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Annual Security Report and Safety Policies

Crime Awareness and Campus Security Act of 1990

The Crime Awareness and Campus Security Act of 1990 requires CBD College, as all other institutions participating in Federal Student Aid programs, to publish and distribute to all current students and employees an annual report of security policies and crime statistics. An applicant for enrollment or employment may also request a copy of the report.

The *"Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act"* (originally known as the "Campus Security Act") was enacted by the United States Congress and signed into law by President George Bush in 1990. It is named in memory of 19-year old Lehigh University freshman Jeanne Ann Clery who was assaulted and murdered while asleep in her residence hall in 1986. This law requires us and all institutional officials with significant responsibility for campus and student affairs to publicly disclose 3 years of campus crime statistics.

The following document contains information regarding campus security policies and procedures for all students, employees and visitors of CBD College. The purpose of this disclosure and any crime prevention programs shared within this publication is to encourage students, faculty and visitors to be aware of the shared responsibility with the college for their own security and the security of others.

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the Chief Operating Officer who contacts the correct police department district for statistics and the institution's "Daily Incident Log", and then records those statistics. The report is distributed annually each October 1. Distribution is made through appropriate publications or mailings.

Campus Access and Security

CBD College is located in an office building complex, which provides public access to other tenant businesses and their visitors. Parking lots are lighted at night as are building entrances. The normal exercise of personal awareness of surroundings in any public area is recommended while on campus during daylight and evening hours.

Only students, employees and other parties having business with this institution should be on institutional property (4th and 5th Floors). Staff, faculty, students and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify the purpose of their visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. When the school closes for the night, the school's official or evening instructor will inspect each room to see that it is empty and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the

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appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

CBD College does not have its own campus law enforcement or security department. Administrative and faculty personnel have enforcement authority with regard to all school policies and procedures, work closely with state and local law enforcement agencies in the reporting of criminal activity, and promote accurate and prompt reporting of all crimes to the appropriate law enforcement agencies.

Campus Security Authorities

CBD College's policy designates the following individuals within the College as Campus Security Authorities in accordance with the guidelines set forth by the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and subsequent rules. The following administrative officers in descending order are the Campus Security Authorities:

- Chief Operating Officer
- Dean of Education
- Program Directors
- Program Coordinators/Clinical Coordinators

In the event of a criminal activity or behavior any employee of CBD College may be notified. As Campus Security Authorities these members of the college's administration receive online training annually.

Title IX Coordinator

Cynthia Tapia, Executive Assistant is the Title IX Coordinator for CBD College. In all situations requiring action any employee must respond to any possible or actual domestic violence or stalking (even hearsay from a third party) anywhere on campus or in public proximity to campus. In addition, any employee must respond to any reported incident at home or elsewhere that could be on campus, including domestic violence, dating violence, and private or public stalking.

Reporting of Criminal Activity

CBD College advises and encourages all students, faculty and associates who witness or personally experience crime while on campus to report their observations or experience to the nearest Campus Security Authority and, in most instances, to local law enforcement. CBD College will respond to each report in an appropriate manner that is consistent with state and federal laws and regulations. In the case of an emergency, students, faculty and associates are encouraged to dial 9-1-1.

All incidents shall be recorded in the CBD College's Daily Incident Log at 3699 Wilshire Blvd., Fourth Floor, Los Angeles, CA 90010. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered

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in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

If you are the victim of a crime and do not wish to pursue action within the college's system or the criminal justice system, you may still want to consider making a confidential report for the annual security report of the college. With your permission the administrative designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, faculty or staff; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics of the college.

Timely Warning Notice

In the event a crime is reported or a situation arises, either on or off campus, that in the judgment of the college's administration constitutes an ongoing or continuing threat, a campus wide "timely warning" notice will be issued. The warning will be issued to students and employees through the college's text messaging system. Bulletins will also be placed at entry points to the campus facility.

Policy on Discrimination

CBD College prohibits discrimination on the basis of race, color, sex, religion, national origin, ethnic group identification, ancestry, age, physical or mental disability, medical condition, military service, marital status, pregnancy, sexual orientation, or on any other basis prohibited by law. The college is committed to providing equal opportunities to all individuals in all programs and activities which it conducts.

Policy on Alcohol and Illegal Drugs

CBD College maintains a zero tolerance policy with regard to possession, use, and sale of alcoholic beverages or illegal drugs on campus. Students at CBD College are responsible for regulating their own conduct and for respecting the rights and privileges of others. Students are expected to conduct

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themselves in a professional manner compatible with the function of the college as an institution of learning. Students are expected to respect and obey all civil and criminal laws. Failure to show respect for the standards of behavior is cause for disciplinary action, which may include written advisements as well as campus suspension and/or expulsion. In an effort to achieve a campus free of the problems of substance abuse, the College has adopted policies prohibiting the unlawful manufacture, sale, distribution, possession or use of controlled substances and alcohol, including medical marijuana, on CBD property or at official functions on/off-campus. Any member or group of the CBD community violating these policies and regulations will be subject to disciplinary action.

