



CALIFORNIA CAREER SCHOOL

Our Students Drive Our Success!

1100 Technology Circle * Anaheim, CA 92805 * (714) 635-6585 * Fax: (714) 635-6596
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Safety and Security Information 2015 ANNUAL REPORT

This document is published in compliance with the Higher Education Act, as amended by the Higher Education Opportunity Act (Public Law 110-315), also known as “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”.

- CRIME STATISTICS (2015, 2014, 2013)
- CRIME REPORTING PROCEDURES AND PUBLIC CRIME LOG
- SAFETY, SECURITY AND ACCESS TO CAMPUS FACILITIES
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OUR COMMITMENT TO YOUR SAFETY

This information is being provided to you as part of California Career School (CCS) commitment to safety and security on our campuses and surrounding public areas.

CCS Crime Statistics

Classification	Year	On Campus	Off Campus	Public Property	Total
Murder / Non-Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	20103	0	0	0	0
Forcible Sex Offenses	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Non-Forcible Sex Offenses	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Robbery	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Aggravated Assault	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Burglary	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0



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Classification	Year	On Campus	Off Campus	Public Property	Total
Arson	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Liquor Law Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Liquor Law Violations Referred For Disciplinary Action	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Weapon Possession Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Weapon Possession Violations Referred For Disciplinary Action	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Drug Law Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Drug law Violations Referred For Disciplinary Action	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Hate/Bias Crimes	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0

*No housing facilities or residential halls are owned, operated, or maintained
 by California Career School.



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Classification	On Campus	Off Campus	Public Property
Criminal Homicide	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0
Aggravated Murder	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Forcible Rape	0	0	0
Forcible Sodomy	0	0	0
Sexual Assault With an Object	0	0	0
Forcible Fondling/Molestation	0	0	0
Non Forcible Sex Offenses	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Bias Crimes	0	0	0
Race, Color	0	0	0
Gender	0	0	0
Religion, Anti-Semitic	0	0	0
Sexual Orientation	0	0	0
Ethnicity, National Origin	0	0	0
Disability	0	0	0
Aggravated Assault	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Illegal Weapon Possession Arrests	0	0	0
Illegal Weapon Violations Disciplinary Action Taken	0	0	0
Drug Law Violation Arrests	0	0	0
Drug Law Violations Disciplinary Action Taken	0	0	0
Liquor Law Violations Arrests	0	0	0
Liquor Law Violations Disciplinary Action Taken	0	0	0



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Figures combine data from the campus and surrounding public areas to include crimes that occurred on adjacent sidewalks and streets and reported to local police.

The law requires California Career School (hereby referred to as CCS) to document all crimes as reported regardless of whether or not investigation confirms the incident.

The crime statistics are provided as a service to all members of our school community. We believe safety/security awareness will be enhanced by the disclosure of this information.

CRIME REPORTING PROCEDURES AND PUBLIC CRIME LOG

CCS has a reputation for maintaining a safe campus where staff, students and faculty can work and study without fear for their personal safety or property. This is, in part, a result of everyone working together to create an atmosphere that is safe and conducive to learning. CCS designates a campus security team with personnel available during school hours. Anyone on campus can report a crime or other emergency by dialing 911 to reach local law enforcement authorities or the Campus Security Team at (714) 635-6885. Crime reports may also be made on campus with the Campus Security Team.

The entire school community (students, faculty, staff and visitors) are encouraged to promptly report crime on and adjacent to our campuses. All school personnel defined as “Campus Security Authorities” are required to report crime. This includes: 1) Members of the Campus Security Team; 2) Program Director. Outside Mental health and pastoral counselors are excluded from this mandatory reporting of crime, however, CCS is committed to ensuring a safe and secure environment. CCS promotes a voluntary, confidential reporting procedure for victims of crime who do not want to take any further action other than to document that a crime has occurred so that the school can fully evaluate all incidents; this ensures that the community can be made fully aware of potential problems.

A public crime log is located on the CCS website at www.californiacareerschool.edu under the Student Services tab and at the CCS campus front office. It is available for viewing Monday through Friday from 9:00 AM to 4:00 PM. The crime log contains a brief description of all incidents reported to the Campus Security Team. The school carefully monitors all reported incidents or crimes that occur and allocates the resources necessary to maintain a safe environment.

