CAREER CARE INSTITUTE
Campus Safety & Security Policy

Revised 10/2018, 09/2019, 12/2020, 09/2021, 08/2022, 10/2023, 5/2024, 8/2025, 9/2026

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Table of Contents

Emergency Contact Information 6

Career Care Institute's Non-Discrimination Policy 7
Title IX Definitions 7
Section I: Career Care Institute Safety 7

1.1 Career Care Institute Safety Declaration 8
1.2 The Campus Security Authority 9
1.3 Campus Security Guards 8
1.4 Memorandum of Understanding with Local or State Police Agencies 8
1.5 Annual Review of the Campus Safety Program 8
1.6 Safety Programs 8
1.6.1 Informing New Staff of Safety Reporting Procedures 9
1.6.2 Training and Drills 9

Section II: Reporting Criminal Activities 9

2.1 Reporting Crime to Campus Security Authority 9
2.2 Methods of Reporting Crime to Law Enforcement 10
2.3 Anonymous Hate Crime Reporting 11
2.4 Reporting Weapons on Campus 11
2.5 Reporting Criminal Activity to the Campus Security Authority 11
2.6 Anonymous and Confidential Reporting of Crimes 11
2.7 Confidential Reporting to a Counselor 11
2.8 Victim's Bill of Rights 11

Section III: Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics 13

3.1 Notifying the School Community 13
3.2 Procedure for Gathering and Disclosing of the Institute's Annual Crime Statistics 13
3.3 Reportable Locations and Their Definitions "Clery Geography:" For the purposes of collecting statistics on crimes for submission to the Department of Education and inclusion in an institution's annual security report, Clery geography includes: 14
3.4 Unfounded Crimes 14

Section IV: Safety Awareness and Crime Prevention 15

4.1 Crime Prevention Measures 15
4.2 Safety and Access to Career Care Institute Campus Facilities 15

4.3 Maintenance on Career Care Institute Campuses 15
4.4 Emergency Evacuation Planning 15
Section V: Timely Warning and Emergency Notifications 16
5.1 Timely Warnings 16
5.2 Emergency Notifications 16
5.3 Reporting Emergencies 17
5.4 Notification Methods 17
5.5 Maintenance of Emergency Contact Information 18
5.6 Definitions 18
Section VI: Reportable Offenses 19
6.1 List of Reportable Offenses 19
6.2 Hate Crimes 21
Section VII: No Weapons on Campus 22
7.1 Qualified Law Enforcement Officers 23
Section VIII: Policies and Programs Concerning Alcohol and Other Drugs 24
8.1 Alcohol and Other Drugs Prevention and Counseling Services 24
8.1.1 Employee Resources 25
8.2 Health Risks of Alcohol and Other Drugs 25
8.3 Physical and Psychological Dependence and Effects on Specific Drugs 26
8.4 Standards of Conduct 27
8.5 Sanctions the School Will Impose for Alcohol or Other Drugs Violations 27
8.6 Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance 27
Section IX: Sexual Violence Policy and Prevention 30
9.1 Reporting Dating Violence, Domestic Violence, Sexual Assault, or Stalking 31
9.2 Facts about Dating Violence, Domestic Violence, Sexual Assault, and Stalking 32
9.3 Bystander Intervention – What Can Bystanders Do? 32
9.4 Risk Reduction 33
9.5 Sexual Assault 33
9.5.1 Importance of Preserving Evidence 34
9.5.2 Drug-Facilitated Sexual Assault 34
9.5.3 Surviving Sexual Violence 35
9.6 Domestic and Dating Violence 36

9.7 Stalking 37
9.8 Educational Programs – Dating Violence, Domestic Violence, Sexual Assault, and Stalking Awareness 38
Section X: Reporting Options for Victims of Crime 39
10.1 Reporting to Law Enforcement 39
10.2 Reporting to Title IX 39
10.2.1 Reports by Individuals Who Want to Remain Anonymous 40
10.2.2 Time Frame for Reporting 40
10.2.3 Amnesty to Students Who Report Prohibited Conduct or Seek Assistance 40
10.3 Reporting to CCI Staff and Faculty 41
10.4 Confidentiality 42
10.5 Supportive and Protective Interim Measures 42
Section XI: Title IX and VAWA Policy 43
11.1 Overview 45
11.2 Scope 45
11.3 Contact Information 45
11.4 Reporting Policies and Protocols 45
11.5 Counseling, Advocacy, and Support 46
11.6 Prohibited Conduct 46
11.6.1 Harassment 46
11.6.2 Sexual Assault and Non-Consensual Sexual Contact 47
Section XII: Violations of Student Conduct, Disciplinary Procedures, and Written Notifications 48
12.1 How to File a Complaint 49
12.2 Initial Review of Allegations 49
12.3 The Investigation 49
12.4 Evidence Review 51
12.5 Report and Communication of Finding and Recommendations to Parties ... 51
12.6 Title IX Coordinator Implements Final Findings and Recommendations 52
12.7 Prohibition against Retaliation 52
12.8 Sanctions the School May Impose Following an Institutional Disciplinary Determination of Sex Discrimination, Sexual Harassment, or Sexual Violence ... 53
Section XIII: Sex Offender Registry 53

13.1 Sex Offender Registry 53
13.2 Reporting Convicted Sex Offenders 53
XIV: Contacting the Campus Security Authority 53
XV: Counseling and Assistance Resources Assistance and Services for Victims of Sexual Violence 54
Crime Statistics Report 56
Information Form 61

Emergency Contact Information

Lancaster Emergency Numbers

Emergencies	911
Police Department	661.948.8466
Fire Department	661.948.1180
Poison Control	800.222.1222
AV Hospital	661.949.5000

Oxnard Emergency Numbers

Emergencies	911
Police Department	805.385.7600
Fire Department	805.385.7722
Poison Control	800.222.1222
Oxnard Hospital	805.988-2500

Moreno Valley Emergency Numbers

Emergencies	911
Police Department	951.486.6700
Fire Department	951.242.3101
Poison Control	800.222.1222
MV Hospital	951.486.4000

Important Numbers

Lancaster CAO/President
661.942.6204 ext. 248

Oxnard Campus Director
805.477.0660 ext. 301

Moreno Valley Campus Director
951.214.6446 ext. 203

Contact your Campus Security Authority if you or someone you know:

- Sees unsafe conditions at a CCI location
- Becomes the victim of a crime
- Needs a referral for drug or alcohol abuse
- Would like someone to assist you to contact a counselor



Career Care Institute Non-Discrimination Policy

Career Care Institute is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. Under the provisions of Title IX of the Higher Education Act, the Institute does not discriminate and prohibits discrimination on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its admissions practices, educational programs and activities, and in its employment policies. As such, all students are provided equal educational opportunities regardless of sex; gender; gender identity; sexual orientation; sexual characteristics; parental, family, or marital status; pregnancy or related conditions; race; color; national origin; religion; disability; or age. The Institute applies its policy consistently and uniformly. Students or employees may contact the Title IX Coordinator at each campus with any inquiries or complaints regarding the Non-Discrimination Policy.

Title IX Definitions (2024 update)

- **Complaint**: An oral or written request to the institution that can objectively be understood as a request for the institution to investigate and make a determination about alleged sex-based discrimination under Title IX. A signed complaint is not required.
- **Complainant**: An individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Respondent**: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Party**: A complainant or respondent.
- **Confidential employee**:
    - An employee whose communications are privileged or confidential under State or Federal law.
    - An employee who is designated as confidential by the institution for the purpose of providing services to persons related to sex discrimination. They are only considered confidential when they are functioning in that role.
    - An employee conducting an Institutional Review Board-approved human-species research study. Their confidential status only applies to information received from the study.
    - These employees must identify themselves as confidential for purposes of Title IX, must provide information on how to contact the Title IX Coordinator, how to make a complaint, and how the Title IX Coordinator can help.
- **Disciplinary sanctions**: Consequences imposed on a respondent following a determination under Title IX that the respondent violated the school's policy on sex discrimination.
- **Relevant**: Related to the allegations of sex discrimination under investigation as part of the grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred. Evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

- **Remedies**: measures provided, as appropriate, to a complainant or any other person the school identifies as having had their equal access to its education program or activity limited or denied by sex discrimination.
- **Retaliation**: as any adverse action taken against a person to interfere with their Title IX rights or because they reported sex discrimination. Retaliation can include intimidation, threats, coercion, discrimination, and harassment.
- **Peer retaliation**: Retaliation against a student by another student.
- **Sex-based harassment**: sexual harassment and other harassment on the basis of sex that is: (1) quid pro quo harassment, (2) hostile environment harassment, or (3) a specific offense (categories identified in the current regulations).
- **Supportive measures**: Supportive measures are immediate actions the school can help coordinate for students to eliminate a hostile environment and address effects from incidents of sexual misconduct, discrimination, or harassment prior to the initiation of any investigation and/or formal complaint. (https://ogletree.com/insights-resources/blog-posts/2024-title-ix-regulation-update-part-ii-section-106-2-definitions/).

Section I: Career Care Institute Safety

Career Care Institute (CCI) has developed important programs to help protect your safety and well-being. The following information is not a contract. It is, however, a useful description of our campus safety policies, and we encourage you to read it carefully.

1.1 Career Care Institute Safety Declaration

Career Care Institute is committed to providing a reasonable level of security for its students, employees, and visitors. The following report provides information regarding campus security policies and procedures for all students and employees of Career Care Institute.

Like other institutions, college campuses are not without occasional crimes. You are not only a citizen of the country and state in which you live, you are an important member of Career Care Institute's community of students, faculty, and staff. This means that you must obey both U.S. law and the rules and regulations of the school. Being aware of those rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at the school.

The federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (more commonly referred to as "the Clery Act") requires all postsecondary educational institutions participating in federal Title IV student financial assistance programs to disclose certain crime statistics, safety related policies and procedures, fire safety information, and fire statistics in an annual security report (ASR) to be published by **October 1st of every year**.

A well-informed campus community helps create a safe public. The school follows federal law and annually publishes and distributes crime statistics for the current calendar year and the three previous years. You may review them at www.ccicolleges.edu/general-disclosures/?.

Career Care Institute is firmly committed to complying with all applicable laws and government regulations. This commitment applies to all educational programs and activities, including admissions and financial aid. The school seeks compliance with all statutes prohibiting discrimination in education, including Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972, including the Final Rule of 2024; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Jeanne Clery Disclosure of Campus Security Act (as amended by the Violence Against Women Reauthorization Act of 2013 [VAWA]); the Americans with Disabilities Act of 1990; the Americans with Disabilities Act Amendment Act of 2008; and the Stop Campus Hazing Act (2024). This good-faith effort to comply is made even when such laws and regulations conflict with each other. Further, in compliance with Section 504, the school provides reasonable accommodations for students and applicants with disabilities.

1.2 The Campus Security Authority

To help ensure the safety of the school community, the School has a designated Campus Security Authority (CSA) on every campus. We fully cooperate with the police and other public law enforcement. All Clery Act crimes that are reported need to be taken to the following staff member who also serve as Title IX Coordinators:

Lancaster *President / CAO* *Evelyn Orellana* 43770 15th Street West Suite 115, Lancaster, CA 93534 (661) 942-6204, ext. 248 Or *Carol Dykehouse* 43770 15th Street West Suite 115. Lancaster, CA 93534 (661) 942-6204, ext. 102	*Oxnard* *Campus Director* *Carolina Olivares* 2051 North Solar Drive Oxnard, CA 93036 (805) 477-0660, ext. 301 Or (805) 477-0660, ext. 325	*Moreno Valley* *Campus Director* *Gabriela Villanueva* 22500 Town Circle Drive Moreno Valley, CA 93553 (951) 214-6446, ext. 203 Or *Carol Dykehouse* 43770 15th Street West Suite 115. Lancaster, CA 93534 (661) 942-6204, ext. 102

The Clery Act states that a CSA can be defined as any one of the following:

- Campus police department or a campus security department.
- Any individual who has responsibility for campus security (e.g., who is responsible for monitoring the entrance).

This Campus Safety Policies document refers to the local CSA as the individual the school designates at every campus and identifies on **In Case of an Emergency/911** posters in all classrooms and common areas for all Career Care Institute locations. Students, faculty, and staff should report criminal offenses and incidents to their CSA. You can also find the CSA's name and contact information at www.ccicolleges.edu/general-disclosures/?.

Individuals should report any complaints regarding non-compliance with the Clery Act, VAWA, or any state-specific regulations to their CSA/Title IX Coordinator.

The Clery Act states that other individuals may also support the CSA function, such as front desk Institute staff and those who provide security or monitor access to campus facilities or parking facilities. These individuals serve as a point of contact in the event of an emergency, incident, or crime.

The local CSA advises the relevant individuals of their position as point of contact, provides Clery Act training, and partners with them to maintain a constant working relationship. Employees and security personnel who handle tasks like patrolling, monitoring access, or providing a driving or walking safety escort also serve in campus security authority capacities. The local CSA provides training on incident reporting and submitting crime reports.

1.3 Campus Security Guards

Career Care Institute employs a private security guard at its Lancaster and Oxnard campuses. The Moreno Valley campus has security through the mall facility where the building is located. The private security guards report all incidents and crime information to the Campus Security Authority named above in accordance with the Clery Act.

While the security personnel and campus employees cannot make arrests, they do work closely with federal, state, and local law enforcement agencies to aid in the arrest of individuals committing crimes against the school and its members.

Security guards keep daily activity reports and are required to report all incidents and crime information to the appropriate Campus Security Authority in accordance with the Clery Act. All information is reviewed for reporting purposes.

1.4 Memorandum of Understanding with Local or State Police Agencies

Career Care Institute currently does not have any formal Memoranda of Understanding (MOU) between its campuses and any law enforcement agencies.

1.5 Annual Review of the Campus Safety Program

Career Care Institute will conduct an annual review of our Campus Safety Program, Clery Act-related obligations, including the Annual Security Report (ASR) to ensure continuing compliance with Clery Act requirements.

