-faith sexual harassment complaint, even if the investigation produces insufficient evidence to support the complaint or if the allegations cannot be substantiated.

Likewise, the school will not tolerate discrimination or retaliation against any individual who participates in the investigation of a sexual harassment complaint. Any perceived retaliation should be immediately reported to the Title IX Coordinator for investigation.

9.10 Sanctions the School May Impose Following an Institutional Disciplinary Determination of Sex Discrimination, Sexual Harassment, or Sexual Violence

Sexual violence or misconduct violates the standards of conduct expected of every member in the School community. Dating violence, domestic violence, sexual assault, and stalking are criminal acts, subject to criminal and civil penalties under state and federal law. In all cases, the School will cooperate with and support local, state and federal law enforcement. Institute disciplinary action may include, but are not limited to:

- Employee Violations –
 - Training – The employee may be required to undergo additional training on Title IX, VAWA and sexual misconduct.
 - Discipline – Documented formal coaching, Discussion Memo, Written Warning, or Termination.
- Student Violations –
 - Composition of a self-reflective or academic paper.
 - Completion of the Title IX or VAWA Sanction workshop or another applicable workshop.
 - Suspension.
 - Expulsion.
- Faculty Violations –
 - Composition of a self-reflective or academic paper.
 - Completion of the Title IX or VAWA Faculty Performance Module or another applicable faculty workshop.
 - Suspension from teaching.
 - Deactivation as an Institute faculty member.

9.11 Preservation of Evidence of a Sexual Assault

After a sexual assault, it is very important that the victim receive medical attention to receive help for physical injuries and to screen for sexually transmitted diseases (STDs) and pregnancy. It is also strongly recommended for the victim to receive a forensic examination. A sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE) or another medical professional will conduct a forensic medical exam of the victim, but only if the victim gives permission. Agreeing to a forensic medical exam does not require the victim to subsequently file a police report.

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Preserving DNA evidence from the assault is important. Even if the victim does not wish to file a police report immediately or is certain he or she will not prosecute, preserving DNA evidence allows the victim to change his or her mind later.

Victims should make every effort to save anything that might contain the perpetrator's DNA, therefore a victim should not:

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

The Career Care Institute Office of Compliance will review on an annual basis the preservation of evidence tips to ensure they meet the current needs of law enforcement and abilities of forensic science.

9.12 Surviving Sexual Violence

The School urges victims of sexual violence to seek counseling promptly.

The Life Resource Center (LRC), at (866)320-2817, offers free confidential services to currently enrolled students 24 hours a day, 7 days a week.

Victims of sexual assault and their friends and families can also receive free, confidential 24-hour help by calling the National Sexual Assault Hotline at RAINN (Rape, Abuse & Incest National Network): (800)656-HOPE (4673). Questions or comments may be sent to info@rainn.org. RAINN's Website is <https://www.rainn.org>.

Those affected by domestic violence can receive confidential, one-on-one support via the National Domestic Violence Hotline: (800)799-SAFE (7233). Trained advocates are available 24 hours a day, 7 days a week to provide crisis intervention, options for next steps and direct connection to resources for immediate safety. The National Domestic Violence Hotline's Website is <http://www.thehotline.org/>.

Individuals involved in dating abuse relationships can be connected to local resources and helpful websites through loveisrespect peer advocates at (866)331-9474 or text "loveis" to 22522 (Msg&Data Rates apply on text for help services). Loveisrespect will not ask you for your name or other contact information and the phone service is available 24 hours a day, 7 days a week. For more information, visit loveisrespect's Website at <http://www.loveisrespect.org/>.

Additional information regarding assistance and services for victims of sexual violence can be found in the Counseling and Assistance Resources section.

The CSA can provide additional referral resources within the local area.

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9.13 Educational Programs – Dating Violence, Domestic Violence, Sexual Assault, and Stalking Awareness

Every campus provides ongoing prevention and awareness campaigns. At minimum, two annual safety education events are offered at each campus. The first program will cover any topic relevant to the safety of that campus community and its surrounding area. A second program focuses on sexual assault awareness and prevention to include prevention of domestic violence, dating violence, and stalking and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. This program may involve how alcohol and other drug use may impact the risk of sexual assault. Students, faculty and staff will be invited to attend these educational programs.

