



**LAURUS**  
**COLLEGE**

*Safety and Emergency  
Policies and Procedures  
Handbook*

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Laurus has developed important programs to help protect your safety and well-being. The following information is not a contract; however, it is a useful description of our campus safety and emergency policies and procedures. **We encourage you to read it carefully.**

## Section I: Laurus College Safety

### *1.1 Laurus College Safety Declaration*

Laurus is strongly committed to crime prevention and the safety of our students, faculty, and staff. Your cooperation is essential to minimize criminal activity and to create a safer community for all.

Like other institutions, colleges are not without occasional crimes. You are not only a citizen of the country and state in which you live; you are an important member of the Laurus community of students, faculty and staff. This means that you must obey both U.S. law *and* the rules and regulations of the College. Being aware of these rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at the College.

A well-informed Laurus community will reduce incidences of crime, both on and off campus. Pursuant to federal law, the College annually publishes and distributes crime statistics for the current calendar year and the three previous years. Details about the collection, verification, publication, and distribution of these statistics are detailed in this report. You may review Laurus College's crime statistics by visiting [lauruscollege.edu/campus-safety](http://lauruscollege.edu/campus-safety).

### *1.2 The Campus Security Authority and Law Enforcement*

To help ensure the safety of the College community, the College has a designated Campus Security Authority (CSA) on every campus. We fully cooperate with the police and other public law enforcement.

We comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or "Clery Act", a federal statute requiring all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses. The Clery Act states that a CSA can be defined as any one of the following:

- Campus police department or a campus security department.
- Any individual who has responsibility for campus security (e.g., who is responsible for monitoring the entrance).

This report refers to the "local CSA" as the individual the College designates at every campus and identifies on **In Case of an Emergency/9-1-1** posters/signs in common areas at each Laurus location. We highly encourage students, faculty and staff to report criminal offenses and incidents to their CSA. In addition to the CSA contact information listed below you can always find the CSA's name and contact information at [lauruscollege.edu/campus-safety](http://lauruscollege.edu/campus-safety).

CSAs are individuals designated at each Laurus College location to aid in the safety of the college community. In addition, contact your local CSA if you:

- See unsafe conditions at a location.
- Are a victim of a crime or know someone in the campus community who is.
- Need a referral for drug abuse, alcohol abuse, or counseling.

Finally, individuals should report any complaints regarding non-compliance with the Clery Act or any state-specific regulations to their local CSA.

### ***3.1 Local Campus Security Authority Contact Information***

#### **Atascadero**

Jesse Bates

Phone: 805-719-6508

Email: [jesse.bates@lauruscollege.edu](mailto:jesse.bates@lauruscollege.edu)

#### **Chula Vista**

Kyle Rosure

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#### **Las Vegas**

Carla Smith

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#### **Oxnard**

Susana Guerrero

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Email: [susana.guerrero@lauruscollege.edu](mailto:susana.guerrero@lauruscollege.edu)

#### **San Luis Obispo**

Christopher Koehler

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Email: [christopher.koehler@lauruscollege.edu](mailto:christopher.koehler@lauruscollege.edu)

#### **Santa Maria**

Greggory Follett

Phone: (805) 267-7377

Email: [greggory.follett@lauruscollege.edu](mailto:greggory.follett@lauruscollege.edu)

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The Clery Act states that other individuals may also support the Campus Security Authority (CSA), such as front desk Laurus staff, and those who provide security or monitor access to campus facilities or parking facilities. These individuals may serve as a point of contact in the event of an emergency, incident, or crime.

The local CSA advises these individuals of this information, provides Clery Act training, and partners with them to maintain a constant working relationship.

## **Section II: Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics**

We provide notice of reporting and disclosure of Campus Safety Policies and Annual Crime Statistics to current students, faculty and staff.

