



## Campus Security Policies and Procedures Annual Security Report Published: September 30, 2019

Abraham Lincoln University is committed to providing all students, faculty, staff, and guests a safe environment conducive to learning. The following Annual Security Report (ASR) is provided to all employees and students pursuant to the federal requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990 requiring annual school reporting of crime statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. The Violence Against Women Reauthorization Act of 2014 (VAWA) and Campus Sexual Violence Act (SaVE Act) provision adds domestic violence, dating violence, and stalking to the reportable offenses. Included in the ASR are the school's policies, procedures, and programs addressing safety and security, including policies for responding to emergency situations and sexual offenses.

### Reporting Crimes & Other Emergencies

To provide a healthy and secure training environment, Abraham Lincoln University encourages prompt and accurate reporting of all crimes to school authorities and the appropriate law enforcement agencies.

**To report a crime in progress or an emergency, dial 9-1-1.** Please report any crime or hazard to your safety or that of a fellow student, employee, or guest to school authorities immediately. In case there is an emergency situation involving robbery, aggravated assault, arson, burglary, motor vehicle theft, manslaughter, rape or murder, and alcohol and drug related violations, including use, sale, possession, and underage drinking, ALU encourages prompt reporting to the school's Vice President. The school will work closely with state and local police agencies involving emergency situations and reportable crimes.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the ALU campus should be reported. In addition to 911, you may also contact the **Security Office** at (818) 459-6890 or **Building Management** at (818) 459-4184.

Any reporting of crimes is on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics for this Annual Security Report. If you are the victim or witness of a crime and wish to keep your identity anonymous, a report can still be file without revealing your identity.

#### Campus Location – Security and Access:

The campus is located at the Galleria Office Tower, 100 W. Broadway, Suite 600, Glendale, CA 91210 in a high rise building adjacent to the Glendale Galleria. The premises are patrolled by professional security

officers provided by property management of the building. Entry to campus offices is secured via access cards that employees must swipe upon entering the elevators in the lobby. Additionally, security controls access to the building by requiring visitors to sign in with the security guard on duty.

#### Campus Law Enforcement:

As ALU is primarily a distance education university, it does not employ its own security personnel but rather relies upon the security officers provided by property management of the building it occupies. The security officers have the authority to ask for identification and grant or deny access to the building and can make citizens arrests and hold individuals suspected of committing felonies until police arrive. Criminal incidents are referred to the local police who have jurisdiction over the Galleria Office Tower, where ALU's campus office is located.

Additionally, adjacent to the Security Office of the Glendale Galleria is a substation of the Glendale Police Department. The substation is open seven days a week from 11am to 11pm Pacific time.

#### Contact Numbers:

**Emergency:** 9-1-1

**Police Department:** (818) 548-4911

**Fire Department/Paramedics:** (818) 956-4800

**Security Office:** (818) 459-6890

**Building Management:** (818) 459-4184

**Local Hospital (Glendale Memorial):** (818) 502-1900

**Poison Control Center:** (800) 222-1222

**Abraham Lincoln University, Main Line:** (213) 252-5100

**ALU Administration:** Dr. Robert Abel, Jr., Chief Academic Officer, (213) 252-5100 x207

**ALU, Title IX Coordinator:** Jessica Park, Vice President (213) 252-5100 x201

## **Timely Warnings and Emergency Notification**

Upon a significant campus emergency involving an immediate threat to public safety, the school will notify, in person, students and employees of the dangerous situation. Additionally, Abraham Lincoln University will notify students/employees via phone call, text messaging and/or email of a potentially dangerous situation and instructions on how to decrease their exposure to the threat. The institution will determine if there is a tangible, credible, and imminent threat warranting an actual emergency. The institution will determine which students, employees, and corresponding contacts are necessary to notify. As such, the Vice President, together with the school's Registrar, are responsible for carrying out this process.