The School's primary prevention programs include:

- Students and faculty must review and acknowledge the Title IX training each year.
- Employee Sexual Harassment Awareness training must be completed by all new employees upon hire (within 90 days). Once hired, all employees must complete Employee Sexual Harassment Awareness training on a biennial basis.

The School's awareness programs include:

- Sexual Assault Awareness and Prevention training is available to students and faculty. The training takes place at different times throughout the year.
- The School offers information on rape prevention, sexual assault, dating violence, and domestic violence along with various resources and counseling services to all currently enrolled students during orientation.
- *Poster and Email Campaign:* Posters are periodically placed in public areas of the campus to alert students and staff for personal safety and theft concerns. Also, emails and newsletter alerts provide awareness of various important topics such as sexual assault, personal safety, theft, incidents and alcohol and other drugs information.
- *Escort Service:* The Security office will provide an escort service within the confines of the campus to the parking facility if requested.
- *Persona Non Grata* – A trespass notice may be issued for individuals who have violated School policy or who have demonstrated that they present a threat to anyone in the School community. Violators can be arrested for

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Section X: Title IX and VAWA Policy

10.1 Overview

Career Care Institute is firmly committed to providing equal opportunity and an environment free of all forms of improper or unlawful harassment, discrimination and violence in its educational programs and activities, including admissions and employment practices. The School will not tolerate any discrimination, harassment or violence of any kind including, but not limited to, discrimination, harassment or violence based on sex/gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, non-conformity with sex stereotypes, age, national origin, disability, veteran status, or any other category protected by federal, state, or local law.

More specifically, the School complies with Title IX of the Education Amendments of 1972,

Titles VI and VII of the Civil Rights Act of 1964, Violence Against Women Reauthorization Act

(VAWA) and regulations for any other applicable federal, state, or local law and will promptly address conduct deemed to be in violation of this policy.

10.2 Scope

1. This policy applies to all conduct involving students, faculty, staff, and third parties that occurs on CCI-controlled properties, as well as offsite conduct when that conduct can affect the campus community.
2. This policy applies to all individuals regardless of sex/gender, sexual orientation, gender identity, or gender expression.
3. Confidentiality (See under Section 10.5)

10.3 Policy

- The School's Title IX Coordinator is responsible for oversight of all sexual misconduct complaints. The Title IX Coordinator can be reached at (661)942-6204 or at yarevalo@ccicolleges.edu.
- Definitions of conduct that violate this policy and other terms contained within this policy are located in Section 9.1 Definitions.

10.4 Reporting Policies and Protocols

Individuals may contact local law enforcement to report a criminal offense of a sexual nature.

- To file a complaint with the School for conduct in violation of this policy including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence or stalking, individuals may contact the Title IX Coordinator at yarevalo@ccicolleges.edu or (661)942-6204.
- Reports can be made directly to the Department of Education's Office for Civil Rights (OCR). Individuals can find the appropriate office at <http://www2.ed.gov/about/offices/list/ocr/addresses.html>, by contacting the

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OCR Headquarters at 400 Maryland Avenue SW, Washington, DC 20202-1100, or by calling 800-421-3481.

- Reports can also be made to one of the School's responsible employees, such as a faculty member, Admissions Representative, Financial Aid Advisor, Student Services representative, Campus Security Authority (CSA), or Human Resources. Please note that responsible employees cannot keep complaints confidential and are required to report any instances of alleged sexual misconduct to the Title IX Coordinator.
- The School's Title IX Coordinator and/or CSA will assist anyone who files a complaint of sexual violence, domestic violence, dating violence or stalking with exercising his or her rights even if he or she chooses not to file a report with authorities.
- Resources are available as described in the CCI Campus Safety Policies (see Counseling and Assistance Resources Assistance and Services for Victims of Sexual Violence)

10.5 Confidentiality

Career Care Institute will maintain the confidentiality and protect the identity of any complainant and other necessary parties to the maximum extent possible.

Confidentiality means that the School will not disclose the identity of the individual reporting the concern or allegation unless it is determined during the course of the investigation that it is unavoidable or that the School is required by law to disclose the information.

