
CAMPUS SECURITY

AMSC is concerned with the security of its students and staff. The campus security is administered in accordance with the law. The college has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act" effective September 1, 1992. The following procedure will be followed to insure campus security:

- The staff is trained to be aware of any unusual occurrences/behaviors on or around the campus grounds. Also, the staff is trained in notifying proper authorities.
- Certified instructors monitor all classrooms.
- The College Director, or his designee, secures the building each evening and insures that all students, faculty and staff have properly exited out of the building. The designee's will be responsible for carrying out the Emergency response and evacuation procedures.
- School Director: Vardan Karagezian
- Associate Director: Haik Antonian
- Office administrator : Gloria Assatryan

Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:

- Each student and employee of the college is responsible for his or her personal belongings.
- Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper college personnel immediately.
- All students and employees are responsible for conducting themselves as professionals at all times while on campus and/or while attending college functions.
- Students are provided with college rules and regulations during orientation and employees receive an employee handbook.
- Any student or employee who is found in possession of, using or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from college.
- All students and employees are provided with information during orientation, regarding the 'Drug Free' status of the college campus.

Any criminal action or emergency situation must immediately be reported to the front desk. Any such reports will be transmitted to the appropriate persons such as the Director, fire department, police, emergency medical services, etc. Unescorted persons have no access to any part of the AMSC facility beyond the reception area except already enrolled students or faculty.

In case of any criminal action or emergency, the staff as well as students are immediately informed via building intercom with loudspeakers strategically placed in all accessible areas of the building.

In case of a fire, all the students are to evacuate the building as calmly and orderly as possible since this will be the fastest way to get out of the building.

In case of an earthquake, students and staff are to take shelter under a desk or a table until it is safe to exit the building.

The following steps will be taken in the event of a criminal action or other emergencies:

- The College Director, or designated individual in his/her absence, is the first person to be notified in case of criminal action or other types of emergencies occurring on campus. The second contact person would be the Associate Director of the college.
 - The college will immediately notify the proper law authorities. A written statement from the victim will be obtained.
 - The college will abide by all legal requirements set forth by law enforcement.
 - Medical and follow-up treatment services will be made available to the victim if required.
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AMSC CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions 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 institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistic for the period between 01/01/2021 and 12/31/2023 PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION. THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Report Distribution Date: October 2024

Occurrences Reported within 2021, 2022 and 2023 Calendar Years

Crimes Reported	2021	2022	2023	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	None	None	None	C	None
(B) Negligent manslaughter	None	None	None	C	None
(ii) Sex Offenses:					
(A) Rape	None	None	None	C	None
(B) Fondling	1	None	None	N	None
(C) Incest	None	None	None	C	None
(D) Statutory Rape	None	None	None	C	None
(iii) Robbery	None	None	None	C	None
(iv) Aggravated assault	None	None	1	N	None
(v) Burglary	None	None	None	C	None
(vi) Motor Vehicle Theft	None	None	None	C	None
(vii) Arson	None	None	None	C	None
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	None	None	9	N	None
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	None	None	None	C	None
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	None	None	None	C	None
(B) Simple Assault	None	None	None	C	None
(C) Intimidation	None	None	None	C	None
(D) Destruction, Damage or Vandalism of Property	None	None	None	C	None
(viii) Liquor law violations	None	None	None	C	None
New Reporting as of 10/1/2024					
Incidents of sexual assault		None	None	C	None
Domestic Violence		None	None	C	None
Dating Violence		None	None	C	None
Stalking		None	None	C	None

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. This institution 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 institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

2. (I) All students and employees are required to report any crime or emergency to their institutional official promptly.
(II) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's Daily Incident Log and then records those statistics.
(III) If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a. Institution'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.
 - b. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional 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.
 - c. The institution 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.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) 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, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would 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.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution 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 violation of these policies by students or employees may result in expulsion, termination and/or arrest.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
 - I. The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
 - II. A 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 when that person can be properly transported to a hospital or rape crisis center for proper treatment.
 - III. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911). When the crime is reported, the school will provide the victim with a written explanation of his or her rights and options.
 - IV. The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
 - V. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
 - VI. The institutional disciplinary actions in reference to an alleged sex offence are as follows:
 - a. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding: and
 - b. Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
 - VII. This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
12. The institution provides the following website to obtain information concerning the registration of sex offenders arrest.
Https: _____
- 13 **Description of school's emergency response and evacuation procedures.**
Required elements:
 - Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus
 - Statement that institution will, without delay, and taking into account the safety of the community, determine content of the notification Must initiate notification system, unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency
 - A description institution's process to confirm there is a significant emergency
 - Determine whom to notify
 - Determine content of the notification
 - Initiate the notification system
 - List of titles of persons/organizations responsible for carrying out these actions
 - Procedures for disseminating emergency information to the larger community
 - The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis
 - Tests Announced or unannounced
 - Publicized in conjunction with at least one test per calendar year
 - Documented (description of the exercise, the date, time, and whether it was announced or unannounced)
- 14 **Revised Crime Classification: Burglary vs. Larceny:** An incident must meet three conditions to be classified as a Burglary.
 - There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
 - The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.
- 15 **Definition of On-Campus Student Housing Facility:** For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

- 16 **Campus Law Enforcement Policies:** All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:
- A description of the law enforcement authority of the campus security personnel.
 - A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.
 - A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
 - Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

The institution 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.

