Timely Warnings

In the event that a situation arises, either on or off campus that, in the judgment of the Campus Sheriff, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Office of Campus Safety may also post a notice on the campus web site at: www.wlac.edu/sheriff/sheriff3.htm, providing the college community with more immediate notification. This website is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Campus Sheriff by phone at (310) 287-4314 or in person at the Sheriff’s office in parking Lot 5.

Disclosure of Crime Statistics

The Los Angeles Sheriff Department (LASD) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the Act). The full text of this report can be located on the College web site at www.wlac.edu. You will also be able to connect to our site via the WLAC Home page at www.wlac.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, the Division of Administrative Services, and the Division of Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Los Angeles County Sheriff Department, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at the Student Health Service) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or is the result of assaultive or abusive conduct. The Counseling Center staff and the Student Health Center staff inform their clients of the procedures to report crime to the Campus Sheriff on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Each year an e-mail notification is made to all enrolled students that provides the web site to access this report. Copies of the report may also be obtained at the Sheriff’s office in parking Lot 5.

All prospective employees may obtain a copy from Human Resources in building A-13 or by calling (310) 287-4338. A version of this report is printed in the class schedule through the date of publication.

How to report Crime Statistics

To report a crime:

   Contact the Campus Sheriff at (310) 287-4314 for all emergencies on campus or in the immediate campus vicinity. You may also use the Code Blue telephones located in the parking lots, near some buildings, or on campus sidewalks to report an emergency. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the Campus Sheriff.

Voluntary Confidential Reporting

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

**Limited Voluntary Confidential Reporting**

The Campus Sheriff encourages anyone who is the victim or witness to any crime to promptly report the incident to the Campus Sheriff. Because police reports are public records under state law, the Campus Sheriff cannot hold reports of the crime in confidence, but can assure confidentiality of the victim.

**Security and Access**

During business hours, the College will be open to students, parents, employees, contractors, and guests. During non-business hours doors on campus will be locked and any faculty or staff entering a building must notify the Campus Sheriff. In the case of periods of extended closure, the College will admit only those with prior written approval to all facilities. Over extended breaks, the doors of all buildings will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Physical Education Center and the HLRC. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

**Campus Law Enforcement Authority**

The Campus Sheriff has complete police authority to apprehend and arrest anyone involved in illegal acts on campus and in areas immediately adjacent to the campus. If minor offenses involving College rules and regulations are committed by a College student, the Campus Sheriff may also refer the individual to the Office of Student Affairs.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported and investigated by the Los Angeles County Sheriff Department. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the Municipal Criminal Court. Sheriff’s personnel work closely with local, state, and federal agencies and have direct radio communication with the Culver City Police Department. The Los Angeles County Sheriff is also a part of the Los Angeles County 911 Emergency System.

By mutual agreement with state and federal agencies, the Campus Sheriff maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system, the Campus Sheriff can access the National Crime Information Computer system as well as the California Information Enforcement System. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

Through coordination with local law enforcement agencies, any criminal activity engaged in by members of student organizations at off-campus locations is monitored and recorded. This information is provided to the Vice President of Student Services for any action or follow-up that may be required.

**Encouragement of Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Sheriff in a timely manner. To report a crime or an emergency on the campus, call the Campus Sheriff at (310) 287-4314, use the Code Blue telephones, or stop by the Sheriff’s office in parking Lot 5.
All incident reports are forwarded to the Vice President of Student Services and the Vice President of Administrative Services for review and potential action. The Los Angeles County Sheriff Department investigators will investigate a report when it is deemed appropriate. If assistance is required, the Campus Sheriff will secure the appropriate resources. If a sexual assault or rape should occur, the Campus Sheriff will offer the victim a wide variety of services on and off campus.

Crimes should be reported to the Campus Sheriff to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Santa Monica Rape Crisis Center would not be included in the college’s crime statistics.

Counselors and Crime Reporting

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus Mental Health Counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Security Awareness Programs and Escort Services

Information is disseminated to students and employees through security awareness packets available at the Health Center. When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus and through computer memos sent over the college's electronic mail system.

Crime Prevention Programs for Students and Employees

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the Campus Sheriff at (310) 287-4314 for an escort.

Criminal Activity at Off-Campus Sites

West does not have any officially recognized student organizations with off-campus locations.

Alcoholic Beverages

The possession, sale, or the furnishing of alcohol on the College campus is governed by LACCD Board Rules and by California state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on campus is the primary responsibility of the Campus Sheriff. The West campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Campus Sheriff. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the LACCD Standards of Student Conduct Policy for anyone to consume or possess alcohol in any public or private area of campus without prior College approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College.

Illegal Drug Possession

The West campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under
both state and federal laws. Such laws are strictly enforced by the Campus Sheriff. Violators are subject to college disciplinary action, criminal prosecution, fine, and imprisonment.

Substance Abuse Education

PREVENTION PROGRAMS

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions.

Los Angeles’ Health Services Office provides an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These include:

**Alcohol and Drug Education**: Student Health Center and selected classes offered by the College.

**Counseling Services**: Student Health Center

**Referral Services**: Counselors and Student Health Center

**College Disciplinary Actions**: Student Discipline Review Committee.

LOCAL, STATE & FEDERAL LEGAL SANCTIONS

Legal Sanctions – Laws Governing Alcohol

The State of California sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Campus Sheriff. Effective January 1, 2011, a package of state laws was passed regarding alcohol. They include the following:

1. Persons under age 21 found possessing alcohol may be given a maximum fine of up to $500.

2. Anyone convicted of fraudulently using a driver’s license to buy or attempt to buy alcohol may have his/her driver’s license suspended for up to 90 days, a fine of up to $500, and/or community service work.

3. Persons convicted of buying alcohol through fraudulent means face a possible $500 fine and/or being required to do up to 36 hours of community service work.

*A violation of any law regarding alcohol is also a violation of the College’s Standards of Student Conduct and will be treated as a separate disciplinary matter by the College.*

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

West will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Preventing and Responding to Sex Offenses

The college offers sexual assault education and information materials to students and employees upon request. Literature on date rape education, risk reduction, and college response is available through the Student Health Center.
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. The Campus Sheriff 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 and immediately to the Campus Sheriff or 911. Filing a police report with law enforcement 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:

1. ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;

2. 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);

3. ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Campus Sheriff, the Campus Sheriff will obtain as much information as possible to pursue the crime. The office of the Vice President of Student Services will also be notified. The victim of a sexual assault may choose that the investigation to be pursued through the criminal justice system and the college discipline system, or only the latter. A College representative from the Campus Sheriff or the office of the Vice President of Student Services will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the college through the Student Health Center, the LACCD Employee Assistance Program, and the Counseling Center. Counseling and support services outside the College system can be obtained through the Santa Monica Rape Center or the Maple Center.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed on the College website. The website provides, in part, that 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. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

**Sex Offender Registration**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. Federal law requires that registered sexual offenders must inform the Campus Sheriff of their presence on campus.


The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and the Megan’s Law (2004).