



ANNUAL CAMPUS SECURITY REPORT 2019

Campus Crime Statistics and Policies

Provided in compliance with the CAMPUS SECURITY ACT. 20 USC sec. 1092 (f)(1)(F); sec. 668.48(a)(6); PL 101-542; PL 102-26.

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TABLE OF CONTENTS

INTRODUCTION	4
PREPARING ANNUAL DISCLOSURE OF CRIME STATISTICS	4
ACCURATE AND PROMPT CRIME REPORTING PROCEDURES	4
CAMPUS SECURITY AUTHORITIES	5
CONFIDENTIAL REPORTING	5
CAMPUS SECURITY AND ACCESS POLICY	5
TIMELY WARNING POLICY	5
EMERGENCY ALERT NOTIFICATION PROCEDURE	5
BHDI ALERT	5
SECURITY PROCEDURES	6
EMERGENCY PROCEDURES	7
EMERGENCY TELEPHONE NUMBERS	7
BOMB THREAT MEASURES	8
CIVIL DISTURBANCE	9
EARTHQUAKE PROCEDURES	9
FIRE PROCEDURES	10
STUDENT CONDUCT	11
HATE CRIMES	11
CAMPUS SAFETY AWARENESS AND CRIME PREVENTION PROGRAMS	11
PERSONAL SAFETY TIPS	11
MONITORING OFF-CAMPUS EVENTS	11
SEXUAL ASSAULT PREVENTION PROGRAMS AND PROCEDURES	12
RESPONSE TO REPORTS OF SEXUAL ASSAULT	13
WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED	13
NAMED STUDENTS	14
CAMPUS DISCIPLINARY RESPONSE FOR SEXUAL ASSAULT	14
CONFIDENTIALITY	14
NOTICE REGARDING REGISTERED SEX OFFENDER INFORMATION	15
CRIME STATISTICS	16

INTRODUCTION

Beverly Hills Design Institute (BHDI) is dedicated to providing a safe working and learning environment. While Campus Security plays a role in ensuring that our campus remains as safe as possible, the responsibility for crime prevention and personal safety rests with each individual. Therefore, each of us must take personal responsibility for our own safety, as well as for the safety of those around us. BHDI also strives to provide timely warning to the campus community about crimes that pose an ongoing threat to students and employees as well as providing 24-hour security. Working together, we will continue to make BHDI one of the safest urban colleges in the country. Please review the information available in this booklet to become familiar with the programs and services provided by the college so you may become involved as a responsible member of our community.

PREPARING ANNUAL DISCLOSURE OF CRIME STATISTICS

To ensure the safety and well-being of our campus community and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), the Clery Act, BHDI publishes and distributes the Annual Security Report disclosing campus security policies and three years' worth of specified Clery Act crimes and arrest statistics, and schedules seminars on crime prevention, campus safety on all campuses, and quarterly substance abuse prevention. Campus crime reports and surveys are made readily available to the general public on our website www.bhdi.edu. The reports include statistical information about criminal offenses, hate offenses, disciplinary actions/judicial referrals, and arrests—whether reported by local and state police or occurring on-campus, at non-campus buildings or on public property. The preparation of the Annual Security Report is an ongoing process. The Campus Security Authorities makes every effort to ensure that the report is complete and accurate. The Campus Security Authorities are the individuals of the BHDI Campus Security Office to which students and employees report criminal offenses and gather crime statistics from it and local law enforcement agencies, as well as verify current policies for Federal compliance with the Department of Education. After collecting crime statistics from all sources the Campus Security Authority Officer reconciles them to ensure no incident has been double counted and that the report is accurate. Upon completion of the Annual Security Report the crime statistics are submitted to the Department of Education Campus Crime and Security website and can be viewed by the public at: <http://ope.ed.gov/security>. BHDI will provide a paper copy of campus crime report information upon request. Each year, an email notification is made to all enrolled students, current staff, and faculty who provide web addresses to access the full report.

ACCURATE AND PROMPT CRIME REPORTING PROCEDURES

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and prompt manner. Whether it happens to you or you are a witness, you have a responsibility to call the Campus Security Authority Officer or the local Police Department to report a crime.

“In the First Two Minutes...” When police arrive at the scene of a crime-in-progress within two minutes of receiving the call, the chances of apprehending a suspect are greatly increased. The odds of making an arrest decrease quickly as the minutes tick by. Timely reporting a crime is important and can help prevent them from happening again. Immediately go to a safe place and call. Stay on the line and tell the dispatcher everything you can remember about the suspect (his/her clothing, vehicle, and direction of travel).

Keep the emergency numbers in the Annual Security Report handy.

When you report a crime:

- Off-campus: Report any crime to your local police. For emergencies, please call 911.
- On-campus: Report any crime, emergency, and/or suspicious or potentially criminal activity immediately to the campus security authorities.