- Faculty members, advisors, administrators, and all CCI staff members are "responsible employees." This means that they are required to report any disclosures of sexual misconduct (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator and the School is required to investigate the incident and take appropriate actions to address the situation.
- Individuals seeking professional counseling will have their information kept in confidence. Even if an individual gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the Annual Crime Statistics, unless otherwise required by law.
- In order to ensure the safety of the members of the School community, disclosure of some details of a sexual misconduct complaint may be necessary. The details may include, but are not limited to, when and where the misconduct occurred, and other details necessary to ensure the safety of the campus community. The Title IX Coordinator is responsible for determining confidentiality on a case by case basis. For questions about a specific situation, please contact yarevalo@ccicolleges.edu

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- The School discloses information about crime on and near our campuses as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in the Annual Security Report. However, the School does not disclose personally identifiable information in its Campus Crime Statistics or in the public Campus Crime Log.

10.6 Counseling, Advocacy, and Support

Additional information regarding assistance and services for victims of sexual violence, domestic violence, dating violence and stalking can be found in the Counseling and Assistance Resources Assistance and Services for Victims of Sexual Violence section.

The local Campus Security Authority (CSA) can also provide additional referral resources such as counseling, health, mental health, victim advocacy, legal assistance, and drug and alcohol information within the local area.

10.7 Interim and Protective Measures

Interim and protective measures include the services, accommodations, or other assistance that the School may provide to complainants after notice of violation of the Title IX and VAWA Policy. These measures should be requested through the Title IX Coordinator.

- To ensure the safety and well-being of the complainant, the complainant maybe allowed to change his or her class schedule (or work schedule if an employee), withdraw from class without financial or academic penalty, or change campuses/modalities. In-class accommodations may also be granted, such as additional time to submit assignments or allowing a test to be taken separately from the class.
- During the investigation, the School may also take interim measures, such as removing a student or faculty member from class, interim suspension, changing a student, faculty member, or employee’s schedule or class/work location, or placing an employee on administrative leave.

10.8 Title IX and VAWA Grievance Procedures

See Section 9.7 for policies and procedures.

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Section XI: Sex Offender Registry

11.1 Sex Offender Registry

Career Care Institute provides a link to the public national websites at <http://www.sexoffender.com> and <http://www.nsopw.gov>. Sex Offenders who are required to register in a state must provide notice of each institution of higher education in that state at which the offender is employed or is a student. This notice should be directed to the Campus Security Authority (CSA) at their campus.

11.2 Reporting Convicted Sex Offenders

The Campus Sex Crimes Prevention Act provides minimum national standards for state sex offender registration and community notification programs. This act requires the state agencies to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education.

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Contacting the Campus Security Authority

Career Care Institute has a Campus Security Authority (CSA) assigned to each campus. The campus security authority (CSA) will assist all students, faculty and staff who are victims of dating violence, domestic violence, sexual assault, stalking or any crime with notifying the appropriate law enforcement authorities if the victim requests the assistance of these personnel.

The Title IX Coordinator will provide a “Victim’s Bill of Rights” written notification to victims (students, faculty and staff) of dating violence, domestic violence, sexual assault, or stalking about the following services available:

- Notifying the applicable local law enforcement, campus safety personnel and health officials.
- Preserving evidence that may assist in obtaining a protection order or prove an offense occurred.
- Providing crime victims with the appropriate counseling referral information, services for health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid.
- Helping crime victims fill out crime reports.
- Changing a victim’s academic and work situations (e.g., student’s course schedule; employee’s work environment).
- Applying for judicial no-contact, restraining, and protective orders.
- Receiving as the right of both the accuser and the accused the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Federal law prohibits retaliation, discrimination and harassment against any individual who reports a crime or raises concerns regarding civil rights to the School.

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Counseling and Assistance Resources Assistance and Services for Victims of Sexual Violence

lin6

lin6 offers an “Online SupportLine” for men and for people who care about them, who are seeking immediate information and resources related to unwanted or abusive sexual experiences in childhood. Services include referrals to resources in your area, crisis intervention and support, and explanations of the criminal justice system, and what you might expect if you report the abuse. For more information, visit

<https://hotline.rainn.org/lin6/terms-of-service.jsp>.

Casa de Esperanza

Casa de Esperanza is a Latina organization. Part of their work involves providing immigrant Latinas effective services. If you are an immigrant woman experiencing domestic violence or if you know someone in that situation, call the 24-hour, bilingual domestic violence helpline at 651-772-1611 or send an email to info@casadeesperanza.org. For more information, visit <https://www.casadeesperanza.org/>.

