

REGAN CAREER INSTITUTE

ANNUAL SECURITY REPORT

2018-2019 Academic Year

2015-2017 Crime Statistics



Your Gateway to a New Beginning

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Introduction

The Annual Security Report is available on the RCI website at:

<https://www.rci.edu/catalog-download/>

If you would like to receive a paper copy of the Annual Security Report which contains this information, you can request that a copy be mailed to you by calling the Office Administration at (626) 455-0312.

The report contains information regarding campus security and personal safety including topics such as: crime prevention, security officers' enforcement authority, crime reporting policies, policies related to and programs to prevent sexual assault and other crimes, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by RCI; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Administration.

Regan Career Institute (RCI) 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 Regan Career Institute.

The Regan Career Institute Annual Security Report is published each year to provide you with information on safety and security-related services offered by the college in compliance with the Jeanne Clery Act, the Higher Education Opportunity Act of 2008 and the California Education Code – Section 67380-67385.7 Chapter 16 – Student Safety. This document is prepared under direction of the Administration with information provided by respective municipal police agencies with jurisdiction for each campus, Campus Executive Directors, Deputy Administrators and Administrator, Student Resource Center staff, and contracted security partners. It summarizes campus programs, policies, and procedures designed to enhance your personal safety while you work or study at Regan Career Institute.

Each year, an e-mail notification, regarding the availability of this report, is made to all enrolled students providing the website to access the report. Faculty and associates receive a similar notification via their email.

The Jeanne Clery Act

The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is publicly accessible through the college's annual security report.

Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as accommodations to academic resources, assisting with transportation, living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties engaged in a campus disciplinary process with certain rights.

Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

The RCI campus is within 200 yards from the City of El Monte Police Department located on Valley Blvd. RCI does not have sworn police officers working at any of the campuses but all on-campus lots are monitored by security cameras.

Reporting Crimes

Regan Career Institute requests and encourages students, faculty and associates who witness when the victim of a crime elects to, or is unable to, make such a report, or personally experience crime while on the Regan Career Institute campus to accurately and promptly for the purposes of making timely warning reports and the annual statistical disclosure to report their observations or experience to the Administrations Office at (626) 455-0312. In the case of an emergency, students, faculty and associates are encouraged to dial 9-1-1. Regan Career Institute is required to report all criminal activity occurring on campus, at non-campus facilities, property owned or controlled by Regan Career Institute, and on public property within, or immediately adjacent to, and accessible from, each campus.

If the victim or witnesses choose to report the crime on a voluntary and confidential basis they can do so by using an anonymous reporting form located at the Administrations Office on campus. These confidentially reported crimes would also be included in the annual disclosure of crime statistics.

Prompt reporting to the Administrations Office will assure timely warning notices on-campus and disclosure in the annual crime statistics.

The college does not have any pastoral or professional counselors on campus to handle reports made on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics.

Response to a Report

Regan Career Institute will respond to each report in an appropriate manner and consistent with state and federal laws and rules.

Dispatchers are available during campus hours to answer your calls. In response to a call regarding a reported crime, the Administrations Office will take the required action, either dispatching a security agent, police officer, or having the student file an incident report with the on-duty security agent or local police department. In response to a reported emergency, the Administrations Office will respond and summon the appropriate resources to assist in the response to the incident. All incident reports are forwarded to the respective Campus Executive Director for review and are referred to the Vice President of Operations for potential action, as appropriate. Security will investigate a report when it is deemed appropriate.

Additional information obtained via the investigation will also be forwarded to the Regan Career Institute General Counsel. If assistance is required from the respective Police Department or Fire Department, the Administrations Office will contact the appropriate responders. If a sexual assault or

rape should occur, staff on the scene (including the Administrations Office) will offer the victim a wide variety of services and/or resources.

Daily Crime Log

Criminal incidents, or alleged criminal incidents reported to the Administrations Office are recorded in the daily crime log and are available upon request from the front desk associate on the main and only RCI campus:

RCI Los Angeles (El Monte) Campus: 11350 Valley Blvd., El Monte, CA 91731

The Administration, or designee, maintains the crime log through an electronic reporting system. The crime log contains a record of all crimes reported that occurred on campus, at non-campus facilities and property owned or controlled by RCI and on public property within, or immediately adjacent to, and accessible from the campus.

Information will be withheld from the Daily Crime Log if there is clear and convincing evidence that release of the information would jeopardize an ongoing criminal investigation, the safety of an individual, cause a suspect to flee or evade capture, or result in the destruction of evidence. Only the information necessary to avoid potential adverse effects will be withheld. The information withheld will be released once the adverse effect previously described is no longer likely to occur. The crime log includes the nature (classification), case number, date, time reported, and date and time the crime occurred or allegedly occurred.

The crime log also contains the general location of the reported crime and disposition of the crime, if known. Only a law enforcement agency can make the determination that a reported crime did not occur. In such situations, the disposition would be noted as “unfounded.” An entry, an addition to an entry, or change in the disposition of a complaint must be recorded within two business days of the incident reported or the information provided to the campus security department.

Timely Warning Notices

Timely Warning Standard In the event a crime is reported or a situation arises, within the RCI Clery Geography (On Campus, Public Property, and Non-campus property), that in the judgment of the Administration or the Administrations Office, and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide “timely warning” notice will be issued. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non-negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Administration.

For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other RCI community members and a Crime Alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and information known by the Administration. Cases involving property crimes will be assessed on a case by case basis

and alerts will typically be sent if there is a discernible pattern of crime. The Administration or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications and locations, as deemed necessary.

Distribution of Timely Warning

The warning will be issued to students, faculty, and associates via Mass Notification System (MNS), which includes mass email, text, and voice phone call (if necessary). All members of the RCI community must provide an email address to the institution to facilitate this communication, and are encouraged to provide cell phone contact information as well. As an additional measure of communication, bulletins are placed at entry points to affected campus facilities, if deemed appropriate based on the nature of the crime. Timely warning notices will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Timely Warning Content

The Administration or the Administrations Office will develop the content of the timely warning notices and is responsible for disseminating the information to the students and employees by sending the blast email. When issuing the Timely Warning, the college withholds all personally identifying information about the victim including the names.

Anyone with information warranting a timely warning should report the circumstances to the Administrations Office by phone at (626) 455-0312 or in person at the front receptionist desk.

Campus Policy Statements

Access, Security and Maintenance of Campus Facilities

Campus administrators are responsible for determining access rights and hours. The campus facilities are typically open and accessible to students, staff and visitors during normal building hours and into the evening hours, depending on class and activity schedules. In general, the building and parking areas are secured after the last class in the building ends, although some administrative offices are secured after normal business hours. Security is enhanced through utilization of security technology (electronic access control systems, alarm systems, and where appropriate, CCTV systems). Facilities and landscaping are maintained in a manner that minimizes unsafe conditions.

The Administration conducts an annual Campus Safety Walk. Students, associates, faculty, members of Facilities, and the Campus Executive Director are invited to participate. These tours assess pedestrian travel routes around the campus and identify areas where additional lighting or physical improvements may enhance the overall safety and security of the area. Members of the RCI community are encouraged to report potentially unsafe or hazardous conditions to the Administrations Office at any time by calling (626) 455-0312.

Residence Halls

Regan Career Institute does not maintain residential facilities on campuses. In addition, Regan Career Institute does not have any officially recognized student organizations that own or control any off-campus property.

Clinical and Externship Sites

Students assigned to Clinical Sites or Externship Sites are typically provided with the host site's safety management plan and phone numbers to call in case of emergency or concern. In emergency situations dialing 9-1-1 still applies.

Regan Career Institute does not own or control the site (clinical and/or externship) or any space within the site.

Drug and Alcohol Abuse Policy

DRUG AND ALCOHOL ABUSE PREVENTION

RCI maintains a zero tolerance policy with regard to possession, use, and sale of alcoholic beverages on campus and strictly enforces federal and state underage drinking laws. RCI maintains a zero tolerance policy with regard to possession, use, and sale of illegal drugs on campus and strictly enforces federal and state drug laws.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use

of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students

violating this rule will be subject to immediate termination of employment or dismissal from the school program.