1.6 Safety Programs

Each campus sponsors at least one annual safety event and one sexual assault awareness and prevention training. These trainings should be conducted at a time and location selected to maximize participation from all students, faculty and staff. A common theme of our safety events is developing members' awareness of their responsibility for their own safety and the safety of others. We focus on increasing security alertness and crime prevention education. The annual safety event varies by campus and may include CPR,

AED (automated external defibrillator), crime prevention, self-defense and protection, and local police or fire department demonstrations.

1.6.1 Informing New Staff of Safety Reporting Procedures

In addition to coordinating these safety events, the CSA makes a good-faith effort to inform new and existing personnel of security reporting procedures. Staff members who have regular interaction with the campus community are informed that students may approach them with crime-related incidents that need to be reported quickly to the CSA. Under the April 2024 Title IX Final Rule, any employee with knowledge of conduct that reasonably may constitute sex discrimination in a CCI education program or activity must promptly notify the Title IX Coordinator. Only confidential employees, as defined above, acting in their confidential capacity, are exempt.

1.6.2 Training and Drills

Active Shooter – Although the odds of being involved in such an event are low, the sudden, catastrophic nature of these attacks requires that individuals, schools, workplaces, and public areas think *in advance* about how to respond. The Los Angeles County Sheriff's Department has created a video, "Surviving an Active Shooter," to help people answer the question "What would you do?" https://youtube/DFQ-oxhdFjE

Sexual Harassment Training – The purpose of the sexual harassment training is to provide an opportunity for faculty, staff, and students to learn or refresh their memories on how to handle issues pertaining to this topic. Understanding sexual harassment and how to report an incident will assist in minimizing conflict and discomfort from behavior associated with harassment.

Section II: Reporting Criminal Activities

Keep the emergency numbers in this report handy and add the appropriate numbers to your smartphone contacts list.

2.1 Reporting Crime to Campus Security Authority

If you are the victim of a crime or a witness to a crime, CCI strongly encourages you to promptly report the matter by contacting your Title IX Coordinator.

If you are in immediate danger, call the appropriate local police agency by dialing **911** or calling the station. Reporting a crime is important, and your help could assist in apprehending criminals. The likelihood of apprehending a suspect increase greatly when crime is promptly reported to law enforcement. The likelihood of making an arrest decreases quickly as the minutes pass.

Lancaster	Oxnard	Moreno Valley
(661)948-8466	(805)385-7600	(951)486-6700

If you witness a crime, immediately go to a safe place and then call the CSA if the incident occurs on-campus (or 911 if the incident occurs off-campus). Stay on the line and tell the

dispatcher everything you can remember about the suspect (his/her clothing and appearance, physical description, vehicle, direction of travel, and anything else that may be helpful for the authorities in their effort to apprehend the suspect).

Reporting crimes helps in preventing them from happening again and it assists in the tracking of crime and related trends to develop specific ways to combat crime. Keep the emergency numbers in this report handy and add the appropriate numbers to your smartphone contacts list.

2.2 Methods of Reporting Crime to Law Enforcement

1) Career Care Institute. You can speak with the CSA and complete a report. In the event of an emergency, call the CSA at the numbers listed above, and make arrangements to meet with the CSA to complete a report.

2) Local Police Department:

- Lancaster: Los Angeles Sheriff's Department (LASD)
  - You can contact the LASD by calling 911 in an emergency or (661)948-8466 for non-emergencies
  - You may submit an anonymous tip anytime, anywhere, 24 hours a day, 7 days a week, by phone (800)-78-CRIME (800-782-7463). For additional information, visit: https://wetip.com
- Oxnard: Oxnard Police Department
  - You can contact the Oxnard Police Department by calling 911 in an emergency or (805)385-7600 for non-emergencies.
  - You may submit an anonymous tip by texting "BUSTED" plus your message to CRIMES (274637). You can also call (800)-222-TIPS as well.
- Moreno Valley: Riverside Sheriff's Department
  - You can contact the Riverside Sheriff's Department by calling 911 in an emergency or (951) 247-8700 for non-emergencies.
  - You may submit an anonymous tip by visiting https://www.riversidesheriff.org/crimetips/.

3) Crime Stoppers. You can alert police to a crime or incident anonymously using a phone, computer, or mobile application through the Crime Stoppers program. If a person wants to report a crime through Crime Stoppers, they may do so by any of the following:

- Los Angeles Crime Stoppers (Lancaster Campus and Moreno Valley Campus)
  - Submitting an on-line web tip to Los Angeles Regional Crime Stoppers through http://www.lacrimestoppers.org/
  - Submitting a tip through the mobile application P3 Tips for Androids and iPhones. The application is free and allows for GPS location.
  - Calling 1-800-222-8477. LAPD's phone lines for this service are encrypted, and no phone calls are recorded. All tips submitted through Crime Stoppers are anonymous. Callers whose tips lead to an arrest or filing of a criminal charge may be eligible to receive a cash reward.
- Oxnard County Crime Stoppers (Oxnard Campus)
  - Texting "BUSTED" plus your message to CRIMES(274637).

- Calling (800)222-TIPS to follow up on tips made to the call center or to provide additional information. Callers whose tips lead to an arrest or filing of a criminal charge may be eligible to receive a cash reward.

2.3 Anonymous Hate Crime Reporting

Career Care Institute does not tolerate acts of bias within its community, and students are expected to be respectful and inclusive. All incidents of bias, hate crimes, and hate incidents are considered a serious breach of our expectations and must be reported allowing for appropriate investigation and response by CCI's Title IX Coordinator. For further information, please visit Student Services to fill out an Incident Report.

2.4 Reporting Weapons on Campus

No weapons are permitted on campus. In the event an employee, guest, or student brings a weapon on campus and a threat or danger to the Institute community is perceived, **call 911** to report the weapon on campus. **Second, call the Campus Director** so that s/he may respond to the situation as soon as possible.

2.5 Reporting Criminal Activity to the Campus Security Authority

The CSA is available at all Career Care Institute campuses for students, faculty, and staff. The CSA has the official authority to receive all reports relating to crime at Institute locations.

The identity of the CSA is listed on the Institute website at www.ccicolleges.edu/general-disclosures/? and is posted on the In Case of Emergency/**911** posters in visible areas at each campus. Please look for this information so you will be prepared if you need it.

2.6 Anonymous and Confidential Reporting of Crimes

Career Care Institute encourages students, faculty, and staff to report any suspicious or criminal activities that occur at a Career Care Institute location. You may request confidentiality or make crime reports anonymously. Please contact your CSA and request confidentiality or anonymity if desired. The Institute **does not disclose personally identifiable information in its Campus Crime Statistics** at www.ccicolleges.edu/general-disclosures/? or in the public Campus Crime Log.

2.7 Confidential Reporting to a Counselor

Victims seeking professional counseling will have their information kept in confidence. Even if a victim gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the Annual Crime Statistics. Career Care Institute will provide a counselor to the students upon request. See Student Services for more information.

2.8 Victim's Bill of Rights

Marsy's Law significantly expands the rights of victims in California. Under Marsy's Law, the California Constitution article I, §28, section (b) now provides victims with the following rights:

1. To be treated with fairness and respect for his or her privacy and dignity, and to be free from intimidation, harassment, and abuse, throughout the criminal or juvenile justice process.
2. To be reasonably protected from the defendant and persons acting on behalf of the defendant.
3. To have the safety of the victim and the victim's family considered in fixing the amount of bail and release conditions for the defendant.
4. To prevent the disclosure of confidential information or records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law.
5. To refuse an interview, deposition, or discovery request by the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, and to set reasonable conditions on the conduct of any such interview to which the victim consents.
6. To reasonable notice of and to reasonably confer with the prosecuting agency, **upon request**, regarding, the arrest of the defendant if known by the prosecutor, the charges filed, the determination whether to extradite the defendant, and, **upon request**, to be notified of and informed before any pretrial disposition of the case.
7. To reasonable notice of all public proceedings, including delinquency proceedings, **upon request**, at which the defendant and the prosecutor are entitled to be present and of all parole or other post-conviction release proceedings, and to be present at all such proceedings.
8. To be heard, **upon request**, at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.
9. To a speedy trial and a prompt and final conclusion of the case and any related post-judgment proceedings.
10. To provide information to a probation department official conducting a pre-sentence investigation concerning the impact of the offense on the victim and the victim's family and any sentencing recommendations before the sentencing of the defendant.
11. To receive, **upon request**, the pre-sentence report when available to the defendant, except for those portions made confidential by law.
12. To be informed, **upon request**, of the conviction, sentence, place and time of incarceration, or other disposition of the defendant, the scheduled release date of the defendant, and the release of or the escape by the defendant from custody.
13. To restitution.
    A. It is the unequivocal intention of the People of the State of California that all persons who suffer losses as a result of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer.

B. Restitution shall be ordered from the convicted wrongdoer in every case, regardless of the sentence or disposition imposed, in which a crime victim suffers a loss.
C. All monetary payments, monies, and property collected from any person who has been ordered to make restitution shall be first applied to pay the amounts ordered as restitution to the victim.

14. To the prompt return of property when no longer needed as evidence.
15. To be informed of all parole procedures, to participate in the parole process, to provide information to the parole authority to be considered before the parole of the offender, and to be notified, **upon request**, of the parole or other release of the offender.
16. To have the safety of the victim, the victim's family, and the general public. considered before any parole or other post-judgment release decision is made.
17. To be informed of the rights enumerated in paragraphs (1) through (16).

Title IX Coordinators are required to monitor the school's education programs or activities for barriers to reporting information about conduct that reasonably may constitute sex discrimination and take steps reasonably calculated to address such barriers.

Section III: Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

We provide notice of reporting and disclosure of Campus Safety Policies and Annual Crime Statistics to current students, faculty, and staff.

3.1 Notifying the School Community

Every year, the Institute's community members receive a notice of the Annual Security Report electronically. The notice:

- Discloses that these annual crime statistics are part of the Career Care Institute Annual Security Report and available on a website;
- Gives the exact electronic website address for this report: www.ccicolleges.edu/general-disclosures/?; and
- States that community members may request a paper copy of the report.

Career Care Institute also notifies prospective students, faculty, and staff about the Campus Safety Policies and Annual Crime Statistics. The information contains the exact website address and states that community members may request a paper copy.

3.2 Procedure for Gathering and Disclosing of the Institute's Annual Crime Statistics

A police report must be filed for loss or destruction of school property or crimes that occur on school property and for theft of Institute property, which is considered traceable (i.e., includes a serial number), even if the property was not stolen from a school location. Individual victims may choose to file a police report for personal property. We encourage them to do so. If asked, the CSA can assist with police reports for personal property.

The CSA will prepare and maintain documentation files for all reported campus crimes. The school must include in Clery Act reporting statistics all crimes reported to CSAs, regardless of who reported, whether an investigation is initiated, or whether there is any decision by a court, prosecutor, or any other non-campus official.

The CSA will also maintain a listing of all crimes that occur on campus in the Campus Crime Log (Logbook), which must be made available to the public. The Logbook is required to be available at the front desk for inquiring individuals. The Logbook will not contain any personal or private information regarding victims of or witnesses to the crimes.

The Logbook for the most recent sixty (60) day period must be available for public inspection, upon request, during normal business hours. Any portion of the Logbook that is older than sixty (60) days must be made available within two (2) business days of a request. Logbooks must be kept for seven (7) years.

3.3 Reportable Locations and Their Definitions

Clery Geography: For the purposes of collecting statistics on crimes for submission to the Department of Education and inclusion in an institution's annual security report, Clery geography includes:

- Buildings and property that are part of the institution's campus
- The institution's non-campus buildings and property
- Public property within or immediately adjacent to and accessible from the campus

For the purposes of maintaining the crime log required, Clery geography also includes, in addition to the locations above, areas within the patrol jurisdiction of the campus police or the campus security department.

On Campus: Any building or property, owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendors).

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

The Department of Education requires the inclusion of applicable statistics reported by local and state law enforcement not already included in the Career Care Institute Annual Security Report.

3.4 Unfounded Crimes

Career Care Institute discloses the total number of unfounded crimes in its Annual Security Report. On rare occasions, the Institution may remove a reported crime from its

crime statistics. This may only be done when sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and has been determined unfounded.

Section IV: Safety Awareness and Crime Prevention

At Career Care Institute, we take safety awareness and crime prevention measures very seriously.

4.1 Crime Prevention Measures

Part of crime prevention is being alert to and aware of your immediate environment. Here are some important ways you can help keep yourself - and the school community - more safe and secure:

- Lock your vehicle.
- Always take and keep your car keys with you.
- At night, travel in well-lit areas and in pairs if possible.
- Avoid short cuts and deserted areas.
- Do not leave valuable items visible inside your car, including personal items and school-related materials such as textbooks.
- Do not park in isolated or poorly lit areas.
- Leave highly valuable items at home.
- Do not leave your personal property unattended.
- Do not carry more cash than necessary.
- Keep your purse, backpack, or briefcase close to your body.
- Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Never bring any kind of weapon onto Institute property.

4.2 Safety and Access to Career Care Institute Campus Facilities

Our goal is to provide a campus environment that is as safe and secure as possible. Campus buildings and facilities are usually accessible to the public during normal business hours. However, classrooms and office buildings are generally locked when not in use. Only faculty and staff members have access to private program areas and secured administrative and institutional facilities.

4.3 Maintenance on Career Care Institute Campuses

The CSA ensures campus maintenance issues that may affect safety or enhance criminal activity are resolved. The CSA will notify the appropriate facilities manager and request prompt attention to the problem. School facilities management personnel maintain and repair campus facilities. This includes repairs to defective doors and locking mechanisms. Exterior lighting is another important part of our commitment to campus safety. Promptly report any problems or hazards you notice to your CSA.

4.4 Emergency Evacuation Planning

The CSA conducts at least one emergency evacuation drill per year at each campus location. Faculty and staff are encouraged to be familiar with these procedures. All campus

buildings post exit and evacuation diagrams on each floor. The school also maintains Emergency Response Guides (ERGs) in classrooms and common areas to provide a hands-on resource for students, faculty and staff to utilize in the event of emergencies involving medical response, evacuation, fire/smoke/explosion, severe weather, hazardous material, earthquake/power outage, intruder, civil disturbance, and bomb threat.

