



Angeles Institute, LLC

*WHERE FUTURE NURSES START*

Annual  
Security Report

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*2018*



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## **Health, Security, And Safety Foreword**

Angeles Institute makes every effort to provide a safe and secure learning environment. Classrooms, skills labs, and clinical sites comply with the requirements of the various regulatory agencies.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. Students should immediately report any medical, criminal, or other emergency occurring on campus to a college employee.

In case of an emergency, students are directed to immediately notify a college employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

## **Reporting Crimes and Other Emergencies**

Angeles Institute requests and encourages all students, faculty and visitors who witness or personally experience crime or criminal activity while on the campus of Angeles Institute to report their observations or experience to Campus Director or the front desk. In the event of a life-threatening emergency the local authorities will be contacted by calling 9-1-1. Angeles Institute is required to report all criminal activity occurring on campus or within the immediately adjacent to and accessible to the campus. Angeles Institute does not officially recognize any off-campus student organizations. Angeles Institute students and faculty are encouraged to report crimes on a voluntary, confidential basis. The Institute will respond to each report in an appropriate manner and consistent with state and federal laws and rules. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.



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Students in need of counseling services may contact the Student Affairs Department or the Campus Director or the Director of Nursing for a referral to the Student Assistance Program, a confidential referral program. Employees may contact Angeles Institute's PEO or the Campus Director or the Director of Nursing for information regarding the Employee Assistance Program, a confidential referral program.

### **Reporting Policy**

Angeles Institute annually publishes the Campus Security Report in compliance with the Crime Awareness and Campus Security Act of 1990. It includes security policies and campus crime statistics. The report serves to inform Angeles Institute students, prospective students, employees and prospective employees of the existence and enforcement of the Institute's safety of security policies. The Annual Campus Security Report is prepared by the Campus Director with input from the school administration.

### **Timely Warnings**

In the event that a situation arises that constitutes a continuing threat to the Angeles Institute community, the Campus Director (or Administrators) will issue a campus-wide warning. The warning will be issued through posting on student and employee bulletin boards. The appropriate law enforcement agency will be contacted.

### **Campus Security and Law Enforcement**

Angeles Institute officials have the authority to ask individuals for identification and determine whether individuals have lawful business at the Institute. Angeles Institute employees do not possess arrest power. Crimes and other incidents are referred to the local police who have jurisdiction over the Angeles Institute campus. Anyone with information regarding a



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crime is strongly encouraged to immediately report the incident to an Angeles Institute employee and the appropriate police agency (Los Angeles County Sherriff's Department – Lakewood Station – City of Artesia Service Area **562-623-3500**).

### **Student Sickness, Accident, & Emergency Plan Introduction**

Angeles Institute Health and Safety plan covers any health and safety concerns. The document provides guidance to employees in the event of such incidents. Students are directed to report such incidents to an Angeles Institute employee for follow-up. The Policy and Procedure manual is the source of the Emergency Manual. The Emergency Manual is designed for quick and easy access to emergency information.

### **Student Sickness, Accident, & Emergency Plan**

Student Safety and Health is a primary concern of Angeles Institute Administrators, Faculty, and Staff. If an accident, sickness, or emergency occurs the Angeles Institute employee should follow the steps indicated in the Health & Safety Plan &/or the Emergency Manual (in the Policy & Procedure Manual). Students reporting a sickness, accident, and emergency are directed to immediately notify a college employee.

### **Health and Safety Planning**

The Health and Safety plan is discussed yearly and more if needed. As a part of the Angeles Institute meeting process Health and Safety planning is part of the Agenda and recommendations and improvements are discussed at that time. If needed changes are discovered during the planning process these changes will be initiated as soon as possible.



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## **Reporting and Investigating Accidents**

Students should report accidents, unsafe conditions, criminal activity, and emergency situations to the Angeles Institute personnel. Angeles Institute employees can:

- Administer first aid if needed
- Call emergency personnel
- Report a hazardous condition

Students will be asked to describe the situation to the employee (and emergency personnel if called) and may be asked to complete an Incident Report form.

Employees should also report any adverse health and safety conditions on campus. Employees must call emergency personnel (if needed), report hazardous conditions to administration for resolution, administer first aid (if needed), and fill out an Incident Report form.

When needed employees are reminded of the steps for the reporting of an accident, or hazardous condition and what steps to take if treatment is needed.

If an Incident Report is completed the Campus Director and Administrator conduct an investigation.

## **Evaluation of Health and Safety Plan**

Angeles Institute administrative personnel continually evaluate the health, safety, and security concerns of the employees, students, and facility. Following an investigation of an Incident Report or a reporting of a hazardous condition any appropriate changes will be instituted to prevent any future accidents or preventable occurrence.



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## **Excerpt Policy and Procedure Manual**

### **Emergency Manual**

These procedures apply to all employees including those at off-campus facilities/satellite. This information is being disseminated to assist all employees in responding to different emergencies they may confront in the course of their duties at Angeles Institute.