CAMPUS SECURITY AUTHORITIES

BHDI Campus Security Authorities have the authority to ask persons for identification and to determine whether individuals have lawful business at BHDI. BHDI Campus Security Officers can make an arrest for crimes committed in their presence. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Campus Security Officers maintain a highly professional working relationship with the local Police Departments. All crime victims and witnesses are strongly encouraged to immediately report the crime to the BHDI Campus Security Office and the Police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Campus Security Authorities Staff Name	Title	Phone Number & Extension
Sonia ÉTÉ	Chief Executive Officer	310 360 8888 x 100
Thierry ÉTÉ	Chief Operating Officer	310 360 8888 x 101
Barbara CORZO	Director of Financial Aid	310 360 8888 x 103

CONFIDENTIAL REPORTING

In accordance with California Education Code § 67382, BHDI allows victims or witnesses to report crimes on a voluntary, confidential, or anonymous basis to the department of a recognized campus security authority to the extent allowed by the local Police Department. BHDI also encourages pastoral and professional counselors to inform persons they are counseling of the desirability of making a crime report.

CAMPUS SECURITY AND ACCESS POLICY

The college has rules and procedures controlling access to facilities during both business and non-business hours. BHDI is a private institution; all property owned and controlled by the college is private property. Access to the campus requires the presence of a designated staff or faculty.

TIMELY WARNING POLICY

If a situation arises, on or off campus, that in the judgment of BHDI School Administration - constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. BHDI shall make timely reports to the campus community on crimes considered to be a serious or continuing threat to students or employees. The warning will be issued through any means appropriate, including the student email addresses, emergency notification system, posted fliers/signage, or on the BHDI Portal. Anyone with information warranting such a timely warning should report the circumstances to any of the BHDI Campus Security Officers.

EMERGENCY ALERT NOTIFICATION PROCEDURE

If BHDI confirms that there is an emergency or threatening situation that poses a threat to the health, safety or functionality of the campus, an appropriate warning will be sent to the BHDI community. In determining an appropriate communication, BHDI will take into account several factors, including, but not limited to: the building or segment of the population threatened, the nature of the threat, and the credibility of information received. Additional consideration will be given to delaying or altering communications if law enforcement determines a notification will put the BHDI community at greater risk. BHDI has various systems in place for communicating information, these methods include: BHDI Alert, BHDI Newsletters, BHDI Portal, Signage on campus, and/ or phone trees.

BHDI ALERT

In the event of an emergency, BHDI will initiate, without delay and taking into account the safety of the community, the usage of the BHDI Alert emergency notification system. The notification will be sent via text message, voicemail or email. It is the staff and student's responsibility to provide current contact information quarterly through the BHDI Portal to be sure he/she receives timely communications. Phone calls and text messages are subject to the conditions and

rates of the individual's particular calling plan. BHDl will not be held responsible for any charges billed by cell phone providers in efforts to relay information. The content of the message will vary depending on the situation. The people who can initiate a BHDl Alert message include: the Chief Executive Officer, the Chief Operating Officer; the Chief Academic Officer; the Directors of Admissions.

SECURITY PROCEDURES

Security service is provided by an independent security contractor. The security officers are trained and certified to provide security services for the 8484 Wilshire Boulevard, 24 hours a day, 7 days a week. Should you need to contact the Security Department with questions, comments, concerns or to require assistance, contact the Director of Security at (323) 782-7877.

The following is a brief description of the Security Department's services:

1. Provide information to visitors and tenants.
2. Provide after-hours access to building for authorized personnel. (Security will NOT open office space)
3. Patrol and observe the interior and exterior of each building, including the Parking Structure and surface lots.
4. Insure that suite doors are locked (after-hours) and suite lights have been turned off.
5. Monitor building fire and security alarms.
6. Observe and report unusual occurrences.
7. Emergency Response:
 - a. Procedures
 - b. Alarm responses
 - c. Evacuation of building personnel
8. Assist emergency personnel as required.
9. Patrol and observe all restrooms on a regular basis.
10. Provide escort services to your vehicle.

Basic Security Procedures for Tenants:

1. No solicitation of any kind is allowed in the building. If you notice solicitors or suspicious persons wandering through the building, notify Security immediately.
2. Do not leave showrooms unattended. Secure doors when the showroom is unattended, even for brief periods. Theft can occur in a matter of seconds.
3. Merchandise should not be left unguarded in the corridors or in unlocked rooms.
4. Do not leave merchandise in plain view inside vehicles. Lock all vehicles.
5. If money or valuables are to be held on the premises, make sure they are properly secured.
6. If an individual is working after normal business hours, we suggest the showroom door be locked from the inside.
7. Please contact Security for escort to vehicle in the evening.
8. Restrooms are for the use of the 8484 Wilshire Boulevard tenants and guests only. Please notify the Security Console at (323) 782-7877 to report any unwelcomed visitor.