RCI associates and faculty are provided with drug and alcohol-abuse information as per the Drug Free Schools and Communities Act (DFSCA) in the employee handbook during orientation. Students are provided with drug and alcohol abuse information in their student enrollment packets. This information is updated annually or as circumstances dictate. RCI refers all persons identified in need of drug and/or alcohol abuse counseling to a confidential referral program. For more information, students should contact the front reception desk. RCI associates and faculty should contact the Human Resources Department. Information provided in compliance with the DFSCA can be found online at

The following is a list of drug-free awareness programs that also provide detailed information regarding:

1. Dangers of Drug and Alcohol Abuse

2. Assistance with drug and Alcohol Abuse Counseling
3. Penalties for the Abuse of Alcohol or Drugs
4. Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines:

National College on Drug Abuse (800) 662-HELP

(800) 843-4971

National Clearinghouse for Drug Information (800) 729-6686

As stated above, students and employees are subject to termination for violation of this school rule. In addition,

persons distributing drugs to employees or students will be referred to the authorities and charges of drug

distribution will be pressed by the school. Each student is required to read and sign a statement concerning this

policy.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are

at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or

alcohol abuse, offenders will be referred to a rehabilitation/education program.

Students identified to be in need of drug and/or alcohol abuse counseling may also be sent to one or more of the following community appointed programs.

Locations in or around the San Gabriel Valley area can be found here (<https://www.sgvcamft.org/rehabilitation-alcohol-substance-abuse>). Additional resources can also be found here(<https://www.addicted.org/prevention-education-4.html>). These locations include the following:

Rehabilitation/Alcohol and Substance Abuse

Alhambra

Action Parent and Teen Support Program

101 S. Second Street

Alhambra, CA 91801

(818) 763-9556

Support groups for parents and teens dealing with drugs and alcohol, depression, runaway, suicide, low self-esteem, and school problems.

Covina/West Covina

Aegis Medical Systems, Inc.

1825 E. Thelborn Street

West Covina, CA 91791

(626) 915-3844

www.aegismed.com

Outpatient substance abuse, detox, criminal justice clients.

Fran's Place/Stepping Stones Home

823 E. Cypress Street

Covina, CA 91722

(626) 967-2677

Residential substance abuse treatment.

Hope & Grace Recovery Services

865 W. Glentana Suite 1

Covina, CA 91722

(626) 918-7636

Outpatient, day treatment, HIV/AIDS, DUI, seniors, Spanish spoken.

Kaiser Permanente Addiction Medicine

1539 W. Garvey North

West Covina, CA 91791

(626) 856-3045

www.kp.org

Substance abuse treatment.

Options/CIFHS Family Center

560 S. San Jose Ave.

Covina, CA 91723

(626) 967-5103

www.cifhs.org

Low cost marriage & family therapy, drug rehab services.

River Community Covina/Wellness Center

508-510 S. 2nd Avenue

Covina, CA 91723

(626) 974-8122

www.daytreatment@socialmodel.com

Safety Education Center

1515 W. Cameron Avenue

West Covina, CA 91790

(626) 960-3977

Outpatient treatment, DUI, Spanish spoken.

Social Model Recovery

223 E. Rowland Street

Covina, CA 91723

(626) 332-3145

www.info@socialmodel.com

Treatment, education, prevention, co-occurring disorders.

El Monte

B.R.I.D.G.E.S. / Casitas Tranquilas

11927 Elliott Avenue

El Monte, CA 91732

(626) 350-5304

www.bridgesrehab.org

Adult transitional (18 mos.), residential treatment and social rehab program for ages 18-59 yrs with substance abuse history and chronic mental illness.

Twin Palms Recovery Center

3574 Lexington Ave.

El Monte, CA 91731

(626) 443-4008

Referrals, DV prevention, education, anger management, AA meetings.

Mid-Valley Recovery Services, Inc.

Choices Resource Program

3430 Cogswell Road

El Monte CA 91732

(626) 453-3400,

(626) 453-3408

Outpatient substance abuse treatment and referrals. Separate sober living residential homes for men and women.

Mid-Valley Recovery Services, Inc.

Community Outreach United Recovery

5207 N. Peck Road

El Monte, CA 91732

(626) 453-3434

Alternative sentencing drug and alcohol treatment program, random testing, 12-step.

Prototypes Community Assessment Center

11001 Valley Mall Suite 300

El Monte, CA 91731

(626) 442-0710

Homeless intensive treatment, substance abuse, HIV/ AIDS.

Spiritt Family Services

South El Monte Family Center

2000 S. Tyler Avenue

South El Monte, CA 91733

(626) 442-1400

www.spiritt.org

Walk-in counseling for recovering alcoholics and addicts, certified domestic violence program for men, teen groups, parenting classes.

Walden House, Inc.

Female Offender Treatment

12423 Dahlia Avenue

El Monte, CA 91732

(626) 258-0300

15 month residential drug and alcohol treatment program for women parolees with children.

Glendale

Action Parent – Teen Support Group

220 N. Kenwood Street #104

Glendale, CA 91206

(800) 367-8336

www.actionteen.com

Free weekly support groups for drug and alcohol related problems.

Glendale Adventist Alcohol/Drug Services

335 Mission Road

Glendale, CA 91205

(818) 242-3116

www.glendaleadventist.com/behavioral

Residential, partial outpatient, behavioral medicine.

Glendale Memorial/ Alpha Recovery Center

1510 S. Central Avenue #240

Glendale, CA 91204

(818) 502-4598

Substance abuse treatment program.

New Insights Program

431 N. Brand Blvd #311

Glendale, CA 91203

(818) 242-2308

Drug/alcohol counseling, education.

Positive Directions

1540 E. Colorado Street

Glendale, CA 91205

(818) 247-8180

www.vmh.org/receiving-services

Outpatient substance abuse, therapy, services.

Path Achieve/Ascensia

437 Fernando Court

Glendale, Ca 91204

(818) 246-7900

www.achieveglendaleorg

Emergency shelter, access center, case management, addiction recovery, veteran services.

Right On Programs, Inc.

522 E. Broadway

Glendale, CA 91205

(818) 240-1683

Glendora

AA San Gabriel Valley 12-Step Program

849 Route 66, Suite D

Glendora, CA 91740

626-914-1861

www.aasgvco.org

Anonymous referral service, meetings in San Gabriel & Pomona Valley area.

Monrovia

1-800-ALCOHOL

345 W. Foothill Blvd.

Monrovia, CA 91016

(800) 252-6465

www.800alcohol.com

Private agency providing referrals for alcohol and drug therapy programs.

Pasadena/Altadena

California Drug Counseling, Inc. 

659 East Walnut Street

Pasadena, CA 91101

(626) 844-0410

www.caldrug.org

Outpatient counseling, prevention, education, job screening and placement, transportation, drug testing for ex-offenders and incarcerated/paroled youth/adults, other underserved populations.

Casa de las Amigas

160 North El Molino Avenue

Pasadena, CA 91101

(626) 792-2770

www.casadelasamigas.org

Women only, inpatient and outpatient services.

Celebrate Recovery

Pasadena Church of God

404 E. Washington Blvd.

Pasadena, CA 91104

www.celebraterecovery.com

Christ-centered, 12-step recovery program, support groups for all types of addictions.

Choices URDC Human Services Corp.

1460 N. Lake Avenue, Suite 107

Pasadena, CA 91104

(626) 398-3796

Perinatal substance abuse therapy center, counseling, drug education, parenting and DV education.

Eaton Canyon Treatment Center

3323 Fairpoint Street

Pasadena, CA 91107

(626) 798-0150

(888) 798-0150

Men only, inpatient services.

The Gooden Center

191 North El Molino Avenue

Pasadena, CA 91101

(800) 931-9884

(626) 356-0078

www.goodencenter.org

Men only, inpatient and outpatient, sober living support services.

The High Road Program

700 S. Arroyo Parkway

Pasadena, CA 91105

(626) 793-6159

www.highroadprogram.org

Outpatient counseling and education, court mandated DUI, DV, anger management and drug programs, Spanish programs offered.