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

This institution 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 institutional 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 institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. 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 or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of institution's Financial Aid Officer	Irena Pashinyan
Title	Financial Aid Officer
School Name	American Medical Sciences Center
Street address	225 W Broadway, suite 410
City, State Zip	Glendale, CA 91204
Phone No.	1(818) 240-6900

- AMSC College will, without delay and taking in account the safety of the community, will initiate
- notification system and if the treat or an emergency is significantly larger in scale, the information is immediately disseminated to local PD as well as Fire departments via phone call.

The physical facility goes through an annual inspection as required by the State of California/county as well as the city agencies. On an annual basis, AMSC conducts annual announced and unannounced emergency drills, which in turn, notified to all tenants of the building and requires the tenant's mandatory participation. The dates of these testes are announced via email as well as phone calls to all building tenants as well as the AMSC administration. The building management documents the description of all test results, dates and time for compliance purposes, whether it was announced or unannounced drill.

- Students are provided with safety instructions at the time of enrollment.
- Fire department visits on a regular basis and fire escape routes are posted.
- CALOSHA requirements are followed.

Earthquake procedures are routinely reviewed with staff and students.

SEXUAL MISCONDUCT/TITLE IX POLICY AND PROCEDURE

Students who report sexual misconduct/Title IX violations will be advised of all options available to them as outlined in this policy. AMSC officials will respect the student's right to confidentiality to the extent permitted under college and legal regulations.

I. STATEMENT AND INTENT OF POLICY

Under Title IX, and as a standard for the Student Code of Conduct, American Medical Sciences Center will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. These acts are also against California State Law.

In publishing this policy, the College is not intending to substitute or supersede related civil and/or criminal law. It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. California State Law considers gross sexual assault and unlawful sexual contact to be serious crimes that are punishable by imprisonment in jail and/or probation. It also involves creation of a criminal record and may include a monetary fine. All students, faculty, and staff, as well as members of the public participating in College activities have the right to an environment free from sexual or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment.

If there is reason to believe, that AMSC campus regulations prohibiting sexual misconduct in any form have been violated, on campus, off campus, in person, and even online, the administration will pursue disciplinary action through the appropriate College procedures. This includes any online postings or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on college networks, websites or between college email accounts). Regardless of where the violation occurred, the College discipline process will be conducted consistently, in the same manner. AMSC complies with its obligation to investigate and resolve reports of all forms of sexual misconduct regardless of whether a formal complaint is filed. This policy is intended to provide more detailed information about how AMSC handles these matters and is not intended to replace the AMSC Student Code of Conduct or AMSC Sexual Harassment Policy.

II. DEFINITION OF VARIOUS TERMS OF SEXUAL MISCONDUCT

A. Sexual Assault:

Sexual assault is a general term which covers a range of crimes. For the purposes of this statement by the College, "sexual assault" includes, but is not limited to rape, acquaintance rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. Rape is generally defined as forced or nonconsensual sexual intercourse. Nonconsensual sexual intercourse may take many forms including, but not limited to, rape by a stranger, an acquaintance, while on a date; rape by multiple perpetrators (often referred to as "gang rape"), and may occur both on and off campus. Rape may be accomplished by fear, threats of harm, and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is unable to give consent, or is prevented from resisting, due to being intoxicated, drugged, unconscious, or asleep. It also includes various types of unwanted sexual touching or penetration without consent. Sexual assault includes forced sodomy (anal intercourse), forced oral copulation (oral-genital contact), rape by a foreign object (including a finger), and sexual battery, the unwanted touching of an intimate part of another person for the purpose of sexual arousal.

B. Intimate partner violence:

This term is defined to mean any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual. It would include rape, acquaintance rape, stalking, dating violence, sexual violence, or domestic violence.

C. Sexual Harassment:

Sexual harassment is a form of sex discrimination and a violation of title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment has two key categories: quid pro quo (loosely translated as “this for that”) and hostile environment. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person’s ability to study or work in an academic setting. In compliance with federal and state law, AMSC defines sexual harassment as follows: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: Submission to such conduct is made either explicitly or implicitly as a term or condition of instruction, employment, or participation in other College activity; Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive College environment.”

D. Sexual Exploitation:

Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in peeping tommy, and knowingly transmitting an STD or HIV to another student.

