

to disciplinary action, including termination, or will be required to satisfactorily participate in an approved drug assistance or rehabilitation program or referral for prosecution. Students will have sanctions, up to and including expulsion.

- Associates must notify the employer in writing of his / her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 (five) calendar days after such conviction.

## ACCESS INFORMATION TO REGISTERED SEX OFFENDERS

The "Campus Sex Crimes Prevention Act" (CSCPA) is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. One of the requirements of the CSCPA is that states ensure that sex offender registration information is made available to law enforcement agencies with jurisdiction where the institutions of higher education are located.

The CSCPA also requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained.

Concorde Career College is complying with this requirement by providing information regarding registered sex offenders in your area.\*

Los Angeles Police Department  
North Hollywood Division  
11640 Burbank Boulevard  
North Hollywood, California 91601  
(818) 623-4016

Available 7 days a week, 24 hours a day

Attorney General Website:  
[www.caag.state.ca.us/megan/info.htm](http://www.caag.state.ca.us/megan/info.htm)

\* Please note that if you will be inquiring in person at a sheriff's department or police department, it is recommended that you bring a photo identification with you.

## CAMPUS SECURITY REPORT

### Types of Incidents:

	Number of Incidents:					
	On Campus Property			On Public Property		
	'04	'05	'06	'04	'05	'06
<b>Crimes Related To:</b>						
<i>Murder and Non-negligent Manslaughter</i>	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0
<i>Forcible Sex Offenses</i>	0	0	0	0	0	0
<i>Non-forcible Sex Offenses</i>	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	1	0	0	0	0
<i>Burglary</i>	0	0	1	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Larceny/Theft*</i>	--	--	0	--	--	0

### Arrests Related To:

<i>Drug Law Violations</i>	0	0	0	0	0	0
<i>Illegal Weapons Possessions</i>	0	0	0	0	0	0
<i>Liquor Law Violations</i>	0	0	0	0	0	0
<b>Other:</b> <i>Persons not arrested but referred for campus disciplinary action for liquor, drug and weapons law violations.</i>	0	0	0	0	0	0

### Hate Crimes Incidents:

<i>Race</i>	0	0	0	0	0	0
<i>Gender</i>	0	0	0	0	0	0
<i>Religion</i>	0	0	0	0	0	0
<i>Sexual Orientation</i>	0	0	0	0	0	0
<i>Ethnicity/National Origin</i>	0	0	0	0	0	0
<i>Disability</i>	0	0	0	0	0	0

\*The Larceny/Theft category is not a Clery Act reportable crime, however, we are listing it for informational use only.

Concorde Career College

# Campus Security Program & Annual Report

## PURPOSE

The safety of students, associates and visitors is an important concern of Concorde Career College. Concorde has prepared this brochure to increase your awareness of a number of programs and provide information to protect your safety and well being.

## POLICY STATEMENT

Concorde Career College's campus security program is an ongoing process that includes the development and enforcement of regulations, procedures and practices to provide a reasonable level of security for property, information and for the personal safety of associates, students and visitors.

Administration and supervisory personnel are responsible for the incorporation of security practices and procedures in their respective areas of operation.

Each associate and student is responsible for carrying out campus regulations, procedures and practices and shall comply with federal, state and local laws related to security matters while on the campus or in the course of representing or conducting institutional business.

Concorde Career College annually publishes this Campus Security Report in compliance with the Crime Awareness and Campus Security Act of 1990. It includes security policies and campus crime statistics. Further information is available from the office of the Campus President.

Concorde Career College  
12412 Victory Boulevard  
North Hollywood, California 91606

Phone: (818) 766-8151  
Fax: (818) 766-1587  
[www.concorde.edu](http://www.concorde.edu)  
October 2007

## PROCEDURES FOR REPORTING INCIDENTS

Concorde Career College has established campus policies regarding procedures and facilities for students and others to report crimes or emergencies.

All victims of crimes that occur on the campus or persons observing crimes to property or persons, suspicious activities or accidents should report these incidents to the Campus President or acting Campus President located in the administration offices of the campus, **(818) 753-6860, extension 246 or 239**. The emergency telephone number is **(818) 766-8151**. Direct dial emergency telephones are located in the following areas: reception desk, all offices and from the pay phone outside the student lounge on the lower level.

The Campus President provides, to all victims of crimes that occur on campus or to persons involved in serious traffic accidents, the opportunity to report the incidents to the local police department. If a victim declines to report the matter to the local police, the incident will be handled as an institutional matter. Concorde Career College reserves the right to treat an offense as a disciplinary matter whether or not it is being investigated by a police agency. A Security Incident Report should be completed for each reported incident.

## CAMPUS SECURITY AND LAW ENFORCEMENT

1. The Campus President or designee provides security support and information for Concorde Career College. The Campus President provides information in the areas of parking, traffic control, fire prevention, safety and enforcement of all applicable regulations.
2. Concorde Career College cooperates with outside law enforcement agencies and exchanges criminal information. Students, associates and visitors are encouraged to report criminal offenses to the local police department and to the Campus President.
3. The local police department, local county sheriff's department, and other local police agencies, state agencies and federal law enforcement agencies have criminal jurisdiction on the Concorde Career College campus.
4. Unarmed security personnel are on duty during the campus' evening operating hours and during day operating hours, if needed. Security personnel work closely with local law enforcement agencies to maintain a safe and secure environment.