Huntington Hospital

Chemical Dependency Recovery Center

100 W. California Blvd

Pasadena, CA. 91105

(626) 397-2323

www.huntingtonhospital.com

Inpatient recovery services.

Impact Drug/Alcohol Therapy Center

Transitional Living Facility

1680 N. Fair Oaks Avenue

Pasadena, CA 91103

(626) 798-0884

(866) 734-4200

www.impacthouse.com

Recovery home and outpatient aftercare program, 12-Step, support groups, HIV/AIDS testing.

Marilyn Manor

Altadena, CA 91001

(310) 590-9734

www.marilyn-manor.blogspot.com

Sober living home for women.

Pasadena Council on Alcoholism and Drug Dependency

181 North Hudson

Pasadena, CA 91101

(626) 795-9127

www.ncaddpas.tripod.com

Outpatient program for youth & adults, referrals, drug testing, support groups, counseling, anger management intervention, Spanish program.

Pasadena Recovery Center, Inc

1811 North Raymond Avenue

Pasadena, CA 91103

(626) 345-9992

www.pasadenarecoverycenter.com

Residential short-term treatment (30 days or less) and long-term treatment (more than 30 days), outpatient, partial hospitalization, day treatment.

Salvation Army Adult Rehabilitation Center

56 W. Del Mar Blvd

Pasadena, CA 91105

(626) 795-8075

www.satruck.org

Christian, long-term residential rehab program, 12-Step, group counseling, education, recreation.

Walter Hoving Home

127 S. El Molino Avenue

Pasadena, CA 91101

(626) 405-0950

www.walterhovinghome.com

Christian-based, 12 month addiction, prostitution rehab home for adult women.

Rosemead

Pacific Clinics/Asian Pacific Family Center

Substance Abuse Mental Health Clinic

9353 E. Valley Blvd

Rosemead, CA 91770

(626) 287-2988

www.pacificclincis.org

Outpatient substance abuse treatment.

San Gabriel

Family Counseling Services

West San Gabriel Valley

121 Santa Anita Street

San Gabriel, CA 91776

(626) 308-1414

www.citehealth.com

Drug rehab, teen/adult services.

Sierra Madre

LifeChanges Counseling Center

37 Auburn Ave, Suite 5

Sierra Madre, CA 91204

(626) 355-2321

Specialists in chemical dependency and related disorders, no children.

Assault Policy

RCI will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing or investigation conducted by the college against a student or associate who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, RCI will provide the results of the disciplinary hearing or investigation to the victim's next of kin, if so requested.

Policy on Weapons on Campus

RCI is committed to maintaining a safe and secure environment.

RCI policy prohibits all persons who enter College property from possession, use, manufacturing, distributing, sales, etc. of any firearm, knives, explosives of any kind, TASERs, or other weapons capable of threatening or producing bodily harm, regardless of whether the person is licensed to carry the weapon or not; with the exception of authorized law enforcement officials, contracted security personnel, and RCI associates specifically authorized to carry weapons for security purposes. Anyone found in violation of RCI's policies shall be subject to disciplinary policies and procedures applicable to students, academic and staff personnel, and/or criminal prosecution by the appropriate jurisdiction.

Individuals should immediately report weapons violations to the Administrations Office at the campus or by dialing (626) 455-0312 or call 9-1-1 if they feel an immediate threat of bodily harm. It is important to provide a description and location of the individual carrying the weapon. Police Officers have and will continue to investigate any threat to the safety of RCI students and staff.

Criminal Statutes and College Policy

Conduct may also be punishable under both criminal statutes and college policy. These processes are separate and distinct from one another, but can run concurrently. The codification of Criminal Sexual Assault is located in Ca. Code §§ 261 through 269 and can be accessed on the Code of California web site at:

http://leginfo.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=PEN&division=&title=9.&part=1.&%20chapter=&article=

See Ca. Code §261.5 for the age of consent under California law:

http://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN§ionNum=261.5

Anti-Retaliation Policy

Employees

All College employees should work without fear or without threat of retaliation if they, in good faith (i.e. holding a genuine belief in the truth of one's allegations), and based on a reasonable belief that improper conduct has occurred, make complaints of improper conduct to the Administrator or in

accordance with the complaint procedure or assist or participate in the complaint process. The College takes all allegations of retaliation seriously. Any allegation of retaliation should be reported immediately to the Human Resources or the Front Desk. For further information on this policy visit:

<https://www.rci.edu/catalog-download/>

Students

Students have the right to be free from retaliation. Threats or other forms of intimidation or retribution (including but not limited to; verbal, physical, or cyber) against a student who files a complaint or grievance, requests an administrative remedy, participates in an investigation, appears as a witness at an administrative hearing, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to College disciplinary procedures. Students with complaints of retaliation should contact the Human Resources or the Front Desk. For further information on this policy visit:

<https://www.rci.edu/catalog-download/>

Notice of Victim's Rights

Regan Career Institute does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include sexual assault, dating violence, domestic violence, and stalking. As a result, the College issues this statement of policy to inform the community of this comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a college official. In this context, RCI prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

It is the policy of Regan Career Institute that no member of the campus community - students, faculty, administrators, staff, vendors, contractors, or third parties, may conduct sexual violence or harassment on any other member of our community.

For a complete copy of Regan Career Institute's Sexual Misconduct Policy Governing Students and Employees, visit:

<https://www.rci.edu/catalog-download/>

Policy Statement Addressing Preventing and Responding to Dating Violence, Domestic Violence, Sexual Assault and Stalking

RCI prohibits domestic violence, dating violence, sexual assault and stalking. RCI maintains a zero tolerance policy for the above offenses. Toward that end, Regan Career Institute issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Risk Reduction

While learning about risk reduction strategies can be a helpful first step in understanding the context of violence, it is never meant to attribute blame to victims for not having recognized signs of abuse. The perpetrator of abuse and violence is always the one responsible and should never be excused due to a victim's behavior, decisions or judgments. Offering risk reduction information is meant to provide an educational foundation for recognizing signs of abuse, not just for those who may be at risk of experiencing it, but to help our community understand, recognize and acknowledge the behaviors as harmful.

Engaged Bystander

While some forms of sexual violence may not be illegal, such as sexist jokes, catcalling, or vulgar gestures, this does not make them any less threatening or harmful to the victimized person. These behaviors contribute to a culture that accepts sexual violence. Bystanders can speak up when they witness these actions to foster healthy sexuality and safer communities. Many opportunities exist in daily life where society can prevent behaviors that promote sexual violence.

RCI is an advocate for Bystander Intervention. Safe and positive bystander intervention may be carried out by an individual to prevent harm or to intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against a person other than themselves.

An engaged bystander is someone who intervenes before, during, or after a situation when they see or hear behaviors that promote sexual violence. It is common for people to witness situations where someone makes an inappropriate sexual comment or innuendo, tells a rape joke, or touches someone in a sexual manner. Bystanders might also witness other forms of sexual violence. Bystanders who witness the behavior or hear the comment can intervene in a way that will help create a safer environment. Research has shown that bystander programs can produce positive results by increasing participants' knowledge of sexual violence, decreasing participants' acceptance of rape myths, and increasing the likelihood that they will intervene. Engaged bystanders help create healthy communities and help others build safe and respectful environments by discouraging victim blaming, changing social norms that accept sexual violence, and shifting the responsibility to prevent sexual violence to all community members.

When and How to Intervene

Every situation is different and there is no universal response when intervening to prevent sexual violence. Safety is important in deciding when and how to respond to sexual violence. Every person must decide for themselves the safest and most meaningful way to become an engaged bystander. The following are ideas on how one can maintain safety while being an engaged bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice with friends and family about what you would say and how you would say it
- When intervening, be respectful, direct, and honest
- Contact your local sexual assault center to see if they offer resources or training on bystander intervention. Visit <http://www.nsvrc.org/organizations/state-and-territory-coalitions> for coalition contact information.

- If you see or hear something and you do not feel safe, contact the police

When Alcohol is Involved

Unfortunately, bystanders are less likely to intervene when alcohol is involved, particularly when both the victim and offender have been drinking. People tend to place the responsibility on the female for her behavior. However, alcohol is never a cause of rape or an excuse for committing a crime; consent cannot be obtained when someone is incapacitated due to alcohol or other substances.