Finally, content and the initiation of the emergency notification will be determined based on the nature of the particular emergency. In addition to notifying the campus community of any significant emergencies posing a threat to public safety, ALU will also disseminate emergency information to the larger community by alerting local law enforcement agencies, corresponding state, county, and/or federal agencies, if applicable, and the Building Manager and Security Office. ALU is committed to the safety and security of the community and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the 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 the emergency.

## **Annual Disclosure of Crime Statistics**

To comply with the Jeanne Clery Disclosure of Campus , this report will be prepared on an annual basis in cooperation with local law enforcement agencies surrounding the campus and facilities, as well as any reports/incidents compiled by the school. Each entity will provide updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics will include those reported to Campus Security, designated campus and security officials and general campus staff.

This report is made available to:

- Upon enrollment, students are emailed a copy of the school's Annual Crime and Safety Report.
- Upon hiring, Faculty and Staff are emailed a copy of the school's Annual Crime and Safety Report.
- All prospective students and the general public via the school's website home page (under Disclosures) available at [www.alu.edu](http://www.alu.edu).

The ASR contains the disclosure of crime occurrences for the most recent calendar year. The most recent report is for calendar year 2018 and discloses the number or crime occurrences in the following categories:

**CRIMINAL OFFENSES**

<b>Criminal Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Public Property</b>	<b>Total</b>
Murder/non-negligent manslaughter	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Manslaughter by negligence	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Rape	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Fondling	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Incest	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Statutory rape	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Robbery	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Aggravated assault	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Burglary	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Motor vehicle theft	2018	0	1	1
	2017	0	0	0
	2016	0	0	0
Arson	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

**HATE CRIME AND UNFOUNDED CRIME REPORTING**

<b>Type of Reporting</b>	<b>Year</b>	<b>On campus</b>	<b>Public property</b>	<b>Total</b>
Hate crimes	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Unfounded crimes	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

**VAWA OFFENSES**

<b>VAWA Offenses</b>	<b>Year</b>	<b>On campus</b>	<b>Public property</b>	<b>Total</b>
Domestic violence	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Dating violence	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Stalking	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

### ARRESTS

<b>Arrests</b>	<b>Year</b>	<b>On campus</b>	<b>Public property</b>	<b>Total</b>
Weapons: carrying, possessing, etc.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Drug abuse violations	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Liquor law violations	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

### DISCIPLINARY ACTIONS

<b>Disciplinary Actions</b>	<b>Year</b>	<b>On campus</b>	<b>Public property</b>	<b>Total</b>
Weapons: carrying, possessing, etc.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Drug abuse violations	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Liquor law violations	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

## **Security Awareness and Crime Prevention Programs for Students and Employees**

The safety of students and employees on campus is vitally important to ALU. The key to a safe and secure environment is cooperation. By working together, students, faculty, and staff members can learn more about safety awareness. A common theme of all security awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. During student orientation, ALU will provide safety tips and procedures to explain how individuals can better protect themselves and avoid being victims of crime. Similar information is presented to new employees. Additionally, information on programs regarding crime prevention, campus disciplinary action for alcohol or drug related violations, weapons possession, awareness of rape, acquaintance rape, and other sex offenses are available through the issuance of pamphlets/brochures. Information concerning registered sex offenders can be obtained by visiting the California Megan's Law Sex Offender website at <http://meganslaw.ca.gov/homepage.htm>.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or a professor, or call the **Security Office**, (818) 459-6890.

## **Alcoholic Beverages and Illegal Drugs**

Abraham Lincoln University is committed to promoting a drug-free learning environment. ALU has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Drug abuse affects all aspects of life. It threatens the workplace as well as our homes, our schools and our community. Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to university disciplinary action and criminal prosecution. The University community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on University property. If an individual is apprehended for violating any alcohol- or other drug-related law while at a University location or activity, ALU will fully support and cooperate with federal and state law enforcement agencies.