Always contact administration to report and document any emergency situation or incident regardless of the severity of the situation or incident.

### **General Procedure – First Response**

Employees or any other person authorized to be present on campus, should report any suspected criminal activity or other emergency that poses a threat to life or property. Remember that the general procedure for first response is:

- **Assess the situation**
  - If dangers exists – **dial 911 or 562-623-3500**
  - Push the emergency button at the front of the campus
- **Call administration to report the situation**
- **Take action**
  - First aid (kit inside the office)

If no danger exists but there is a safety or health concern, report the concern immediately to your supervisor/director.



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### First Aid Kit & Fire Extinguishers

Note the location of the first aid kit (academic office) & fire extinguishers (see posted on evacuation signs). Use safety covering for yourself (gloves and/or masks can be found in the skills lab) if you touch a person or substance or provide CPR. Evacuate the area if necessary. The campus will be evacuated when an alarm sounds and/or upon notification by administration.

### **Reporting Injuries and Accidents**

Anyone witnessing an accident or involved in an accident including visitors, employees, or students must report the accident. Document the situation regardless of the severity of the injury. Report all safety hazards as well.

### **Security and Access Policy**

Angeles Institute consists only of its main instructional campus and does not own or operate any non-campus or residential facilities. The campus has a surveillance and security system. Classroom facilities are open to Angeles Institute students and employees during normal class hours. Administrative areas are open to students and employees during normal business hours. Visitors must have prior authorization before visiting Angeles Institute classroom facilities. During off-hours all Institute facilities are locked and monitored by the surveillance and security system.

### **Security Awareness & Crime Prevention**

Angeles Institute encourages all students and employees to be aware of their responsibilities for the security and the security of others. Crime prevention programs available in the area such as self-defense training and other crime prevention programs will be posted on campus bulletin boards.



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Campus bulletin boards are used to disseminate information to the Angeles Institute community.

### **Confidential Reporting Procedure**

If you are a victim of a crime and do not want to pursue action within the Angeles Institute system or law enforcement, you may still want to consider making a confidential report. With your permission, the Campus Director (or Administrator) can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Angeles Institute can keep accurate records of the number incidents involving students, and alert the campus to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the Institution. In addition, Los Angeles Regional Crime Stoppers has a confidential tip line: **1-800-222-TIPS (8477)** or text to CRIMES (274637), type TIPLA followed by your tip information and send or submit a web tip <https://www.tipsubmit.com/WebTips.aspx?AgencyID=365>

### **Counseling Services**

All students may avail themselves of the confidential Student Assistance Program (SAP). The SAP provides professionally trained individuals that will confidentially help students access their needs and provide referrals to local resources. The SAP Program will be provided by ACI Specialty Benefits Call toll free: 1-800-932-0034 or visit [www.acispecialtybenefits.com](http://www.acispecialtybenefits.com) .



## **Bystander intervention**

A bystander intervention is someone who intervenes before, during, or after a situation when they see or hear behaviors that promote sexual violence or criminal activity. Bystanders might also witness other forms of sexual violence. Bystanders who witness behavior or hear the comment can intervene in a way that will help create a safer environment. Research has shown that bystander programs can produce positive results by increasing participants' knowledge of sexual violence, decreasing participants' acceptance of rape myths, and increasing the likelihood that they will intervene. Engaged bystanders help create healthy communities and help others build safe and respectful environments by discouraging victim blaming, changing social norms that accept sexual violence, and shifting the responsibility to prevent sexual violence to all community members.

## **When and How to Intervene**

Every situation is different and there is no universal response when intervening to prevent sexual violence. The key factor is safety in deciding when and how to respond to sexual violence. Every person must decide for themselves the safest and most meaningful way to become an active bystander. The following are ideas on how one can maintain safety while being an active bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct, and honest.
- If you see or hear something and you do not feel safe, contact the police.

### **Checklist for Bystanders**

- Is there a problem? Does someone need help?
- Is it safe to intervene? What are my options?
- What should I do? Should I call on others to help?

### **Sexual Assault or Offenses and Response**

The first priority should be to get to a place of safety and obtain necessary medical treatment. Any occurrence of an alleged sexual assault or offense should be immediately reported to the Campus Director (or Administrator). The alleged victim should be aware of the importance of prompt reporting and maintaining evidence for proof of a criminal offense. The alleged victim may wish to notify the local authorities (Los Angeles County Sheriff's Department – Lakewood Station – City of Artesia Service Area **562-623-3500**) and may request the Campus Director's (or Administrator) assistance in this process. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and test, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later, especially if the victim washes the evidence away.
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.



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## **Alcohol & Drug Policy**

In accordance with Federal Government law, this institution is committed to maintaining a drug-free workplace and school. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances, including the possession of the associated paraphernalia, at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. *The Student Handbook contains informational materials and referrals to external programs and services.*

## **VAWA Crime Definitions**

### **Consent**

Is a positive cooperation in an act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent. A person who initially consents and participates in the act of has the right to withdraw that consent. To be effective as a withdrawal of consent, the person must inform the other person by words or conduct that consent no longer exists, and the other person must stop. The words or conduct must be sufficient to cause a reasonable person to be aware that consent has been withdrawn. If the other person knows or reasonably should know that consent has been withdrawn, forcibly continuing the act despite the objection is against the will and without the consent of the person.