Role of Social Media

During and after acts of sexual violence, social media and online anonymous websites could provide venues for harmful comments and abusive behavior toward others. This might include threatening the distribution of photos or videos of the assault. Responsible bystanders play a powerful role in showing support for survivors, challenging disrespectful comments, and changing the culture to end violence.

Bystander CARE

“A good friend knows how to **CARE**.”

Create a Distraction

Ask Directly

Refer to an authority

Enlist others

Create a distraction

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place. Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.” Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about. Start an activity that draws other people in, like a game, a debate, or a dance party.

Ask directly

Talk directly to the person who might be in trouble. Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

Refer to an authority

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like a security guard. Talk to a security guard, bartender, or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in. Don’t hesitate to call 911 if you are concerned for someone else’s safety.

Enlist others

It can be intimidating to approach a situation alone. Enlist another person to support you. Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes

there is power in numbers. Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom. Enlist the friend of the person you're concerned about. "Your friend looks like they've had a lot to drink. Can you check on them?"

Bystander Intervention Examples

At school

A group starts making sexual gestures and comments to another student. The student tries to ignore the comments, but becomes upset. An engaged bystander could tell the group to stop harassing the student, or ask the student if they want to leave and tell an instructor, Staff member, Security or Dean.

At a party

A friend starts flirting with someone. The other person is not interested, but the friend will not leave them alone. An engaged bystander could go up to the friend and start a conversation to distract them from the uninterested person.

At work

Someone overhears a female supervisor say that she wishes her boyfriend had a butt like one of her male employees. An engaged bystander could talk with the supervisor directly or report the incident based on the workplace's sexual harassment policy.

Online

There are comments posted in regard to a story about a sexual assault that imply that the person deserved to get raped because of how they were dressed and how much they had to drink. An engaged bystander could respond to the comments by posting that it is never the survivor's fault if he or she is sexually assaulted, and that the responsibility lies with the person who chose to commit sexual violence.

Signs of Stalking

Stalking occurs when a person repeatedly watches, follows or harasses you, making you feel afraid, unsafe or uncomfortable. It is intentional and often uncontrolled. A stalker can be someone you know, a past boyfriend or girlfriend or a stranger. Here are some examples of what a stalker may do:

- Send you unwanted text messages, letters, emails and voicemails, often repeatedly and numerous
- Show up at your residence or place of work unannounced or uninvited
- Follow you with or without your knowledge
- Leave items like gifts or flowers that could seem romantic or non-threatening but are unwanted
- Constantly call and hang up
- Use social networking sites and technology to track you or repeatedly try to engage you
- Spread rumors about you via the internet or word of mouth
- Call your employer or instructor

- Wait at places you hang out or outside your classroom or residence
- Try to get information about you through others, i.e. looking at your Facebook page through someone else's page or befriending your friends in order to get more information about you
- Damage your home, car or other property

This list is not inclusive of all behaviors of stalking. However, if you think you or someone you know is being stalked on or off campus, call the Administrations Office at (626) 455-0312 or seek resources and support to help.

Examples of Domestic/Intimate Partner/Dating Violence

Domestic/Intimate partner/Dating Violence can happen to anyone. It can happen to partners who are married, living together, or dating. It affects people of all socioeconomic backgrounds and education levels. Domestic/Intimate partner/Dating Violence not only affects those abused, but also has an impact on family members, friends, co-workers, other witnesses, and the community at large.

Domestic/Intimate Partner/Dating Violence encompasses physical, psychological, sexual, economic, and emotional harm by a current or former partner or spouse. This type of violence can occur among straight or same-sex couples and falls in this category even if there is no sexual intimacy. Women ages 16 to 24 are three times more likely to experience intimate partner violence than women of other age groups. The goal is to stop the violence before it begins but often individuals are uncertain if experiences are considered abusive, particularly when there has been an ongoing relationship.

The list below provides some examples of behaviors that demonstrate abuse in a relationship or could lead to abuse:

- A partner acts extremely jealous when you talk to others
- A partner calls you names and puts you down
- A partner is always checking up on you, calling or texting, and has to know where you are and who you are with at all times
- A partner isolates you from your friends and family by demanding your time, or threatening you when you try to spend time with others
- A partner gets too serious about the relationship too fast and feels possessive
- A partner is abusive and loses their temper but always excuses themselves or doesn't accept responsibility for their actions
- A partner tries to control you by making all the decisions, tell you what you should and should not do
- A partner demands sexual intimacy when you are not willing or interested
- A partner threatens violence
- A partner physically, verbally or sexually assaults you In response, often you:
- Give up things that are important to you

- Cancel plans with friends to appease the other person
- Become isolated from family or friends
- Worry about making your partner angry
- Find others ask you about signs of physical abuse, fear or intimidation or if you are ok
- Feel embarrassed or ashamed about what is going on in your relationship
- Make excuses for your partner's behavior

If you think you have experienced some of these behaviors in your relationship, or know someone who has, contact a Campus Security Authority. Please see the below resources for further information.

Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- Being afraid of your partner
- Constantly watching what you say to avoid a “blow up”
- Feelings of low self-worth and helplessness about your relationship
- Feeling isolated from family or friends because of your relationship
- Hiding bruises or other injuries from family or friends
- Being prevented from working, studying, going home, and/or using technology (including your cell phone)
- Being monitored by your partner at home, work or school
- Being forced to do things you don't want to do

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- Get help by contacting the Counseling Center or Health Center for support services (listed elsewhere in this document)
- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners

- Consider making a report with the Administrations Office and ask for a “no contact” directive from the college to prevent future contact
- Consider getting a protective order
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported
- Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it

Sexual Assault Prevention (from RAINN)

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

Traveling Around Campus (walking)

- Make sure your cell phone is easily accessible and fully charged
- Be aware of open buildings where you can use a phone
- Keep some change accessible just in case you need to use a pay phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to campus administrators if lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain

- If walking feels unsafe, contact the Administrations Office at (626) 455-0312

Security Awareness and Crime Prevention Programs

During student orientation sessions and new employee orientation sessions, students, faculty, and associates are informed of services offered by RCI. Crime Prevention, Security Awareness and Sexual Assault Prevention Programs are developed and presented on an annual basis. Periodically, the Safety and Security department, in coordination with Campus Executive Directors, will present crime prevention and security awareness sessions on a variety of timely topics specific to the campus or surrounding community. The common theme of all security awareness and crime prevention programs is to encourage students, faculty and associates to be aware of their shared responsibility with the college for their own security and the security of others. In addition to seminars, crime prevention information is disseminated to students, faculty and associates through crime prevention awareness posters, security alert posters, displays, social media outlets, and potentially apps for web and smartphone devices.

All students and employees are encouraged to participate in security awareness and crime prevention programs via asynchronous video based training modules provided by 360StaySafe. The program includes personal safety modules which provide practical tips including security awareness training, identity theft protection techniques, and active shooter training. The program is separated into twelve modules and also includes prevention and awareness information regarding the crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking. This information explores forming healthy relationships, identifying and protecting oneself against controlling behaviors, safe and positive options for bystander intervention and information on risk reduction. All modules encourage students and employees to be responsible for their own security and the security of others.

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

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

1. 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
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that address:

1. How the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) as those terms are defined later in this document
2. Explains the definitions of domestic violence, dating violence, sexual assault and stalking in the applicable jurisdiction definitions of these terms

3. Incorporates what actions constitute consent, in reference to sexual activity, in the State of California
4. Describes safe and positive options for bystander intervention. Bystander intervention means 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 action to intervene.
5. Provides Information on risk reduction. Risk reduction means 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
6. The college also provides Information regarding:
 - a. Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault or stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs” elsewhere in this document)
 - b. How the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document)
 - c. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services/resources available for victims in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document). Student financial aid is available at the college.
 - d. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document)
 - e. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document)

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at a local emergency room to have a rape kit completed to preserve evidence that may assist in proving that the illegal criminal offense occurred or may be helpful in obtaining a protective order and also in case the victim decides to file a police report. No law enforcement charges are required in order to have a rape kit collected, however the victim must use his/her legal name.