## **Substance Abuse Education**

### **PREVENTION PROGRAMS**

Information on Abraham Lincoln University's drug policies and prevention may be found in the Catalog available on the university's website at [www.alu.edu](http://www.alu.edu). ALU's Drug Prevention Program Disclosure provides the following:

- Standards of Conduct
- Institutional Sanctions
- Federal, State, and Local Sanctions
- Loss of Title IV (Financial Aid) Eligibility
- Health Risks Associated with Use and Abuse
- Drug and Alcohol Counseling and Treatment Availability

Any member of the University community found possessing or selling illegal drugs on University property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the University.
- In all cases, the University will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- Penalties may include required participation in and completion of appropriate rehabilitation programs
- The University has adopted a zero-tolerance policy regarding alcohol and drug violations.

#### LOCAL, STATE & FEDERAL LEGAL SANCTIONS

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 on the California Department of Alcoholic Beverage Control website, [www.abc.ca.gov](http://www.abc.ca.gov).

## **Campus Policy on Sexual Misconduct and Prevention**

Sexual misconduct, including sexual harassment, sexual violence, sexual exploitation, domestic violence, and stalking are violations of Abraham Lincoln University's Conduct Code and its sexual misconduct policy. A number of federal laws and regulations, including Title IX, the Violence Against Women Act, and the Clery Act mandate how institutions respond to such allegations. Many types of sexual misconduct also constitute violations of California law.

Members of the campus community, guests, and visitors have a right to be free from sexual misconduct. All members of the community must conduct themselves in a way that does not infringe upon the rights of others. ALU's sexual misconduct policy is intended to define expectations for appropriate conduct and outline resolution processes to address conduct that does not meet these expectations. When individuals accused of sexual misconduct are found to be in violation of the policy, ALU will impose serious sanctions, including suspension or expulsion from the school.

All members of the campus community, guests, and visitors are protected by this policy regardless of their sexual orientation or gender identity. ALU has jurisdiction over all acts of sexual misconduct involving members of the campus community, no matter where they occur, whether on- or off-campus.

Additional information about campus crime statistics, state laws, and disclosures related to sexual misconduct can be found in this Annual Security Report.

### **Preventing and Responding to Sex Offenses**

Abraham Lincoln University endeavors to educate the student community about sexual assaults and date rape during student orientation. The school offers sexual assault education and information programs to students and employees upon request.



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. ALU strongly advocates that a victim of sexual assault reports the incident in a timely manner. See the **What to Do If You Are Sexually Assaulted** section below for more information.

Should a victim of a sex offense request a change in academic situation (such as switching classes, faculty, etc.), ALU will make such changes if they are reasonable and available.

Possible options for such changes:

- Change in schedule
- Change in faculty/teacher
- Change in program sequence
- Other changes as appropriate, available and reasonable

Individuals may make such requests through the Vice President and Registrar.

University disciplinary proceedings are detailed below. A student found guilty of violating the University conduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense.

### **What To Do If You Are Sexually Assaulted**

If you or someone you know has been sexually assaulted recently, there can be time sensitive decisions to make about preventing sexually transmitted infections, preventing pregnancy and collecting physical evidence. Students who have been sexually assaulted are advised to proceed with the following:

- Go to a safe location as soon as you are able.
- Seek immediate medical attention if you are injured or believe you may have been exposed to an STI/STD or potential pregnancy. Go to a hospital, emergency room or a specialized forensic clinic that works with sexual assault survivors. Some options in Los Angeles include the Rape Treatment Center, (310) 319-4000 (24 hours/7 days), and the Violence Intervention Program, (323) 226-3961 (24 hours/7 days). Both locations provide medical care and the collection of forensic evidence. You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception
- If you are experiencing an emergency situation or want to report the crime immediately, call 911 (24 hours);
- Contact a family member, trusted friend, or someone who can provide support;
- Contact the National Sexual Assault Hotline at (800) 656-HOPE (4673), 24 hours/7 days Angel Step Inn, Domestic Violence Emergency Shelter, Crisis Line at (323)780-4357, 24 hours/7 days a week
- It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at the hospital, if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not

trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or a wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

- Choose how to proceed. You have options, and are encouraged to contact counseling to discuss your options: (1) Do nothing until you are ready; (2) pursue resolution by Abraham Lincoln University; and/or (3) initiate criminal proceedings; and/or (4) initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. Those who wish incidents to be handled criminally should contact the local police where the assault occurred.