Basic Security Procedures inside BHDl:

1. BHDl provides a safe, secure, efficient, and pleasant work environment for its employees. Any actions taken by an employee who might result in harm to BHDl, its property, or its employees will be neither condoned nor tolerated and may result in the discharge of the offending employee. In addition, a law enforcement agency may be contacted and charges filed.
2. Please do not bring valuable personal property to work (for example: pen/pencil sets, calculators, one of a kind samples, etc.) or large amounts of cash to your job as BHDl cannot be responsible for their security.
3. If you see any suspicious package or behavior, do not hesitate to report it to the administration.

EMERGENCY PROCEDURES

Floor Wardens:

Each floor has a minimum of two (2) Floor Wardens who are responsible for orderly evacuation, of their designated floor. Each Floor Warden receives special training in accordance with the Building Emergency Evacuation Plan.

Evacuation Procedures:

1. Know the exit routes from your showroom or office.
2. In an emergency follow the instructions of the Management Office, Security, Engineering or your Floor Warden.
3. The Management Office will help coordinate the evacuation of the 8484 Wilshire Boulevard using the emergency communication system.
4. If a fire occurs and it is necessary to evacuate, the entire building will be evacuated. This is a policy of the Los Angeles County Fire Department.
5. Use stairwells for exiting. **DO NOT USE ELEVATORS OR ESCALATORS.**
6. Secure showrooms and offices upon evacuating space.
7. When leaving the 8484 Wilshire Boulevard, stay clear of firefighters and their equipment.
8. When passing under the overhang of the building, move quickly; there is danger of falling glass. Do not remain in the vicinity of the overhang. Two hundred (200) feet away from the building is considered a safe area.

EMERGENCY TELEPHONE NUMBERS

In case of an emergency, other than fire:

Report it by contacting Security at **(323) 782-7877**.

If a fire occurs:

Call 911; then call Security at **(323) 782-7877**.

To report a fire, accident, explosion or bomb threat:

Contact Security at **(323) 782-7877**.

To request first aid or to report a suspicious person in the building:

Contact Security at **(323) 782-7877** and give them the following information:

1. Your name,
2. Office name: **Beverly Hills Design Institute**
3. Suite number: **Suite 730**
4. Phone number: **310 360 8888**

Also call Security at **(323) 782-7877** to assist with the arrival and coordination:

1. If you have called an ambulance,
2. If you have called the Fire Department or Sheriff's Department.

BOMB THREAT MEASURES

IN CASE OF EMERGENCY THE FIRST PERSON CONTACTING SECURITY BECOME THE REPRESENTATIVE DESIGNATED FOR THE SCHOOL AND MUST COORDINATE THE EVENTUAL EVACUATION PROCESS IN FOLLOWING THEIR INSTRUCTIONS.

Any person receiving a call that a bomb has been placed in the building should make every effort to extract as much information as possible from the person calling, including the following: (see and follow the Bomb Threat Checklist in the Appendix)

1. Where is the bomb located?
2. In what is it contained? A box? A briefcase? etc.
3. When is it set to explode?

Keeps the caller talking. Find out all you can. While talking, try to get someone to get the telephone company to trace the call.

In Case of a Bomb Threat:

IMMEDIATELY contact Security at **(323) 782-7877**.

1. Give your name, location and any information requested.
2. Repeat all information received from the person who called, word for word.
3. Do not hang up.
4. Follow instructions.
5. Do not tell your co-workers about the call and avoid spreading panic.
6. If you are ordered to evacuate, follow the same procedure as in fire evacuation: use stairwells; evacuate the premises in an orderly manner; **DO NOT RUN OR PUSH; DO NOT USE ELEVATORS. Remember to take purses and bags.** All of these are suspect and may be destroyed by the Bomb Squad if left behind.
7. Do not go back into the building until so instructed by the Bomb Squad and/or Evacuation Team.

If you discover the bomb:

IMMEDIATELY contact Security at **(323) 782-7877**.

1. **It should not be touched**, moved or jarred in any way.
2. Give your name, location and any information requested.
3. Do not hang up.
4. Follow instructions.
5. Do not tell your co-workers about the call and avoid spreading panic.
6. If you are ordered to evacuate, follow the same procedure as in fire evacuation: use stairwells; evacuate the premises in an orderly manner; **DO NOT RUN OR PUSH; DO NOT USE ELEVATORS. Remember to take purses and bags.** All of these are suspect and may be destroyed by the Bomb Squad if left behind.
7. Do not go back into the building until so instructed by the Bomb Squad and/or Evacuation Team.

If an explosion occurs:

IMMEDIATELY contact Security at **(323) 782-7877**.