If you have been sexually assaulted It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof that criminal activity is occurring or has occurred may be preserved. In circumstances of sexual assault, if victims do not opt for

forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually-transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if any exist that would be useful to college hearing boards/investigators or police and that may assist in proving that the illegal criminal offense occurred or may be helpful in obtaining a protection order. If you have been a victim of sexual assault, dating violence or domestic violence, you should consider contacting the police. If you fear for your safety or the safety of others in your household you may want to consider filing a restraining order. You should also consider reporting the incident to the RCI Administrator on campus to make sure that you are informed of outside resources like housing, counseling, etc.

Voluntary Reporting

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement of the police. In addition, the victim may choose to be assisted by the CSA in notifying law enforcement authorities. If the victim would like to contact the Administrations Office and/or local authorities either of the following may be completed:

1. File a complaint but not have charges brought against the accused. Charges may be brought at a later time if desired and the prosecuting attorney's office agrees, however, evidence may be lost. Victims of sexual assault are encouraged to get a rape kit done and cooperate fully with an investigation so the possibility of filing criminal charges may be an option when they are ready to pursue, if ever.
2. File a complaint and ask that the investigation and charges be pursued immediately. While the prosecuting attorney is still the decision-maker in whether the perpetrator is charged criminally, the victim can cooperate and provide as much timely cooperation and information as may be possible.

IMPORTANT: Victims under the age of 18 that file a report with Campus Security Authorities will be deemed a child in need and the appropriate authorities will make a decision of whether to pursue charges.

If a student or employee has been the victim of domestic violence, dating violence, sexual assault, or stalking, the complaint should report the incident promptly to any RCI staff member. The College will provide a number of resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and the College will apply appropriate disciplinary procedures to those who violate this policy.

Resources

Online Resources

The Gift of Fear

The Gift of Fear: Survival Signals That Protect Us from Violence is a nonfiction self-help book (1997) written by Gavin de Becker. The book provides strategies to help readers avoid trauma and violence by teaching them various warning signs and precursors to violence. To order The Gift of Fear, visit:

<http://www.amazon.com/The-Gift-Fear-Gavin-Becker-ebook/dp/B0036Z9U2A>

MOSAIC Threat Assessment Systems

DV - MOSAIC assesses situations involving domestic violence. DV - MOSAIC is available at no-cost to the public at: <http://www.mosaicmethod.com>

Rape, Abuse and Incest National Network

The Rape, Abuse, & Incest National Network (RAINN) is the nation's largest anti-sexual assault organization. Although there are no proven strategies for "preventing" sexual assault or rape, the following risk-reduction strategies are recommended by RAINN:

Safety planning

<https://www.rainn.org/get-information/sexual-assault-prevention/safety-plan>

Steps you can take in a social situation to prevent sexual assault

<https://rainn.org/get-information/sexual-assault-prevention/protecting-your-friends>

How to respond if someone is pressuring you

<https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-pressure>

Your role as a bystander in preventing sexual assault

<https://rainn.org/get-information/sexual-assault-prevention/bystanders-can-help>

Protecting a child from sexual assault

<https://rainn.org/get-information/sexual-assault-prevention/protecting-a-child-from-sexual-assault>

The California Partnership to End Domestic Violence

<http://www.cpedv.org>

Department of Justice

<http://www.ovw.usdoj.gov/sexassault.htm>

Department of Education, Office of Civil Rights

<http://www2.ed.gov/about/offices/list/ocr/index.html>

Information Regarding Registered Sex Offenders

You may obtain information about registered sex offenders as provided by under section 121 of the Adam Walsh Child Protection and Safety Act of 2006:

California:

<http://www.meganslaw.ca.gov>

From the National Domestic Violence Hotline website Help for Survivors

<http://www.thehotline.org/help/help-for-survivors/>

Article: Emotionally Recovering from an Abusive Relationship

<http://www.thehotline.org/2012/05/emotionally-recovering-from-an-abusive-relationship/>

Survivor Stories

<http://www.thehotline.org/about-us/share-your-story/>

From Love is Respect

Blogpost: Dealing with Shame After Abuse <http://www.loveisrespect.org/content/dealing-with-shame-after-abuse/>

On/Off Campus Resources

Please note that RCI does not offer on campus resources in health, mental health, counseling, victim advocacy, legal assistance, or visa and immigration assistance. Students should access the off-campus resources in their area of residence or use the chart below to utilize resources near campus. If you need help, contact Administration. If you need immediate assistance, call 9-1-1.

Student Financial Aid is available on campus. For further information please contact:

RCI Financial Aid, Mayra Grijalva Address: 11350 Valley Blvd., El Monte, CA 91731 Email: financialaid@regancareer.com Phone: 626-455-0312

El Monte LOCAL Police Department Address: 11333 Valley Blvd, El Monte, CA 91731 Phone: (626) 580-2100

STATE Police Department California Highway Patrol 19700 Hamilton Ave, Torrance, CA 90502 (310) 516-3355

Closest Emergency Room Methodist Hospital 300 W Huntington Drive, Arcadia, CA 91007 Phone:(626) 898-8000

El Monte City Hall 11333 Valley Blvd, El Monte, CA 91731 Phone: (626) 580-2001

Where to obtain a Restraining Order 11234 Valley Blvd, El Monte, CA 91731 Phone: (626) 575-4101

Victim Advocacy Victim Advocacy 11234 East Valley Boulevard, Room 110 El Monte, CA 91731

Phone: (626) 575-5565

Visa & Immigration Assistance Americana Legal 2549 Orange Ave Signal Hill, CA 90755 (855) 495-8400

Rape Crisis <https://www.rainn.org/about-national-sexual-assault-telephone-hotline> Phone 800.656.HOPE

Adjudication of Violations

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of

domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary investigations;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional investigation. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary investigation. However, the role of the advisor is limited to consulting and advising his or her advisee, but not speak for the advisee at any meeting or hearing.
5. The accuser and the accused will be notified simultaneously, in writing, of the initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the College or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee).

If RCI knows or reasonably should know of sexual harassment, to include sexual violence, RCI has a duty to investigate. Consequently, whether a victim chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then RCI may assume the role of the complainant.

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

RCI disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Sexual Misconduct Policy.

The college only uses one type of disciplinary proceedings for domestic violence, dating violence, sexual assault and stalking allegations by using an investigator model. The steps and the decision making process are outlined in the section below “Investigation and Resolution.”

The victim of dating violence, domestic violence, sexual assault or stalking may choose for the investigation to be pursued through the criminal justice system and the RCI Administration’s office, or only the former or the latter. An Administrator can guide the victim through the available options and support the victim in his or her decision.

Investigation and Resolution

Administrators are trained on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and grievance process that protects the safety of the victim and promotes accountability. The training also addresses what constitutes relevant evidence and how it should be used during a proceeding. A refresher is given annually on proper techniques for questioning witnesses and basic procedural rules for conducting an investigation. The Administration officers also go over the rules on avoiding actual and perceived conflicts of interest.

Upon notice of a potential discrimination or harassment situation related to this policy, the Administrator(s) will conduct an assessment to determine if the complaint constitutes a potential violation of this policy. If it does not, the complaint will be dismissed (or could be referred to another department if the complaint constituted a violation of another RCI policy.) If the complaint could constitute a violation of this policy, a fair and impartial investigation will be conducted by at least one trained RCI staff member. RCI reserves the right to employ external investigators if it determines that the investigation would be best conducted in this way.

The investigation will typically include interviewing all involved parties (accused, victim, witnesses) and the collecting of any documentation or evidence relevant to the allegation. Upon completion of the investigation, the investigator and the Administrators shall meet to determine if the investigation is complete. If the investigation is complete, the investigator will meet with the victim and respondent separately after fact-finding but before a finding of responsibility and advise them of the facts that will be used in determining if it was more likely than not that the respondent violated this policy. The parties will be offered an opportunity to correct any information that is factually inaccurate or to present any new information to the investigator at this time. If new information is presented that prompts the need for further investigation, the investigator will complete it based on the new information shared. If no further investigation needs to occur, the investigator will provide the final report to Administration. The investigator will include in their findings their determination of whether or not it is more likely than not that the respondent violated this policy and will include that rationalization in the report, which will be shared with the Administrators.

