



# HEALTHCARE CAREER COLLEGE

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## HEALTHCARE CAREER COLLEGE ANNUAL SECURITY REPORT (2020)

Healthcare Career College (HCC) has a responsibility to maintain a safe and secure environment for students, employees and visitors while they are on campus. This report outlines the procedures to follow in case of accidents, emergencies or crimes that arise while on campus. HCC does not have health services located on the campus; however, hospitals, clinics, and physicians are located nearby. HCC is committed to providing a reasonable level of security for its students, employees and visitors.

This 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 6738067385.7 Chapter 16 Student Safety.

This document is prepared under direction of the Campus Director and Education Director with information provided by local police agencies, faculty and staff. It summarizes campus programs, policies, and procedures designed to protect your personal safety.

### **Procedures for Preparing and Disclosing Annual Security Report**

HCC prepares annual disclosures of crime statistics based on a report available via website from the local city law enforcement (<http://www.paramountcity.com/ps.publicsafety.cfm>), reports via website (<http://www.crimereports.com>), as well as collected reports from internal sources. Campus Security Administrators (CSA's) report crimes to the Campus Director. Any student, faculty or staff may also report crimes on a voluntary, confidential basis for inclusion in the annual security report. They may simply write the incident on a piece of paper and submit to the front desk. Alternatively, one who wishes to remain confidential may create a generic e-mail account via Yahoo Mail or Google Mail, and send an email from that generic account to the Campus Director at [amitag@healthcarecareercollege.edu](mailto:amitag@healthcarecareercollege.edu). The person is advised to write 'Crime Incident Report' on the subject line for easy identification.

The Campus Director is responsible for annual reporting, publishing and dissemination of these statistics by October 1<sup>st</sup> of each year. This report is available on <http://www.healthcarecareercollege.edu/required-federal-disclosures.html>. Each year, an e-mail notification is sent to all faculty, students and staff that provides the web site access to this report, or attaches the PDF file. Hard copies of this report can also be obtained at the front desk in #174.

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The 2019 Annual Security Report (ASR) discloses crime occurrences for the three most recent calendar years. It discloses the number of crime occurrences in the following categories:

## **Primary crimes, including – (A)**

Criminal homicide:

(1) Murder and nonnegligent manslaughter; and

(2) Negligent manslaughter (B) Sex offenses:

(1) Rape;

(2) Sexual

coercion; and

(3) Incest;

(4) Statutory rape

(5) Robbery.

(C) Aggravated assault.

(D) Burglary.

(E) Motor vehicle theft.

(F) Arson.

(G) Arson.

(H) Arson.

## **Arrests and referrals for disciplinary actions, including -**

(A) Arrests for liquor law violations, drug law violations, and illegal weapons possession.

(B) Persons who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

## **Hate crimes, including -**

(A) 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 or disability (B) The number of the following crimes that are determined to be hate crimes:

(1) Larceny-theft.

(2) Simple assault.

(3) Intimidation.

(4) Destruction/damage/vandalism of property.

(5) Dating violence, domestic violence, and stalking

## **Procedures for Making Timely Reports of Crimes to Members of the Campus Community**

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Students, faculty and staff are required to immediately report criminal actions or other emergencies which occur on campus, including adjacent public areas that are frequently used by students, as well as the parking lot for the building and public sidewalks immediately adjacent to the campus, to a Campus Security Authority (CSA). The CSA will complete the appropriate documentation for the Campus Crime Log.

Any life-threatening emergency is to be reported to local authorities by dialing 911.

HCC does not officially recognize any off-campus student organizations. HCC students and staff are encouraged to report crimes on a voluntary, confidential basis. This information will be included in the institution's annual crime report. When recording reports of stalking that include activities in more than one calendar year, the School records a crime statistics for each and every year in which the course of conduct is reported to a local police agency or a CSA. The location of stalking is recorded as occurring at the first location in which: a) the perpetrator engaged in the stalking course of conduct, or b) the victim first became aware of the stalking. Students in need of counseling may contact the Education Director for referrals to available counseling services in their community. HCC employees may contact the Campus Director for information regarding confidential referrals.