## ACCESS TO FACILITIES

1. Academic buildings are open to students and associates during prescribed hours as long as students and associates comply with the rules and regulations of the campus. Access to the Administration Offices is open to associates, students and visitors by appointment only. Appointments are made through the receptionist at the campus.
2. The campus is not open to the public. Visitors are subject to the rules and regulations of the campus. Visitors must identify themselves to the receptionist and be accompanied by an associate.

## MAINTENANCE OF CAMPUS FACILITIES

The facilities maintenance of Concorde Career College is coordinated by the Campus President. Maintenance personnel are not available on an emergency basis and generally do not deal with the safety concerns of the campus. A school official must be notified.

## INFORMATIONAL PROGRAMS

Various programs are designed to inform students and associates about campus security procedures and practices and to encourage students and associates to be responsible for their own, and others' security.

1. The campus has established a standing Security Committee made up of associates to review, recommend, and establish policies, procedures and practices.
2. All students are provided a copy of the Annual Security Report that includes material advising them of precautions they should follow to help avoid becoming victims of crime on the campus.
3. Special security bulletins will be distributed, if a need arises, to advise students or associates of community crime patterns and suspect information.
4. Associates are provided with security orientation information during their initial employment evaluation period.

## PREVENTION PROGRAMS

1. Concorde Career College supports programs that offer educational information and victim assistance in areas such as acquaintance rape and sexual assault. Brochures related to various prevention programs are available to students and associates.
2. A new associate orientation checklist includes a security section and is used to document the training that supervisors give their associates.
3. Crime prevention awareness posters are distributed by the receptionist and posted in the student and associate lounges.
4. A parking lot escort is available for associates and students through the campus by contacting either the receptionist or Campus President.

## SEXUAL ASSAULT PROGRAMS AND PROCEDURES

1. Sexual assault, including rape, is a violation of Concorde Career College's Standards of Conduct for students and associates and the Sexual Harassment Policy, as well as a violation of the penal code.
2. Concorde Career College provides brochures to enhance sexual assault awareness and prevention. Brochures are available in the students' lounge.
3. If you are sexually assaulted, you may seek assistance by contacting any of the following: Campus President, selected Concorde management, and the local rape crisis center at **1 (800) 585-6231**. If you are off campus and in an emergency situation, call the local police department by dialing **911**.
4. Because evidence of sexual assault and the attacker's identity may be left on the victim's body, do not wash until you have been examined at the closest hospital emergency room. Go for

the exam as quickly as possible because the evidence deteriorates quickly and may be important in proving the assault in criminal proceedings. The hospital personnel will collect evidence, check for injuries and deal with the possibility of exposure to sexually transmitted diseases.

5. To report a sexual assault to Campus Administration, contact the Campus President. Any associate can assist you in this process. You may also report the assault directly to the local police department, by calling **(818) 623-4016**.
6. A victim who wishes to file an informal or formal complaint of sexual assault against a student or associate should notify the Campus President who will notify Human Resources and an investigation will be conducted. Possible sanctions against a student or an associate found guilty of sexual assault through campus proceedings include expulsion, suspension and probation for the student or disciplinary action up to and including termination of employment for associates. Refer to the Students Standards of Behavior located in the Student catalog or the Code of Ethics and No Discrimination or Harassment Policy for associates.
7. An associate or student who commits a sexual assault may be charged with a violation of the Sexual Harassment Policy by the campus. The policy explains which administrator the victim should contact to obtain an informal consultation or to file a formal complaint. Sanctions for sexual harassment may involve penalties up to and including expulsion for students and termination of employment for associates.
8. The accuser and the accused perpetrator are entitled to the same opportunities to have others (e.g., witnesses or advocates) present during a campus disciplinary proceeding. Both parties shall be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.
9. After reporting a sexual assault, a student victim may request changes in an academic situation. The student may seek assistance from the Campus President or make direct requests to the Academic Dean. These changes will be made if they are reasonably available.
10. Counseling for victims of sexual assault is not available on campus. Counseling is available through the local rape crisis centers; they may be contacted at **1 (800) 585-6231**.

## ILLEGAL DRUGS AND ALCOHOL POLICIES

1. The consumption and / or possession of any alcoholic beverage by any person less than 21 years of age is forbidden as provided by state law and campus regulations.
2. Alcohol consumption is not permitted on institutional premises under any circumstances.
3. Concorde Career College prohibits the use, possession, manufacture, sale or distribution by its students or associates of any illegal drug.
4. Drug prevention materials are distributed to students and associates annually.
5. The Drug-Free Workplace Act of 1988 applies to all associates of Concorde Career College. Any associate who is found guilty of an offense involving a controlled substance on the premises or property owned or controlled by the campus shall be subject