### **Your Rights**

Abraham Lincoln University strives to provide members of the campus community with fair and equitable resolution processes that include both formal and informal options. ALU is committed to creating a campus environment that ensures prompt reporting and timely and just adjudication of sexual misconduct cases. It is the goal of the University to provide students who are survivors of sexual misconduct or assault or attempted assault with support and services and to ensure that certain rights that shall be respected by all University employees.

Students who believe they have experienced sexual misconduct may file a formal complaint with the University and/or pursue criminal charges or legal redress. Herein, the student filing the report of sexual misconduct will be referred to as the "reporting party."

These rights include, but are not limited to, the following:

#### **REPORTING**

- Reporting parties have the right to notify law enforcement of incidents and to receive assistance from campus personnel in doing so.
- Reporting parties may decline to report to law enforcement if they so wish.
- Reporting parties have the right to have their allegations investigated and resolved internally by Abraham Lincoln University

#### **FAIRNESS**

- All members of the campus community have the right to have reported incidents addressed according to the school's published procedures.
- All parties have equal opportunities to have a support person of their choosing or offered by the institution present throughout all resolution proceedings (including intake, interviews, hearings, etc.). This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.
- All parties have the right to written notice of the outcome of sexual misconduct resolution proceedings.
- Reporting parties and witnesses will receive amnesty for minor infractions (e.g., alcohol and drug violations) that are secondary to incidents of sexual misconduct.
- Reporting parties, their supporters, and witnesses have a right to be free from retaliation.

- The right to be treated with respect and dignity by University officials.
- The right not to be discouraged by University officials from reporting an assault to both on-campus and off-campus authorities

#### SUPPORT

- Students have access to existing campus counseling and medical professionals, victim support services, and to be given referrals to off-campus counseling and support services if desired.
- Students and employees have a right to be notified of on- and off-campus supportive resources.
- All parties involved in sexual misconduct allegations will receive the information and assistance needed to effectively participate in all proceedings.
- Reporting parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts, and may seek the help of the school in requesting and/or enforcing.

#### Retaliation

Abraham Lincoln University will not support retaliation against any person for exercising the right to make a formal or informal sexual misconduct complaint, to use any of the informal processes provided by the University or to testify or offer evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual assault is proven. The reporting student has the option of participation within the University's judicial proceeding. Should the reporting student choose not to participate, the University still retains the right to proceed with disciplinary action.

Retaliation includes, but not limited to, making any threatening communication by verbal, written and/or electronic means, against any individual who reports and/or provides any information concerning unlawful discrimination, harassment and/or other violations of Abraham Lincoln University's policies, rules and standards of conduct. Any student or employee found engaging in retaliation will be subject to disciplinary action up to and including suspension and/or termination of employment.

#### About Confidentiality

To make informed choices, all parties should be aware of confidentiality and privacy issues, as well as, institutional mandatory reporting requirements.

#### CONFIDENTIAL REPORTING

If reporting students wish that details of an incident be kept confidential, they should speak with the school's Title IX Coordinator. Additionally, local resources such as crisis centers are also confidential and have no duty to report your information to Abraham Lincoln University.

#### MANDATED REPORTING

All ALU employees who are not designated above as confidential, are mandated reporters for all the details of which they are aware about an incident. They share this information with the Title IX coordinator. Giving a mandated reporter notice of an incident constitutes official notice to the institution. Incidents of sexual misconduct will be taken seriously when official notice is given to the institution. Such incidents of sexual misconduct will be investigated and resolved in a prompt and equitable manner under ALU's resolution procedures, which are discussed below.