Policy on Sexual Harassment

Sexual harassment is a form of sex discrimination and includes unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to or rejection of the conduct explicitly or implicitly affects an individual's learning environment, unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive learning environment. Individuals engaging in this behavior are in violation of state and federal statute and are subject to disciplinary action, including student dismissal and employee termination. Individuals who feel they have been subjected to discrimination or harassment, including sexual harassment, may file a complaint with the campus Chief Operating Officer.

Policy on Sexual Assault, Domestic Violence, Dating Violence and Stalking.

In the event an incidence of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking is reported to any staff or faculty member, with the consent of the victim and without delay, that staff or faculty member will notify the Chief Operating Officer by the most expeditious means available. If the Chief Operating Officer cannot be affirmatively contacted, the next senior administrator on site will be notified.

Pursuant to legal requirements, and with the victim's concurrence, the Chief Operating Officer will notify the appropriate local law enforcement agency of the reported incident and obtain an ambulance to transport the victim to the hospital, as necessary.

The Chief Operating Officer, (or in her absence, the next senior administrator) is responsible for ensuring services are available to victims, such as referral to a counseling center or other appropriate agencies in the community for immediate, short-term, crisis counseling or long-term counseling. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

The Chief Operating Officer will keep the victim informed of the status of any student disciplinary proceedings and the results of any disciplinary action or appeal of such disciplinary action in connection with the reported incident. The Dean of Education will be tasked with providing the necessary assistance to help the victim deal with any academic difficulties that may arise from the occurrence.

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The Chief Operating Officer will, in good faith, provide each victim with information about the following options: criminal prosecution, civil lawsuits, the disciplinary process through the college, the availability of mediation, and academic assistance.

CBD College will provide for prompt, fair and impartial disciplinary proceeding in cases of alleged dating violence, domestic violence, sexual assault, or stalking in which:

1. Officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused.
2. The accuser and the accused have equal opportunities to have others present, including an advisor of their choice.
3. The accuser and the accused receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures.
4. The proceeding is completed in a reasonably prompt time frame.
5. The accuser and the accused are given timely notice of meetings at which one or the other or both may be present.
6. The accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meeting and hearings

CBD College will, upon written request, disclose to the alleged victim of a crime of violence the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. Sanctions which may be taken include, but are not limited to formal hearing, suspension and/or expulsion. If the alleged victim is deceased as a result of the crime or offense, CBD will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (*20 U.S.C 1232g*), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

In reference to the preceding policy the following terms are defined below:

- Proceeding-undertaking, a course of action
- Result-effect brought about by something

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

CBD College prohibits domestic violence, dating violence, sexual assault and stalking. CBD College maintains a zero tolerance policy for the above mentioned offenses.

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

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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.

Sexual Assault

Sexual assault is a criminal activity prohibited in all employee and student areas, buildings, properties, facilities, service areas of CBD College and any location where classes/instruction are conducted. It is the policy of the College to ensure, to the extent possible, that students, faculty or staff who are victims of a sexual assault committed at or upon the grounds of or facilities maintained by the college shall receive information, follow-up services and referrals to local community treatment centers.

Sexual assault is an offense defined as, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or the threat of sexual assault.

Domestic/Dating Violence

Domestic/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/Dating violence not only affects those abused, but also has an impact on family members, friends, co-workers, other witnesses, and the community at large.

Domestic/Dating Violence includes, but is not limited to physical, psychological, sexual, economic, and emotional harm by a current or former partner or spouse. This type of violence can occur among straight or same-sex couples and falls in this category even if there is no sexual intimacy. Research shows that women ages 16 to 24 are three times more likely to experience intimate partner violence than women of other age groups. The goal is to stop the violence before it begins, but often individuals are uncertain if experiences are considered abusive, particularly when there has been an ongoing relationship.

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

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

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- A partner threatens violence
- A partner physically, verbally or sexually assaults you

In response, a victim may:

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

Stalking

Stalking occurs when a person repeatedly watches, follows or harasses a victim, making them feel afraid, unsafe or uncomfortable. It is intentional and often uncontrolled. A stalker can be someone a victim knows, a past boyfriend or girlfriend or a stranger.

Below are examples of what a stalker may do:

- Send you unwanted text messages, letters, emails and voicemails, often repeatedly
- Show up at your residence or place of work unannounced or uninvited
- Follow you with or without your knowledge
- Leave items like gifts or flowers that could seem romantic or non-threatening but are unwanted
- Constantly call and hang up
- Use social networking sites and technology to track you or repeatedly try to engage you
- Spread rumors about you via the internet or word of mouth
- Call your employer or instructor
- Wait at places you hang out or outside your classroom or residence
- Try to get information about you through others, i.e. looking at your Facebook page through someone else's page or befriending your friends in order to get more information about you.
- Damage your home, car or other property.

Bystander Intervention

CBD College is a proponent for Bystander Intervention. Below is an outline of safe and positive bystander intervention techniques 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.

An engaged bystander is someone who intervenes before, during, or after a situation when they see or hear behaviors that promote sexual violence. It is common for people to witness situations where someone makes an inappropriate sexual comment or innuendo, tells a rape joke, or touches someone

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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.