Section V: Timely Warning and Emergency Notifications

The Clery Act requires schools to issue a timely warning to the campus community regarding any Clery Act crime that is reported to campus security authorities (or to local law enforcement authorities where local law enforcement informs CCI of the incident); occurs within the school's Clery geography and patrol area; and is deemed to represent a serious or continuing threat to the community. The Clery Act also requires the school to immediately issue an emergency notification to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

5.1 Timely Warnings

The decision to issue a timely warning is made on a case-by-case basis in light of all known circumstances surrounding a crime, including factors such as the nature of the crime reported, whether there exists a continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

The process the school will follow when issuing or determining whether to issue a timely warning is simple and designed to expedite decision making and notification to the community. Upon receiving a report that may result in issuance of a timely warning, CCI staff will analyze the incident. We will issue timely warnings through mass email notification to all enrolled students, faculty, staff, and others who have consented to receipt of such notifications. When a timely warning is issued, CCI will withhold the names of victims to preserve confidentiality. Any follow-up with notification of additional relevant information will be sent out as it becomes available.

In the event that a crime occurs outside of defined Clery geography and poses an immediate, continuing, and or ongoing threat to the safety of the campus community, CCI will issue a crime alert. The decision to issue a crime alert is made on a case-by-case basis in light of all known circumstances surrounding a crime, including factors such as the nature of the crime reported, whether there exists a continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. CCI will follow up with notification of additional relevant information as it becomes available.

5.2 Emergency Notifications

If Career Care Institute determines that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of the campus, the school will, without delay and taking into account the safety of the community, determine the content of an emergency notification and communicate an appropriate warning (e.g. an emergency notification), unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

In determining an appropriate communication, CCI 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. Timely warnings, crime alerts and emergency notifications will be issued to the school community through any means appropriate, including the email system to individuals with CCI email addresses, posted fliers, or on the CCI website http://ccicolleges.edu/.

Timely warnings and crime alerts will be issued as soon as pertinent information becomes available. Emergency notifications will be issued upon confirmation that a significant emergency or dangerous situation exists. Following issuance of a timely warning or emergency notification, the school will communicate updates and revised health and safety guidance, as necessary, throughout the duration of the incident. Once emergency conditions abate, the school will distribute a final notification confirming that emergency conditions have abated. If necessary, additional health or safety instructions will accompany any final notification.

Anyone who believes they have information that may justify issuance of a timely warning or other emergency notification to the CCI community should report that information to the Campus Security Authority at the appropriate campus.

5.3 Reporting Emergencies

Individuals should immediately call emergency **911** for police assistance if they believe the situation warrants it. In addition to **911** reports, incidents that may warrant contacting the Campus Security Authority are those posing a serious or continuous health or safety threat such as dangerous or otherwise high-risk situations at a CCI site to the campus community.

- Career Care Institute students should contact their Campus Director. Each CCI site posts individual CSA contact information in each classroom and break room.
- Other contacts include the Security Guard, where available.
- Staff and faculty on campus or at other CCI locations may also contact the Institution's President/CAO at (661)942-6204, ext. 248.

5.4 Notification Methods

The President/CAO may activate all or individual elements of the Emergency Mass Notification (EMN) system. Depending on the nature of the incident, EMNs may be distributed by any of the following means:

- Technology alerts
  - Text messaging
  - Recorded messages to phones or similar devices
  - E-mail notifications
- Person-to-person directives
  - Door-to-door notifications
  - Direct phone calls
  - Phone trees
  - Other media releases

5.5 Maintenance of Emergency Contact Information

Students, faculty, and staff are responsible for having current and accurate information on file with CCI and its relevant subsidiaries to ensure they receive emergency notifications. Note that CCI does not assume responsibility for incorrect contact information on file that may result in an emergency notification not being received. Nor does CCI assume responsibility for technical malfunctions, human or technical error, lost, delayed or otherwise compromised data or transmissions, omission, interruption, deletion, defect or failures of any telephone or computer line or network, costs, computer equipment, software or any other factors which may cause a lost notification.

5.6 Definitions

- **Alert**: A signal or messaging technique used to warn of danger, attack or other emergency situation. A condition or period of heightened watchfulness or preparation for action.
- **Campus**: Is defined in 34 C.F.R. §668.46 as: Any building or property owned or controlled by an institution within the same reasonably contiguous area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **Emergency**: Any event, expected or unexpected, that threatens lives, safety, property, or the environment and requires immediate (mandatory) action.
- **Dangerous Situation**: A situation being managed by a public safety entity that can escalate into a condition that may threaten lives, safety, property, or the environment and may require immediate (mandatory) action (e.g. barricaded suspect(s) within a contained police perimeter, release of localized hazardous materials that may require a building evacuation, structure fires requiring evacuation, suspicious devices that require a bomb squad response, etc.)
- **Notice or Warning**: A notice or warning is issued when a condition or situation is "imminent" or confirmed "already occurring" (e.g., tornado warning, flash flood warning, severe storm warning). Action in response is discretionary.
- **State of Emergency**: A state of emergency is a declaration that may suspend certain normal functions of the organization. In addition, a state of emergency would alert staff and students to alter their normal behaviors and to safeguard themselves accordingly.
- **Evacuate**: To leave a room, building or campus in a timely and orderly manner.
- **Lockdown/Shelter-in-place**: To secure an area by locking doors, windows, and barricading oneself to block entry to a room, building or campus. If a Lockdown is ordered, all persons should locate a safe room, assist others in moving to a safe room, lock door, close windows and shades, turn off lights, move away from door and windows, and remain quiet in a safe location until further instruction.
- **Test**: Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans, and capabilities. Tests may be announced or unannounced. The emergency response and evacuation procedures should be publicized, and each test should be documented with a description of the exercise, the date, time, and whether it was

announced or unannounced. The system should be exercised or used in conjunction with scheduled exercises to maintain awareness of the system by students, faculty, and staff.

Section VI: Reportable Offenses

The Career Care Institute Annual Security Report includes crimes reported to a Campus Security Authority (CSA) that meet FBI crime definitions. Reportable crimes are not limited to FBI-defined offenses, however.

6.1 List of Reportable Offenses

The Campus Security Act defines the violations that need to be reported. Many of the definitions are excerpted from the Uniform Crime Reporting Handbook (FBI Uniform Crime Reporting [UCR] / National Incident-Based Reporting System [NIBRS] definitions, 2012).

Criminal Offenses: Broadly defined as an act which violates state or federal law.

- **Murder and Non-Negligent Manslaughter**: The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter**: The killing of another person through gross negligence.
- **Robbery**: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- **Aggravated Assault**: An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).
- **Burglary**: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- **Motor Vehicle Theft and Attempted Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle.
- **Arson**: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Sexual Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Under the Clery Act, sexual offences are defined as follows:

- **Rape**: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling**: The touching of the private parts of another person for the purposes 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.

- **Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent.

The following definitions are from the Violence Against Women Act (VAWA):

- **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person' personal safety or the safety of others or suffer substantial emotional distress. Cyber-stalking is included in this definition.
- **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 or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred OR by any other person against an adult or youth victim who is protected under the domestic violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of the relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship and the frequency of interaction between persons involved in the relationship.
- **Sexual Assault:** An offense that meets the definition or rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

<u>Arrests and Referrals for Disciplinary Action</u>

- **Weapon Law Violations**: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- **Drug Abuse Violation**: Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Liquor Law Violation**: Violations of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

6.2 Hate Crimes

A **Hate Crime** is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. **Bias** is an expressed negative opinion or attitude toward a group of persons based on actual or perceived race, gender, gender identity or expression, religion, disability, sexual orientation, ethnicity or national origin.

Hate Crime: When a person is victimized intentionally because of his/her actual or perceived race, religion, gender, sexual orientation, sex characteristics, sex stereotypes, pregnancy or related conditions, disability, ethnicity, national origin, or gender identity. Hate crime reporting includes the listed offenses (excluding liquor, drug, and weapons violations) and also includes four additional offenses:

- **Larceny Theft**: Unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, purse-snatching, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded (NIBRS 2012).
- **Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness (NIBRS 2012).
- **Intimidation**: Unlawfully placing another in reasonable fear of bodily injury through the use of threatening words, and/or conduct (NIBRS 2012). This occurs without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** (Except arson) To willfully or maliciously destroy, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it (NIBRS 2012).

6.3 Hazing

In December 2024, congress amended the Jeanne Clery Disclosure of Campus Security Act to include the Stop Campus Hazing Act. Effective January 1, 2025, hazing is included as a reportable offense on all college campuses. The Stop Campus Hazing Act defines hazing as "any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participated that:

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
    - whipping, beating, striking, electronic shocking, placing of harmful substances on someone's body, or similar activity;
    - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;

- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law".

Hazing is a crime that applies to student organizations; the Stop Campus Hazing Act defines a student organization as " an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution".

Career Care Institute's complete Anti-Hazing Policy has been emailed to students and employees and is available on the CCI website at - https://ccicolleges.edu/wp-content/uploads/2025/09/CCI-Hazing-Policy.docx

CCI's Campus Hazing Transparency Report is available on the CCI website at - https://ccicolleges.edu/wp-content/uploads/2025/09/CCI-Hazing-Transparency-Report-8-2025.pdf

Section VII: No Weapons on Campus

No weapons are permitted on campus. The possession of guns, knives, electroshock devices (e.g. TASER) and other forms of weapons by employees, guests and students is prohibited on all premises, including all off-site class areas used for Institute purposes. This includes replicated weapons (e.g. fake guns, swords, etc.).

The school will dial **911** to report person(s) bringing weapons on campus as necessary to ensure the safety and security of our school community. Therefore, students and faculty members who are qualified active law enforcement officers wishing to bring a weapon on campus must contact the CSA for further instructions PRIOR to bringing a weapon on campus.

Some Institute locations' building owners may restrict all carrying of weapons on their private property with the exception of on-duty qualified active law enforcement officers, especially in the multi-tenant buildings. Depending on specific state and federal regulations, this policy might be preempted if the building owner posts such a restriction, requiring the CSA to seek further advice before processing a verification request.

Student requests to the CSA must include a letter of authorization from the commanding officer/supervisor of the department regarding the requirement to carry his/her weapon while off-duty. The letter must be provided on department letterhead, signed by the commanding officer/supervisor of the department, and must confirm that the student is in fact a qualified active law enforcement officer whose job requires carrying a weapon while off-duty. The CSA will notify the student once the request is approved or denied. If the CSA denies the request or an individual does not actually need to carry the weapon while off-duty, the student may instead secure the weapon in his or her vehicle while on campus. Every two (2) years students who have been approved via this process must re-verify with the CSA by showing their state-issued police ID card. If the CSA is not able to verify the state-issued police ID card, the student will no longer be permitted to carry a weapon on campus.

A **faculty member** who is a qualified active law enforcement officer must contact the CSA and request to carry his/her weapon on campus. The faculty member must show the CSA his/her state-issued police ID card. If the CSA verifies the state-issued police ID card, no further action is required. If the state-issued police ID card is not verifiable, the faculty member will be advised by the CSA that s/he is not permitted to carry a weapon on campus. The CSA will collect the following information from faculty members who have been verified to carry a weapon on campus: Direct supervisor's name, badge/employee number and the expiration date on the state-issued police ID card, if available. If a faculty member's state-issued police ID card includes an expiration date, s/he will need to re-verify with the CSA prior to the noted expiration date. A faculty member who is an inactive law enforcement officer and requests to carry his or her weapon on campus will be denied.

7.1 Qualified Law Enforcement Officers

"On July 22, 2004, the Law Enforcement Officers Safety Act (LEOSA) of 2004, also commonly called "HR 218," became law. (18 U.S.C. §§, 926B, 926C.) This federal law allows "a qualified law enforcement officer" or "a qualified retired law enforcement officer" with identification that meets specified criteria to carry a concealed firearm anywhere in the nation, notwithstanding most other state and local laws which restrict the possession of concealed weapons.

In order to be "a qualified law enforcement officer" under the LEOSA, a person must meet the following requirements:

1. Be an employee of a governmental agency who is authorized by law to engage in or supervise the prevention, detection, investigation or prosecution of, or the incarceration of any person for any violation of law;
2. Have the statutory powers of arrest;
3. Be authorized by the agency to carry a firearm;
4. Not be the subject of any disciplinary action by the agency;
5. Meet the standards, if any, established by the agency that require employees to regularly qualify in the use of a firearm;
6. Not be under the influence of alcohol or any intoxicating or hallucinatory drug;
7. Not be prohibited by federal law from possessing firearms;

8. Be carrying photographic identification issued by the governmental agency identifying the individual as a law enforcement officer.

Regarding the requirement that the individual have the statutory power of arrest to be a "qualified law enforcement officer," California law allows "a peace officer" to make an arrest. (Pen. Code, § 834.) Penal Code sections 830.1 through 832.6 specify the persons who are peace officers and when and where they may use their authority. No one else is considered a peace officer under California law. (Pen. Code, § 830.)" https://oag.ca.gov/sites/all/files/agweb/pdfs/firearms/forms/leosasummary.pdf

Section VIII: Policies and Programs Concerning Alcohol and Other Drugs

Career Care Institute has a Zero-Tolerance policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol on school property, or as part of any school activity. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary sanctions. Consequences for inappropriate behavior can be severe, up to and including dismissal from the school. If any individual is apprehended for violating any alcohol or other drug related law while at a school location or activity, the school will fully cooperate with federal and state law enforcement agencies. The school abides by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations *regardless of individual state legalization*.