Clery Center for Security On-Campus

The Clery Center offers information for victims and other resources including referrals for sexual assault and rape by state. For more information, visit <http://clerycenter.org/>.

DoD Safe Helpline

Members of the Department of Defense (DoD) community affected by sexual assault can receive live, free, confidential help through the DoD Safe Helpline at (877)995-5247. For more information, visit the DoD Safe Helpline’s Website at

<https://www.safehelpline.org/>.

domesticshelters.org

Victims of domestic violence can utilize this free searchable directory of domestic violence service providers in the United States. Services provided may include legal representation, immigration services, sexual violence support groups, transportation, relocation services, etc. For more information, visit <https://www.domesticshelters.org/>.

HRSA Health Centers

The Health Resources and Services Administration (HRSA) health centers offer care, even if you have no health insurance. You pay what you can afford, based on your income. Services include treatment when you’re sick, checkups when you’re well, complete care when you’re pregnant, mental health and substance abuse care. For more information, visit http://findahealthcenter.hrsa.gov/Search_HCC.aspx.

It’s On Us

Take the pledge to help keep women and men safe from sexual assault at <http://itsonus.org/>.

Career Care Institute



Legal Services

Many communities offer Community Legal Services or have Legal Aid Societies which provide free or reduced cost for legal assistance and/or representation. Some of the community legal aid societies may offer information about visa and immigration services. Visit the website for further information:

<http://apps.americanbar.org/legalservices/probono/directory.html>

loveisrespect

Individuals involved in dating abuse relationships can be connected to local resources and helpful websites through loveisrespect peer advocates at (866)331-9474 or text “loveis” to 22522 (Msg&Data Rates apply on text for help services). Loveisrespect will not ask you for your name or other contact information and the phone service is available 24 hours a day, 7 days a week. For more information, visit loveisrespect’s Website at <http://www.loveisrespect.org/>.

MaleSurvivor

MaleSurvivor provides resources to male survivors of sexual trauma, including directories to find a therapist or support group. For more information, visit <http://www.malesurvivor.org/default.html>.

National Center for Victims of Crime

Website includes the National Center’s Connect Directory to assist with locating crime victim assistance organizations near you. Types of assistance include legal services, support group, transportation, shelter/safe house, financial assistance, and restraining orders. For more information, visit <http://www.victimsofcrime.org/home>.

National Crime Victim Bar Association

To assist you in finding a qualified attorney, the National Crime Victim Bar Association (NCVBA) can provide victims with referrals to local attorneys specializing in victim related litigation. If you are a victim looking for an attorney referral, please contact (202)467-8716 or visit <https://www.victimsofcrime.org/our-programs/national-crimevictim-bar-association/for-victims>.

National Domestic Violence Hotline

Those affected by domestic violence can receive confidential, one-on-one support via the National Domestic Violence Hotline: (800)799-SAFE (7233). Trained advocates are available 24 hours a day, 7 days a week to provide crisis intervention, options for next steps and direct connection to resources for immediate safety. The National Domestic Violence Hotline’s Website is <http://www.thehotline.org/>.

NO MORE

NO MORE is a public awareness and engagement campaign focused on ending domestic violence and sexual assault. You can find your state coalition and additional local resources at <http://nomore.org/local-organizations/>.

Career Care Institute



NotAlone.gov

Use your zip code to locate crisis services and resources in your area. The NotAlone Website (<https://www.notalone.gov/>) also provides access to advocacy/survivor services organizations.

RAINN

Victims of sexual assault and their friends and families can also receive free, confidential 24-hour help by calling the National Sexual Assault Hotline at RAINN (Rape, Abuse & Incest National Network): (800)656-HOPE (4673). Questions or comments may be sent to info@rainn.org. RAINN's Website is <https://www.rainn.org>.

To find a local rape crisis and counseling center, search RAINN's National Database at <http://centers.rainn.org/>. Services may include individual counseling, group counseling/support groups, legal/criminal justice system advocacy, crime victim assistance advocacy, emergency shelter and hospital accompaniment.

Stalking Resource Center

Website includes victim assistance resources and information about federal, state, tribal, and military stalking statutes. For more information, visit <http://www.victimsofcrime.org/our-programs/stalking-resource-center>.