Resources

Although there are no proven strategies for lessening the likelihood of sexual assault or rape, several risk-reduction strategies are recommended. The following information is provided by RAINN, the nation's largest anti-sexual violence organization:

- Sexual Assault-Implementing a Safety Plan
- What is Consent?
- How to Protect Yourself on Social Media
- Staying Safe on Campus
- Protecting A Child From Sexual Assault

VAWA Crime Definitions

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 or marital relationship shall not be sufficient to constitute consent. A person who initially consents and participates in the act of has the right to withdraw that consent. To be effective as a withdrawal of consent, the person must inform the other person by words or conduct that consent no longer exists, 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
(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.

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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 acts 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.

Crime Statistic Report

Campus Security

CBD College complies with the Campus Crime Statistics internet-reporting requirements set forth by the U.S. Department of Education. Campus Crime Statistics may be viewed at http://nces.ed.gov/collegenavigator/?q=cbd+college&s=all&id=439367#crime.

Crime statistic reports for the years **2012, 2013 and 2014** were based on the school's location: 3699 Wilshire Blvd., # 400, Los Angeles, CA 90010.

Campus

For Crime statistic reporting "The Campus" is considered to be 4th and 5th floors of the building including garage. CBD College does not maintain or operate any student housing facilities.

Non- Campus

There are no buildings or properties that should be considered as "non-campus" for the purpose of crime statistics reporting.

Public Property*

For Crime statistics reporting the area that is described by Los Angeles Police Department as "Olympic Area Number 2024" with the following boundaries is considered as public property:

North Boundary: W. 6th Street
South Boundary: Wilshire Blvd
East Boundary: S. Hobart Blvd
West Boundary: S. Serrano Avenue

*Only the public property that is within our campus, or next to or bordering our campus and that is easily accessible from our campus is required to be included in this report.

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Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/12 and 12/31/14.

Report Distribution Date: October 1, 2015
Occurrences within the 2012, 2013 and 2014 Calendar Years

• Prior to the 2014 data collection, Domestic Violence, Dating Violence, Stalking, Rape and Fondling were not collected and reported.

• As of the 2014 data collection, Sex Offenses (*Forcible, Non-forcible*) is no longer a category to be reported.

• As of the 2014 data collection, Hate Crimes has additional category of Bias to be reported: Gender Identity. Bias category of Ethnicity/National Origin was split onto two separate categories.

CRIMINAL OFFENSES				
Crime Category:	**2012**	**2013**	**2014**	**Location: C – Campus N – Non-campus P – Public Prop.**
Murder *(Non-negligent manslaughter)*	0	0	0	
Negligent Manslaughter	0	0	0	
Sex Offenses - *Forcible*	0	0	N/A	
Rape	0	0	0	
Fondling	0	0	0	
Sex Offenses - *Non-forcible*	0	0	N/A	
Incest	0	0	0	
Statutory rape	0	0	0	
Robbery	0	0	0	
Aggravated Assault	0	0	1	P
Burglary	0	0	0	
Motor Vehicle Theft *(do not include theft from a motor vehicle)*	3	1	1	P
Arson	0	0	0	

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HATE CRIMES

Crime Category:	2012	2013	2014	Location: C – Campus N – Non-campus P – Public Prop.	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
Murder *(Non-negligent manslaughter)*	0	0	0		0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0		0	0	0	0	0	0	0	0
Sex Offenses - *Forcible*	0	0	N/A		0	0	0	0	0	0	0	0
Rape	N/A	N/A	0		0	0	0	0	0	0	0	0
Fondling	N/A	N/A	0		0	0	0	0	0	0	0	0
Sex Offenses - *Non-forcible*	0	0	N/A		0	0	0	0	0	0	0	0
Incest	0	0	0		0	0	0	0	0	0	0	0
Statutory rape	0	0	0		0	0	0	0	0	0	0	0
Robbery	0	0	0		0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0		0	0	0	0	0	0	0	0
Burglary	0	0	0		0	0	0	0	0	0	0	0
Motor Vehicle Theft *(do not include theft from a motor vehicle)*	0	0	0		0	0	0	0	0	0	0	0
Arson	0	0	0		0	0	0	0	0	0	0	0
Simple Assault	0	0	0		0	0	0	0	0	0	0	0
Larceny-theft	0	0	0		0	0	0	0	0	0	0	0
Intimidation	0	0	0		0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0		0	0	0	0	0	0	0	0

VAWA OFFENSES

Crime Category:	2012	2013	2014	Location: C – Campus N – Non-campus P – Public Prop.
Domestic Violence	N/A	N/A	0	
Dating Violence	N/A	N/A	0	
Stalking	N/A	N/A	0	

ARRESTS

Crime Category:	2012	2013	2014	Arrested? (Y or N)	Referred for Campus Disciplinary Action (Y or N)
Weapons: carrying, possessing, etc.	0	0	0		
Drug Abuse Violations	0	0	0		
Liquor Law Violations	0	0	0		