1. Remain Calm.
2. Give your name, location and any information requested.
3. Do not hang up.
4. Follow instructions.

5. If you are ordered to evacuate, follow the same procedure as in fire evacuation: use stairwells; evacuate the premises in an orderly manner; **DO NOT RUN OR PUSH; DO NOT USE ELEVATORS. Remember to take purses and bags.** All of these are suspect and may be destroyed by the Bomb Squad if left behind.
6. Do not go back into the building until so instructed by the Bomb Squad and/or Evacuation Team.

CIVIL DISTURBANCE

If riots or other emergencies are reported near the 8484 Wilshire Boulevard or while at the 8484 Wilshire Boulevard:

1. Call the Security Console at **(323) 782-7877** for information before coming to the 8484 Wilshire Boulevard or leaving the building.
2. If evacuation procedures are necessary, please follow your Floor Warden's instructions.

EARTHQUAKE PROCEDURES

IN CASE OF EMERGENCY THE FIRST PERSON CONTACTING SECURITY BECOME THE REPRESENTATIVE DESIGNATED FOR THE SCHOOL AND MUST COORDINATE THE EVENTUAL EVACUATION PROCESS IN FOLLOWING THEIR INSTRUCTIONS.

BEFORE THE EARTHQUAKE: BE PREPARED

You should have emergency supplies stored at: HOME and CAR.

Your emergency kit should contain at a minimum:

- A change of clothes and comfortable shoes
- Money (in small denominations)
- Personal medication
- Enough dry or canned food, and water and purifier for 72 hours
- Flashlight
- Battery powered AM/FM radio
- First Aid Kit
- Fire Extinguisher
- Wrench
- Blanket

ASSESS YOUR OWN WORK AREA:

1. **WINDOWS/GLASS:** If your workstation is near windows or glass partitions, decide where you will take cover to avoid being injured by flying glass.
2. **HEAVY OBJECTS:** If your work station is near a temporary wall or partition, make sure it is securely anchored.
3. **LOOSE OBJECTS:** If you have materials stored on top of cabinets or shelves, determine if these items could be secured or moved.

DURING THE EARTHQUAKE:

DO NOT USE ELEVATORS OR ESCALATORS!!!

- **REMAIN CALM:** DO NOT PANIC or attempt to evacuate. Evacuation routes, if needed, will be inspected for safety before use. Elevators will shut down until they are inspected.

- **ACT QUICKLY:** Move away at least 15 feet from windows, temporary walls or partitions, and/or freestanding objects such as files, cabinets, shelves, hanging objects. Stay away from exposed electrical lines, gas or water lines, and open flames. **DO NOT SMOKE.** Do not strike matches or use lighters.
- **DUCK:** Duck or drop down to the floor
- **COVER:** Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall or column and protect your head and neck with your arms.
- **HOLD:** If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- **STAY PUT:** Hold this position until the ground and/or building stops shaking and it is safe to move. An initial shock usually lasts less than a minute but other jolts may come soon after. Stay inside, and do not attempt to exit the building during the shaking.

IF YOU ARE OUTSIDE:

If you are outside when the quake occurs, stay there. Move away from structures, power poles, lamp posts or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.

AFTER THE EARTHQUAKE:

If there appears to be damage (moved or fallen heavy objects, broken glass, and fallen ceiling tiles), do the following:

- **CHECK THE DAMAGE:** Carefully inspect your area for damage and potentially dangerous situations (smoke, water leaks, broken glass, etc.) then plan for AFTERSHOCKS. Remove partially hanging pictures and displaced items to a safer location. Clean up any spills immediately.
- **LIMIT TELEPHONE USE:** Leave telephone lines clear for emergency communications only- Check all telephones to make sure the receivers have not been shaken off and replace those that have.
- **CHECK FOR INJURED PERSONS:** Render, or find someone who can render, first aid to any injured persons. **DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY.** Wait for emergency personnel (police, fire department, paramedics) to arrive for assistance.
- **NOTIFICATION:** Alert Floor Wardens, Emergency Response Teams (ERT's) and/or Building Security or Engineering to anything needing their attention. Building Damage Assessment teams will be checking each floor and asking Floor Wardens for their initial damage assessment.
- **MONITOR RADIOS:** Locate a battery-powered AM/FM radio to receive important instructions and information. Also listen for building-wide announcements over the public address system updating you on the status of the building.
- **DISPEL RUMORS:** Discourage the spreading of rumors. Misinformation can cause confusion and panic.

FIRE PROCEDURES

IN CASE OF EMERGENCY THE FIRST PERSON CONTACTING SECURITY BECOME THE REPRESENTATIVE DESIGNATED FOR THE SCHOOL AND MUST COORDINATE THE EVENTUAL EVACUATION PROCESS IN FOLLOWING THEIR INSTRUCTIONS.