Statistics released do not include the identification of the victim or the person accused of committing the crime.

## **Response to Reports**

- a. HCC responds to reports of criminal actions or emergencies, as it deems appropriate under the circumstances. The response may include contacting local law enforcement authorities, the fire department, emergency medical services or other outside entities.
- b. HCC will make timely reports to students, faculty and staff regarding any criminal incidents that have taken place on, or contiguous to, the campus as reported.
- c. On a voluntary basis, students or employees are advised to report criminal offenses to the local sheriff's station, which can be reached at 562-220-2002.
- d. Voluntary and confidential reports made by victims or witnesses of a crime will be included in the annual disclosure of crime statistics. Identities will remain confidential.

## **Timely Warning Notices**

In the event a crime is reported or situation arises, either on or off campus, that in the judgment of the Campus Director, constitutes an ongoing or continuing threat to the campus community, a

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campus wide ‘timely warning’ notice will be issued. The decision whether or not a timely warning notice will depend on: the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The warning will be issued to faculty and staff through email. Additionally, notices will be posted at visible entry points to school buildings. The content of the notice will include information about the crime, description of suspects, and advisement on how members of the community can protect themselves. Names and other identifying information of victims will be withheld.

Anyone with information warranting a timely warning should report to the campus by phone at 562-804-1239 or in person at the front desk in Suite #174. Information will be reported to the CSA, who will then report it to the Campus Director.

If there is an immediate threat to the health or safety of students or employees occurring on campus, emergency notifications procedures will be followed, and adequate follow-up with the community will be provided as needed.

## **Security and Access to Healthcare Career College Facilities**

Healthcare Career College does not maintain any campus residences.

1. HCC limits access to its facilities to students, faculty, staff and persons who have a legitimate business or educational purpose for being on the campus. HCC staff monitors the front entrance of all school-controlled buildings/suites that are used by the students. HCC reserves the right to refuse access to persons acting in a disorderly or disruptive fashion and to request such persons leave the premises. Additionally, persons without a legitimate purpose for being on campus will be asked to leave the premises. If necessary, CSA will contact local law enforcement authorities to remove unauthorized persons from HCC property or take other appropriate action.
2. HCC expects students, faculty and staff to take appropriate precautions to help ensure personal safety and the safety of others. Faculty and Staff are instructed to report persons who appear to be loitering, and are given contact information for local police authorities. Students are advised to report any suspicious activity to their Instructor or a Staff member. Each person is responsible for their personal property.

## **Security Considerations Used in the Maintenance of Campus Facilities**

HCC faculty and staff are encouraged to make sure that campus facilities are maintained in a safe manner for members of the campus community. This includes making sure doors have adequate

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locking systems, making sure pathways are well lighted, and facilities in general are well maintained. Any problems should be reported to the front desk. HCC promptly reports any safety concerns to the landlord, and follows up regarding maintenance of the facility in question.

Faculty and staff are encouraged to keep all suites locked while not in use. Only faculty and staff with a legitimate purpose for using the particular suite will have access to the relevant key. If staff finds any suite unlocked, it will be reported to the Campus Director. Campus Director will investigate who last used the suite and take appropriate disciplinary action.

All suites are equipped with security cameras and an alarm system.

### **Campus Security Personnel**

HCC currently does not maintain contracts with security personnel or have campus police.

### **Emergency Response and Evacuation Procedures**

The Higher Education Opportunity Act (Public Law 110-315) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965 as amended under Title IV. Federal law requires all college and universities to have a notification system, commonly referred to as Campus Alerts. The primary objective of Campus Alerts is provide timely warning to students, faculty, and associates at HCC upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the HCC community.

HCC faculty, staff and students are encouraged to sign up to receive text, email and/or phone alerts online through <http://www.nixle.com>, or through Alert LA County at <https://www.lacounty.gov/emergency/alert-la>.