### **Dating Violence**

The term “dating violence” means violence committed by a person—

(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

### **Domestic Violence**

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

### **Rape**

The term rape will be defined to reflect the Federal Bureau of Investigation’s (FBI) updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object that are used in the UCR National Incident-Based Reporting System.

### **Stalking**

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) Fear for his or her safety or the safety of others; or



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(B) Suffer substantial emotional distress.

### **Sexual Assault**

Offense classified as a forcible or non - forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

### **Sexual Harassment**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the university will respond to reports of any such conduct.

Angeles Institute educates the student community about sexual assaults and date rape through mandatory orientation and through the annual crime report.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Angeles Institute strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Security Authority and/or local police or Sheriff departments. Filing a report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from security agents or school officials.

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Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Intuition's Disciplinary Review Board, or only the latter. An intuition representative can guide the victim through the available options and support the victim in his or her decision. Various counseling options are available upon request to the Campus Director. Counseling and support services outside the intuition can be obtained through the National Sexual Assault Hotline at 1-800-656-HOPE; 1-800-656-4673

The intuition's disciplinary proceedings will be conducted in a timely manor. The accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing.

The Intuition has a zero tolerance policy for sexual assaults which means a student found guilty could be criminally prosecuted in the state courts and will be dismissed from the Intuition for a first offense.

Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.



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The public and students may obtain information concerning registered sex offenders at <http://www.meganslaw.ca.gov/>; that can provide information regarding registered sex offenders around the campus and where the student, faculty or associate lives.

### **New resources**

<http://www.changingourcampus.org>

The Center for Changing Our Campus Culture: An Online Resource to Address Sexual Assault, Domestic Violence, Dating Violence and Stalking (The Center) is supported by the Department of Justice's Office on Violence Against Women in collaboration with its designated Campus Program Technical Assistance Provider Team. The Center has worked collaboratively and sought guidance from experts to provide important resources for colleges and universities on sexual assault, domestic violence, dating violence, and stalking.

### **What is Title IX?**

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities, including sexual harassment at institutions that received federal financial assistance.

Angeles institute is committed to providing an environment free from discrimination on the basis of sex. We respect and embrace people's differences and we teach our students to respect and support one another and provide an environment free of sexual misconduct.

We take complaints and allegations of sexual misconduct very seriously and we provide an array of resources to help anyone impacted by sexual misconduct and need support.



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Angeles Institute's Title IX Coordinator is the Campus Director and/or a designated substitute in his/her absents and can be reached at the schools phone number 562-531-4100 or a message can be left 24 hours a day and will be addressed the next business day.

**CRIME STATISTICS on campus**

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Murder and Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses - Forcible	0	0	0
d. Sex Offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny - theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

**CRIME STATISTICS (Hate Crimes) on campus**

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Murder and Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses - Forcible	0	0	0
d. Sex Offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0





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h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny - theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

\* **Category of Bias for Hate Crimes:** Race, Religion, Sexual orientation, Gender, Disability, Ethnicity/National Origin

**CRIME STATISTICS (Arrests) on campus**

Crime	2015	2016	2017
a. Weapons: carrying, possessing, ect.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**VAWA Offenses – On Campus**

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Date violence	0	0	0
c. Stalking	0	0	0

**CRIME STATISTICS (Disciplinary Action) on campus**

Crime	2015	2016	2017
a. Weapons: carrying, possessing, ect.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

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**CRIME STATISTICS on Public Property**

<b>Criminal Offense – Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Murder and Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses - Forcible	0	0	0
d. Sex Offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0
h. Motor Vehicle Theft	**1	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny - theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

\*\* 2015 crime on Public Property occurred at are old address prior to our move to 17100 Pioneer Blvd. #170  
Artesia, Ca. 90701

**CRIME STATISTICS (Hate Crimes) on Public Property**

<b>Criminal Offense – Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Murder and Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses - Forcible	0	0	0
d. Sex Offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0



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h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny - theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

\* **Category of Bias for Hate Crimes:** Race, Religion, Sexual orientation, Gender, Disability, Ethnicity/National Origin

**CRIME STATISTICS (Arrests) on Public Property**

<b>Crime – Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Weapons: carrying, possessing, ect.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**CRIME STATISTICS (Disciplinary Action) on Public Property**

<b>Crime – Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Weapons: carrying, possessing, ect.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**VAWA Offenses – On Public Property**

<b>Crime</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Domestic violence	0	0	0
b. Date violence	0	0	0
c. Stalking	0	0	0

**Unfounded Crimes**

<b>Crime</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Total unfounded crimes	0	0	0

\* The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.