Use the fire extinguishers on small, localized fire (located in the kitchen area):

1. Pull the pin
2. Aim the extinguisher
3. Squeeze the handle
4. Sweep from side to side

Remember to aim at the base of the fire.

Always have your back to an exit when you are using an extinguisher to fight a fire.

If the fire is too large:

1. Remove anyone in danger.
2. **PULL FIRE ALARM** located in the Elevators Lobby of the floor.

3. Confine the fire by closing doors. **DO NOT LOCK.**
4. Call Fire Department (911). Make sure to give them the following information:
 - a. ADDRESS: 8484 Wilshire Boulevard, Suite 730, Beverly Hills, CA 90211
 - b. SUITE NUMBER: **Suite 730**
 - c. Location of fire
 - d. What is burning (i.e., trash can, furniture, wall, etc.) and size of fire
5. Call Security at **(323) 782-7877.**
- 6. EVACUATE WITHOUT DELAY. Use fire stairwells for exiting. DO NOT USE ELEVATORS.**
7. If there is smoke or heat, stay close to the floor. Smoke and heat will rise.
8. Before opening any door, feel the door. If it is hot, do not open.
9. Cooperate with the Floor Warden who will be responsible for evacuating the area if necessary.
10. Do not return for personal belongings.

STUDENT CONDUCT

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational mission of the college. Refer to the Student Conduct Policies found in the current Catalog, which BHDl must enforce in order to maintain a safe and compliant environment for all faculty, staff, and students.

HATE CRIMES

A hate crime is a criminal offense committed against a person, property, or society, which is motivated, in whole or in part, by the offender's prejudice against a race, religion, gender, sexual orientation, disability, ethnicity or national origin. Hate crimes involve bodily injury or threat of bodily injury, damage to property, or threat of damage to property. Hate crimes are not tolerated at BHDl and will lead to immediate dismissal/termination, and/or notification of appropriate authorities. BHDl reports the following categories of hate crimes in which local enforcement has determined that the crime manifested evidence that the victim was intentionally selected because of the perpetrator's bias: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

There have been no hate crimes under any offense for any bias reported for this area during this time period.

CAMPUS SAFETY AWARENESS AND CRIME PREVENTION PROGRAMS

During each orientation, students are informed about personal safety services. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are periodically offered. During the academic year the Education Department, in cooperation with other college organizations and departments, presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), and self defense, as well as educational sessions on personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition timely warnings are disseminated to students and employees through security alert posters, displays, and articles and advertisements in student newsletters. When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through the BHDl Portal or the emergency alert notification system.

PERSONAL SAFETY TIPS

Ultimately each individual is responsible for his/her own safety. Being aware of potentially dangerous situations is the first and most important component of self-protection. A complete brochure titled: Safety Tips for BHDl Students is provided on the BHDl Portal and hard copies are available from the Personal Counselors on each campus.

MONITORING OFF-CAMPUS EVENTS

Any BHDl activities organized off campus property are under the jurisdiction of local law enforcement and the college does not provide law enforcement personnel.

SEXUAL ASSAULT PREVENTION PROGRAMS AND PROCEDURES

BHDI expects that all members of the college community – students, faculty, staff, and friends – be able to pursue their work and education in a safe environment, free from sexual coercion, violence, and intimidation of any kind.

While sexual assault can occur at any time of the day or night to any individual of any age, national studies indicate that students aged 24 or under are particularly vulnerable to being assaulted or raped. The college views this fact with great concern and is committed to meeting its ethical and moral obligation to try to prevent sexual assault; to provide support for assault survivors; and to educate the campus community about sexual assault and rape.

BHDI is committed to providing sexual violence prevention education to its campus community each year. Additionally, BHDI provides programming for self-defense and the prevention of not only sexual assault, but also domestic violence, stalking, and sexual harassment by request. Research indicates that approximately 9 out of 10 sexual assaults perpetrated against college women involve two or more individuals who already know one another.

College men are also sexually assaulted, therefore, both women and men should know that the college is committed to providing a consistent, timely, and caring response to anyone who is sexually assaulted within the campus community. For the purposes of clarification, the alleged assailant/s will be referred to as the "named student/s" and the student filing the report of sexual assault will be referred to as the "reporting student".

The nature of sexual assault particularly when perpetrated by an acquaintance, date, or partner, makes it difficult for many survivors to report their experience. For this reason, the Personal Counseling Department has been designated as a place where individuals may confidentially seek assistance.

Other campus offices have differing obligations with regard to reporting requirements. While the college recognizes that a reporting student may wish to preserve her or his privacy after a traumatic experience, it should also be understood that the college has a responsibility to maintain the integrity and safety of the campus as a whole and that certain information may therefore be made public. Where circumstances exist that are deemed a danger to the college community at large, pertinent details about a sexual assault will immediately be publicly released.