The school has established specific courses of action regarding alcohol and other drug abuse and has steps in place to prevent abuse and generate awareness:

- Each year, all students, faculty and staff receive notification of Career Care Institute Policy Handbooks and Campus Safety Policies, which includes their location on campus.
- Campus Safety Policies are available to all students, faculty, and staff on the public Institute websites or upon request.
- Students, faculty and staff are encouraged to report instances of abuse:
  - Students can report to faculty members or the local Campus Security Authority (CSA).
  - Staff, including faculty, can report issues to their immediate supervisors.
- Alcohol-related advertising or promotions are not permitted on campus.
- The local CSA maintains a list of local treatment facilities as well as alcohol and other drug abuse counseling resources for individuals and their family members.
- Employee benefits and student assistance programs offer resources to assist with alcohol and drug addiction related issues.
- The school conducts a biennial review of its program to:
  - Determine its effectiveness and implement changes to the program if they are needed.
  - Ensure that its disciplinary sanctions are consistent and enforced.

8.1 Alcohol and Other Drugs Prevention and Counseling Services

Every campus provides at least two annual safety education events. The first covers topics relevant to the safety of the campus community and its surrounding area. A

second event includes sexual assault awareness and prevention. This program may involve how alcohol and other drug use may impact the risk of sexual assault. Please contact the CSA for information on where and when these education events will occur.

8.1.1 Employee Resources

Career Care Institute provides referrals for substance abuse and access to health insurance that offers various counseling services to all employees. The list can be obtained from the Office Manager or from the Title IX Coordinator at each campus.

8.1.2 National Resources

We encourage anyone dealing with substance abuse issues (not just our employees and students) to contact national agencies also for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. Support is always available with confidentiality and discretion! One need only ask.

- Al-Anon Family Groups (1-888)4AL-ANON (1-888-425-2666) http://al-anon.org/
- National Council on Alcoholism and Drug Dependence, Inc. (1-800) NCA-Call (1-800-622-2255) https://ncaddms.org/
- National Institute on Drug Abuse (1-800) 662-HELP (4357) http://www.drugabuse.gov/
- Alcohol Anonymous contact information can be found in local telephone directories.

Even if you do not want to speak with a counselor or referral service, you may also access the following free information and educational videos to further educate yourself on alcohol and other drug abuse.

- http://getsmartaboutdrugs.gov/
- http://www.justthinktwice.gov/
- http://www.aa.org/pages/en_US/videos-and-audios
- https://ncaddms.org/?page_id=2535

8.2 Health Risks of Alcohol and Other Drugs

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects.

Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult, and dangerous symptoms when stopping the use of drugs).

Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected. The consumption of alcohol or drugs when pregnant may cause abnormalities in babies.

8.3 Physical and Psychological Dependence and Effects on Specific Drugs

Drugs	Physical Dependence	Psychological Dependence	Possible Effects
Opium, Morphine, Heroin, Hydromorphine, Meperidine, Pethidine	High	High	Euphoria, drowsiness, depressions, constricted pupils, nausea
Codeine	Moderate	Moderate	Drowsiness, nausea, lightheadedness, dizziness, shortness of breath
Methadone	High	High-Low	Impaired balance, nausea, constipation, vomiting, drowsiness
Other Narcotics	High-Low	High-Low	
Chloral Hydrate/Other Depressants	Moderate	Moderate	Slurred speech, disorientation
Barbiturates	High-Moderate	High-Moderate	Light-headedness, nausea, abdominal pain, vomiting, sedative effects, dizziness
Benzodiazepines	Low	Low	Drunken behavior without odor of alcohol
Methaqualone, Glutethimide	High	High	Delirium, hallucinations, nauseas, convulsions, fever
Cocaine/Crack, Amphetamines, Phenmetrazine, Methylphenidate, Other Stimulants	Possible	High	Increased alertness, excitation, increased pulse rate and blood pressure, insomnia, loss of appetite
LSD, Mescaline, Peyote, Other Hallucinogens	None	Unknown	Illusions and hallucinations, poor perception of time and distance
Phencyclidine	Unknown	High	Numbness of extremities, anxiety, paranoia, hallucinations
Phencyclidine Analogues	Unknown	Unknown	
Marijuana, Hashish, Hashish Oil, Tetrahydrocannabis (THC)	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors
Anabolic Steroids	Unknown	Unknown	Kidney and liver damage; heart failure
Alcohol	Moderate	High	Reduced coordination and alertness, large doses can

			cause unconsciousness, hypothermia, respiratory arrest, death
Inhalants	Unknown	High	Nausea, damage to organs
Nicotine	High	High	Cancer
Caffeine	Unknown	High	Nausea, diarrhea, trembling

8.4 Standards of Conduct

The Student Catalog clearly states that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by the school.
The school enforces a Zero-Tolerance policy regarding underage drinking.

If any individual is apprehended for violating any alcohol or other drug related law while at a school location or activity, the school will fully cooperate with federal and state law enforcement agencies.

8.5 Sanctions the School Will Impose for Alcohol or Other Drugs Violations

The school abides by local, state and federal sanctions regarding unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the school community found consuming or selling alcohol and/or other drugs on school property is subject to disciplinary action up to and including dismissal from the school, depending on the seriousness of the situation.

8.6 Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

These are federal penalties and sanctions. Additional state penalties and sanctions may also apply.

Federal Trafficking Penalties

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	**Substance/Quantity**	**Penalty**	**Substance/Quantity**	**Penalty**
II	Cocaine 500-4999 grams mixture	**First Offense:** Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual,	Cocaine 5 kilograms or more mixture	**First Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	

I	Heroin 100-999 grams mixture	$25 million if not an individual. **Second Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.	Heroin 1 kilogram or more mixture	million if not an individual. **Second Offense:** Not less than 20 years, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. **2 or More Prior Offenses:** Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	**First Offense**: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	**First Offense**: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. **Second Offense**: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	**First Offense**: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.

	Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.
Any Amount Of All Schedule V Drugs	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense**: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, and Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	**First Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual. **Second Offense:** Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	**First Offense:** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual. **Second Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	**First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	**First Offense:** Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual. **Second Offense:** Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.

Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Section IX: Sexual Violence Policy and Prevention

Career Care Institute is firmly committed to creating and maintaining a community in which students, faculty, and staff work in an atmosphere free from all forms of improper or unlawful harassment, discrimination, exploitation, intimidation or violence. The school regards all forms of or attempts at sexual violence or misconduct as serious offenses that may result in suspension, required withdrawal, expulsion, or termination of employment. Every Institute campus has personal safety and sexual assault awareness and prevention programs in place and follows established procedures for reporting violations of Institute policy and state/federal law, including contacting local law enforcement personnel and assisting alleged victims.

Career Care Institute is also committed to providing a school environment that ensures the equality, dignity, and respect of every student and employee. In keeping with this commitment, CCI strictly prohibits discriminatory practices, including sexual harassment, and will not deny or limit the ability of any student to participate in or benefit from any CCI school program on the basis of sex.

Sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated, whether it occurs on school grounds or at outside school-sponsored activities. Career Care Institute also prohibits the crimes of dating violence, domestic violence, sexual assault (including sodomy, and sexual assault with an object), and stalking. (For definitions of these terms, see Section 6 and the section below). This policy applies to all CCI employees, students, and third-party contract agents, and those who violate this policy will be subject to discipline, up to and including termination from employment or from enrollment.

No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under Title IX of the Education Amendments or the Violence Against Women Reauthorization Act of 2013 (VAWA).

Title IX requires schools to address all sex discrimination occurring under its education program or activity in the United States. Under the final regulations, conduct that occurs under a CCI education program or activity includes, but is not limited to:

- Conduct that occurs in any building owned or controlled by a student organization that is officially recognized by a postsecondary institution; and
- Conduct that is subject to the school's disciplinary authority.

Under the final regulations, the school is required to address a sex-based hostile environment in its education program or activity in the United States, even when some conduct alleged to be contributing to the hostile environment occurred outside the school's education program or activity or outside the United States.

As a Title IV recipient, Caree Care Institute must comply with Title IX in the event of a conflict with State Law or FERPA. Title IX final regulations do not override any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent or other person.

9.1 Reporting Dating Violence, Domestic Violence, Sexual Assault, or Stalking

The victim of sexual violence is encouraged to:

- Get to a safe place.
- Dial **911**.
- Accurately and promptly report the incident to the police and pursue criminal charges.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence that may assist in obtaining a protection order or prove an offense occurred.
- Access the support services provided by the school.
- Report any incident to the Title IX Coordinator.

Victims of dating violence, domestic violence, sexual assault, or stalking are encouraged to report offenses to the Title IX Coordinator and to exercise their rights, if desired, including:

- Reporting offenses to proper local law enforcement, campus safety personnel, and health officials.
- Preserving evidence that may assist in obtaining a protection order or prove an offense occurred.
- Receiving appropriate counseling referral information.
- Receiving information on services for health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid.
- Completing crime reports.
- Changing academic and work situations (e.g., student's course schedule; employee's work environment).
- Applying for judicial no-contact, restraining, and protective orders.
- Receiving as the right of both the accuser and the accused the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

The school will provide a Victim's Bill of Rights written notification any time a student, staff member or faculty member reports they have been a victim of dating violence, domestic violence, sexual assault, or stalking, regardless of where the offense occurred. The Title IX Coordinator will assist the victim with exercising his/her rights, regardless of whether the victim reports the crime to authorities. The victim has the option to notify proper law enforcement, be assisted by campus authorities with this process if they choose, and the option to decline notifying authorities.

The Career Care Institute's Title IX and VAWA policy may be viewed in its entirety at www.ccicolleges.edu/general-disclosures/?.

9.2 Facts about Dating Violence, Domestic Violence, Sexual Assault, and Stalking
Sexual assault can happen anywhere, at any time. According to the Rape, Abuse & Incest National Network (RAINN):

- Every 2 minutes, another American is sexually assaulted.
- Sexual assault is one of the most under reported crimes, with 60% still being left unreported.
- 38% of rapists are a friend or acquaintance.
- 80% of sexual assault and rape victims are under age 30.

According to the National Domestic Violence Hotline:

- On average, 24 people per minute are victims of rape, physical violence or stalking by an intimate partner in the United States - more than 12 million women and men over the course of a year.
- Nearly 3 in 10 women (29%) and 1 in 10 men (10%) in the US have experienced rape, physical violence and/or stalking by a partner and report a related impact on their functioning.

9.3 Bystander Intervention – What Can Bystanders Do?
Bystander intervention includes safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. As a bystander, you can help prevent sexual violence using safe and positive options. According to RAINN:

- **If you see someone in danger of being assaulted**:
  - Step in and offer assistance. Ask if the person needs help. NOTE: Before stepping in, make sure to evaluate the risk. If it means putting yourself in danger, call **911** instead.
  - Don't leave. If you remain at the scene and are a witness, the perpetrator is less likely to do anything.
  - If you know the perpetrator, tell the person you do not approve of their actions. Ask the person to leave the potential victim alone.
- **Be an ally**:
  - When you go to a party, go with a group of friends. Arrive together, check in with each other frequently and leave together.
  - Have a buddy system. Don't be afraid to let a friend know if you are worried about her/his safety.
  - If you see someone who is intoxicated, offer to call a cab.

Bystanders should also become familiar with the warning signs and red flags of abusive relationships. According to the National Domestic Violence Hotline, there are a few behaviors that you can look out for if you're beginning to think your partner or a friend's/family member's partner is becoming abusive:

- Telling you that you can never do anything right
- Showing jealousy of your friends and time spent away
- Embarrassing or shaming you with put-downs
- Controlling every penny spent in the household
- Looking at you or acting in ways that scare you

- Controlling who you see, where you go, or what you do
- Preventing you from working or attending school
- Destroying your property or threatening to hurt or kill your pets

9.4 Risk Reduction

Although you cannot completely eliminate the risk of sexual assault, there are ways to help reduce your risk of being assaulted. According to RAINN:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so you can be more aware of your surroundings, especially if you are walking alone.

Technology may also aid with preventing violence before it happens:

- **Circle of 6** – Free app for iPhone and Android makes it quick and easy to reach the 6 friends you choose. If you need help getting home or need an interruption, two touches lets your circle know where you are and how they can help. For more information, visit http://www.circleof6app.com/.
- **The ASPIRE News App** – Because abusers may monitor cell phone and computer usage by their partners, this free app is designed to give victims of relationship violence discrete access to information and resources without putting themselves at risk. The app functions as a normal current events application, collecting and relaying summaries of top stories, while the Help Section provides access to resources for victims of domestic violence. For more information, visit https://www.whengeorgiasmiled.org/aspire-news-app/

9.5 Sexual Assault

If you are the victim of sexual assault:

1. Go to a safe location.
2. 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 you have had a medical examination.
3. Get medical help as soon as possible.
4. Call a trusted friend, family member, or someone else who can provide emotional support.
5. Call the Title IX Coordinator at the respective campus.
6. Call 911.

Relationship and Sexual Violence Prevention and Services, as the designated Sexual Assault Resource Center, recommend that any person who believes they may have been sexually assaulted consider seeking the assistance of the professionals at the Rape Treatment Center at UCLA Health –Santa Monica Medical Center (424-259-7208). The Rape Treatment Center is open 24 hours a day, 7 days a week and provides important services in the aftermath of an assault, including:

- Free and confidential medical care (including medications to assist in preventing sexually transmitted infections (including HIV) and emergency contraception, if requested);
- Free and confidential crisis counseling;
- Collection of forensic evidence; and
- Free transportation, if necessary.

9.5.1 Importance of Preserving Evidence

It is important that you take steps to preserve and collect evidence; doing so preserves the potential options available following a sexual assault. To preserve evidence:
(1) Do not wash your face or hands;
(2) Do not shower or bathe;
(3) Do not brush your teeth;
(4) Do not change clothes or straighten up the area where the assault took place;
(5) Do not dispose of clothes or other items that were present during the assault, or use the restroom; and,
(6) Seek a medical exam immediately.
If you already cleaned up from the assault, you can still report the crime, as well as seek medical or counseling treatment. You may consult with CCI's Title IX Coordinator at each campus for assistance.