You may request confidentiality and/or that the Title IX coordinator provide you with remedies and resources without initiating a formal resolution process. The coordinator will weigh requests for confidentiality against the institutional need to address and remedy discrimination under Title IX. Generally, the school will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

In cases where your request for confidentiality is granted, ALU will offer you available resources, supports, and remedies. You are not obligated to pursue formal resolution in order to access the resources that are available. If the school decides that it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of the school to enforce its policies or provide some remedies may be limited as a result of your decision not to participate.

#### INCIDENTS INVOLVING MINORS

Please be aware that institutional duties with respect to minors (those under the age of 18) may require reporting sexual misconduct incidents to state agencies and/or local law enforcement. As a result, confidentiality cannot be guaranteed in sexual misconduct incidents involving minors.

#### Remedies

Abraham Lincoln University may take whatever steps are deemed necessary to appropriately respond to allegations of sexual misconduct, protect students' rights, and keep members of the campus community safe from further harm. Measures include, but are not limited to:

- » Issuing interim suspensions pending a hearing.
- » Reporting incidents to local police and/or prosecutors.
- » Referring to counseling and health services.
- » Referring to the Employee Assistance Program.
- » Providing education to the community.
- » Assist with housing situation of the reporting or responding party.
- » Altering work arrangements for employees.
- » Providing campus escorts.
- » Providing transportation assistance.
- » Implementing contact limitations between the parties.
- » Offering adjustments to academic deadlines, course schedules, etc.

These measures are available regardless of whether a reporting party seeks formal resolution or makes a crime report.

#### Procedures

##### INTAKE

An Abraham Lincoln University official will assist the reporting party with making choices and accessing resources. Assuming the reporting party chooses to move forward with a campus resolution, the next step is a preliminary inquiry.

All resolutions will be conducted by campus officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The resolution process is confidential. The institution will protect the confidentiality of victims, consistent with federal law. Title IX-related resolutions are not subject to publicly available record-keeping provisions. Any release of information about a resolution will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

#### PRELIMINARY INQUIRY

An initial determination is made about the allegations and whether to move them forward to a formal investigation. This decision is made by the Title IX coordinator, taking into account the nature of the allegations and the reporting party's wishes. If the decision is made to move forward, the coordinator refers the allegations to investigators.

#### INVESTIGATIONS

An investigative model is used to resolve allegations. Trained investigators will provide an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview reporting and responding parties and witnesses, and prepare reports with their findings and sanctioning recommendations.

#### HEARINGS

The hearing panel will have the opportunity to question the investigators during hearings. The panel may accept or reject investigators' recommendations. If the panel rejects the recommendations or decides to issue alternate sanctions, it must do so within the framework of the policy, citing clear evidence to support its decisions. The panel may additionally return the report to investigators for modification.

The parties may make opening and closing statements to address the issues raised in the investigators' report. If a party is found responsible of a policy violation, the panel may review a written impact statement, which can include desired sanctioning outcomes.

#### STANDARD OF EVIDENCE

Abraham Lincoln University uses a preponderance of evidence standard. Decision-makers consider whether, given the available credible evidence, it is more likely than not that a violation occurred.

#### PAST HISTORY

The past sexual history or character of an individual is not considered unless it is determined to be highly relevant. All such information sought to be entered for consideration by a party or the school will be presumed irrelevant until evidence of its relevance is offered. The existence of a pattern of behavior by a responding party may be relevant to the finding and sanction imposed. Both parties will be notified in advance if such information has been deemed relevant and will be considered during the process.

#### FINAL DETERMINATION

The parties will be informed in writing of the outcome of the resolution, without significant delay between the notifications to each party. This notice will include the procedures for appealing the decision, any

change to the results that occurs prior to the time that such results become final, and when results are considered to be final.

## APPEALS

All student, faculty, staff, parties involved in sexual misconduct proceedings may appeal decisions on the basis of the grounds permitted by the school's policy. All parties are included in any appeal reconsideration and have equal rights of participation. There is only one level of appeal. That decision is final.