Further, the Student Right-to-Know and Campus Security Act (the Clery Act) of 1990 mandates the annual disclosure of statistics of sexual assaults known to have occurred within the college's jurisdiction. Incidents reported to the Personal Counseling Department are included in these statistics along with statistics from Campus Security Authorities.

The reporting student's identity is not disclosed in any such statistical reporting.

Definitions

Important terms used in determining what offenses to report are defined in accordance with the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) program.

The FBI UCR program is a nationwide, cooperative statistical effort in which city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of, and the classifying crimes in this subpart.

Sexual assault is defined as any sexual act perpetrated upon a person without her or his consent, where the assailant uses physical force, threat, coercion, or intimidation to overpower or control the victim; where the victim fears that she or he or another person will be injured or otherwise harmed if she or he does not submit; where the victim is prevented from resisting due to the influence of alcohol or other drugs; or where consent is otherwise not freely given. A sexual act includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling, or groping. Sexual assault is classified as rape when vaginal, anal or oral intercourse takes place without the consent of the person penetrated. This includes penetration by a foreign object.

Consent is defined as positive cooperation. When people consent to sexual activity, they will have verbally indicated that they are participating willingly, freely, and voluntarily. 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, nor does silence equal consent.

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Such existence of such a relationship is based on the consideration of length, type and frequency of interactions between the persons involved in the relationship.

Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Within this definition of stalking, these terms are defined: "Course of Conduct" is two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Substantial Emotional Distress" is interpreted as significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling." Reasonable Person" would mean a reasonable person under similar circumstances and with similar identities to the victim.

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

Fondling means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his /her temporary or permanent mental incapacity.

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

RESPONSE TO REPORTS OF SEXUAL ASSAULT

The college is committed to creating a campus environment that both promotes and expedites prompt reporting and timely and fair adjudication of sexual assault cases. Students who are sexually assaulted are provided support services and are entitled to certain rights that shall be accorded by all college officers, administrators, and employees.

These rights include, but are not limited to, the following:

- The right to be treated with respect and dignity.
- The right to be informed of their options with regard to notifying law enforcement authorities, and to be assisted in notifying such authorities if they so choose.
- The right to be free from pressure not to report crimes to civil or criminal authorities or to report them as lesser offenses than the victims perceive them to be. This includes the right to be free from any suggestion that a survivor somehow contributed to her or his assault by contributory negligence, or by assuming the risk of being assaulted, or by otherwise sharing the responsibility for what is alleged to have occurred.
- The right to have sexual assaults committed against them investigated by the proper civil and criminal authorities, and to have the full and prompt assistance and cooperation of campus personnel in this regard (in addition to any campus disciplinary proceedings that may take place).
- The right to the same level of support at any disciplinary proceedings as is permitted to the named student/s; and the right to be notified in a timely manner of the outcome of such proceeding.
- The right to have access to existing campus counseling and medical professionals and victim support services, and to be given referrals to off-campus counseling and support services if desired.
- The right to live, attend classes, and work in an environment free from unwanted contact or proximity with named student/s insofar as the college is able.
- The college will change a reporting student's academic and living situation after an alleged sexual offense if those changes are requested by the reporting student and the requested changes are reasonably available. Options for changes include, but are not limited to: withdrawal from classes and/ or locating alternative housing.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

- Go to a safe location
- If you want to report the crime, notify the local Police Department and/ or one of the BHDl Campus Security Officers, if an emergency, call 911.

- If the assailant is a student at BHDl, you can file a formal report one of the BHDl Campus Security Officers in addition to filing a Police Department report.
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands, or brush your teeth until after you have had a medical examination. Save all clothing that you were wearing at the time of the assault and bring them and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag (do not use plastic bags). Do not clean or disturb the area where the assault occurred.
- Call a trusted friend, family member, or someone else who can provide support.
- Get medical care as soon as possible.
- Go to a hospital, emergency department, or a specialized forensic clinic that works with sexual assault survivors. Here are a couple of options in Los Angeles; the Rape Treatment Center (310.319.4000/ 24 hrs) or the Violence Intervention Program (323.226.3961/ 24 hrs). Both locations provide medical care and the collection of forensic evidence. You may also request medications for the prevention of sexually transmitted infections (including HIV) and emergency contraception.
- If you think you may have been given a rape drug, request that the hospital or clinic take urine and blood samples. These samples need to be collected quickly as these kinds of drugs leave the system quickly.
- Ask one of the BHDl Campus Security Officers for personal Counselor contact information.

NAMED STUDENTS

Where a report is made alleging that a sexual assault has been perpetrated by a student against another student, the college is committed to providing a fair and appropriate adjudication, in addition to assisting the law enforcement authorities with any criminal investigation that might occur. Students should understand that the use of alcohol or other drugs in no way diminishes their personal responsibility for acts of sexual assault perpetrated while under the influence of such substances. Offenders are subject to disciplinary sanction.