Emergency Response will occur in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

A faculty and staff data sheet is maintained at the front desk, which contains shift days/times, locations, emails and mobile phone numbers for all currently employed individuals.

Additionally, all faculty, staff and students are given the emails and work phone numbers of the designated CSA's.

### **Emergency Notification Procedures**

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**Confirmation:** CSA's will report nature of situation to Campus Director. Campus Director may combine reports from CSA's with reports from outside agencies, such as breaking news reports, or calls to local police or fire station. Upon confirmation of the emergency, Campus Director will instruct the CSA to notify the campus community either by mass text notification or verbal announcement. In absence of Campus Director, CEO, President, or other Director is authorized to act. One CSA is designated to be responsible for those in each campus suite (#174, #171, #207, #203/204, #202, #201).

**Notification:** Content of the notification generally will include brief description of nature of emergency and instructions on how to respond. *Campus Director or other designated responsible individual will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.*

1. Instructors may ask students to stay in the classrooms until further instruction.
2. Depending on the nature of the emergency, one of the following procedures will be advised:
  - a. Duck, Cover and Hold: The Campus Director will make use of PA system to alert all students and staff for "Duck, Cover and Hold" until further instructions.
  - b. Shelter-in-Place: This action is taken once it is determined that remaining indoors will provide greater protection to students and staff.

**Evacuation:** This action is taken once it is determined that it is unsafe to remain in the building. Evacuation signs are posted in all suites. Faculty/staff may assemble all students/employees into a single location in the parking lot or other safe area.

Faculty/Staff should attempt to isolate students from perpetrator, if it is safe to do so.

The Campus Director or CSA will call "911" and provide the exact location on campus and the nature of the emergency.

If an immediate threat is not clearly evident, CSA will attempt to diffuse the situation. CSA's are advised to remain calm, talk in a soft, non-threatening manner, and request perpetrator to leave the area or campus, as appropriate. CSA's are advised to avoid all hostile actions or interactions, except to maintain the safety and welfare of students or staff until further instructions.

If the perpetrator is a student, CSA will notify the family. Family members may provide useful information on handling the situation.



## **Responsible Individuals**

Responsible individuals in case of emergencies are in the order below. In case the first person is absent, the next person is responsible. In case none of the individuals below are present, then the CSA's must work together to coordinate emergency efforts.

### **1. Amita Garg, Campus Director 2. Indu Garg, CEO/President Dissemination of Emergency Information to the Larger Community**

Procedures for dissemination of emergency information to the larger community may differ depending on the situation. Campus Director or designee will determine what information is to be disclosed, in what method, appropriate segments of the campus community to receive a notification, and procedures for disseminating emergency information to the larger community.

## **Tests**

A test, or a regularly scheduled drill will be performed once a year to assess and evaluate emergency plans and capabilities. The test will be scheduled and announced in advance. The goal of the test will be for everyone involved in the emergency response and notification procedure to understand his or her role and responsibility, and to evaluate any needed improvements. The description, date, time, whether it was announced or unannounced, and evaluation of the test will be disseminated to the campus community via email.

## **Campus Authorities (CSA)**

HCC policy designates the following individuals within the College as Campus Security Authorities (CSA) in accordance with the guidelines set forth by the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and subsequent rules. As a CSA, the individuals listed below receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

If they become aware of a crime involving a member of HCC's community, they must report it within three business days by email to the Campus Director, or in person at the front desk.

- Amita Garg (Campus Director)
- Ramon Geluz (Education Director)
- Daisy Castaneda (Front Desk Receptionist)

Because of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus safety authorities. Campus Professional Counselors and Campus Pastoral Counselors, when acting in a professional counseling capacity, are not considered a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime



statistics. HCC informs persons being counseled of crime reporting procedures and encourages them to report crimes on a voluntary basis for inclusion into annual crime statistics.

Counselors are defined as:

**Pastoral Counselor** – An employee of an institution who is associated with a religious order of denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor.

**Professional Counselor** – An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and the professional counselor is functioning within the scope of his or her license or certification.