The victim and respondent are permitted to bring, at their expense, an advisor of choice to any meeting or disciplinary proceeding in which they are required to be present. An advisor of choice means any person who the victim or respondent chooses to bring to advise, counsel, or support them. RCI permits an advisor of choice, however, strictly controls the role of such advisor. An advisor may not speak to anyone other than his or her advisee, may not ask questions of the administrator, investigator, or witnesses, and may in no way interfere with the meeting or proceeding in which they are attending. At

any point, RCI representatives may remove an advisor if it is determined that the advisor is being disruptive to the process.

If at the conclusion of the investigation the investigator has determined that it is more likely than not that sexual misconduct occurred in violation of this policy, the following will occur.

If the accused party is a student, the Administrator will confer and decide on the appropriate sanction. After determining the sanction, the Administrator will issue the finding, the reason for the finding and the associated sanctions in writing simultaneously to the victim and respondent. The Administration Office will impose the sanctions as identified by the Administrator, which include options such as undergoing Title IX education and prevention program; Title IX training assignment/research paper, apology letter, community service, presentation, loss of privileges, including possible exclusion from participating in school related events; probation, no contact with the victim; suspension or expulsion from RCI.

If the accused party is an employee, the Administrator will confer with the Campus Executive Director and the Human Resources department and decide on the appropriate sanction. After determining the sanction, the Administrator will issue the finding, the reason for the finding and the associated sanctions in writing simultaneously to the victim and respondent. Human Resources will impose the sanctions as identified by the Administrator, which could include undergoing Title IX education and prevention program, apology letter, community service, probation, no contact with the victim; suspension or termination of employment.

The Administrator will routinely confer on all cases to ensure consistent application of this policy.

RCI reserves the right to bring complaints forward against a student or employee and to act as the victim for purposes of this policy. Further, a victim need not be a member of the RCI community.

The standard of proof used to determine whether or not a violation of this policy has occurred is a preponderance of evidence, which means it is more likely than not the misconduct occurred, to have a finding of responsibility.

Typically, the investigation, resolution, and appeal will not exceed 60 days although RCI reserves the right to exceed this timeframe in order to conduct a thorough investigation. If the investigation does or is anticipated to exceed 60 days, RCI will notify the victim and respondent in writing and will advise them of the reason for the delay and the anticipated timeframe for the completion of the investigation.

The outcome/finding, the rationalization for the finding, and the sanctions imposed, if any, shall be conveyed to the victim and respondent simultaneously and in writing as noted above via the RCI email system and will be delivered via certified/registered US Mail at the same time.

Both the victim and the respondent have a right to appeal the finding or non-finding of responsibility or the associated sanction. Appealing the finding of responsibility or non-responsibility must be based on a process error, (i.e., a procedural error, not that the party didn't feel the resolution or sanction was appropriate) or the discovery of new evidence. Both parties will have five business days from notification to appeal in writing to the next level of authority, whose decision is final:

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Both individuals will be informed in writing and simultaneously of any change to the results that occur prior to the time that such results become final and when such results become final. The victim will be notified of any sanctions/outcomes that are specific to the victim (e.g., respondent has interim suspension and is ordered by the institution to have no contact with the victim).

The Sexual Misconduct Policy provides information as related to investigation and resolution of sexual misconduct including dating violence, sexual assault, stalking, etc.

College-Initiated Protective Measures

In addition to those protective measures previously described, the Administrator or their designee will determine whether interim intervention and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a College order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.

Applicable law requires that, when taking such steps to separate the victim and the accused, RCI must minimize the burden on the victim and thus should not, as a matter of course, remove the victim from his or her job, or classes while allowing the accused to remain.

Violations of the Administrator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the Vice President, Academics and/or Chief Operating Officer.

Disciplinary Procedures Following a Complaint

Whether or not criminal charges are filed, the College or a person may file a complaint under the Sexual Misconduct Policy alleging that a student or employee violated the College's policy. Reports of all domestic violence, dating violence, sexual assault and stalking made to the Administrations Office, Clery Campus Security Authorities or Title IX Responsible Employees, will automatically be referred to the Administrator for investigation regardless of whether the victim choses to pursue criminal charges.

The Administrator responsibilities include overseeing all Title IX complaints, and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Confidentiality

The College will make every effort possible to ensure that the identity of a victim is protected who reports having been victims of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking. When completing publicly available recordkeeping, including Clery Act reporting and disclosures, the College withholds all personally identifying information about the victim as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 USC 13925(1(20))).

However, when a victim does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College's ability to respond to the complaint may be limited.

For more information on Confidentiality with the Sexual Misconduct process please see the Regan Career Institute's

Sexual Misconduct Policies and Procedures at:

<https://www.rci.edu/catalog-download/>

Victim's and Respondent's Joint Rights

Both the victim and respondent have the right to be treated fairly and equitably by the College throughout the investigation and resolution. They also have the right to the following:

- The victim and the respondent each have the opportunity to meet with a properly trained investigator and provide supporting evidence and/or attend a hearing before a properly trained hearing panel;
- The victim and the respondent each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
- A decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the respondent violated the Sexual Misconduct Policy?"
- The victim and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
- The victim and the respondent each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

For further information on Sexual Misconduct contact:

<https://www.rci.edu/catalog-download/>

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on or off campus as well as additional remedies to prevent contact between a victim and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact Title IX Administrators on each campus.

Campus Sexual Misconduct Procedure

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Reported - Procedure itemized (1,2,3..)

Sexual Assault

1. Depending on when reported (immediate vs. delayed report), institution will help provide victim with Access to medical care
2. Institution will assess immediate safety needs of victim
3. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department
4. Institution will provide victim with referrals to off campus mental health providers
5. Institution will assess need to implement interim or long-term protective measures, if appropriate
6. Institution will provide the victim with a written explanation of the victim's rights and options whether the offense occurred on or off campus
7. Institution will provide a "No trespass" (PNG) directive to Accused party if deemed appropriate
8. Institution will provide written instructions on how to apply for Protective Order
9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation and resolution
10. Institution will inform the victim of the outcome of the investigation, whether or not the Accused will be administratively charged and what the outcome of the hearing is
11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

Stalking

1. Institution will assess immediate safety needs of victim
2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to victim on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate
6. Institution will provide the victim with a written explanation of the victim's rights and options whether the offense occurred on or off campus

7. Institution will provide a “No trespass” (PNG) directive to Accused party if deemed appropriate

Dating Violence

1. Institution will assess immediate safety needs of victim
2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to victim on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate
6. Institution will provide the victim with a written explanation of the victim’s rights and options whether the offense occurred on or off campus
7. Institution will provide a “No trespass” (PNG) directive to Accused party if deemed appropriate

Domestic Violence

1. Institution will assess immediate safety needs of victim
2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to victim on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate
6. Institution will provide the victim with a written explanation of the victim’s rights and options whether the offense occurred on or off campus
7. Institution will provide a “No trespass” (PNG) directive to Accused party if deemed appropriate

Assistance for Victims

Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of his/her rights regardless whether the offense occurred on or off campus.

Such written information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;

- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- A statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action

Safety Action Plans

Regan Career Institute complies with California law in recognizing orders of protection, "no contact" orders, restraining orders, or similar lawful orders.

Any person who obtains such an order should provide a copy to the Administrations Office and the Office of the Administrator.

A victim may then coordinate with the Administrations Office to develop a Safety Action Plan, which is a plan for Campus Security Authorities and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, etc. In California, an Emergency Protection Order may be available through a law enforcement officer at any time of day. The College cannot apply for a legal order of protection, no contact order, or restraining order for a victim or on their behalf. The victim is required to apply directly for these services in conjunction with the police of the county. The College can issue an institutional "No Contact" directive if deemed appropriate and at the request of the victim or if deemed needed.

To the extent of the victim's cooperation and consent, college offices and Campus Security Authorities work cooperatively to ensure that the victim's health, physical safety, work, and academic status are protected, pending the outcome of a formal College investigation of the complaint.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with individuals with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the victim. These individuals include the Administrator, Deputy Administrators, Campus Title IX Administrators, Title IX Investigators, and Security Officers of the Global Security Operations Center. Further, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online.