9.5.2 Drug-Facilitated Sexual Assault

Alcohol is the most commonly used substance in drug-facilitated sexual assaults. However, other drugs (sometimes called "date rape" drugs, although that can be a misnomer as the drugs may be used by a perpetrator who is not dating the victim) might also be used in conjunction with alcohol to cause another person to become quickly incapacitated. These substances radically reduce a victim's ability to resist and, oftentimes, to remember the details of an assault – or even the fact that an assault occurred. So called "date rape drugs" come in many forms, including over-the-counter medications (sleep aids, antihistamines or allergy pills), prescription medications (anti-anxiety medications, sleeping pills), or street drugs (Rohypnol, ecstasy, ketamine, GHB). Street drugs are particularly dangerous because they can be added to drinks – very often to alcohol – without changing drink color or taste.

Symptoms of drugging may vary and will depend on the type of drug, whether it was combined with alcohol, and the quantity of the drug consumed. For many drugs, symptoms will start quickly, often within 15-30 minutes, and may include:

- Rapidly reduced inhibitions
- Low blood pressure (particularly from Rohypnol)

- Dizziness, disorientation or blurred vision (common from other drugs, but particularly Rohypnol)
- Nausea
- Loss of bowel or bladder control
- Difficulty breathing
- Feeling drunk when you haven't consumed any alcohol or very limited amounts
- Loss of balance or finding it hard to move
- Sudden body temperature change that could be signaled by sweating or chattering teeth
- Waking up with no memory, or missing large portions of memories
- Waking up feeling particularly confused or disoriented
- Hallucinations

If you believe you were drugged, get to a hospital quickly (within 24 hours if possible) and request a blood or urine test to determine what might be in your system as many of these drugs leave the body rapidly. This can help preserve evidence for a future disciplinary investigation or to support a potential criminal prosecution against an assailant.

The following safety information is offered to reduce the likelihood of a drug-facilitated sexual assault:

- Never leave your drink unattended, and keep an eye on your friends' drinks.
- Don't accept a drink from someone you don't know.
- When possible, open and pour your own drink.
- Consider sticking to bottled drinks, and avoid punch bowls or jugs or pitchers of cocktails.
- Don't give out your address to someone you've just met.
- If you think your drink has been tampered with, don't drink it – tell a trusted friend immediately (if possible, try to keep the drink to preserve as possible evidence).
- When possible, use the buddy system when out with friends; agree to keep an eye on your friends and to go home together.
- If a friend starts to exhibit symptoms of possible drugging, seek medical help immediately.

If you are a victim of a drug facilitated sexual assault, please promptly contact CCI's Title IX Coordinator for assistance and to report the crime.

9.5.3 Surviving Sexual Violence

The school urges victims of sexual violence to seek counseling promptly.

The Life Resource Center (LRC), at (866)320-2817, offers free confidential services to currently enrolled students 24 hours a day, 7 days a week.

Victims of sexual assault and their friends and families can also receive free, confidential 24-hour help by calling the National Sexual Assault Hotline at RAINN (Rape, Abuse & Incest National Network): (1-800) 656-HOPE (4673). Questions or

comments may be sent to info@rainn.org. RAINN's Website is https://www.rainn.org.

Those affected by domestic violence can receive confidential, one-on-one support via the National Domestic Violence Hotline: (1-800) 799-SAFE (7233). Trained advocates are available 24 hours a day, 7 days a week to provide crisis intervention, options for next steps and direct connection to resources for immediate safety. The National Domestic Violence Hotline's Website is http://www.thehotline.org/.

Individuals involved in dating abuse relationships can be connected to local resources and helpful websites through loveisrespect peer advocates at (1-866) 331-9474 or text "loveis" to 22522 (Msg&Data Rates apply on text for help services). Loveisrespect will not ask you for your name or other contact information and the phone service is available 24 hours a day, 7 days a week. For more information, visit loveisrespect's website at http://www.loveisrespect.org/.

Additional information regarding assistance and services for victims of sexual violence can be found in the Counseling and Assistance Resources section.

9.6 Domestic and Dating Violence

Intimate partner violence, also referred to as domestic violence or dating violence, means violence committed against a person who is a spouse or former spouse, a cohabitant or former cohabitant, a person with whom they have a child, or with whom they have a previous or current dating, romantic, intimate, or sexual relationship. Violence means causing physical harm to the person or to their possessions. Intimate partner violence may also include non-physical conduct that would cause a reasonable person to be fearful for their safety; examples include economic abuse and behavior that intimidates, frightens, or isolates. It may also include sexual assault, sexual misconduct, or stalking. Intimate partner violence can be a single act or a pattern of conduct.

In evaluating non-physical conduct, the school considers whether the conduct is sufficiently severe, persistent or pervasive that it (i) unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the school's education or employment programs, activities, or living environment or (ii) causes substantial emotional distress. The totality of known circumstances, including the nature, frequency, intensity, location, context, and duration of the conduct, will be considered from both a subjective and objective perspective.

There are certain signs that can alert you that you may be in an abusive relationship/situation. Below are some of the most common signs:

- Physical
  - Physical Abuse
  - Throwing items
  - Pulling hair
  - Pushing or pulling
  - Grabbing clothing
  - Preventing you from leaving or forcing you to go

- Sexual
  - ❖ Forcing you to engage in sexual behaviors or sexual contact
  - ❖ Rape, or other forms of sexual assault
- Emotional (Verbal, Psychological)
  - ❖ Name calling
  - ❖ Insults
  - ❖ Character attacks
  - ❖ Continual criticism
  - ❖ Public put downs
  - ❖ Humiliating
  - ❖ Blaming
  - ❖ "Walking on eggshells"
  - ❖ Intimidates you with manipulation
  - ❖ Threatening to end their life without you/engaging in other forms of self-harm
  - ❖ Emotional abuse can include:
    - Social isolation
    - Monitoring
    - Refusing trust/acting jealous
- Financial
  - ❖ Controlling your money and funds
  - ❖ Utilizing finances as leverage

9.7 Stalking

Stalking is a course of conduct directed at another person that would cause a reasonable person (i) to fear for his/her safety or the safety of others, or (ii) to suffer substantial emotional distress.

- Course of conduct means behavior involving two or more acts in which the Respondent directly or indirectly monitors, follows, observes, threatens, surveils, communicates to or about the Complainant, or interferes with the Complainant's property.
- Substantial emotional distress means significant mental suffering or anguish.

Stalking includes cyber-stalking. Cyber-stalking is a course of conduct in which a Respondent uses electronic media, like the internet, social networks, blogs, cell phones, or text messages to cause reasonable fear or emotional distress.

Stalking often involves individuals known to each other or who have a current or previous relationship. It may also involve strangers and it is experienced by women and men of all races, ethnicities, religions, ages, abilities and sexual orientations. It can affect every aspect of a Complainant's life. It often begins with phone calls, emails, text messages or letters and may escalate to physical violence. Some examples of behavior that, when part of a course of conduct, may come under this definition:

- Unwanted communication, including face-to-face contact, telephone calls, voice messages, emails, text messages, postings on social networking sites, written letters, or gifts;
- Posting picture(s) or information on social networking sites or other websites;
- Sending unwanted or unsolicited email or chat requests;

- Posting private or public messages on school bulletin boards or internet sites;
- Installing spyware on another person's computer;
- Using Global Positioning Systems (GPS) to monitor another person;
- Pursuing, following, waiting or showing up uninvited at or near a course; classroom, residence, workplace or other places frequented by the victim;
- Surveillance or other types of observation, including staring or "peeping";
- Vandalizing property;
- Gathering information about an individual from friends, family or co-workers;
- Threatening to harm self or others;
- Defaming by lying to others about the victim (e.g., rumors of infidelity, etc.).

9.8 Educational Programs – Dating Violence, Domestic Violence, Sexual Assault, and Stalking Awareness

Every campus provides ongoing prevention and awareness campaigns. At minimum, two annual safety education events are offered at each campus. The first program will cover any topic relevant to the safety of that campus community and its surrounding area. A second program focuses on sexual assault awareness and prevention to include prevention of domestic violence, dating violence, and stalking and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. This program may involve how alcohol and other drug use may impact the risk of sexual assault. Students, faculty and staff will be invited to attend these educational programs.

The school's primary prevention programs include:

- Students and faculty must review and acknowledge the Title IX training each year.
- Employee Sexual Harassment Awareness training must be completed by all new employees upon hire (within 90 days). Once hired, all employees must complete Employee Sexual Harassment Awareness training on a biennial basis.

The school's awareness programs include:

- Sexual Assault Awareness and Prevention training is available to students and faculty. The training takes place at different times throughout the year.
- CCI offers information on rape prevention, sexual assault, dating violence, and domestic violence along with various resources and counseling services to all currently enrolled students during orientation.
- *Poster and Email Campaign*: Posters are periodically placed in public areas of the campus to alert students and staff about personal safety and theft concerns. Also, emails and newsletter alerts provide awareness of various important topics such as sexual assault, personal safety, theft, incidents and alcohol and other drugs information.
- *Escort Service*: The Security office will provide an escort service within the confines of the campus to the parking facility if requested.
- *Persona Non Grata* – A trespass notice may be issued for individuals who have violated school policy or who have demonstrated that they present a threat to anyone in the school community. Violators can be arrested for

Section X: Reporting Options for Victims of Crime

The school encourages students and employees to report crimes so allegations may be investigated and, where appropriate, interim protective measures implemented, and disciplinary action taken. Prohibited conduct may be reported to local law enforcement or the Title IX Office. Any individual may report prohibited conduct. Support and resources are available to a Complainant regardless of the chosen reporting option. The school strongly encourages prompt reporting of prohibited conduct. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. The ability to effectively investigate and respond may be limited by delay.

Reports to the school of prohibited conduct will be documented in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Personal information is NOT documented, only the type of conduct, and the time, date, and location. This data collection is an important tool for keeping our community safe.

10.1 Reporting to Law Enforcement

Career Care Institute encourages anyone who witnesses or experiences prohibited conduct to make a report to school and/or local law enforcement.

The law enforcement agency has the responsibility for the investigation of the prohibited conduct. CCI does not have investigative jurisdiction over prohibited conduct.
The Title IX Coordinator. The Title IX Office will provide outreach to the impacted student/staff/faculty to provide resources and reporting options.

An individual who wishes to pursue criminal action in addition to, or instead of, making a report to the school may contact law enforcement directly by calling:

- 911 (for emergencies)

Lancaster	Oxnard	Moreno Valley
(661)948-8466	(805)385-7600	(951)247-6700

The Title IX Office will assist any individual in reporting to law enforcement regardless of where the prohibited conduct occurred.

An individual has the right to report, or to decline to report, prohibited conduct to law enforcement. A report to law enforcement may instigate criminal investigation and adjudication within the criminal justice system. Sanctions in the criminal justice system are separate and distinct from school administrative sanctions and may involve probation/parole or incarceration.

10.2 Reporting to Title IX

The school also encourages individuals to report prohibited conduct to the Title IX Office. Individuals can report to the school Title IX Coordinator in person, by email, or by phone.

Individuals have the opportunity to decide whether or not they want to pursue a formal Title IX investigation. An individual may meet with a Title IX Coordinator, provide an initial statement, and request that the Title IX Office not investigate the incident until a later date. In most circumstances, the Title IX Office can honor the request of the Complainant.

In limited circumstances, the Title IX Office may be required to investigate an incident of sexual misconduct against the choice of the Complainant; for example, when an incident involves a weapon or predatory drug use, when multiple victims are involved, or when there is a danger to the greater community. Thus, in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, the Title IX Coordinator may initiate a complaint only if the conduct presents an imminent and serious threat to someone's health or safety or prevents the school from ensuring equal access based on sex to its education programs or activities.

Reporting prohibited conduct to Title IX typically initiates an investigation to determine whether the alleged incident is a violation of this policy. The report also allows the school to provide a wide variety of support and resources to affected individuals and to prevent the reoccurrence of the conduct.

The Title IX process can run simultaneously to a criminal process. If there are parallel investigations, the Title IX Office coordinates with external law enforcement to ensure that the Title IX process does not hinder legal process or proceedings.

Title IX sanctions are administrative and may include expulsion from school, termination of employment, suspension, community reparation, or counseling.

10.2.1 Reports by Individuals Who Want to Remain Anonymous

An individual may report prohibited conduct to the school anonymously by calling the Title IX Coordinator. Personally identifiable information will not be required for the report. Depending on the amount of information available about the incident and/or the individuals involved, the school's ability to respond to an anonymous report may be limited. The school will attempt to take appropriate steps to protect the safety of the community based on the information reasonably available.

10.2.2 Time Frame for Reporting

The school does not limit the time frame for reporting prohibited conduct. However, to promote timely and effective review, the school strongly encourages individuals to report prohibited conduct as soon possible as a delay in reporting may affect the collection of relevant evidence. If the Respondent is no longer a student or the conduct does not fall within the scope of the policy, the school's ability to respond through its administrative process may be limited. The school will, however, help a Complainant identify and access external reporting options and provide support and resources.

10.2.3 Amnesty to Students Who Report Prohibited Conduct or Seek Assistance

The school encourages students and organizations to report prohibited conduct and to seek assistance for themselves and others who experience prohibited conduct or who may be at medical risk while under the influence of drugs and/or alcohol. Individuals who report prohibited conduct, participate as witnesses in these investigations, seek medical assistance for themselves or another by contacting a CSA or calling 911, will not be subject to disciplinary sanctions for personal consumption of alcohol and/or other substances. These students may be directed to appropriate services. Amnesty for alcohol and/or substance consumption in violation of school policy will be granted to both the reporting students and the student in need of assistance. This policy does not grant amnesty for policy violations other than alcohol and/or substance consumption. Further, this policy does not provide amnesty for alcohol or substance violations of the Respondent.