E. Consent:

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is given by both parties to sexual activity. Moreover, it is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Any consent that is given is invalid when the exchange involves unwanted physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption or being asleep or unconscious.

E. Sexual violence:

A term that is used to refer to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

F. Stranger rape:

Rape perpetrated by someone unknown.

G. Acquaintance rape:

The most prevalent form of sexual assault on a College campus is between two people who know each other. The acquaintance may be a date, partner, or someone known casually from a residence hall, class, club, or through mutual friends.

H. Bystander intervention:

A course of action that may be carried out by an individual to prevent harm or intervene where there is a risk or an act of violence.

III. WHAT TO DO IF YOU ARE VICTIM OF SEXUAL MISCONDUCT

Any individual who is a victim of sexual misconduct is strongly encouraged to reach out immediately to someone s/he trusts such as a family member, friend and/or campus counselor for support. Experiencing sexual misconduct is not only difficult but can be very confusing. There are resources available on and off campus to the victim to provide the support s/he needs and help cope with the difficulties. Recognizing that victim's response to the sexual misconduct may differ, if you have been physically assaulted or raped, there are other important steps you can take right away:

- Go to a safe place.
- Do not hesitate. If on campus, contact appropriate authorities and if during off hours, call 911.
- Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to stay with you.
- It is important for the victim to preserve the evidence if s/he intends to pursue criminal charges. Do not shower, bathe, douche, or brush his/her teeth, and save all clothing worn at the time of the assault. Put each item of clothing in a separate paper bag. Do not use plastic bags. Do not disturb anything in the area where the assault occurred.
- Go immediately to see medical personnel at the local hospital emergency department. If you suspect that you may have been given a rape drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- If you have not seen the medical personnel at the time of the complaint, you are immediately advised to do so. The College will provide the transportation to the hospital if needed.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Talk with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault. You can call a hot line, a rape crisis center, or a counseling agency to find someone who understands the trauma of rape and knows how to help.

IV. REPORTING

AMSC strongly encourages individuals to report all incidents and violations of this nature to the Office of Associate Director, law enforcement officials, and/or a College official in order for these incidents to be properly addressed and for victims to avail themselves of all the services and rights to which they are entitled. Any member of the AMSC community can file a report with the Office of Associate Directory. At AMSC, all AMSC's faculty and staff*, except for the counselor, are designated as 'responsible employees. This means that if a student or any member of AMSC community reveals potential sexual misconduct/Title IX violations to any AMSC staff or faculty, it is the responsibility of that staff or faculty to report the incident immediately to the Associate Director/Title IX Deputy Coordinator who will then take appropriate actions. If a student wishes to discuss the incident in complete confidence, s/he should report to Associate Director. In addition, it is the victim's rights to notify law enforcement and to be assisted by College officials in doing so. Thus, it is the victim's right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. A victim also has the right to use the College's procedures in addition to filing a criminal complaint. Regardless of whether or not a student decides to report an incident, AMSC strongly encourages students to at least meet with our campus counselor. All conversations with AMSC's Counseling Services are held strictly confidential.

*AMSC staff does not include 3rd party vendor employees such as facilities or dining services staff.

REPORTING TIMEFRAME:

Any individual may file a complaint of sexual misconduct at any time. Early reporting is encouraged to preserve evidence if necessary and provide the victim with information regarding rights, options, and resources available to them by this policy and federal/state laws. However, all complaints will be taken seriously and investigated no matter how much time has passed since the incident.

REPORTING OPTIONS:

1. **Official Reporting** All AMSC students are strongly encouraged to make an official report of any incident of sexual misconduct to the Office of Associate Director whether the incident occurred on or off campus. All AMSC's staff and faculty (except for the staff of Counseling Service), including resident assistants, are required to promptly report to the Office of Associate Director information they have about possible sexual harassment or sexual misconduct, including but not limited to sexual assault, domestic or dating violence, and stalking. The complaint/report can be filed directly to Associate Director via a written statement or an appointment. Once a complaint/report has been submitted, the Associate Director will conduct intake interviews and fact-finding interviews with appropriate parties. Each complaint will be investigated promptly, and appropriate corrective actions will be taken.

2. Confidential Disclosure

AMSC also offers confidential reporting through Counseling Services to

- 1) Weigh options and associated risks,
- 2) Discuss possible next steps, and
- 3) Obtain information about available resources and services.

No one is expected or required to pursue a specific course of action with this option.

Medical Amnesty Clause: The AMSC Administration offers immunity (Amnesty) to students who may have violated the Code of Conduct's Alcohol or Drug Policy at the same time of the incident when he or she became a victim of or is reporting of sexual misconduct. Therefore, no alcohol or drug violations are applied to a student who reports that he or she was under the influence of alcohol and/or drugs at the time of a sexual misconduct.