The Northwest Network

The NW Network of Bisexual, Trans, Lesbian and Gay Survivors of Abuse offers free and confidential support for survivors of domestic, dating and sexual abuse. Services include advocacy-based counseling, support groups, safety and support planning, basic legal advocacy, resources and referrals to housing, food banks, mental health programs and legal assistance. Call (206)568-7777 or visit <http://nwnetwork.org/> for more information.

U.S. Citizenship and Immigration Services

Information on the legal rights available to immigrant victims of domestic violence in the United States can be found at <http://www.uscis.gov/>.

WomensLaw.org

Website provides state-specific legal information and resources for survivors of domestic violence. Visit <http://womenslaw.org/index.php> for help finding a lawyer, shelter or courthouse locations in your state.

Alcohol and Other Drug Abuse Referral Services

We encourage anyone dealing with substance abuse issues (not just our employees and students) to contact national agencies also for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. Support is always available with confidentiality and discretion! One need only ask.

- Al-Anon Family Groups (888)4AL-ANON (425-2666) <http://al-anon.org/>
- American Council on Alcoholism (800)527-5344 <http://www.acausa.com/>
- National Council on Alcoholism and Drug Dependence, Inc. (800)NCACall (622-2255) <https://ncadd.org/>

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- National Institute on Drug Abuse (800)662-HELP (662-4357)
<http://www.drugabuse.gov/>
- Alcohol Anonymous contact information can be found in local telephone directories.

Suicide Referral Services

In addition to the Career Care Institute sponsored Student and Employee Assistance Programs, the following are available for assistance to students and individuals contemplating suicide:

- The Jed Foundation www.jedfoundation.org
- National Suicide Prevention Lifeline 1-800-273-TALK (8255)
- The Trevor Project (LGBTQ) (866)488-7386 www.thetrevorproject.org

Veteran Referral Services

- A veterans' crisis line at (800) 273-8255
- A crisis line for active-duty, Guard and Reserve members of the military at <http://www.veteranscrisisline.net/ActiveDuty.aspx>
- A VA responder line – text a message to 838255
- A self-check quiz at <https://www.vetsselfcheck.org/Welcome.cfm>
- A confidential online chat session for veterans at [http://www.veteranscrisisline.net/ChatTermsOfService.aspx?account=Veterans Chat](http://www.veteranscrisisline.net/ChatTermsOfService.aspx?account=VeteransChat)

Victims seeking professional counseling will have their information kept in confidence. Even if a victim gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the Annual Security Report.

Career Care Institute



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|--|--|
| Career Care Institute Lancaster | 43770 15 th Street West, Suite 115 Lancaster, CA 93534 |
|--|--|

The following chart reflects CCI's crime statistics for the three most recent calendar years, as reported in the incident reports maintained by the campus security authority. Crime statistics are reported by two separate categories by location:

- On campus
- Public property

| CRIME STATISTICS Career Care Institute – Lancaster | | | | | |
|---|------|------|------|----------------------|---------------------------|
| Criminal Offense | 2013 | 2014 | 2015 | Location (1 or 2) | Hate Crime (Y or N) |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | | |
| Negligent Manslaughter | 0 | 0 | 0 | | |
| Forcible Sex Offenses (includes rape) | 0 | 0 | 0 | | |
| Non-forcible Sex Offenses | 0 | 0 | 0 | | |
| Robbery | 0 | 0 | 0 | | |
| Aggravated Assault | 0 | 0 | 0 | | |
| Burglary | 0 | 0 | 0 | | |
| Motor Vehicle Theft | 0 | 0 | 0 | | |
| Arson | 0 | 0 | 0 | | |

| HATE CRIMES Career Care Institute – Lancaster | | | | | |
|--|------|------|------|----------------------|---------------------------|
| Criminal Offense | 2013 | 2014 | 2015 | Location (1 or 2) | Hate Crime (Y or N) |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | | |
| Negligent Manslaughter | 0 | 0 | 0 | | |
| Forcible Sex Offenses (includes rape) | 0 | 0 | 0 | | |
| Non-forcible Sex Offenses | 0 | 0 | 0 | | |
| Robbery | 0 | 0 | 0 | | |
| Aggravated Assault | 0 | 0 | 0 | | |
| Burglary | 0 | 0 | 0 | | |
| Motor Vehicle Theft | 0 | 0 | 0 | | |
| Arson | 0 | 0 | 0 | | |
| Simple Assault | 0 | 0 | 0 | | |
| Larceny-Theft | 0 | 0 | 0 | | |
| Intimidation | 0 | 0 | 0 | | |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | | |

Career Care Institute



| VIOLATIONS Career Care Institute – Lancaster | | | | | |
|---|------|------|------|----------------------|---|
| | 2013 | 2014 | 2015 | Location (1 or 2) | Referred for Campus Disciplinary Action? (Y or N) |
| Liquor Law Violations | 0 | 0 | 0 | | |
| Drug Law Violations | 0 | 0 | 0 | | |
| Weapons Law Violations | 0 | 0 | 0 | | |

| VAWA ACT OFFENSES Career Care Institute – Lancaster | | | | | |
|--|------|------|------|----------------------|---|
| | 2013 | 2014 | 2015 | Location (1 or 2) | Referred for Campus Disciplinary Action? (Y or N) |
| Domestic Violence | - | 0 | 0 | | |
| Dating Violence | - | 0 | 0 | | |
| Stalking | - | 0 | 0 | | |

Career Care Institute



| | |
|--|---|
| Career Care Institute Ventura | 2151 Alessandro Drive, Suite 150 Ventura, CA 93001 |
|--|---|

The following chart reflects CCI's crime statistics for the three most recent calendar years, as reported in the incident reports maintained by the campus security authority. Crime statistics are reported by two separate categories by location:

On campus
Public property

| CRIME STATISTICS Career Care Institute – Ventura | | | | | |
|---|------|------|------|----------------------|---------------------------|
| Criminal Offense | 2013 | 2014 | 2015 | Location (1 or 2) | Hate Crime (Y or N) |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | | |
| Negligent Manslaughter | 0 | 0 | 0 | | |
| Forcible Sex Offenses (includes rape) | 0 | 0 | 0 | | |
| Non-forcible Sex Offenses | 0 | 0 | 0 | | |
| Robbery | 0 | 0 | 0 | | |
| Aggravated Assault | 0 | 0 | 0 | | |
| Burglary | 0 | 0 | 0 | | |
| Motor Vehicle Theft | 0 | 0 | 0 | | |
| Arson | 0 | 0 | 0 | | |

| HATE CRIMES Career Care Institute – Ventura | | | | | |
|--|------|------|------|----------------------|---------------------------|
| Criminal Offense | 2013 | 2014 | 2015 | Location (1 or 2) | Hate Crime (Y or N) |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | | |
| Negligent Manslaughter | 0 | 0 | 0 | | |
| Forcible Sex Offenses (includes rape) | 0 | 0 | 0 | | |
| Non-forcible Sex Offenses | 0 | 0 | 0 | | |
| Robbery | 0 | 0 | 0 | | |
| Aggravated Assault | 0 | 0 | 0 | | |
| Burglary | 0 | 0 | 0 | | |
| Motor Vehicle Theft | 0 | 0 | 0 | | |
| Arson | 0 | 0 | 0 | | |
| Simple Assault | 0 | 0 | 0 | | |
| Larceny-Theft | 0 | 0 | 0 | | |
| Intimidation | 0 | 0 | 0 | | |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | | |

Career Care Institute



| VIOLATIONS Career Care Institute – Ventura | | | | | |
|---|------|------|------|----------------------|---|
| | 2013 | 2014 | 2015 | Location (1 or 2) | Referred for Campus Disciplinary Action? (Y or N) |
| Liquor Law Violations | 0 | 0 | 0 | | |
| Drug Law Violations | 0 | 0 | 0 | | |
| Weapons Law Violations | 0 | 1 | 0 | 2 | N |

| VAWA ACT OFFENSES Career Care Institute – Ventura | | | | | |
|--|------|------|------|----------------------|---|
| | 2013 | 2014 | 2015 | Location (1 or 2) | Referred for Campus Disciplinary Action? (Y or N) |
| Domestic Violence | - | 0 | 0 | | |
| Dating Violence | - | 0 | 0 | | |
| Stalking | - | 0 | 0 | | |