Victims may request that directory information on file be removed from public sources by request by contacting the Administrator by calling (626) 455-0312.

Rights of Victims and the Institution's Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

Regan Career Institute commits to the following procedures:

- WE WILL meet with you privately at a location where you are comfortable when feasible
- WE WILL only notify your parents, spouse, or significant other if you ask us to
- WE WILL treat you and your concerns with courtesy, sensitivity, dignity, understanding, and professionalism
- WE WILL openly listen with no prejudgment and you will not be blamed for what occurred
- WE WILL absolutely consider your case regardless of your gender, gender identity, sexual orientation, or the gender or status of the suspect
- WE WILL assist you in arranging for any necessary hospital treatment or other medical needs. If needed, we also will assist you with the information to obtain emergency housing
- WE WILL assist you with information for advocacy support, privately contacting confidential counseling, and/or other available resources
- WE WILL assist you in contacting law enforcement and filing a police report
- WE WILL continue to be available to answer your questions and concerns

The College may issue an institutional No Contact Order if deemed appropriate or at the request of the victim or accused. If the College receives a report that such an institutional No Contact Order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the No Contact Order.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Regan Career Institute will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations.)

At the victim’s request, and to the extent of the victim’s cooperation and consent, the College will work cooperatively to assist the victim in obtaining accommodations. The College is obligated to comply with a victim’s reasonable request to make changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus security or local law

enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, campus, etc.

Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Title IX Administrator on the campus or Deputy Administrator. If the victim wishes to receive assistance in requesting these accommodations, she or he should contact the Title IX Administrator on the campus or Deputy Administrator.

Confidentiality

Victims may request that directory information on file with the College be withheld by request to the Registrar's Office.

Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, when a Timely Warning Notice is issued, including on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Emergency Response and Evacuation Procedures

Summary of Emergency Response Plans

Regan Career Institute maintains a Crisis and Emergency Management Plan and associated Emergency Action Plans for each campus that outline responsibilities of campus units during emergencies. These plans outline incident priorities, campus organization, and specific responsibilities of particular units or positions.

College units are responsible for developing and maintaining emergency action and continuity of operations plans for their areas and staff. The Safety and Security Department provides resources and guidance for the development of these plans. The Emergency response and evacuation procedures are reviewed and updated on annual basis in conjunction with the annual drill evacuations. Each test, a

description of the exercise, the date, and time and whether it was announced or unannounced is documented. A copy of the report could be accessed through Administrations Office.

Summary of General Evacuation Procedures

RCI has no residence halls and therefore is not required to do annual fire drills.

RCI does, however, conduct annual building evacuation drills. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During drills, occupant's practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about evacuation procedures, the drills also provide the college an opportunity to test operation of fire alarm system components.

At the sound of a fire alarm, or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, dial 911 as necessary, and notify the Administrations Office at (626) 455-0312. Some other tips:

1. Remain calm
2. Use the stairs, Do NOT use elevators
3. If you are unable to self-evacuate without the use of elevators, proceed to the "temporary gathering place" as identified on the building emergency evacuation plans posted in all buildings. Oftentimes, this is near or in a stairwell. If you are part of a personal support network for someone who is unable to self-evacuate, evacuate the building and immediately inform the Administrations Office or Fire Department of the individual's location. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
4. Make sure all personnel are out of the building
5. Do not re-enter the building until the all-clear is given by the Campus Executive Director or Campus Security Agent

Immediate Notification

RCI will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the RCI community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors. Immediate notification for incidents that may pose an immediate threat to health and safety will be made unless issuing a notification will, in the professional judgment of responsible authorities and taking into account the safety of the RCI community, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The RCI Safety and Security Department is responsible for confirming emergencies, in conjunction with RCI administrators, local first responders, and/or the National Weather Service, that may warrant the distribution of an immediate notification to the RCI community.

The following officials have been designated the authority to authorize emergency/immediate notifications to provide alert, warning and safety or protection instructions:

- Chief Executive Officer
- Vice President, Operations
- Administration

These positions will be collectively referred to as “Responsible Authorities” for immediate notification purposes. In reference to any of these positions, in the absence of the referenced individual, their designee will have the authority.

The departments and positions listed in the chart above will typically be responsible for developing the content and distributing the notifications as described.

If the emergency is limited to a particular segment or segments of the campus, the Administration or the Administrations Office staff will typically determine the segment or segments of the community to receive the immediate notification.

Notification will be made through use of the Mass Notification System (MNS) that contains capabilities for telephone alerts, text message alerts and email notification. In addition, RCI may also use the following methods of communication: public address systems (where available), fire alarm system, social media, local media, webpage and/or in person communication.

If any these systems fail or RCI deems it appropriate, in person communication may be used to communicate an emergency.

Immediate Notification Activation Procedures

The Immediate Notification emergency notification system will be initiated once the Administration or designee determines an emergency poses an imminent threat or danger to the Regan Career Institute community. The Administration will develop the content of the notification and can initiate Immediate Notifications for single or multiple campuses and the appropriate segment(s) of the community (i.e. faculty, associates or students).

Immediate Notification Message Content

Regan Career Institute will determine the content of all Immediate Notifications messages based upon the nature, severity, and duration of each emergency. The Immediate Notifications system contains pre-approved and pre-written templates that are available for immediate use when activating the system.

Immediate Notification Testing Procedure

The Immediate Notification system is tested quarterly and involves sending a text message to every subscriber and every registered device. The message is initiated using Immediate Notification procedures and the tests are documented.

At least once a year, RCI will conduct an announced or unannounced test designed to assess the emergency plans and capabilities of the campus, provide feedback to judge capabilities and limitations of the emergency plan and include at minimum drills, exercises, and follow through activities. The annual test is designed and implemented to meet Clery regulations and intended to keep the faculty,

associates and students informed about threats to their safety and health in a manner that allows them to protect themselves.

Crisis Communication to the Regan Career Institute Community

Notifications will be made by using some or all of the following methods depending on the type of emergency

- Mass Notification System (MNS) that contains capabilities for telephone alerts, text message alerts and email notification
- Public address system (where available)
- Fire alarm system
- Local media
- Social media
- Webpage
- In person communication

Depending on the circumstances of the incident, and in particular, situations that pose an immediate threat to the community, the Administration may choose to place information on the following website:

<http://rci.edu>

In such instances, a copy of the notice may also be posted at each entry door at the main campus.

This emergency notification requirement does not replace the timely warning requirement. They differ in that the Timely Warning applies only to Clery reportable crimes, while the mass notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.).

An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances, but must provide adequate follow up information to the community as needed. Follow-up information will be provided by using some or all of the methods listed in this section. The larger community, such as neighbors, parents, etc. can receive information about emergencies on campus via the website or local/national media.

Crime Disclosures and Statistics

Crime Disclosures

This report contains the disclosure of crime occurrences within RCI Clery Geography for the three most recent calendar years. The most recent report, dated October 1, 2018, contains crime occurrences from 2015, 2016, 2017 and includes the number of crime occurrences in the following categories:

- Murder/Non-Negligent Manslaughter
- Manslaughter by Negligence
- Rape

- Fondling
- Incest
- Statutory Rape
- Domestic Violence
- Dating Violence
- Stalking
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate crimes, including simple assault, larceny-theft, intimidation, destruction/damage vandalism of property
- Separately, by category of prejudice, each crime listed above and any crime involving bodily injury reported to the local police agencies or to a campus security authority that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, or disability
- Arrests for violations of liquor and drug law violations, and illegal weapons possession; and
- Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.

RCI Clery Geography

ON CAMPUS

As defined by the Clery Act (U.S. Department of Education, Office of Postsecondary Education, 2011, p. 12):

- 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 to paragraph (1) of this definition, 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).

NONCAMPUS

As defined by the Clery Act (U.S. Department of Education, Office of Postsecondary Education, 2011, p. 25):

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

PUBLIC PROPERTY

As defined by the Clery Act (U.S. Department of Education, Office of Postsecondary Education, 2011, p. 12, p.19):

- Public property immediately adjacent to, within, or surrounding one's on campus geography. Regan Career Institute defined Clery Geography Maps for each campus can be found as an attachment to this document.