### ***2.1 Notifying Enrolled Students, Staff, and Faculty***

Every year, by October 1<sup>st</sup>, the College's enrolled students, staff, and faculty receive a notice of the availability of the Annual Security Report. The notice, provided via [email]:

- Discloses that these annual crime statistics are part of the Laurus Annual Security Report and available on a website.
- Provides the electronic website address for this report: [lauruscollege.edu/campus-safety](http://lauruscollege.edu/campus-safety) and procedures for community members to request a paper copy of the report.

### ***2.2 Notifying Prospective Students, Staff, and Faculty***

Every year, by October 1<sup>st</sup>, when the College releases the Annual Security Report, the local Campus Security Authority (CSA) also notifies all prospective students, faculty and staff that Campus Safety Policies and Annual Crime Statistics are available on the College's website. The notification contains the exact website address and states that community members may request a paper copy. This consumer information is included in enrollment and employment materials and is available on the College's website.

### ***2.3 Procedure for Gathering and Disclosing of the College's Annual Crime Statistics***

A police report must be filed for loss or destruction of college property or crimes that occur on college property and for theft of college property, which is considered traceable (i.e., includes a serial number), even if the property was not stolen from a college location. Individual victims may choose to file a police report for personal property. We encourage them to do so.

The CSA will also maintain a listing of all crimes that occur on campus in the Campus Crime Log (Logbook) which must be made available to the public. The Logbook is required to be available at the front desk for inquiring individuals. The Logbook will not contain any personal or private information regarding victims of the crimes. In the event a campus does not have a front desk area, the CSA will retain the Logbook.

The Logbook for the most recent sixty (60) day period must be open to public inspection, upon request, during normal business hours. Any portion of the Logbook that is older than sixty (60) days must be made available within two (2) business days of a request. Logbooks must be kept for eight (8) years.

## Section III: Safety Awareness and Crime Prevention Programs

At Laurus, we take safety awareness and crime prevention measures very seriously. Employees are trained in site-specific safety and workplace violence prevention. Programs to inform students and employees are as follows:

### 3.1 *Risk Reductions and Crime Prevention Measures*

Part of crime prevention is being alert to and aware of your immediate environment. Here are some important ways you can help keep yourself safe and secure and reduce the risk of becoming a crime victim:

- Always lock your vehicle.
- Always keep your vehicle's keys with you.
- At night, travel in well-lit areas and in pairs, if possible.
- Avoid deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave highly valuable items at home.
- Do not leave your personal property unattended.
- Do not carry more cash than necessary.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Never bring a weapon of any kind onto college property.

### 3.2 *Timely Warning Notifications to the Campus Community*

CSAs coordinate with Laurus College's Senior Management Team to release a Timely Warning Notification (TWN) to alert the College community of Clery Act crimes or events that may potentially threaten students, faculty, staff or property. Posting these notices is necessary when a serious threat or a systematic pattern of crimes or threats may put anyone in the College community at risk. CSAs are responsible for alerting the campus community (i.e., students, faculty and staff) of a particular crime or trend of crimes in a manner that is timely and will aid in the prevention of similar crimes. TWNs can be issued for threats to persons or to property. Names of victims or any personally identifiable information will not be placed in the notification.

TWNs are posted in visible, accessible areas at Laurus locations where such threats occur. Laurus campuses may use posters, emails, and/or other available means to inform the campus community.

It is important to note that CSAs are not required to issue a TWN for *every* crime reported but must, at minimum, follow Clery Act guidelines. Whether the CSA issues a TWN is determined on a case-by-case basis in conjunction with all the facts surrounding the crime(s), including such factors as:

- **The nature of the crime.** TWNs should focus on those crimes and offenses specifically required for reporting according to the Clery Act (e.g. homicide, sexual offense, robbery, burglary, arson, etc.) and/or seriousness of the crime.
- **The continuing danger to the campus community.** TWNs should be released if the campus community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.

