

## CAMPUS SAFETY ACT DISCLOSURE STATEMENT

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary Colleges to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this College which is used for activities related to the educational purpose of the College and/or any building or property owned or controlled by student organizations recognized by this College.

Casa Loma College does not have on campus housing, and there are no police records that pertain directly to the property used by the College; therefore, that statistics provided report only those incidents reported to College Administration and/or to the local police

The criminal offenses, identified in the report below, are published each year and are reported no later than October 1st of each year. This includes any crime statistics that occurred on campus and in the immediate surrounding areas during the three previous year period.

### Van Nuys Crime Data (PDF)

The crimes identified in the above report of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

### General Policy Statements

**Issuing Timely Warnings:** In the event that a situation arises, either on or off campus, that, in the judgment of Administration, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through direct voice communication to faculty, staff and students while on campus. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Administration may also post a notice on the College website: <http://casalomacollege.edu/> and on eCampus: <http://ecampus.casalomacollege.edu/>.

- **Some examples of significant threat or dangerous situations are:**
  - Outbreak of meningitis, nor virus or other serious illness.
  - Extreme weather conditions
  - Earthquake
  - Gas leak

- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion

Emergency response and evacuation procedures are published in the College's [Emergency Preparedness and Response Plan](#) provided to each student and employee during orientation.

Anyone with information warranting a timely warning should report the circumstances to the Campus Director/Chief Executive Officer, by phone (818) 785-2726 or in person at: Casa Loma College, 6725 Kester Ave., Van Nuys, CA 91405.

1. This College does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus personnel and/or in the event of emergency to directly contact local law enforcement or other emergency to direct contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report a crime on a voluntary or confidential basis; the College official will be prepared to record and report a crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to the College official without signature. If the student wishes not to maintain confidentiality, the student will contact the College official who in turn will contact Management personnel to report criminal actions or emergencies to the appropriate agency by calling (911)
3. All incidents will be recorded in the College's Daily Incident Log, located on campus in the Office of the Campus Director. The log includes date, time, location, incident reported and disposition of incident and the name of the person who took the report. The incident is entered into the log within two (2) business days after it has been reported to a College official, unless that disclosure is prohibited by law and would endanger the confidentiality of the victim.
4. Preparation for the Annual Disclosure of Crime Statistics report is obtain by the Compliance Officer who contacts the correct police department district for statistics and the College's "Daily Incident Log", and then records those statistics.
5. Only students, employees and other parties having business with this College should be on College property. When the school closes for the night, a College official will inspect each floor to see that it is empty and lock down the campus. Other individuals present on College property at anytime without the express permission of the appropriate

College official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

6. Current policies concerning campus law enforcement are as follows:
  - College's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - Employees shall contact their immediate supervisor and students their Instructor or Program Director to report any criminal action or emergency to the appropriate agency by calling (911). College official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - The College currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
7. Casa Loma College does not offer regularly scheduled crime awareness or prevention programs, other than during student and employee orientation where all the College's policies and regulations are properly disclosed to prospective students.
8. Students and employees are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies and rules designed to inform students and employees about the prevention of crimes on campus.
  - Do not leave personal property in classrooms
  - Report to your College official, any suspicious persons.
  - Always try to walk in groups outside the school premises.
  - If you are waiting for a ride, wait within sight of other people
  - Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
  - Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in

force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

9. This College does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
10. The College does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
11. Information concerning drug and alcohol prevention program are posted on the College website: <http://casalomacollege.edu/admissions/drugs>, in the [College Catalog](#) and is distributed annually to students and staff.
12. Sexual assaults (criminal offenses) on campus will be reported immediately to the College's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This College has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigators are being followed, termination and/or arrest.
13. In the event a sex offense should occur on campus, the victim should take the following steps:
  - Report the offense to College Administration.
  - Preserve any evidence as may be necessary to the proof of the criminal offense.
  - Request assistance, if desired, from College Administration in reporting the crime to local law enforcement agencies.
  - Request a change in the academic situation if necessary.
14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
15. The College provides the following websites to obtain information concerning the registration of sex offenders arrest;
  - <http://www.city-data.com/so/so-Los-Angeles-California.html>
  - <http://www.city-data.com/so/so-Orange-California.html>
  - <http://www.city-data.com/so/so-San-Diego-California.html>
16. Casa Loma College encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to College Administration.

Casa Loma College does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

Casa Loma College encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

Casa Loma College encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:

- Fire safety (668.49) Missing students (668.46(h)) Emergency notifications 668.46(g)) Hate crimes 668.46(c))

Peer to Peer file sharing: Students authorized to utilize the College electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any College equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment onto College premises. Second violation the staff member may be terminated or the student may be terminated. This decision will be made by the Chief Executive Officer. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

Students and employees should refer to the following person when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to College Administration or personnel but rather contact the appropriate agency by calling (911).

Chief Executive Office/Campus Director  
6725 Kester Ave., Van Nuys CA 91405  
(818) 785-2726