## Risk Reduction

### RISK REDUCTION FOR INTIMATE PARTNER VIOLENCE, STALKING, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE

While victim-blaming is never appropriate and Abraham Lincoln University fully recognizes that only those who commit sexual misconduct are responsible for their actions, Abraham Lincoln University provides the suggestions that follow to help individuals reduce their risk of being victimized and their risk of committing acts of sexual misconduct.

#### REDUCING THE RISK OF VICTIMIZATION

- ✓ Make any limits/boundaries you may have known as early as possible.
- ✓ Clearly and firmly articulate consent or lack of consent.
- ✓ Remove yourself, if possible, from an aggressor's physical presence.
- ✓ Reach out for help, either from someone who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- ✓ Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability to sexual victimization.
- ✓ Look out for your friends and ask them to look out for you. Respect them, and ask them to respect you, but be willing to challenge each other about high-risk choices.

#### REDUCING THE RISK OF BEING ACCUSED OF SEXUAL MISCONDUCT

- ✓ Show your potential partner respect if you are in a position of initiating sexual behavior.
- ✓ If a potential partner says "no," accept it and don't push. If you want a "yes," ask for it, and don't proceed without clear permission.
- ✓ Clearly communicate your intentions to your potential sexual partners and give them a chance to share their intentions and/or boundaries with you.
- ✓ Respect personal boundaries. If you are unsure what's OK in any interaction, ask.
- ✓ Avoid ambiguity. Don't make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you don't have consent.
- ✓ Don't take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Others' loss of control does not put you in control.
- ✓ Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or doesn't want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.

- ✓ Respect the timeline for sexual behaviors with which others are comfortable and understand that they are entitled to change their minds.
- ✓ Recognize that even if you don't think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.
- ✓ Do not assume that someone's silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- ✓ Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask.
- ✓ Understand that exerting power and control over another through sex is unacceptable conduct.

## **Notification to Students of Existing On and Off-Campus Services for Victims of Sexual Offenses**

Various counseling options (on- and off- campus) are available to victims of sex offenses:

### **On-Campus Services:**

The Title IX Coordinator can schedule counseling sessions for students: Jessica Park, JD, [jpark@alu.edu](mailto:jpark@alu.edu), (213) 252-5100 x201.

### **Off-Campus Services:**

#### HOTLINES/CENTERS

Emergencies (Fire Dept., Police, Paramedics & Highway Patrol): Dial 911

Suicide Prevention Lifeline: [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org) (800) 273-TALK

National Sexual Assault Hotline: [www.ohl.rainn.org](http://www.ohl.rainn.org) (800) 656-HOPE

Rape Treatment Center: [www.rapetreatmentcenter.org](http://www.rapetreatmentcenter.org) (310) 319-4000

Substance Abuse Treatment Helpline: [www.samhsa.gov](http://www.samhsa.gov) (800) 662-HELP

Angel Step Inn, Domestic Violence Emergency Shelter, Crisis Line: [www.angelstepinn.org](http://www.angelstepinn.org) (323)780-4357

National Domestic Violence Hotline: [www.thehotline.org](http://www.thehotline.org) (800) 799-SAFE

#### CLINICS

Planned Parenthood [www.plannedparenthood.org](http://www.plannedparenthood.org)

Eagle Rock Health Center

1578 Colorado Blvd

Los Angeles, CA 90041

(626) 798-0706

LA County Health Services [www.ladhs.org](http://www.ladhs.org)

H. Claude Hudson Comprehensive Health Center

2829 South Grand Avenue

Los Angeles, CA 9007

(213) 699-7000

Department of Public Health [www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)  
Monrovia Health Center  
330 W Maple Ave  
Monrovia, CA 91016  
(626) 256-1600

## **Sex Offender Registration**

As an institution of higher education, we are required to issue a statement advising the campus community where law enforcement information, provided by a State concerning registered sex offenders, may be obtained. Sex offenders already required to register in a State must provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Information concerning registered sex offenders can be obtained by visiting the California Megan's Law Sex Offender website at <http://meganslaw.ca.gov/homepage.htm>.