Career Care Institute



| | |
|---|--|
| Career Care Institute Moreno Valley | 22500 Town Circle, Suite 2205 Moreno Valley, CA 92553 |
|---|--|

The following chart reflects CCI's crime statistics for the three most recent calendar years, as reported in the incident reports maintained by the campus security authority. Crime statistics are reported by two separate categories by location:

- On campus
- Public property

| CRIME STATISTICS | | | | | |
|--|------|------|------|----------------------|---------------------------|
| Career Care Institute – Moreno Valley | | | | | |
| Criminal Offense | 2013 | 2014 | 2015 | Location (1 or 2) | Hate Crime (Y or N) |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | | |
| Negligent Manslaughter | 0 | 0 | 0 | | |
| Forcible Sex Offenses (includes rape) | 0 | 0 | 0 | | |
| Non-forcible Sex Offenses | 0 | 0 | 0 | | |
| Robbery | 0 | 0 | 0 | | |
| Aggravated Assault | 0 | 0 | 0 | | |
| Burglary | 0 | 0 | 0 | | |
| Motor Vehicle Theft | 0 | 3 | 0 | 2 | N |
| Arson | 0 | 0 | 0 | | |

| HATE CRIMES | | | | | |
|--|------|------|------|----------------------|---------------------------|
| Career Care Institute – Moreno Valley | | | | | |
| Criminal Offense | 2013 | 2014 | 2015 | Location (1 or 2) | Hate Crime (Y or N) |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | | |
| Negligent Manslaughter | 0 | 0 | 0 | | |
| Forcible Sex Offenses (includes rape) | 0 | 0 | 0 | | |
| Non-forcible Sex Offenses | 0 | 0 | 0 | | |
| Robbery | 0 | 0 | 0 | | |
| Aggravated Assault | 0 | 0 | 0 | | |
| Burglary | 0 | 0 | 0 | | |
| Motor Vehicle Theft | 0 | 0 | 0 | | |
| Arson | 0 | 0 | 0 | | |
| Simple Assault | 0 | 0 | 0 | | |
| Larceny-Theft | 0 | 0 | 0 | | |
| Intimidation | 0 | 0 | 0 | | |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | | |

Career Care Institute



| VIOLATIONS Career Care Institute – Moreno Valley | | | | | |
|---|------|------|------|----------------------|---|
| | 2013 | 2014 | 2015 | Location (1 or 2) | Referred for Campus Disciplinary Action? (Y or N) |
| Liquor Law Violations | 0 | 0 | 0 | | |
| Drug Law Violations | 0 | 0 | 0 | | |
| Weapons Law Violations | 0 | 0 | 0 | | |

| VAWA ACT OFFENSES Career Care Institute – Moreno Valley | | | | | |
|--|------|------|------|----------------------|---|
| | 2013 | 2014 | 2015 | Location (1 or 2) | Referred for Campus Disciplinary Action? (Y or N) |
| Domestic Violence | - | 0 | 0 | | |
| Dating Violence | - | 0 | 0 | | |
| Stalking | - | 0 | 0 | | |

Career Care Institute



Reporter's Information

Date: _____
Name: _____
Email Address: _____
Phone Number: _____

Affiliation with Career Care Institute:
 Student Instructor Parent Other

Affiliation with Incident:
 Victim/Survivor Instructor Third Party Other

Incident Information

Type of Incident (check all that apply):
 Sexual Assault Dating Violence Domestic Violence Stalking Sexual Harassment

Date of Incident: _____
Time of Incident: _____
Is abuse ongoing? Yes No Unknown
Is drugging of the victim suspected? Yes No Unknown

Victim Information

Victim's Gender: _____
Victim's Age: _____

Victim's Affiliation with Career Care Institute:
 Faculty Student Staff Administrator Other

Perpetrator's Information

Alleged Perpetrator's Gender: _____
Alleged Perpetrator's Age: _____

Relationship of victim/survivor and alleged perpetrator (check all that apply):
 Friend Employer Employee Spouse Intimate Partner Former Intimate Partner Stranger Unknown Other

Location Information

Location of Incident (check all that apply):
 On-campus Off-campus Outdoors Unknown Other

Signature

Signature of Victim/Survivor: _____

Signature of Person Who the Incident Was Reported To: _____

Career Care Institute