CAMPUS SAFETY, SECURITY AND ACCESS TO FACILITIES

CCS does not operate residential or housing facilities. CCS does not recognize any off-campus student organizations. Off campus activities involving students will not be supervised by CCS staff. If a crime occurs during an unsanctioned event, local law enforcement should be notified.



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Most campus buildings are open from 8:00am to 10:00pm. Students and staff may be asked to produce identification if there is a question regarding authorization of presence in a specific area on campus. Persons who need to be in campus buildings or areas after regular hours should obtain approval from supervisors and notify the Campus Safety Team of their presence during off-hours. Students may not use facilities after hours unless supervised by authorized staff. Except for scheduled week-end classes, campus buildings will be locked from 10:00pm on Friday until 8:00am on Monday. Persons entering the campus without lawful business are subject to arrest. Campus Safety Team members will unlock doors for weekend classes and for other scheduled events. It is the responsibility of those staff members using the facilities to ensure that lights and other electrical equipment are turned off and that doors and windows are closed and locked after use.

Keys and access control devices are provided to staff members by the Campus Security Team on a need-to-enter basis when approved by the appropriate supervisor. Lost keys and access control devices must be reported immediately to the supervisor and to the Campus Safety Team. Payment for lost keys may be required. Keys and access control devices may not be loaned to other staff or to students. Campus Security Team members will confiscate any keys in the possession of unauthorized persons. Campus keys may not be duplicated. Campus property may not be removed from campus facilities without authorization.

The maintenance and operations, custodial, grounds, and Campus Safety Team combine to enhance the safety, security and maintenance of campus facilities. Maintenance and operations staff performs routine preventive maintenance programs, including monitoring lighting systems, fire extinguishers and emergency exit signs. The grounds department routinely trims trees and bushes to reduce potential hazards. Custodial and Campus Security Team members secure doors and windows and perform periodic inspections daily to spot and mitigate safety hazards. video surveillance systems, and access control systems are installed at various entries and are monitored and inspected by Campus Safety Team member's.

CAMPUS SECURITY TEAM AND RELATIONSHIPS WITH LOCAL LAW ENFORCEMENT AGENCIES

Campus Security Team members receive their authority (limited to campus property) from the Administration of CCS and the penal, education, and vehicle codes of California. Campus Security Team members are authorized to enforce traffic and parking regulations on campus. The Campus Security Team maintains a close working relationship with local police departments and other state and federal law enforcement agencies. Local law enforcement agencies have primary responsibility for exercising police authority on our facilities. Campus Security Team members will make internal incident and crime reports, and may call local police departments which have primary jurisdiction to respond to crime scenes, take official police reports from victims, and provide investigative forensic services as required for all serious crimes. Campus Security Team



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members at the school will respond to all crime reports in a timely manner and will assist victims in contacting local police to make official crime reports.

CAMPUS CRIME AND SAFETY ALERTS AND TIMELY WARNINGS

CCS advises members of the campus community on a timely basis regarding campus crime or crime-related problems. Under circumstances where the students and staff may be at risk of imminent harm by an on-going criminal threat (either on or around our facilities), the Campus Security Team and/or the site administrator will issue a campus wide safety alert bulletin. Non-criminal threats to student and staff safety may also be distributed in this manner. This information is disseminated by email, by posted notices, and may also be announced in classrooms by faculty or administrators. Other ways of informing the campus community of criminal activity include 1) an annual report distributed to prospective students and all members of the campus community; 2) periodic safety bulletins distributed to students, staff, and faculty; 3) Annual crime statistics are reported to the U.S. Department of Education.

ANNUAL SECURITY REPORT

The CCS Campus Security Team will prepare an annual report of security including crime statistics in compliance with the Clery Act. The annual report will include data gathered from school personnel and from local law enforcement agencies. Pursuant to the Clery Act, the district must report specific crime data every year, for the most current three year period, and these annual crime statistics are available at the U. S. Department of Education Office of Postsecondary Education website. Copies of the annual report are available to all students, employees, and prospective students on the website at www.californiacareerschool.edu on the Student Services tab and are also available in print at the front office.

SECURITY AWARENESS AND CRIME PREVENTION METHODS AND PROGRAMS

CCS promotes security awareness on the part of all members of the campus community. The effectiveness of the schools crime prevention program is based upon the cooperation of all students, faculty and staff. We seek to minimize criminal activities and opportunities through individual participation in crime awareness programs. The District contributes the following towards crime prevention and security awareness.