10.3 Reporting to CCI Staff and Faculty

Responsible Employees. Faculty, Student Services, Admissions, and Administrative employees who hold supervisory positions are considered responsible employees. Responsible employees must immediately report all known information about suspected prohibited conduct to the Title IX Coordinator. This includes the names of the parties and known details of the conduct. This duty applies no matter how the information is learned, whether from direct report from an affected party, from social media, or from a concerned third party. Responsible employees who fail to make a timely report of prohibited conduct may be subject to discipline, up to and including removal from their position. This report may be made to the Title IX Office via telephone call or email. Any questions regarding who is a responsible employee should be directed to the Title IX Coordinator at each campus.

Any non-confidential employee at a postsecondary institution or other recipient who either has authority to take corrective action on behalf of the recipient or has the responsibility for administrative leadership, teaching, or advising in the recipient's educational education program or activity is obligated to notify the Title IX Coordinator. 2024

All Other Staff Employees. Reporting is an essential tool for addressing prohibited conduct and keeping the campus community safe. All employees who are not designated as responsible employees should safeguard an individual's privacy but are also strongly encouraged to share any information about such conduct with the Title IX Coordinator. All other non-confidential employees at a postsecondary institution or other recipient are obligated to either notify the Title IX Coordinator or provide the contact information of the Title IX Coordinator, and information about how to make a complaint of sex discrimination to any person who provides the employee with information conduct that reasonably may constitute sex discrimination. 2024

Confidential Resources. Confidential resources will not share information about an individual or incident without the individual's express written permission unless there is a continuing threat of serious violence or a legal obligation to reveal the information. You may make a confidential report to a Campus Security Authority. The only information

required for this type of report is the crime classification, the date the crime occurred and the location where the crime occurred. This information will be reflected in CCI's annual statistical disclosures required by the Clery Act if the location of the crime is within the geographical reporting boundaries as defined by the Clery Act.

10.4 Confidentiality

Career Care Institute will maintain confidentiality and protect the identity of any complainant and other necessary parties to the maximum extent possible. Confidentiality means that the school will not disclose the identity of the individual reporting the concern or allegation unless it is determined during the course of the investigation that it is unavoidable or that the school is required by law to disclose the information.

Because of laws concerning reporting of sexual violence, colleges and universities cannot guarantee confidentiality to those who report such incidents except where those reports are legally privileged communications. The school will try to protect a victim's confidentiality while also recognizing that, in some cases, it may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The details may include, but are not limited to, when and where the misconduct occurred, who the responsible party is, and other details necessary to ensure the safety of the school community. The school will disclose only information that is necessary to provide the accommodations or protective measures and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The Title IX Coordinator is responsible for determining confidentiality on a case-by-case basis. For questions about a specific situation, please contact the Title IX Coordinator at your campus.

Information obtained through the course of a Title IX investigation may be shared with law enforcement, if requested. Reports relating to criminal activity at Institute locations will be communicated to the CSA for purposes of Clery Act reporting.

Individuals seeking professional counseling will have their information kept in confidence. Even if an individual gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the Campus Crime Statistics unless otherwise required by law. The school does not disclose personally identifiable information in its Campus Crime Statistics at www.ccicolleges.edu/general-disclosures/? or in the public Campus Crime Log.

10.5 Supportive and Protective Interim Measures

Supportive and protective measures (collectively referred to as interim measures) are those accommodations, services, and other assistance the school puts in place after receiving notice of prohibited conduct, but prior to an outcome being determined. The school will implement reasonable interim measures to facilitate an individual's continued access to educational programs, activities, and/or employment and will keep these measures private to the extent possible.

Supportive measures are available to the Complainant, the Respondent, witnesses, or other members of the school community. Supportive measures are available regardless of whether a report has been submitted to the school or law enforcement, whether the school investigates a report that has been made, or whether the individual participates in an investigation. Supportive measures are designed to address the safety and wellbeing of an individual and to afford them continued access to educational and academic opportunities. Examples of supportive measures include access to counseling and medical services, academic support and accommodations, a campus escort, and issuance of No-Contact Directives (NCD). Supportive measures are voluntary and may be requested, modified, or discontinued by the individual at any time.

Protective measures are actions taken by the school after a report of prohibited conduct but prior to an investigative decision. The school will implement protective measures against a Respondent based on the totality of facts known at the time. Protective measures are designed to protect a Complainant, witness, or the school community from additional or ongoing prohibited conduct. Examples of protective measures include schedule modifications separating a Respondent from the Complainant, limiting a Respondent's access to campus or school events, and/or interim suspension of a Respondent. Protective measures can only be taken if a report has been made and an investigation proceeds.

Interim measures do not indicate that the school has made a decision about the report of prohibited conduct. These measures may be modified at any time and may be kept in place after a final investigative decision is reached.

Individuals seeking an interim measure or who are concerned about the adequacy of an interim measure are encouraged to contact the Title IX Coordinator. Individuals wishing to report a violation of an interim measure should notify the Title IX Coordinator or dial 911 if there is an immediate safety concern.

Section XI: Parental Status, Pregnancy, and Pregnancy-Related Conditions

11.1 Overview

Educational institutions "cannot treat students, employees, or applicants differently based on their parental, family, or marital status, including whether someone is the head of the household or principal wage earner. Institutions also may not discriminate against any employee or applicant on the basis of pregnancy or related conditions and must treat pregnancy or related conditions similar to any other temporary medical conditions for all job-related purposes, including with respect to the need for a leave of absence." (https://ogletree.com/insights-resources/blog-posts/2024-title-ix-regulation-update-part-iv-miscellaneous-provisions/.)

11.2 Parenthood

The Department of Education defines parenthood or parental status as: "the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of physical or mental disability, is:

- A biological parent;
- An adoptive parent;
- A foster parent;
- A stepparent;
- A legal custodian or guardian;
- *In loco parentis* with respect to such a person; actively seeking legal custody, guardianship, visitation, or adoption of such a person." (https://www.brickergraydon.com/insights/publications/whats-new-in-pregnancy-and-parenting-on-campus-new-regulations-from-the-equal-employment-opportunity-commission-and-the-department-of-education.)

11.3 Pregnancy and Pregnancy-Related Conditions

The Department of Education considers the following as they relate to pregnancy and pregnancy-related conditions:

- Pregnancy
- Childbirth
- Termination of pregnancy
- Stillbirth
- Lactation
- Any medical conditions related to those events
- Any recovery from those events.

Educational institutions may not discriminate against any student or employee based on their current, potential, or past pregnancy related condition (Title IX §106.40). Pregnancy or related conditions must be treated the same as any other temporary medical condition for which institutions make reasonable accommodations. Students who need accommodations for pregnancy-related conditions should contact the Title IX coordinator. Reasonable accommodations may include:

- Breaks for eating, drinking, restroom use, or lactation purposes;
- Intermittent absences for medical appointments;
- Extensions of time or rescheduling tests;
- Allowing students to sit or stand;
- Allowing the student access to water;
- Counseling;
- Changes to physical space or supplies (including a larger desk if needed);
- Access to an elevator;
- Access to a clean, private space (not a restroom) to pump milk;
- A voluntary leave of absence for the time that is deemed medically necessary by the student's licensed healthcare provider;
- Reinstatement to the same academic status they held when their voluntary leave began.

Section XII: Title IX and VAWA Policy

12.1 Overview

Career Care Institute is firmly committed to providing equal opportunity and an environment free of all forms of improper or unlawful harassment, discrimination and violence in its educational programs and activities, including admissions and employment practices. The school will not tolerate any discrimination, harassment or violence of any kind including, but not limited to, discrimination, harassment or violence based on sex/gender (including pregnancy, childbirth, and related conditions), sexual orientation, sex characteristics, gender identity, gender expression, non-conformity with sex stereotypes, marital or parental status, age, national origin, disability, veteran status, or any other category protected by federal, state, or local law.

More specifically, the school complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Violence Against Women Reauthorization Act (VAWA) and regulations for any other applicable federal, state, or local law and will promptly address conduct deemed to be in violation of this policy.

12.2 Scope

1. This policy applies to all conduct involving students, faculty, staff, and third parties that occurs on CCI-controlled properties, as well as offsite conduct when that conduct can affect the campus community.
2. This policy applies to all individuals regardless of sex/gender, sexual orientation, gender identity, or gender expression.
3. Confidentiality

12.3 Contact Information

- The school's Title IX Coordinators are responsible for oversight of all sexual misconduct complaints. The Title IX Coordinator for the Lancaster Campus can be reached at (661)942-6204 ext. 248 or at eorellana@ccicolleges.edu, Moreno Valley Campus at 951-214-6446 ext. 203 or at gquintanilla20@ccicolleges.edu, and Oxnard Campus at 805-477-0660 ext. 301 or at solivares@ccicolleges.edu.

12.4 Reporting Policies and Protocols

Individuals may contact local law enforcement to report a criminal offense of a sexual nature.

- To file a complaint with the school for conduct in violation of this policy including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence or stalking, individuals may contact the Lancaster campus Title IX Coordinator at eorellana@ccicolleges.edu or (661)942-6204 ext. 248, Moreno Valley Title IX Coordinator at gquintanilla20@ccicolleges.edu or 951-214-6446 ext. 203, Oxnard Title IX Coordinator at solivares@ccicolleges.edu or 805-477-0660 ext. 301.

- Reports can be made directly to the Department of Education's Office for Civil Rights (OCR). Individuals can find the appropriate office at http://www2.ed.gov/about/offices/list/ocr/addresses.html by contacting the OCR

Headquarters at 400 Maryland Avenue SW, Washington, DC 20202-1100, or by calling 800-421-3481.

- Reports can also be made to one of the school's responsible employees, such as a faculty member, Admissions Representative, Financial Aid Advisor, Student Services representative, Campus Security Authority (CSA), or Human Resources. Please note that responsible employees cannot keep complaints confidential and are required to report any instances of alleged sexual misconduct to the Title IX Coordinator.

- The school's Title IX Coordinator and/or CSA will assist anyone who files a complaint of sexual violence, domestic violence, dating violence or stalking with exercising his or her rights even if he or she chooses not to file a report with authorities.

- Resources are available as described in the CCI Campus Safety Policies (see Counseling and Assistance Resources Assistance and Services for Victims of Sexual Violence).

12.5 Counseling, Advocacy, and Support

Additional information regarding assistance and services for victims of sexual violence, domestic violence, dating violence and stalking can be found in the Counseling and Assistance Resources Assistance and Services for Victims of Sexual Violence section.

The local Campus Security Authority can also provide additional referral resources such as counseling, health, mental health, victim advocacy, legal assistance, and drug and alcohol information within the local area.

12.6 Prohibited Conduct

12.6.1 Harassment

No student or employee may commit harassment based on a protected characteristic. Although repeated incidents generally create a stronger claim of harassment, a serious singular incident can be sufficient. For instance, a single instance of sexual assault or a single disparaging remark about an individual's ethnicity in an email sent to an entire class may constitute harassment. Harassment is verbal or physical conduct based on a protected characteristic which:

- Creates a hostile environment. A hostile environment exists when such conduct is sufficiently severe, persistent or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the school's education or employment programs, activities, or living environment. In evaluating whether a hostile environment exists, the totality of known circumstances, including the nature, frequency, intensity, location, context, and duration of the conduct, will be considered from both a subjective and objective perspective; or
- Submissions to or rejection of the conduct is explicitly or implicitly made a term or condition of an individual's educational environment, employment,

living environment, appointment, admission, or academic evaluation; or used as a basis for evaluation in academic evaluations, educational opportunities, admissions evaluations, financial aid, or personnel decisions affecting an individual.

Examples of conduct that may constitute harassment:

- Ridicule, abuse, insults or derogatory comments that are directly or indirectly based on a protected characteristic;
- Offensive remarks about an individual's looks, clothing, or body parts, that relate to a protected characteristic;
- Offensive comments about an individual's racial, ethnic or religious characteristics;
- Disparaging or offensive remarks about an individual's gender or gender identity whether or not sexual in nature;
- Disparaging or offensive comments about an individual's religious beliefs or lack of religious beliefs;
- Disparaging or offensive remarks about an individual's sex, sexual orientation, or sex characteristics;
- Expressing negative stereotypes regarding an individual's gender, country of birth, ancestry, citizenship, or race;
- Disparaging, intimidating or offensive references to an individual's mental or physical impairment or disability;
- Disparaging, intimidating, or offences references to an individual's family/parental status;
- Disparaging, intimidating, or offensive references to an individual's pregnancy or pregnancy-related condition;
- Disparaging racial or ethnic remarks, and racial or ethnic slurs, jokes or epithets;
- Pursuing, following, waiting or showing up uninvited at or near places frequented by the victim;
- Unwelcome touching and physical conduct;
- Inappropriate display of sexually explicit objects, pictures, cartoons, posters, computer screen savers, websites, movies, drawings, or sexual gestures.
- Harassment includes "cyber" conduct that occurs through social media platforms, text or email

12.6.2 Sexual Assault and Non-Consensual Sexual Contact

Sexual assault is penetration, however slight, of the vagina, anus, or mouth by a body part or an object, without consent. Sexual contact is intentional contact, direct or indirect, without consent (a) of the breasts, genitals, buttocks, or groin of another, (b) of another with any of these body parts; or (c) making another touch you or themselves with or on any of these body parts without their consent. Acts by strangers, acquaintances, and intimate partners are covered equally under this policy.

- **Consent** for the purposes of this policy means equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or

actions – to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person's ability to resist or consent is substantially impaired because of a mental or physical condition or if there is a significant age or perceived power differential. Examples include, but are not limited to being:

- Unconscious,
- Frightened,
- Physically or psychologically pressured or forced,
- Intimidated,
- Substantially impaired because of a psychological health condition,
- Substantially impaired because of voluntary intoxication, or
- Substantially impaired because of the deceptive administering of any drug, intoxicant or controlled substance

▪ **"Without consent"** for the purposes of this policy includes any of the following:

- The victim is coerced by the immediate use or threatened use of force against a person or property.
- The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep or any other similar impairment of cognition and such condition is known or should have reasonably been known to the defendant. For purposes of this subdivision, "mental defect" means the victim is unable to comprehend the distinctively sexual nature of the conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another.
- The victim is intentionally deceived as to the nature of the act.
- The victim is intentionally deceived to erroneously believe that the person is the victim's spouse.