CAMPUS DISCIPLINARY RESPONSE FOR SEXUAL ASSAULT

Sexual assault is prohibited both by law and BHDl's conduct policy. Offenders are subject to disciplinary sanction. Violations of this policy will not be tolerated and corrective action up to, and including disqualification may be taken. Procedures for prompt and impartial investigation and resolution in cases of alleged dating violence, domestic violence, sexual assault, or stalking, provide for a hearing process that protects the safety of victims and promotes accountability. The reporting student and the named student are entitled to the same level of support at any disciplinary proceedings. Each party is accommodated a designated official to assist in disseminating information including, but not limited to, policies, procedures, and rights to promote a thorough and fair investigation and disciplinary proceeding. Both parties are entitled to the same opportunities to have representatives present during a campus disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. No less than two trained, impartial officials will adjudicate the disciplinary. The standard of adjudication will be preponderance of evidence.

In compliance with the Family Educational Rights and Privacy Act (FERPA) and Title IX regulations, all parties shall be simultaneously informed, in writing, of the outcome of any campus disciplinary proceeding brought alleging a sexual assault, dating violence, domestic violence, or stalking. All parties will be informed of the college's procedures for appealing the results of disciplinary proceeding. All parties will be informed of any changes to the results that occur prior to the time that the results become final, and when such results become final.

CONFIDENTIALITY

To protect students' safety and rights to privacy, BHDl will preserve confidentiality to the maximum extent possible to avoid re-victimization and retribution, without impairing BHDl's ability to provide accommodations or protective measures. The college strives to provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against a person other than the individual.

Completed publicly available recordkeeping, including those for the purposes of Clery Act reporting and disclosure, is done without the inclusion of "identifying information "about the student. Identifying information includes information likely to disclose the location of a victim of dating violence, domestic violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected (e.g. first and last name, home or

other physical address, contact information, social security number, driver license number, passport, and student identification number). This is also inclusive of other personal information such as date of birth, racial or ethnic background, or religious affiliation. Students who have been sexually assaulted or are survivors of other gender-based abuse or harm are encouraged to seek and utilize confidential assistance from Personal Counseling Services.

NOTICE REGARDING REGISTERED SEX OFFENDER INFORMATION

The Campus Sex Crimes Prevention Act provides for the tracking of convicted sex offenders enrolled at or employed at institutions of higher education. As of October 28, 2002, The State of California (penal code 290) requires sex offenders to register within the state to, within 5 working days, also register with a Campus Security Authority at which the person is employed, carries on a vocation, or is a student. In addition, such institutions of higher education are required to provide information to their campus community regarding where to obtain law enforcement information concerning such registered sex offenders (Megan's Law sex offenders).

A Registered Sex Offender Locator map is available at the following link: <http://www.meganslaw.ca.gov/>. In addition, the Los Angeles County Sheriff's Department website (<http://sheriff.lacounty.gov/wps/portal/lasd>) has a link entitled "Sexual Offenders (Megan's Law)" that contains more information that can assist you in obtaining information regarding sex offenders. Please note, however, that it is illegal under California law to use any disclosed public information to commit a crime against any registrant or to engage in illegal discrimination or harassment against any registrant.

CRIME STATISTICS

<i>Crime Statistics Reporting Table 2017</i>					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	01/01/2017 - 12/31/17	0	N/A	N/A	0
NEGLIGENT MANSLAUGHTER	01/01/2017 - 12/31/17	0	N/A	N/A	0
SEX OFFENSES, FORCIBLE	01/01/2017 - 12/31/17	0	N/A	N/A	0
SEX OFFENSES, NON-FORCIBLE (INCEST, STATUTORY RAPE)	01/01/2017 - 12/31/17	0	N/A	N/A	0
ROBBERY	01/01/2017 - 12/31/17	0	N/A	N/A	0
AGGRAVATED ASSAULT	01/01/2017 - 12/31/17	0	N/A	N/A	0
BURGLARY	01/01/2017 - 12/31/17	0	N/A	N/A	0
MOTOR VEHICLE THEFT	01/01/2017 - 12/31/17	0	N/A	N/A	0
ARSON	01/01/2017 - 12/31/17	0	N/A	N/A	0
SIMPLE ASSAULT	01/01/2017 - 12/31/17	0	N/A	N/A	0
LARCENY-THEFT	01/01/2017 - 12/31/17	0	N/A	N/A	0
INTIMIDATION	01/01/2017 - 12/31/17	0	N/A	N/A	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	01/01/2017 - 12/31/17	0	N/A	N/A	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	01/01/2017 - 12/31/17	0	N/A	N/A	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	01/01/2017 - 12/31/17	0	N/A	N/A	0
ARRESTS: DRUG ABUSE VIOLATIONS	01/01/2017 - 12/31/17	0	N/A	N/A	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	01/01/2017 - 12/31/17	0	N/A	N/A	0
ARRESTS: LIQUOR LAW VIOLATIONS	01/01/2017 - 12/31/17	0	N/A	N/A	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	01/01/2017 - 12/31/17	0	N/A	N/A	0
DOMESTIC VIOLENCE	01/01/2017 - 12/31/17	0	N/A	N/A	0
DATING VIOLENCE	01/01/2017 - 12/31/17	0	N/A	N/A	0
STALKING	01/01/2017 - 12/31/17	0	N/A	N/A	0