HCC does not employ any pastoral or professional counselors.

## **Daily Crime Log**

Criminal incidents, or alleged criminal incidents reported to Campus Safety Officials are recorded in the daily crime log and available upon request from the front desk reception. The crime log contains a record of all crimes reported to HCC Campus Security Authorities that occurred on campus or in the immediate vicinity.

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 consequences will be withheld. The information withheld will be released once the adverse consequence previously indicated is no longer likely to occur. The Campus Director or the local law enforcement officer will make that decision. The crime log includes the nature of the crime, case number (if reported to the police), 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 the 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’. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not ‘unfound’ a crime. An entry, or addition to an entry, or change in the disposition of a complaint must be recorded within two business days of the incident reported.

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## **CAMPUS POLICY STATEMENTS**

The statements and descriptions of listed HCC policies accurately reflect current procedures and practices in place when the ASR was created. If changes should occur, electronic versions of the report would be updated within two business days followed by a notice to students, faculty and staff.

### **Access, Security and Maintenance Considerations**

HCC attempts to maintain its facilities in a manner consistent with the security considerations set forth above.

Campus administrators are responsible for determining access rights and hours. In general, the faculty members are responsible for locking their classrooms and suites when their class session ends and are directed to have all students leave the classroom before they lock the suite. Staff members are responsible for locking the suite in which their administrative office is located if they are the last persons to leave.

Physical security of the building is the responsibility of the Campus Director. HCC campus is also equipped with CCTV and alarm systems. Facilities are maintained in a manner that minimizes unsafe conditions. When issues arise, the Campus Director contacts and follows up with the landlord for the premises, who follows up with maintenance to address any issues. Members of the HCC community are encouraged to report any potentially unsafe or hazardous conditions by calling 562-804-1239 and reporting at the front desk, or contacting a designated Campus Security Authority listed above.

### **Residence Halls**

Healthcare Career College does not maintain residential facilities. In addition, HCC does not officially recognize off-campus student organizations, student residential living co-ops, or group living housing.

### **Clinical or Externship Sites**

Students assigned to Clinical or Externship sites are provided with the host site's safety management plan and phone numbers to call in case of emergency or concern. Students may request an additional copy of safety procedures relevant to their site with the Career Services Coordinator.

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## **Campus Crime Prevention**

In an effort to maintain a safe and secure environment for its students, faculty and staff, information regarding crime prevention and awareness is posted in the student lounge and in the staff lounge. Emergency telephone numbers are also posted in both areas.

HCC recommends students & staff practice the following safety tips:

- Report suspicious people or activity to the appropriate staff member.
- Avoid places where you are vulnerable and there are no exits.
- Call instructors when strangers confront you.
- Lock your office when you leave.
- Walk in groups of at least two people at night.
- Walk only in lighted sidewalks after dark.
- When parking, lock your vehicle and remove valuables from plain view.
- Avoid carrying large amounts of cash or valuables.
- Write your name in several places in your textbooks.
- Lock your bicycle with a high quality lock.
- Always report all criminal incidents and losses of property.

HCC distributes information regarding campus security procedures, as well as an encouragement to the campus community to look out for themselves and one another, in an annual email.

Faculty and staff are given an annual in-person orientation regarding crime prevention and emergency procedures

## **Campus Law Enforcement**

HCC enforces its campus security policy at all times and will not tolerate any criminal activity under any circumstances. Any and all crime occurrences on campus and property controlled by HCC and on public property within or immediately adjacent to from the campus that is reported



to the campus security official will be immediately reported to the appropriate law enforcement agency. Note - campus security authorities do not have the authority to arrest individuals.

***Any and all crimes committed by a student, faculty or staff member will result in immediate dismissal from Healthcare Career College.***

### **Drug and Alcohol Abuse Policy**

HCC maintains a zero tolerance policy with regard to the possession, use, and sale of alcoholic beverages on campus. HCC adheres to the enforcement of State underage drinking laws.