1. **Escort Programs** – Campus Security Team members are available to escort persons on campus, particularly during hours of darkness.
2. **New Student/Faculty/Staff Orientation** – The Human Resources Office has available orientation programs for new personnel and students.



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3. **Continuous Patrols to Deter Crime**– Campus Security Team members patrol the campus as well as the parking area to detour crime.
4. **Crime Prevention Bulletins** –Issued by the Campus Security Team, these bulletins offer suggestions on implementing individual security programs.
5. **Safety Alerts**– Periodically, when a specific threat to safety exists or a serious crime has occurred on or around our campuses that may be repeated, information is provided through announcements, posted notices, and emails.

DRUG AND ALCOHOL FREE ENVIRONMENT, PREVENTION PROGRAMS AND POLICIES

In accordance with Public Law 101-226, “Drug Free Schools and Communities Act Amendment of 1989”, The Administration of California Career School prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by students, employees and guests. Awareness of this policy will help create a drug and alcohol-free environment. This policy and written information regarding the prevention of drug and alcohol abuse is available to students and employees in the CCS catalog and on the CCS website at www.californiacareerschool.edu under the Student Services Tab. It will also be included in the Annual Security Report. You can access Drug and Alcohol Prevention information at the following links:

- <http://drugwarfacts.org>
- <http://www.drugandalcoholabuse.com>

The CCS policy is to conform to all applicable laws (California Health and Safety Code) and follows the current stance of the medical and mental health professions regarding the use of psychoactive substances including stimulants, depressants, narcotics, inhalants, hallucinogens and marijuana. CCS expects all students and employees to comply with all local, state and federal laws. It is the responsibility of each individual to be aware of, and abide by, all federal, state, and local ordinances and school regulations. Current laws provide for severe penalties for violations which may result in criminal records. The California Health and Safety Code can be accessed at the following link:

- http://www.leginfo.ca.gov/.html/hsc_table_of_contents.html

CCS emphasizes the prevention and intervention of substance abuse through education. All federal and state drug and alcohol laws will be enforced. Violators of this policy may be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, the Employee Assistance program, suspension, demotion, expulsion or dismissal; individuals may also be subject to criminal sanctions including fines, jail or prison sentences.

The Program Director will handle student disciplinary action, the Director of Human Resources will be responsible for employee disciplinary action, and the Campus Security Team will work with local law enforcement agencies for criminal prosecution.



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Assistance for substance abuse may be obtained from one of the following sources:

- Alcoholics Anonymous of Orange County
- National Drug hotline, 1-800-662-HELP
- Al-Anon/Alateen Family Group Headquarters, 1-800-356-9996
- Narc-Anon Family Group Headquarters, 1-310-547-5800
- 800 Cocaine, an information and referral hotline, 1-800-COCAINE

Pastoral Counseling available at : http://sarah4hope.org/interfaith_councils_of_orange_co.htm

SEXUAL VIOLENCE PREVENTION PROGRAMS AND SEXUAL OFFENSE PROCEDURES

CCS adheres to the requirements of AB1088 allowing the implementation of procedures to ensure that students, faculty and staff who are victims of sexual assault on or off campus receive assistance, treatment and information. Any sexual violence occurring on campus is a violation of CCS policy whether committed by an employee, student, or member of the public and is subject to administrative disciplinary action and criminal and civil prosecution.

There are several forms of sexual violence:

Dating Violence – Controlling, abusive, and aggressive behavior which can include verbal, emotional, physical, or sexual abuse, or a combination of these during the dating process, in either heterosexual or same sex relationships.

Rape – The use of force to harm, or a verbal threat to inflict harm, on a person in order to engage in forced sexual intercourse against the will of the victim. Rape also takes place when a perpetrator overpowers a victim who is unable to refuse or defend her/himself from the act.

Sexual Assault – Forcing a person to participate in sexually related acts against the person's will using coercion by physical force, verbal threats, or intimidation. Any sexual activity with a minor is a sexual assault. Activity such as non-consensual touching or sexual contact of another's breasts, genitals, buttocks or other sexual body parts are also sexual assaults.

Domestic Violence – Physical, sexual, psychological, or economic harm caused by unreasonable irritant behavior by a current or former spouse or partner, heterosexual or same sex.

Stalking – A series of repeated and willful acts, constituting harassment and unwanted attention, directed at another person, resulting in fear and intimidation.

Victims of sexual violence on campus are urged to report the incident to a Campus Security Team member and immediately go to the local hospital of your choice. Victims of on campus crime also have the option to notify law enforcement authorities. Off campus victims should immediately call 9-1-1 to report the crime to local law enforcement authorities.