- **The possible risk of compromising law enforcement efforts.** The CSA should consider law enforcement efforts when issuing a TWN, consulting with public authorities regarding the issuance of further TWNs so as not to compromise an ongoing investigation or other law enforcement efforts.
- **Community safety and awareness.** When issuing a TWN, the CSA must include information about the crime that triggered it, excluding personally identifiable or victim information. They also provide information that promotes safety and aids in the prevention of similar crimes.

Remember, in the event of an emergency, faculty and staff should **call 9-1-1 first**.

### ***3.3 Safety and Access to Laurus College Campus Facilities***

Our goal is to provide a campus environment that is as safe and secure as possible. Campus buildings and facilities are usually accessible to the public during normal business hours. However, classrooms and office buildings are generally locked when not in use. Only faculty and staff members have access to private program areas, secured administrative and institutional facilities.

### ***3.4 Office and Classroom Safety***

Office and classroom safety is a priority at Laurus College. Please use the following guidance to maintain safe classrooms and workspaces.

**Emergency Exits:** Familiarize yourself with the closest exit. Exit signs will be properly marked and unobstructed in view. In the event of an emergency, follow instructions provided by the Campus Security Authority (CSA) or Onsite Manager.

**Fire Safety and Prevention:** Familiarize yourself with the location of fire extinguishers and exits. Check that power and extension cords are in good working condition and used properly. Do not overload power cords or outlets. Turn off any non-essential equipment before leaving the office.

**Avoid Tripping Hazards:** Clean-up spills immediately; keep floors and workspaces clear of debris; and check that power cords are routed properly to avoid tripping. In addition, push in chairs and close filing cabinets when not in use. Be sure to notify the Campus Security Authority (CSA) or Onsite Manager of any debris or obstructions on campus or at learning/administrative sites.

**General Safety:** Check that all equipment, including power cords, are in good condition and working order. Cabinets, bookshelves, and overhead storage will be properly secured and restrained. Work areas should be kept clean and orderly.

### ***3.5 Reporting Injury or Illness***

**Reporting Injury:** Laurus College expects employees, students, and visitors to follow all posted safety recommendations and guidelines. In the event of an injury, please notify the site administrator or Campus Security Authority (CSA) immediately. If necessary, call **9-1-1**. Any faculty or staff who witnesses an accident will notify the CSA immediately and, if safe to do so, stay at the scene of the accident.

**Reporting Illness:** Laurus College complies with all applicable federal, state, and local laws regarding infectious disease. Students, employees and visitors are encouraged to immediately report occurrences of an infectious disease to Campus Security Authorities (CSAs). In the event of that an infectious disease is reported within the College community, site administrators will work with the President to review and monitor the situation. They will work with local, state and federal authorities, as necessary, on a case-by-case basis, to determine the



appropriate course of action. Laurus College will issue a Timely Warning Notice (TWN), as appropriate, and may implement preventative measures including additional cleaning procedures, social distancing, and other measures as necessary.

All occupational injuries or illnesses should be reported in writing, using the Incident Report Form, and submitted to the CSA within 5 days of the injury or illness.

### ***3.6 Field Trip Policy***

On occasion, with prior approval of the Director of Education, Laurus College may offer field trips to support experiential learning. Field trips are defined as any excursion during which Laurus College students travel off a campus or learning site, as a part of a course or club.

To ensure safety and security, all field trips must be chaperoned by a faculty member and all policies regarding employee and student conduct apply. In addition, all field trips are considered optional, as members of the Laurus College community live in different regions. Reasonable efforts will be made to live-stream field trips for students and club members. Finally, prior to the field trip, the faculty chaperone must distribute and collect Field Trip Release and Waiver of Liability, Field Trip Release for Minors (if applicable) and Emergency Contact forms for each participant. These forms will be submitted to the Campus Safety Authority in advance of the field trip.