The purpose of this clause is to encourage reporting. Victims or bystanders (witnesses) should not let his or her use of alcohol or drugs be a deterrent to reporting an incident. When conducting the investigation, the College's primary focus will be on addressing the sexual misconduct violation and not on alcohol/drug violations that may be discovered or disclosed. However, the College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

Bystander Intervention: The same above-mentioned reporting options are available for bystanders as well. These are safe and positive options for bystanders who intervened during an incident in order to prevent harm when there was a risk or an act of violence. AMSC strongly encourages bystanders to step up on behalf of another person's well-being and safety.

Contact Information: LA County Sex Crime Division

V. VICTIM'S RIGHTS PROVISIONS

It is AMSC's responsibility to assure students who report an incident of sexual misconduct that:

- Victims will have the opportunity to request prompt proceedings and that a fair, and impartial investigation and resolution will occur
- College officials will treat the incident seriously and that the incident will be investigated and adjudicated by appropriate College officials.
- Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues. And shall use preponderance of the evidence standard (which is "more likely than not" and the standard used by civil courts in the United States).
- Victims will be treated with dignity, respect, and in a non-judgmental manner.
- College officials will inform victims of their option to notify appropriate law enforcement authorities, including on-campus security and local police, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual misconduct.
- College personnel will not discourage anyone from reporting, nor encourage them to underreport or report the incident as a lesser crime.
- College personnel will cooperate in obtaining, securing and maintaining evidence (including a medical examination) necessary in legal/criminal proceedings.
- College officials will prohibit retaliation and will not only take steps to prevent retaliation but also take strong responsive action if it occurs. They will also follow up with complaints to determine whether any retaliation or new incidents of harassment have occurred.
- Victims will be provided with information on available services for mental health, victim advocacy, legal assistance, and other available community resources on and off campus.
- Victims can obtain no contact/restraining orders to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.
- Victims will be afforded the opportunity to request immediate on-campus housing relocation or other steps to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.
- Victims are informed that he/she is entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the respondent also has the same opportunity to have others present during any proceeding.
- Victims are informed that he/she is entitled to receive, in writing, the final results of the Conduct & Resolution process within one business day of such outcome being reached.

VI. RIGHTS OF THE PERSON ACCUSED OF SEXUAL MISCONDUCT

The student accused of sexual misconduct (the respondent) may be assured that:

- All sexual misconduct cases will be treated seriously.
- The respondent will be treated with dignity, respect, and in a non-judgmental manner.
- The respondent will be advised of on- and off campus organizations and services that may be of assistance.
- College personnel will cooperate in investigating the case fully for legal and Student Conduct & Resolution process.
- The respondent will be informed of available counseling and psychological services.
- Respondents are informed that he/she is entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the victim also is provided with the same opportunity to have others present during any proceeding.
- Respondents are informed that he/she is entitled to receive, in writing, the results of the Conduct & process within one business day of such outcome being reached.

VII. DISCIPLINARY PROCEDURE

It is the victim's rights to notify law enforcement and to be assisted by College officials in doing so. Thus, it is the victim's right to decide whether to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. A victim also has the right to use the College's procedures in addition to filing a criminal complaint.

A student accused of sexual misconduct may be prosecuted under the California Criminal Justice System and disciplined through AMSC Student Conduct & process. Even if the criminal justice authorities choose not to prosecute, the accused may be subject to College disciplinary action. College Student Conduct & Resolution process should be considered distinct and independent of all criminal procedures. Student Conduct & Resolution process may precede, occur simultaneously, or follow court action. If College's Student Conduct process follows court action, the court proceedings and/or verdict may be considered in the Student Conduct & process. Process shall be conducted by officials trained on all forms of sexual misconduct. Moreover, they shall use the preponderance of the evidence standard (which is "more likely than not" and the standard used by civil courts in the United States). When necessary, temporary action may be taken by the College by suspending or restricting the accused, or officially requesting no contact between the complainant and the respondent. Any of these measures may result in the accused student's restricted access to the College and/or participation in College events, such as attendance at classes.

A. Disciplinary Action:

Any student found by Office of Associate Director to have committed sexual misconduct may be subject to severe disciplinary sanctions, including suspension or dismissal from the College. For information regarding the range of possible sanctions that may be imposed following an institutional disciplinary procedure, please refer to the AMSC's Student Conduct Policy found in the College Catalog, or College website. The College recognizes that violations of sexual misconduct are not the fault of the individual filing the complaint. The College intends to encourage the report of sexual misconduct and therefore the College generally does not intend to hold complainants accountable for student code of conduct violations that may have occurred along with violations of sexual misconduct. The College will use discretion to ensure the rights of the complainant are preserved.

B. Appeals: Both victim/complainant and the accused student have a right to an appeal. Please refer to the Appeal Process in AMSC's College Catalog.