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Victims are urged to take steps to preserve evidence of the crime. They should not wash, douche, change clothes or otherwise clean up until after talking to the police and going to the hospital. Reporting a rape or other act of sexual violence does not commit a victim to filing charges. Even if the victim was under the influence of alcohol or drugs at the time of an attack, a sex crime has still occurred. California Penal Code says that sexual assault victims cannot be charged for misdemeanor alcohol or drug use at the time of the attack. Victims of sexual violence who have not immediately reported the incident are urged to seek support and services. Students and staff may get assistance by contacting the listed support services and/or off campus counseling.

CCS maintains a zero tolerance policy regarding sexual violence. All reports of sex crimes on our facilities will be thoroughly investigated so that appropriate sanctions, including disciplinary, criminal and civil action can be taken by the school and/or the State. Potential actions, which may be imposed following the final determination of an on-campus disciplinary procedure regarding sexual offenses, include: 1) dismissal; 2) suspension; 3) probation; and 4) referral to local law enforcement agencies for prosecution. On-campus disciplinary proceedings applicable to individual students, faculty and staff will be held in cases of alleged sexual assaults. The accuser and the accused are entitled to the same opportunity to have others present during such a hearing. Both the accuser and the accused shall be informed of the outcome of this hearing. Students have the option to notify law enforcement authorities and district safety and will be assisted by campus authorities in notifying police agencies. Victims of sexual assault will have the option of changing academic programs or schedules if so requested by the victim and if such changes are reasonably available.

The CCS Human Resources Department offers educational programs to promote the awareness of rape, acquaintance rape and other sex offenses. These sexual assault programs are aimed at the prevention of sex offenses and the procedures to be followed once a sex offense has occurred. Resources and assistance are offered to all CCS students and staff. Sexual Assault Prevention information is available on the CCS website at www.californiacareerschool.edu on the Student Services tab.

Community resources for victims of sexual assault include:

North County Rape Crisis Center: 714-834-4317

South County Rape Crisis Center: 714-752-1971

Anaheim Memorial Hospital: 714-774-1450

St. Joseph Hospital: 714-633-9111

Western Medical Center: 714-953-3500

Community Service Programs, Inc. (CSP): 24 hour hotline, 714-957-2737, and 949-831-9110

Pastoral Counseling available at : http://sarah4hope.org/interfaith_councils_of_orange_co.htm



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Registered Sex Offenders: Information regarding registered sex offenders is available at the Megan's Law website: <http://www.meganslaw.ca.gov/>.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

CCS has developed an emergency operations plan that is available to employees from the Human Resources Department. An emergency guideline and evacuation map is posted at the entry/exit of each classroom and in the main hallways. The guideline contains basic instructions to employees and students for responding to various emergency incidents and includes evacuation map for timely evacuation.

Each campus conducts an emergency evacuation drill once a year, and tests some, or all, components of their building notification systems during the drill. When the campus is evacuated staff and students gather at designated assembly areas at least 100 feet from the buildings to await further instructions. Staff members who serve as building and classroom captains have been provided training to ensure that their areas have been evacuated and that injured persons and safety hazards are reported,

CCS has designated staff members who are members of campus emergency response team and have provided training for these employees in the CCS emergency evacuation plan. In addition to evacuation exercises; the school conducts other emergency preparedness activities, including table-top exercises, to evaluate the effectiveness of the emergency response plans.

When a significant emergency or a dangerous situation involving an immediate threat to the health or safety of students or employees has been confirmed on campus, the school will take immediate steps to notify the community. If responsible authorities determine that notification of the community may compromise the ability to care for victims, contain, respond to, or otherwise mitigate the emergency, then notification may be delayed. For incidents where local police or fire authorities have responded and taken command of the emergency, their incident commander will make the decision about notification of the campus community.

For those emergencies when the schools Emergency Response Team is in command, the Program Director will then make the decision to notify the campus community. The Emergency Response Team includes the Financial Aid Advisor, the Truck & Bus Driving Program Director, The Controller, The Human Resources Director, and the Program Director.

Components of the campus's emergency notification system include an intercom system, capable telephone system that functions on every school phone at the campus, emails to all staff at the campus, and bull-horns. Each also is capable of having designated authorized persons develop and send specific communications.

This information is being provided to you as part of CCS's commitment to safety and security on our campus.