HCC also maintains a zero tolerance policy with regard to the possession, use, and sale of illegal drugs on campus. This includes abuse of prescription and non-prescription drugs. HCC strictly adheres to the enforcement of Federal and State drug laws. HCC employees are provided with extensive drug and alcohol-abuse information in the employee handbook during orientation. HCC students are provided with extensive drug and alcohol-abuse information in their student packets upon enrollment. This information is updated annually.

HCC will refer all persons in need of drug and or alcohol abuse counseling to a confidential referral program. For more information, students should contact the Education Director. HCC employees should contact the Business Office.

The Drug and Alcohol Policy is distributed to all students upon enrollment, and to all employees upon receiving their Employee Policy Manual. It is also posted in the common area in the Student Information Center. Students, Faculty, and Staff may also find information about drug and alcohol counseling programs at the Student Information Center.

### **Sexual Harassment and Sexual Assault**

HCC is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities (EEO) and prohibits discriminatory practices, including harassment. Therefore, the Company expects that all relationships among students, faculty and staff will be businesslike and free of bias, prejudice and harassment.

HCC maintains a zero tolerance policy with regard to harassment of any kind towards its students or personnel. Victims of harassment are encouraged to immediately report any incidents to the Campus Director.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity



Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, age, national origin, disability, or any other characteristic protected by law.

The Company strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have experienced conduct that they believe is contrary to School policy should file their complaints with the Campus Director or another designated representative.

State and Federal laws prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Employees of HCC are prohibited, under any circumstances, to date or engage in any improper familiarity with students. Our employees cannot entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of school policy, and may result in disciplinary action by HCC. Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student unrelated to course work or official school matters; giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. We also expect that our students will behave in a professional manner towards faculty and staff and would follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Campus Director immediately.

## **Sexual Assault Prevention and Reporting Procedures**

### **Assault Policy**

HCC will, upon written request, disclose to the alleged victim of a crime of violence, or nonforcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is



deceased as a result of the crime or offense, HCC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Students are encouraged to follow the guidelines presented in this policy to help prevent sexual assault.

### **Policy on Weapons on Campus**

HCC is committed to maintaining a safe and secure environment that supports the academic mission of the College. According to California Penal Code sections 626.9 and 626.10, as well as the California Code of Regulations section 100015, individuals are prohibited from possessing various weapons, including firearms, explosives, instruments that expel metal projectiles, such as a bb or pellet, specified knives and/or any item that may be construed as such, on the premises of HCC or immediate vicinity. Exceptions include law enforcement personnel, honorably retired peace officers or a member of the military forces of this state or the United States who is engaged in the performance of their duties.

Individuals are encouraged to immediately report weapons violations to HCC by calling 562-804-1239, and also report it to the local sheriff's station at 562-220-2002. It is important to provide a description and location of the individual carrying the weapon.

HCC policy also prohibits individuals from possession, use, manufacturing, distributing, sales, etc., of any firearms, weapons or explosives. Additionally, anyone found in violation of HCC's policies shall be subject to immediate dismissal, and/or criminal prosecution by the appropriate jurisdiction.

### **Procedures to Follow if a Sex Offense Occurs**

If any faculty, staff or student is a victim of, witness to, or knows about a sex offense, the person should contact the CSA and report the incident. Students may report anonymously by writing a note to be dropped at the front desk, or by creating a generic email account and emailing to the Campus Director at [amitag@healthcarecareercollege.edu](mailto:amitag@healthcarecareercollege.edu). It is important to preserve all evidence, as such evidence may assist in proving that the alleged criminal offense occurred and in obtaining a protection order. The CSA is encouraged to report the alleged offense to the Paramount Sheriff Station at 562-200-2002.

The victim may choose to: notify proper law enforcement authorities, be assisted by the CSA's in notifying law enforcement authorities if the victim so chooses, or decline to notify such authorities. Victim is advised of their right to an order of protection, 'no contact' order, restraining order, or similar lawful orders issued by a criminal, civil, tribal court or by the



School. Victim may request institutional assistance in obtaining and enforcing such protection orders.