### ***3.7 Workplace Violence Prevention Plan***

Laurus College does not tolerate any type of violence, threats, or intimidation in the workplace. The safety and security of Laurus College students, faculty, and staff is a priority. Employees receive safety and emergency training on the Workplace Violence Prevention Plan. Any member of the College community that would like a copy of the Workplace Violence Prevention Plan or has concerns about or witnesses violence, threats, or intimidation, are responsible to report the incident to the Workplace Violence Prevention Plan Administrator, Campus Security Authority, and/or President as soon as possible.

Workplace Violence Prevention Plan Administrator: Dr. Karen Edwards  
81 Higuera St., Suite 110, San Luis Obispo, CA 93401  
Phone: (805) 719-6562; Email: [karen.edwards@lauruscollege.edu](mailto:karen.edwards@lauruscollege.edu)

In addition, the U.S. Department of Labor offers resources to identify warning signs of potential workplace violence. These signs include intimidation, bullying, discourteous behavior, disrespectful behavior, uncooperative behavior, and/or verbally abusive behavior. For more information, please visit <https://www.dol.gov/agencies/oasam/centers-offices/human-resources-center/policies/workplace-violence-program>.

Laurus College's Workplace Violence Prevention Plan addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#) and can be viewed on the CA Department of Industrial Relations website: <https://www.dir.ca.gov/dosh/workplace-violence.html>

### ***3.8 Active Shooter Emergency Protocol***

Campus Security Authorities are trained in active shooter emergency action plans. In the event of an active shooter, follow the guidance of your Campus Security Authority (CSA). If this is not possible, use the following guidelines from the [U.S. Department of Homeland Security](#):

## **How to respond when an active shooter is in your vicinity:**

### **1. Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Follow the instructions of any police officers
- Keep your hands visible
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

### **2. Hide Out**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial **9-1-1**, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### **3. Act**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

## **How to respond when law enforcement arrives:**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the

area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety
- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

**Information to provide to law enforcement or 9-1-1 operator:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Source: *Active Shooter: How to Respond* by the U.S. Department of Homeland Security  
[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

### **3.9 Maintenance on Laurus College Campuses**

The CSA is responsible for ensuring that campus maintenance issues that may affect safety or enhance criminal activity is resolved. The CSA must notify the appropriate facilities manager and request prompt attention to the problem.

There are several security considerations used in the maintenance of campus facilities. College facilities management personnel regularly maintain and repair campus facilities to restrict unauthorized access to the campus facilities. This includes repairs to defective doors and locking mechanisms. Exterior lighting is another important part of our commitment to campus safety. We ask that you promptly report any problems or hazards you notice to your CSA.

### **3.10 Emergency Response and Evacuation Procedures**

All Laurus College buildings post exit and evacuation diagrams on each floor. The College also maintains Emergency Response Guides (ERGs) in common areas to provide a hands-on resource for students, faculty and staff to utilize in the event of emergencies involving medical emergencies, evacuation, fire, severe weather, hazardous material, earthquake, power outage, stuck elevator, aircraft crash, intruder, civil defense emergencies, and bomb threat.

Note: Laurus will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, 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.

### **3.11     *Safety Training and Awareness***

Laurus conducts safety training and awareness for all incoming students and new employees, as well as ongoing periodic safety and awareness training for current students and staff. Safety training and awareness initiatives and programs are aimed at raising awareness and increasing education to prevent and recognize workplace violence, dating violence, domestic violence, sexual assault, sexual harassment, and stalking, as well as providing information and resources that are available for victims of sexual assault. General safety training and education is also provided regarding topics such as fire and safety evacuations, how to handle emergency situations, and emergency drills.

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## **Section IV: Reporting Criminal Activities**

Laurus does not contract with local police to be present on our campuses. Moreover, college personnel do not monitor locations away from campus. Therefore, if you witness any criminal activity, dial **9-1-1** for help. Criminal activities include, but are not limited to: criminal homicide, murder and non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. We urge you to report all criminal activity, whether on or off campus, to the state or local police.