<i>Crime Statistics Reporting Table 2018</i>					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	01/01/2018-12/31/18	0	N/A	N/A	0
NEGLIGENT MANSLAUGHTER	01/01/2018-12/31/18	0	N/A	N/A	0
SEX OFFENSES, FORCIBLE	01/01/2018-12/31/18	0	N/A	N/A	0
SEX OFFENSES, NON-FORCIBLE (INCEST, STATUTORY RAPE)	01/01/2018-12/31/18	0	N/A	N/A	0
ROBBERY	01/01/2018-12/31/18	0	N/A	N/A	0
AGGRAVATED ASSAULT	01/01/2018-12/31/18	0	N/A	N/A	0
BURGLARY	01/01/2018-12/31/18	0	N/A	N/A	0
MOTOR VEHICLE THEFT	01/01/2018-12/31/18	0	N/A	N/A	0
ARSON	01/01/2018-12/31/18	0	N/A	N/A	0
SIMPLE ASSAULT	01/01/2018-12/31/18	0	N/A	N/A	0
LARCENY-THEFT	01/01/2018-12/31/18	0	N/A	N/A	0
INTIMIDATION	01/01/2018-12/31/18	0	N/A	N/A	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	01/01/2018-12/31/18	0	N/A	N/A	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	01/01/2018-12/31/18	0	N/A	N/A	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	01/01/2018-12/31/18	0	N/A	N/A	0
ARRESTS: DRUG ABUSE VIOLATIONS	01/01/2018-12/31/18	0	N/A	N/A	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	01/01/2018-12/31/18	0	N/A	N/A	0
ARRESTS: LIQUOR LAW VIOLATIONS	01/01/2018-12/31/18	0	N/A	N/A	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	01/01/2018-12/31/18	0	N/A	N/A	0
DOMESTIC VIOLENCE	01/01/2018-12/31/18	0	N/A	N/A	0
DATING VIOLENCE	01/01/2018-12/31/18	0	N/A	N/A	0
STALKING	01/01/2018-12/31/18	0	N/A	N/A	0

<i>Crime Statistics Reporting Table 2019</i>					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	01/01/2019-12/31/2019	0	N/A	N/A	0
NEGLIGENT MANSLAUGHTER	01/01/2019-12/31/2019	0	N/A	N/A	0
SEX OFFENSES, FORCIBLE	01/01/2019-12/31/2019	0	N/A	N/A	0
SEX OFFENSES, NON-FORCIBLE (INCEST, STATUTORY RAPE)	01/01/2019-12/31/2019	0	N/A	N/A	0
ROBBERY	01/01/2019-12/31/2019	0	N/A	N/A	0
AGGRAVATED ASSAULT	01/01/2019-12/31/2019	0	N/A	N/A	0
BURGLARY	01/01/2019-12/31/2019	0	N/A	N/A	0
MOTOR VEHICLE THEFT	01/01/2019-12/31/2019	0	N/A	N/A	0
ARSON	01/01/2019-12/31/2019	0	N/A	N/A	0
SIMPLE ASSAULT	01/01/2019-12/31/2019	0	N/A	N/A	0
LARCENY-THEFT	01/01/2019-12/31/2019	0	N/A	N/A	0
INTIMIDATION	01/01/2019-12/31/2019	0	N/A	N/A	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	01/01/2019-12/31/2019	0	N/A	N/A	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	01/01/2019-12/31/2019	0	N/A	N/A	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	01/01/2019-12/31/2019	0	N/A	N/A	0
ARRESTS: DRUG ABUSE VIOLATIONS	01/01/2019-12/31/2019	0	N/A	N/A	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	01/01/2019-12/31/2019	0	N/A	N/A	0
ARRESTS: LIQUOR LAW VIOLATIONS	01/01/2019-12/31/2019	0	N/A	N/A	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	01/01/2019-12/31/2019	0	N/A	N/A	0
DOMESTIC VIOLENCE	01/01/2019-12/31/2019	0	N/A	N/A	0
DATING VIOLENCE	01/01/2019-12/31/2019	0	N/A	N/A	0
STALKING	01/01/2019-12/31/2019	0	N/A	N/A	0