School will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. Additionally, School 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 school to provide the accommodations or protective measures.

HCC will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community. This information may be obtained from the CSA's at any time. CSA will assist the student to the extent possible, with referral to a community agency when necessary.

HCC will also provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. This information can be obtained from the CSA. If victim desires to request such changes, victim may discuss with the CSA. CSA will assist victim in making such accommodations or providing such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement or obtains a legal protective order.

### **Policy Statement on Preventing and Responding to Sex Offenders**

HCC prohibits violence, dating violence, sexual assault and stalking. HCC maintains a zero tolerance policy for such offenses.

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

HCC considers sexual violence to be both physical and verbal. 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.



## **Engaged Bystander**

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 inappropriate sexual comments 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 key 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-territorycoalitions> for coalition contact information.
- If you see or hear something and you do not feel safe, contact the police at 562-220-2002

## **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.

### **Checklist for Bystanders**

- Is there a problem? Does someone need help?
- Is it safe to intervene? What are my options?
- What should I do? Should I call on others to help?

### **Bystander Intervention Examples**

1. 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 a Campus Security Authority or other School Official.
2. 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.
3. 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.
4. Online: There are comments posted in regard to a story about 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.

### **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 help our community understand, recognize and acknowledge the behaviors as harmful.

### **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 stalkers may do:

- Send you unwanted texts 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 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



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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, please contact the Campus Director, 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 affect those abused, but also has an impact on family members, friends, co-workers, other witnesses, and the community is large.

Domestic/Intimate partner/Dating violence encompasses physical, psychological, sexual, economic, and emotional harm by 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 any other age group. The goal is to stop 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 act 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 you time, or threatening you when you try to spend time with others
- A partner get too serious about the relationship too fast and feels possessive
- A parent is abusive and lose their temper but always excuse themselves or doesn't accept responsibility for their actions
- A partner tires to control you by making all the decisions, tell you what you should not do



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- 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
- 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 is, contact a Campus Security Authority. Please see the below resources for further information

**Resources**

*The Gift of Fear and Other Survival Signals that Protect Us from Violence* – by Gavin De Becker  
Although there are no proven strategies for “preventing” sexual assault or rape, several riskreduction strategies are recommended. The following information is provided by RAINN, the nation’s largest anti-sexual violence organization.

**VAWA Consent**

Positive cooperation in an 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 material relationship shall not be sufficient to constitute consent. A person who initially consent and participates in the act of has the right to withdraw that consent. To be effectives as a withdrawal of consent, the person must inform the other person by words or conduct that consent no longer exist, and the other person must stop. The words or conduct must be sufficient to cause a reasonable person to be aware that consent has been withdrawn. If the other person knows or reasonably should know that consent has been withdrawn, forcibly continuing the act despite the objection is against the will and without the consent of the person.

**Dating Violence**

The term “dating violence” means violence committed by a person-

(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and



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(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.

The frequency of interaction between the persons involved in the relationship.

### **Domestic Violence**

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction.

### **Stalking**

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress

### **Sexual Assault**

Offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

### **Sexual Harassment**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person’s employment or education, unreasonably interferes with a person’s work or educational performances, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the university will respond to reports of any such conduct.

HCC educates the student community about sexual assault and date rape through annual literature distribution. Literature on date rape education, risk reduction, and HCC response is available through the Education Director. Faculty, staff and students are encouraged to use such resources as <http://www.loveisrespect.org> for more information regarding this subject.

If you are a victim of a sexual assault at HCC, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. HCC strongly advocates that a victim



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of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Security Authority. Filing a report with a CSA or law enforcement authority will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from school officials. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and test, at no expense to the victim;  
Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche use the toilet or change clothing prior to a medial/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the HCC Disciplinary Review Committee, or only the latter. A CSA can guide the victim through the available options and support the victim in his or her decision. Counseling and support services can be obtained through the National Sexual Assault Hotline – 1.800.656.HOPE

In cases of alleged dating violence, domestic violence, sexual assault, or stalking, the issue will be brought by the CSA to the HCC Disciplinary Committee. When a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in this document.