Section XIII: Violations of Student Conduct, Disciplinary Procedures, and Written Notifications

During the disciplinary process, both the Complainant and the Respondent are granted the following procedural protections:

- A summary of rights, investigation procedures, and avenue of appeal.
- Equal treatment.
- To have an advisor or their choice present during the proceedings.
- A presumption of innocence until the investigation has been completed.
- A fair, thorough, reliable, neutral, and impartial investigation
- *Written notice* of the alleged policy violation including the specific acts, the date/period of time, and location.
- **Written notice** of the requirement to meet with the investigator.

- The opportunity to provide relevant information and names of relevant witnesses. Declining to present information or witnesses will not be considered an admission of responsibility.
- The opportunity to inspect documents and/or relevant information gathered during the investigation. Medical and counseling records are confidential records that neither party is required to disclose. However, if these records are disclosed to the investigator, the other party will be allowed to review the relevant portions.
- A **written**, timely decision outlining the findings of fact and violation by the Title IX Office and any sanctions imposed. These reports are provided to the parties simultaneously. Information about the appellate process will also be provided. Notice will be emailed to the student's email address unless otherwise arranged by the student. If a notice is mailed through the postal system, it is considered received three days after mailing.
- The opportunity to appeal the findings of the Title IX Office within 10 business days of receipt of the written decision. Following the appeal process, both parties will receive a written and timely decision regarding the outcome of the appeal, explaining the basis for the decision.

13.1 How to File a Complaint

All complaints regarding suspected, observed, or experienced violation of the prohibited student conduct shall be reported/filed immediately with the director who serves as the Title IX Coordinator. A complaint may be verbal or written and need not be on a particular form. Any teacher or employee of the school who reasonably believes a student has been harassed based on sex, or who receives a complaint or notice of harassment, must immediately report the alleged behavior or notice to the Title IX Coordinator. Failure to comply with this policy shall be grounds for disciplinary action, up to and including program exclusion or termination of either the student or the employee.

13.2 Initial Review of Allegations

Within two school days of receipt of information of a complaint, the Title IX Coordinator will discuss the alleged harassment with the Complainant and the actions the Complainant is seeking in response to the harassment. If a school employee has directly observed sexual harassment of a student, the Title IX Coordinator shall immediately contact the student who alleged the harassment and the alleged harasser, explain that the school is responsible for taking steps to correct the harassment, and discuss the harassment and desired actions with the student.

13.3 The Investigation

Every instance of sexual harassment of which the school has notice shall be promptly investigated by the Title IX Coordinator and may be reported to the local police department for independent investigation depending upon the nature, frequency and severity of the alleged harassment. If deemed appropriate based on the circumstances, the Title IX Coordinator may take interim measures during the investigation to protect the alleged victim of harassment including, but not limited to, segregating the alleged harasser from the alleged victim, placing the alleged harasser on

paid leave, etc. Responsive measures will be designed to minimize, as much as possible, the burden on the alleged victim. Whenever possible, the alleged victim shall not be removed from class or an activity, and the alleged harasser will be separated from the alleged victim, and if appropriate, other students. The investigation will be grounded in reasonableness and the school will have flexibility to determine appropriate responses. In every instance, the Title IX Coordinator will provide written notice to all parties of the allegations, dismissal, delays, dismissal, and proceedings throughout the course of the investigation.

- **Limited Confidentiality**. The Title IX Coordinator will make every effort to keep the investigation and the parties thereto, including witnesses, confidential, except as necessary to carry out the investigation.
- **Factors for Consideration**. Factors that may be considered during the investigation include the following:
  - **The degree to which the conduct affected one or more students' education**. A hostile environment can occur even if the harassment is not targeted specifically at the individual complainant. For example, if a student, group of students, or a teacher regularly directs sexual comments toward a particular student, a hostile environment may be created not only for the targeted student, but also for others who witness the conduct.
  - **The type, frequency, and duration of the conduct**. The more severe the conduct, the less the need to show a repetitive series of incidents; this is particularly true if the harassment is physical. A single or isolated incident of sexual harassment may, if sufficiently severe, create a hostile environment.
  - **The identity of, and relationship between, the alleged harasser and the subject or subjects of the harassment**. For example, due to the power a teacher has over a student, sex-based conduct by a teacher toward a student is more likely to create a hostile environment than similar conduct by another student.
  - **The number of individuals involved**. Sexual harassment may be committed by an individual or a group.
  - **The age and sex of the alleged harasser and the subject or subjects of the harassment**. For example, in the case of younger students, sexually harassing conduct is more likely to be intimidating if coming from an older student.
  - **The size of the school, location of the incidents, and context in which they occurred**. Harassing conduct occurring on a school bus may be more intimidating than similar conduct on a school playground because the restricted area makes it impossible for students to avoid their harassers.
  - **Other incidents at the school**. A series of incidents at the school, not involving the same students, could, if taken together, create a hostile environment, even if each incident by itself would not create a hostile environment.
  - **Incidents of gender-based, nonsexual harassment**. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, which do not involve sexual activity or language, can be considered in combination with incidents of sexual harassment to determine if the incidents of harassment create a sexually hostile environment.

Under the provisions of the 2024 Final Rule, schools may require employees or other persons authorized by the school to participate as witness in, or otherwise assist with, a Title IX investigation, proceeding, or hearing.

13.4 Evidence Review

The investigator will ask both parties for all information related to the alleged prohibited conduct, including names of witnesses, documents, emails, texts, social media posts, photographs, the existence of video footage, and call logs. At the conclusion of the investigation, the Complainant and the Respondent are each given an individual and separate opportunity to review the information collected. This is called Evidence Review. Evidence Review occurs at the Title IX Office. Witness statements, physical and documentary evidence, and audio/visual material are provided for review. Parties are not provided copies or allowed to take photographs, but they may take notes.

At Evidence Review, each party is encouraged to submit questions to be asked of the other party by the Title IX Coordinator at the Evidence Hearing.

Information that is excluded from review will not be considered in making findings of fact or determining responsibility. The Title IX Coordinator may exclude evidence from review that violates the privacy rights of third parties.

The Title IX Coordinator may collect and consider the following types of information:

- Statements by any witnesses to the alleged incident;
- Evidence about the relative credibility of the allegedly harassed student and the alleged harasser;
- Evidence that the alleged harasser has been found to have harassed others;
- Evidence that the allegedly harassed student has made false allegations against other individuals;
- Evidence of the allegedly harassed student's reaction or behavior after the alleged harassment;
- Evidence as to whether the student claiming harassment filed a complaint or took other action to protest the conduct soon after the alleged incident occurred; and
- Other contemporaneous evidence of the harassment (e.g., reporting conduct to parents, friends, etc.).
- Expert witnesses may be allowed; applies to equally to both parties.

13.5 Report and Communication of Finding and Recommendations to Parties

Within ten (10) school days or, as soon thereafter as practicable based on all of the facts and circumstances, the Title IX Coordinator will provide written notice of his/her findings to the Complainant and the Respondent (Parties). The findings will include, but not be limited to, whether the allegations were substantiated, and if so, whether the disciplinary and remedial measures recommended address/remedy the substantiated claims.

If the Title IX Coordinator determines that the sexual harassment claim is substantiated, he/she will recommend immediate action to end the harassment and

prevent its recurrence. The recommended action will depend upon the degree of control the school has over the harasser and the nature, frequency, and severity of the substantiated sexual harassment. The recommended action could include a verbal warning, written reprimand, a no-contact requirement, short-term or long-term suspension, or program exclusion, consistent with the CCI School Disciplinary Code. If the harasser is another student or students, the Title IX Coordinator will recommend discipline commensurate with the substantiated violation, up to and including immediate termination.

If the harasser is a third party over whom the school has some control (e.g., an independent contractor working for the school), the Title IX Coordinator may recommend immediate termination of the relationship and steps to prohibit entry on school grounds or at school-sponsored activities.

In all instances, the Title IX Coordinator shall follow up and communicate with the Complainant and the Respondent at the conclusion of the investigation.

13.6 Title IX Coordinator Implements Final Findings and Recommendations
At the conclusion of the Evidence Review and Hearing, Title IX Office prepares a summary report. The report presents and analyzes the information collected and makes findings of fact and policy violation.

In preparing the report, the investigator will review all evidence and determine what information is relevant and material to the incident; information that is irrelevant, more prejudicial than probative, or immaterial to the analysis is omitted from the document. The standard of evidence used by CCI investigators is the preponderance of evidence standard. The investigator will make findings of fact. The investigator will determine whether a Respondent violated this policy based on those findings of fact.

Typically, there are two possible outcomes:

1. Responsible: a Respondent is found responsible if the preponderance of facts indicate that a Respondent violated this policy.
2. Insufficient evidence: in some cases, there is insufficient evidence to make a finding. A conclusion that there is insufficient evidence does not mean a Respondent is found not responsible.

The summary report is provided to both parties upon completion. When there is insufficient evidence to make a finding, either party may directly appeal to the Appeals Committee. The Title IX Office cannot and does not determine whether a crime has been committed. That can only be done through the legal process.

13.7 Prohibition against Retaliation
The school does not tolerate discrimination or retaliation against any student who files a good-faith sexual harassment complaint, even if the investigation produces insufficient evidence to support the complaint or if the allegations cannot be substantiated. Likewise, the school does not tolerate discrimination or retaliation against any individual

who participates in the investigation of a sexual harassment complaint. Any perceived retaliation should be immediately reported to the Title IX Coordinator for investigation.

13.8 Sanctions the School May Impose Following an Institutional Disciplinary Determination of Sex Discrimination, Sexual Harassment, or Sexual Violence

Sexual violence or misconduct violates the standards of conduct expected of every member in the school community. Dating violence, domestic violence, sexual assault, and stalking are criminal acts, subject to criminal and civil penalties under state and federal law. In all cases, the school will cooperate with and support local, state, and federal law enforcement. Institute disciplinary actions include:

- Employee Violations
  - Training – The employee may be required to undergo additional training on Title IX, VAWA and sexual misconduct.
  - Discipline – Documented formal coaching, discussion memo, written warning, or termination.
- Student Violations
  - Composition of a self-reflective or academic paper.
  - Completion of the Title IX or VAWA sanctioned workshop or another appropriate workshop.
  - Suspension.
  - Expulsion.
- Faculty Violations
  - Composition of a self-reflective or academic paper.
  - Completion of the Title IX or VAWA Faculty Performance Module or another appropriate faculty workshop.
  - Suspension from teaching.
  - Deactivation as an Institute faculty member.

Section XIV: Sex Offender Registry

14.1 Sex Offender Registry

Career Care Institute provides a link to the public national websites at http://www.sexoffender.com and http://www.nsopw.gov. Sex offenders who are required to register in a state must provide notice of each institution of higher education in that state at which the offender is employed or is a student. This notice should be directed to the Campus Security Authority at their campus.

14.2 Reporting Convicted Sex Offenders

The Campus Sex Crimes Prevention Act provides minimum national standards for state sex offender registration and community notification programs. This act requires the state agencies to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education.

Section XV: Contacting the Campus Security Authority

Career Care Institute has a Campus Security Authority (CSA) assigned to each campus. The CSA will assist all students, faculty and staff who are victims of dating violence,

domestic violence, sexual assault, stalking, or any other crime with notifying the appropriate law enforcement authorities if the victim requests their assistance.

The Title IX Coordinator will provide a Victim's Bill of Rights, which is a written notification to victims (students, faculty and staff) of dating violence, domestic violence, sexual assault, or stalking about the following services available:

- Notifying the applicable local law enforcement, campus safety personnel, and health officials.
- Preserving evidence that may assist in obtaining a protection order or prove an offense occurred.
- Providing crime victims with the appropriate counseling referral information, services for health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid.
- Helping crime victims fill out crime reports.
- Changing a victim's academic and work situations (e.g., student's course schedule; employee's work environment).
- Applying for judicial no-contact, restraining, and protective orders.
- Receiving as the right of both the accuser and the accused the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Federal law prohibits retaliation, discrimination, and harassment against any individual who reports a crime or raises concerns regarding civil rights to the school. To help ensure the safety of the school community, the school has a designated Campus Security Authority (CSA) on every campus. We fully cooperate with the police and other public law enforcement. All Clery crimes that are reported need to be taken to the following Title IX Coordinator

Your safety is of paramount importance. Career Care Institute urges students, faculty, and staff to report all crimes or threatening situations that occur on campus to your local police department and then to us. If anything makes you feel unsafe or threatened, dial 9-1-1.

Section XVI: Counseling and Assistance Resources Assistance and Services for Victims of Sexual Violence

1in6

1in6 offers an "Online SupportLine" for men and for people who care about them, who are seeking immediate information and resources related unwanted or abusive sexual experiences in childhood. Services include referrals to resources in your area, crisis intervention and support, explanations of the criminal justice system, and what you might expect if you report the abuse. For more information, visit https://hotline.rainn.org/1in6/terms-of-service.jsp.

Casa de Esperanza
Casa de Esperanza is a Latina organization. Part of their work involves providing immigrant Latinas effective services. If you are an immigrant woman experiencing domestic violence or if you know someone in that situation, call the 24-hour, bilingual domestic violence helpline at 651-772-1611 or send an email to info@casadeesperanza.org. For more information, visit https://www.casadeesperanza.org/.

Clery Center for Security On-Campus
The Clery Center offers information for victims and other resources including referrals for sexual assault and rape by state. For more information, visit http://clerycenter.org/.

DoD Safe Helpline
Members of the Department of Defense (DoD) community affected by sexual assault can receive live, free, confidential help through the DoD Safe Helpline at (877)995-5247. For more information, visit the DoD Safe Helpline's Website at https://www.safehelpline.org/.

domesticshelters.org
Victims of domestic violence can utilize this free searchable directory of domestic violence service providers in the United States. Services provided may include legal representation, immigration services, sexual violence support groups, transportation, relocation services, etc. For more information, visit https://www.domesticshelters.org/.