Crime Statistics

Although improvements to safety and security are evaluated, modified, and/or changed to adjust to changing criminal behavior, crime can periodically increase. Students, faculty, and associates are reminded that crime reduction is a shared responsibility. Crime Prevention measures taken by faculty, students and associates can significantly reduce criminal activity. Students, faculty, and associates are reminded to be alert, report suspicious persons and avoid behavior such as leaving property unattended or leaving valuables in plain sight in parked vehicles. Always feel comfortable knowing that the College will follow through on all reported incidents.

Procedures for Preparing the Annual Disclosure of Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the RCI community obtained from the following sources:

- Administrations Office
- Los Angeles County Sheriff
- Los Angeles Police Department
- El Monte Police Department
- California Highway Patrol
- Campus Security Authorities

For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law). The information is gathered from all of these sources by the Administrations Office.

All of the statistics are gathered, compiled, and reported to the College community in the Annual Security Report which is published by RCI. RCI submits the annual crime statistics published in the

Annual Security Report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

Vawa Crime Definitions

There are numerous terms used by Regan Career Institute in this policy as defined by the Violence Against Women Act of 2013 (VAWA). These definitions may differ from those used by the State of California to define sexual assault for the criminal justice system. In some cases, the College's definitions include behaviors that, while not codified as criminal under the California statutes, still violate the standards of conduct to which all Regan Career Institute faculty, staff and students are held. These terms are defined below.

In some cases, the College's definitions include behaviors that, while not codified as criminal under the California, still violate the standards of conduct to which all RCI faculty, staff and students are held. Conduct may also be both punishable under the criminal statutes and college policy. These processes are separate and distinct from one another, however, but can run concurrently.

The codification of Criminal Sexual Assault is located in Ca. Code § 261 through 269 and can be accessed on the Code of California web site at:

[http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=PEN&division=&title=9.&part=1. & chapter=&article.](http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=PEN&division=&title=9.&part=1.&chapter=&article.)

See also Ca. Code § 261.5 for the age of consent under California law:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN§ionNum=261.5.

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Clery Act Sex Offenses Definitions that fall within the definition of "sexual assault" under the Clery Act

Rape

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent. Statutory rape is prosecuted under each state's rape, carnal knowledge, and juvenile delinquency laws. Penalties depend on the ages of the defendant and victim, and the conduct that occurred, as described below.

NOTE: As of 2013 crime statistics, The Rape definition is based on the Uniform Crime Reporting Handbook 2004 (Summary Reporting Statistics). The remaining Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Domestic Violence

The term "domestic violence" is defined as 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, or 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.

Dating Violence

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where 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.

Stalking

Defined as 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:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim

California State Law Definitions (California Penal Code):

Consent (Section 261.6)

Consent is defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction

involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue.

There are three categories of sexual assaults – rape, statutory rape, and sexual battery.

Rape (Section 2617)

(a) Rape is an act of sexual intercourse Accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

(1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the LantermanPetris- Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

(2) Where it is Accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

(3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the Accused.

(4) Where a person is at the time unconscious of the nature of the act, and this is known to the Accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions:

(A) Was unconscious or asleep.

(B) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the Accused, and this belief is induced by any artifice, pretense, or concealment practiced by the Accused, with intent to induce the belief.

(6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to

retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

(7) Where the act is Accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(b) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

(c) As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.

Statutory Rape (Section 261.5)

Unlawful sexual intercourse is an act of sexual intercourse Accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a "minor" is a person under the age of 18 years and an "adult" is a person who is at least 18 years of age.

Sexual battery (section 243.4)

Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. It includes persons institutionalized for medical treatment and seriously disabled or medically incapacitated.

Incest: (section 285)

Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison. Domestic Violence (Section 243(e) Domestic violence means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to:

- (1) sexual relations between the parties while sharing the same living quarters,*
- (2) sharing of income or expenses,*

(3) joint use or ownership of property

(4) whether the parties hold themselves out as husband and wife

(5) the continuity of the relationship, and

(6) the length of the relationship.

Dating Violence: California covers dating violence under domestic violence statutes.

Stalking (section 646.910)

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

Other Definitions:

Affirmative Consent

The affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Impairment

The state of being diminished or weakened due to the consumption of a substance

FERPA

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99

Force

Using physical, threat, intimidation or coercion actions

Physical

Hitting, pushing, holding, pinching, leaning on, obstructing exit, carrying away. Also includes use or display of any weapon

Coercion

Undue amount of pressure

Threat

An overt threat

Intimidation

An implied threat

Incapacitation

The physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

Sexual Harassment

Any conduct, including physical contact, advances, and comments in person and/or via phone, text message, email, or other electronic medium, that is (1) unwelcome; (2) based on sex or gender stereotypes; and (3) is so severe or pervasive that it unreasonably interferes with a person's academic performance or equal opportunity to participate in or benefit from College programs or activities. Sexual Harassment may include, depending upon the facts, persistent and unwelcome efforts to develop a romantic or sexual relationship; persistent and unwelcome commentary about an individual's body or sexual activities; threatening to engage in the commission of a sexual act with another person; stalking or cyberstalking; and engaging in indecent exposure. Title IX Sexual Misconduct policy and this Policy prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

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

Sexual Contact

The deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts

Sexual Intercourse

Penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object

Family or household member

Defined as:

- The person's spouse, whether or not he or she resides in the same home with the person
- The person's former spouse, whether or not he or she resides in the same home with the person

- The person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person
- The person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person
- Any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time
- Any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person

Preponderance of the evidence

The complaint at hand will be resolved by a determination of which party's version of events is more likely to be true. Preponderance of the evidence is understood to require more than 50 percent certainty to determine guilt (51% or greater).

Retaliation

Reprisal, interference, restraint, penalty, discrimination, intimidation or harassment, determined in accordance with applicable legal standards

Clery Definitions

The following definitions are used when classifying offenses for Clery Act purposes.

Crimes

The following crime definitions are from the Uniform Crime Reporting Handbook 2004 (Summary Reporting Statistics):

Murder/Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, incidental deaths, and justifiable homicides are excluded.

Manslaughter by Negligence

The killing of another person through gross negligence.

Robbery

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

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. It is not necessary that injury result from

an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle (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 joy riding)

Arson

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Clery Act Sex Offenses Definitions that fall within the definition of "sexual assault" under the Clery Act

Rape

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

NOTE: As of 2013 crime statistics, The Rape definition is based on the Uniform Crime Reporting Handbook 2004 (Summary Reporting Statistics). The remaining Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Arrests and Referrals for Discipline for Violations of Liquor, Drug, and Weapons Laws

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadones); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Hate Crimes

Regan Career Institute is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, manslaughter by negligence, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

Larceny-theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism (destruction/damage)

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting,

tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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.

Clery Crime Statistics

CLERY CRIME STATISTICS

RCI Los Angeles | 11350 Valley Blvd., El Monte, CA 91731

MURDER/NON-NEGLIGENT MANSLAUGHTER - 0

MANSLAUGHTER BY NEGLIGENCE - 0

RAPE - 0

FONDLING - 0

INCEST - 0

STATUTORY RAPE - 0

DOMESTIC VIOLENCE - 0

DATING VIOLENCE - 0

STALKING - 0

ROBBERY - 0

AGGRAVATED ASSAULT - 0

BURGLARY - 0

MOTOR VEHICLE THEFT - 0

ARSON - 0

ARRESTS: WEAPONS, CARRYING, POSSESSING, ETC. - 0

ARRESTS: DRUG ABUSE VIOLATIONS - 0

ARRESTS: LIQUOR LAW VIOLATIONS - 0

DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSING, ETC. - 0

DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS - 0

DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS - 0

*Regan Career Institute had no hate crimes reported in 2016, 2017 and 2018 on any campus.

** Regan Career Institute does not maintain residential facilities.

Geographical Area of Operation

Regan Career Institute

11350 Valley Blvd., El Monte, CA 91731

On Campus

Non Campus

Public Property