Subsequent to receiving the notification of the allegation, Disciplinary Committee will gather information and conduct a proceeding. During a disciplinary proceeding, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both victim and accused will be informed of the outcome of the hearing. HCC has a zero tolerance policy for sexual assault, which means students, faculty or staff found guilty of violating HCC sexual misconduct policy could be criminally prosecuted in the state courts and will be dismissed from HCC for a first offense.

Student victims have the option to change their academic situations, such as class schedules, programs, or other changes, after an alleged sexual assault, if such changes are reasonably available.



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HCC students, faculty and staff may obtain information concerning registered sex offenders at <http://www.meganslaw.ca.gov/> and at <http://www.crimereports.com>.

## **Hate Crimes**

A **hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. HCC is required by Clery Act to report hate crimes under the following eight categories: race, gender, gender identity, religion, sexual orientation,



ethnicity, national origin, and disability. Categories of bias include the victim’s actual or perceived category.

## CRIME STATISTICS

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

1. On campus
2. In or on a noncampus building or property

<b>CRIME STATISTICS</b>					
<b>Healthcare Career College</b>					
<b>Criminal Offense</b>	2018	2019	2020	Location	Hate Crime-specify whether related to Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin, or Disability
<b>Criminal Homicide</b>					
Murder/Non–negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
<b>Sex Offenses</b>					
Rape	0	0	0		
Fondling	0	0	0		
Incest	0	0	0		
Statutory Rape	0	0	0		
Dating violence	0	0	0		
Domestic violence	0	0	0		
Stalking	0	0	0		
Other non-forcible Sex Offenses	0	0	0		

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<b>Robbery</b>	0	0	0		
<b>Aggravated Assault</b>	0	0	0		

### 3. On public property

In counting crimes when more than one offense was committed during a single incident, HCC conforms to the requirements of the Hierarchy Rule in the 'Summary Reporting System (SRS) User Manual' from the FBI's UCR program. However, if rape, fondling, incest or statutory rape occurs in the same incident as a murder, the school must record both the sex offense and the murder in its statistics. If arson is committed, the school records the arson in its statistics, regardless of whether or not it occurs in the same incident as another crime.



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<b>Burglary</b>	0	0	0		
<b>Motor Vehicle Theft</b>	0	0	0		
<b>Arson</b>	0	0	0		
<b>Hate Crimes</b>					
<b>Criminal Offense</b>	2018	2019	2020	Location	Hate Crime-specify whether related to Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin, or Disability
<b>Criminal Homicide</b>					
Murder/Non-negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
<b>Sex Offenses</b>					
Rape	0	0	0		
Fondling	0	0	0		
Incest	0	0	0		
Statutory Rape	0	0	0		
Dating violence	0	0	0		
Domestic violence	0	0	0		
Stalking	0	0	0		
Other non-forcible Sex Offenses	0	0	0		
<b>Robbery</b>	0	0	0		
<b>Aggravated Assault</b>	0	0	0		

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<b>Burglary</b>	0	0	0		
<b>Motor Vehicle Theft</b>	0	0	0		
<b>Arson</b>	0	0	0		
<b>Simple Assault</b>	0	0	0		
<b>Larceny-Theft</b>	0	0	0		
<b>Intimidation</b>	0	0	0		
<b>Destruction/Damage/Vandalism Of Property</b>	0	0	0		
<b>VIOLATIONS</b>					
	2018	2019	2020	Arrested (Y or N)	Referred for Campus Disciplinary Action? (Y or N)
Liquor Law Violation	0	0	0		
Drug Law Violations	0	0	0		
Illegal Weapons Possession	0	0	0		
<b>CRIME REPORTS DETERMINED BY LAW ENFORCEMENT OFFICIAL TO BE 'UNFOUNDED'</b>					
Description of Occurrence	2018	2019	2020		
	0	0	0		

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