## **Disclosures of Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses**

Abraham Lincoln University 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 University 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 school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Anti-Harassment/Discrimination**

Abraham Lincoln University policy prohibits discrimination or harassment based on race, religion, ethnicity, national origin, gender, gender identity, sexual orientation, disability, or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the University has jurisdiction over Title IX complaints

### **ALU Key Contacts**

Jessica Park, JD  
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Vice President and Dean of the School of Law  
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## Emergency Response Plan & Evacuation

Students, Faculty and Staff are strongly encouraged to review this information so as to ensure readiness and awareness of options in the event an emergency situation should transpire.

The University has developed an evacuation plan in case of emergencies—and the plan will be tested once per calendar year. Please follow the below evacuation plan:

1. Go directly to the nearest stairwell exit.
2. DO NOT USE ELEVATORS.
3. DO NOT RUN.
4. As you leave, close the doors.
5. Listen for and heed directions given by Floor Wardens, Building Staff and/or the Fire Department.
6. When moving in stairways: always use the handrails moving to the right side if emergency crews are encountered; remove high-heeled shoes to prevent falls or injuries (carry them with you); allow room for others to enter into an orderly flow of traffic, but do not hold up the traffic unnecessarily; do not smoke, eat or drink; gain assistance for those who are slower moving or handicapped; treat any injuries incurred in the stairwell at the nearest floor landing when required and if practical.
7. Stay together if possible until you get to your designated meeting point.
8. Occupants should not re-enter the building until cleared by emergency personnel

To assist in an evacuation, the school has assigned a Floor Warden, Isaac Hanson. The school will utilize an “alternate” Floor Warden, Michael Yap, to fill in for an off duty main floor warden. Once an alarm or Public Address System has sounded, floor wardens will:

1. Report to a predetermined place (preferably between each other’s work stations) to determine if all Floor Wardens and Alternates assigned are present on the floor at the time of the drill and alarm.
2. Appoint one alternate (if not available, one area occupant) to the position of Traffic Monitor and have the individual immediately report to your area’s primary stairwell exit door.
3. Quickly search any “closed” locations to ensure that ALL persons are aware that the alarm has sounded.
4. Check elevator lobby to ensure that no one is attempting to use the elevators.
5. Search all offices and classrooms. Follow a predetermined route and search each room.
  - a.) If office is clear, move to the next office, closing and marking door “Clear.”
  - b.) If you encounter anyone during your search, direct that individual to your area’s primary stairwell exit door.
  - c.) When you have completed your search, you should then report to your primary stairwell exit door.
6. Inquire as to the number of persons ready to move and take a head count.
  - a.) Assist in keeping the waiting occupants calm and quiet.
  - b.) Keep waiting occupants in a single line at stairwell entrance (along the wall nearest to the stairwell).
7. Inform arriving emergency personnel of information about the emergency in the building, including location of hazards and any known problems.

## EMERGENCY RESPONSE KIT

Abraham Lincoln University maintains a basic emergency kit for general use in the front office. In an emergency evacuation, the kit will be transported by security personnel outdoors to the evacuation assembly area. The kit contains:

- First aid supplies. In some emergencies, our personnel may have to provide first aid to those with non-life threatening injuries.
- Small emergency water supply.

In addition, it is recommended that all staff and faculty members maintain a personal emergency kit in their work area. This kit should include:

- Water and non-perishable food.
- Flat shoes (i.e. tennis shoes).
- Emergency space blanket.
- First aid supplies.
- Personal medication and extra eye glasses.
- Portable AM/FM Radio (spare batteries).
- Flashlight (spare batteries).
- Money (small amount).
- Work Gloves (optional).
- List of essential phone numbers, including an out of state family contact number.