HRSA Health Centers
The Health Resources and Services Administration (HRSA) health centers offer care, even if you have no health insurance. You pay what you can afford, based on your income. Services include treatment when you're sick, checkups when you're well, complete care when you're pregnant, mental health and substance abuse care. For more information, visit http://findahealthcenter.hrsa.gov/Search_HCC.aspx.

It's On Us
Take the pledge to help keep women and men safe from sexual assault at http://itsonus.org/

Legal Services
Many communities offer Community Legal Services or have Legal Aid Societies which provide free or reduced cost for legal assistance and/or representation. Some of the community legal aid societies may offer information about visa and immigration services. Visit the website for further information:
https://www.americanbar.org/groups/legal_services/flh-home/flh-free-legal-help/

loveisrespect
Individuals involved in dating abuse relationships can be connected to local resources and helpful websites through loveisrespect peer advocates at (866)331-9474 or text "loveis" to 22522 (Msg&Data Rates apply on text for help services). Loveisrespect will not ask you for your name or other contact information and the phone service is available 24 hours a day, 7 days a week. For more information, visit loveisrespect's Website at http://www.loveisrespect.org/.

MaleSurvivor
MaleSurvivor provides resources to male survivors of sexual trauma, including directories to find a therapist or support group. For more information, visit http://www.malesurvivor.org/default.html.

National Center for Victims of Crime
Website includes the National Center's Connect Directory to assist with locating crime victim assistance organizations near you. Types of assistance include legal services, support group, transportation, shelter/safe house, financial assistance, and restraining orders. For more information, visit http://www.victimsofcrime.org/home.

National Crime Victim Bar Association
To assist you in finding a qualified attorney, the National Crime Victim Bar Association (NCVBA) can provide victims with referrals to local attorneys specializing in victim related litigation. If you are a victim looking for an attorney referral, please contact (202)467-8716 or visit https://victimbar.org/

National Domestic Violence Hotline
Those affected by domestic violence can receive confidential, one-on-one support via the National Domestic Violence Hotline: (800)799-SAFE (7233). Trained advocates are available 24 hours a day, 7 days a week to provide crisis intervention, options for next steps and direct connection to resources for immediate safety. The National Domestic Violence Hotline's Website is http://www.thehotline.org/.

NO MORE
NO MORE is a public awareness and engagement campaign focused on ending domestic violence and sexual assault. You can find your state coalition and additional local resources at http://nomore.org/local-organizations/.

RAINN
Victims of sexual assault and their friends and families can also receive free, confidential 24-hour help by calling the National Sexual Assault Hotline at RAINN (Rape, Abuse & Incest National Network): (800)656-HOPE (4673). Questions or comments may be sent to info@rainn.org. RAINN's Website is https://www.rainn.org.

To find a local rape crisis and counseling center, search RAINN's National Database at http://centers.rainn.org/. Services may include individual counseling, group counseling/support groups, legal/criminal justice system advocacy, crime victim assistance advocacy, emergency shelter and hospital accompaniment.

Stalking Resource Center
The website includes victim assistance resources and information about federal, state, tribal, and military stalking statutes. For more information, visit http://www.victimsofcrime.org/our-programs/stalking-resource-center.

The Northwest Network
The NW Network of Bisexual, Trans, Lesbian and Gay Survivors of Abuse offers free and confidential support for survivors of domestic, dating and sexual abuse. Services include

advocacy-based counseling, support groups, safety and support planning, basic legal advocacy, resources and referrals to housing, food banks, mental health programs and legal assistance. Call (206)568-7777 or visit http://nwnetwork.org/ for more information.

U.S. Citizenship and Immigration Services
Information on the legal rights available to immigrant victims of domestic violence in the United States can be found at https://www.uscis.gov/

WomensLaw.org
Website provides state-specific legal information and resources for survivors of domestic violence. Visit http://womenslaw.org/index.php for help finding a lawyer, shelter or courthouse locations in your state.

Alcohol and Other Drug Abuse Referral Services
We encourage anyone dealing with substance abuse issues (not just our employees and students) to contact national agencies also for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. Support is always available with confidentiality and discretion! One need only ask.

- Al-Anon Family Groups (888)4AL-ANON (425-2666) http://al-anon.org/
- American Council on Alcoholism (800)527-5344 http://www.acaap.us/
- National Council on Alcoholism and Drug Dependence, Inc. (800)NCACall (622-2255) https://ncaddms.org/
- National Institute on Drug Abuse (800)662-HELP (662-4357) http://www.drugabuse.gov/
- Alcohol Anonymous contact information can be found in local telephone directories.

Suicide Referral Services
In addition to the Career Care Institute sponsored Student and Employee Assistance Programs, the following are available for assistance to students and individuals contemplating suicide:

- The Jed Foundation www.jedfoundation.org
- National Suicide Prevention Lifeline 1-800-273-TALK (8255)
- The Trevor Project (LGBTQ) (866)488-7386 www.thetrevorproject.org

Veteran Referral Services

- A veterans' crisis line at (800) 273-8255
- A crisis line for active-duty, Guard and Reserve members of the military at http://www.veteranscrisisline.net/ActiveDuty.aspx
- A VA responder line – text a message to 838255
- A self-check quiz at https://www.vetselfcheck.org/Welcome.cfm
- A confidential online chat session for veterans at http://www.veteranscrisisline.net/ChatTermsOfService.aspx?account=Veterans Chat

Victims seeking professional counseling will have their information kept in confidence. Even if a victim gives the professional counselor permission to release his or her identity,

the counselor may only report the occurrence of the event itself to be included in the Annual Security Report.

Career Care Institute *Lancaster*	43770 15th Street West, Suite 115 Lancaster, CA 93534

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

1 - On campus
2 - Public property

CRIME STATISTICS Career Care Institute – Lancaster						
Criminal Offense	2022	2023	2024	2025	Location (1 or 2)	Hate Crime (Y or N)
Murder/Non-Negligent Manslaughter	0	0	0	0		
Negligent Manslaughter	0	0	0	0		
Forcible Sex Offenses (includes rape)	0	0	0	0		
Non-forcible Sex Offenses	0	0	0	0		
Robbery	0	0	0	0		
Aggravated Assault	0	0	0	0		
Burglary	0	0	0	0		
Motor Vehicle Theft	0	0	0	0		
Arson	0	0	0	0		

HATE CRIMES Career Care Institute – Lancaster						
Criminal Offense	2022	2023	2024	2025	Location (1 or 2)	Hate Crime (Y or N)
Murder/Non-Negligent Manslaughter	0	0	0	0		
Negligent Manslaughter	0	0	0	0		
Forcible Sex Offenses (includes rape)	0	0	0	0		
Non-forcible Sex Offenses	0	0	0	0		
Robbery	0	0	0	0		
Aggravated Assault	0	0	0	0		
Burglary	0	0	0	0		
Motor Vehicle Theft	0	0	0	0		
Arson	0	0	0	0		
Simple Assault	0	0	0	0		
Larceny-Theft	0	0	0	0		
Intimidation	0	0	0	0		

Destruction/Damage/Vandalism of Property	0	0	0	0		

VIOLATIONS Career Care Institute – Lancaster						
	2022	2023	2024	2025	Location (1 or 2)	Referred for Campus Disciplinary Action? (Y or N)
Liquor Law Violations	0	0	0	0		
Drug Law Violations	0	0	0	0		
Weapons Law Violations	0	0	0	0		

VAWA ACT OFFENSES Career Care Institute – Lancaster						
	2022	2023	2024	2025	Location (1 or 2)	Referred for Campus Disciplinary Action? (Y or N)
Domestic Violence	0	0	0	0		
Dating Violence	0	0	0	0		
Stalking	0	0	0	0		
HAZING OFFENSES Career Care Institute – Lancaster						
	2022	2023	2024	2025	Location (1 or 2)	Referred for Campus Disciplinary Action? (Y or N)
Hazing	-	-	-	0		

Career Care Institute *Oxnard*	2051 N Solar Drive, Ste. 100 Oxnard, CA 93036

The following chart reflects CCI's crime statistics for the three most recent calendar years, as reported in the incident reports maintained by the campus security authority. Crime statistics are reported by two separate categories by location:
1 - On campus
2 - Public property

CRIME STATISTICS Career Care Institute – Oxnard						
Criminal Offense	2022	2023	2024	2025	Location (1 or 2)	Hate Crime (Y or N)
Murder/Non-Negligent Manslaughter	0	0	0	0		
Negligent Manslaughter	0	0	0	0		
Forcible Sex Offenses (includes rape)	0	0	0	0		
Non-forcible Sex Offenses	0	0	0	0		
Robbery	0	0	0	0		
Aggravated Assault	0	0	0	0		
Burglary	0	0	0	0		
Motor Vehicle Theft	0	0	0	0		
Arson	0	0	0	0		

HATE CRIMES Career Care Institute – Oxnard						
Criminal Offense	2022	2023	2024	2025	Location (1 or 2)	Hate Crime (Y or N)
Murder/Non-Negligent Manslaughter	0	0	0	0		
Negligent Manslaughter	0	0	0	0		
Forcible Sex Offenses (includes rape)	0	0	0	0		
Non-forcible Sex Offenses	0	0	0	0		
Robbery	0	0	0	0		
Aggravated Assault	0	0	0	0		
Burglary	0	0	0	0		
Motor Vehicle Theft	0	0	0	0		
Arson	0	0	0	0		
Simple Assault	0	0	0	0		
Larceny-Theft	0	0	0	0		
Intimidation	0	0	0	0		
Destruction/Damage/Vandalism of Property	0	0	0	0		

VIOLATIONS Career Care Institute – Oxnard						
	2022	2023	2024	2025	Location (1 or 2)	Referred for Campus Disciplinary Action? (Y or N)
Liquor Law Violations	0	0	0	0		
Drug Law Violations	0	0	0	0		
Weapons Law Violations	0	0	0	0		

VAWA ACT OFFENSES Career Care Institute – Oxnard						
	2022	2023	2024	2025	Location (1 or 2)	Referred for Campus Disciplinary Action? (Y or N)
Domestic Violence	0	0	0	0		
Dating Violence	0	0	0	0		
Stalking	0	0	0	0		

HAZING OFFENSES Career Care Institute – Oxnard						
	2022	2023	2024	2025	Location (1 or 2)	Referred for Campus Disciplinary Action? (Y or N)
Hazing	-	-	-	0		

Career Care Institute *Moreno Valley*	22500 Town Circle, Suite 2205 Moreno Valley, CA 92553

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

1 - On campus
2 - Public property

CRIME STATISTICS Career Care Institute – Moreno Valley						
Criminal Offense	2022	2023	2024	2025	Location (1 or 2)	Hate Crime (Y or N)
Murder/Non-Negligent Manslaughter	0	0	0	0		
Negligent Manslaughter	0	0	0	0		

Forcible Sex Offenses (includes rape)	0	0	0	0		
Non-forcible Sex Offenses	0	0	0	0		
Robbery	0	0	0	0		
Aggravated Assault	0	0	0	0		
Burglary	0	0	0	0		
Motor Vehicle Theft	0	0	0	0		
Arson	0	0	0	0		

HATE CRIMES Career Care Institute – Moreno Valley						
Criminal Offense	2022	2023	2024	2025	Location (1 or 2)	Hate Crime (Y or N)
Murder/Non-Negligent Manslaughter	0	0	0	0		
Negligent Manslaughter	0	0	0	0		
Forcible Sex Offenses (includes rape)	0	0	0	0		
Non-forcible Sex Offenses	0	0	0	0		
Robbery	0	0	0	0		
Aggravated Assault	0	0	0	0		
Burglary	0	0	0	0		
Motor Vehicle Theft	0	0	0	0		
Arson	0	0	0	0		
Simple Assault	0	0	0	0		
Larceny-Theft	0	0	0	0		
Intimidation	0	0	0	0		
Destruction/Damage/Vandalism of Property	0	0	0	0		

VIOLATIONS Career Care Institute – Moreno Valley						
	2022	2023	2024	2025	Location (1 or 2)	Referred for Campus Disciplinary Action? (Y or N)
Liquor Law Violations	0	0	0	0		
Drug Law Violations	0	0	0	0		
Weapons Law Violations	0	0	0	0		

VAWA ACT OFFENSES Career Care Institute – Moreno Valley						
	2022	2023	2024	2025	Location (1 or 2)	Referred for Campus Disciplinary Action? (Y or N)
Domestic Violence	0	0	0	0		
Dating Violence	0	0	0	0		
Stalking	0	0	0	0		

HAZING OFFENSES Career Care Institute – Moreno Valley						
	2022	2023	2024	2025	Location (1 or 2)	Referred for Campus Disciplinary Action? (Y or N)
Hazing	-	-	-	0		

Reporter's Information

Date: _____
Name: _____
Email Address: _____
Phone Number: _____

Affiliation with Career Care Institute:
□ Student □ Instructor □ Parent □ Other

Affiliation with Incident:
□ Victim/Survivor □ Instructor □ Third Party □ Other

Incident Information

Type of Incident (check all that apply):
□ Sexual Assault □ Dating Violence □ Domestic Violence □ Stalking □ Sexual Harassment

Date of Incident: _____
Time of Incident: _____
Is abuse ongoing? □ Yes □ No □ Unknown
Is drugging of the victim suspected? □ Yes □ No □ Unknown

Victim Information

Victim's Gender: _____
Victim's Age: _____

Victim's Affiliation with Career Care Institute:
□ Faculty □ Student □ Staff □ Administrator □ Other

Perpetrator's Information

Alleged Perpetrator's Gender: _____
Alleged Perpetrator's Age: _____

Relationship of victim/survivor and alleged perpetrator (check all that apply):
□ Friend □ Employer □ Employee □ Spouse □ Intimate Partner □ Former Intimate Partner □ Stranger □ Unknown □ Other

Location Information

Location of Incident (check all that apply):
□ On-campus □ Off-campus □ Outdoors □ Unknown □ Other

Signature

Signature of Victim/Survivor: _____

Signature of Person Who the Incident Was Reported To: _____