Recognized student organizations are permitted to use classroom space for meetings in accordance with the guidelines outlined in the Student Handbook.

### ***4.1 Reporting Emergency Criminal Activities to Local Authorities***

- In emergencies, dial 9-1-1 first.
- 9-1-1 answers calls 24 hours a day, 7 days a week. The local police, fire or medical departments will respond immediately. After calling 9-1-1 report emergency incidents and crimes to the local CSA so s/he may also respond.

### ***4.2 Reporting Criminal Activity to the Campus Security Authority***

After calling **9-1-1**, contact your local CSA. The CSA is available to *all* Laurus campuses for students, faculty and staff. The CSA has the official capacity to receive all reports relating to crime at college locations.

### ***4.3 Anonymous and Confidential Reporting of Crimes***

Laurus prioritizes the safety of its students and staff. To this end, Laurus encourages students, faculty and staff to report any suspicious or criminal activities that occur at a Laurus location. Please note that Laurus promotes safe and positive options for bystander intervention an individual may take to prevent harm or intervene in risky situations. You may request confidentiality or make crime reports anonymously. You will also not be disciplined, except in extreme circumstances, for violations of the campus alcohol and drug free policies while acting to intervene in a risky situation or to prevent harm. Witnesses or victims of crimes may report crimes on a voluntary, confidential basis for inclusion in the College's annual crime statistics reporting by contacting the CSA. Please contact your CSA and request confidentiality or anonymity if necessary.

### ***4.4 Staff Support***

Members of the campus community may check with local law enforcement website, for the location where the crime occurred, to find out how to report a crime anonymously.

### ***4.5 Unfounded Report***

Laurus may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and based on the results of this investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded."

## Section V: Reportable Offenses

The Laurus College Annual Security Report includes crimes reported to a CSA in accordance with the Clery Act and the Department of Education's Handbook for Campus Safety and Security Reporting.

### 5.1 *List of Clery Act Reportable Offenses*

These crimes meet definitions in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act:

- Aggravated Assault
- Arson
- Burglary
- Drug Abuse Violation
- Hate Crime
- Liquor Law Violation
- Motor Vehicle Theft
- Murder and Manslaughter
- Rape, Forcible and Non-Forcible Sexual Offenses
- Robbery
- Weapons Possessions

### 5.2 *Additional Offenses Reported Internally*

These offenses are also reported on our website:

- Bomb Threats
- Dating Violence
- Destruction/Damage/Vandalism of Property
- Domestic Violence
- Larceny Theft
- Menacing
- Simple Assault
- Stalking
- Terroristic Threatening/Intimidation
- Theft
- Wanton Endangerment

### 5.3 *Hate Crimes*

A **Hate Crime** is a criminal offense committed against a person or property that is in some way motivated by the offender's bias. For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias: Murder and Non-negligent Manslaughter; Sexual Assault; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson; Larceny-Theft; Simple Assault; Intimidation; and Destruction/Damage/Vandalism of Property. For more information, refer to:

Hate Crimes Prevention Act of 1997: <https://www.congress.gov/bill/105th-congress/house-bill/3081?s=1&r=2>  
<https://www.justice.gov/sites/default/files/ola/legacy/2009/07/02/062309-s909-shepard-hate-crimes-prevention-act.pdf>

The Matthew Shepard and James Byrd, Jr., Hate Crimes Prevention Act of 2009:

<https://www.congress.gov/bill/111th-congress/senate-bill/909/text> <https://www.justice.gov/crt/matthew-shepard-and-james-byrd-jr-hate-crimes-prevention-act-2009-0>

## 5.4 Reportable Locations and Their Definitions

The Clery Act requires Laurus to specify in its Annual Security Report whether crimes to place in the following locations in the annual Campus Crime Survey.

**“Campus:”** *Any building or property, owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).*

**“Non-Campus Building or Property:”** *Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*

**“Public Property:”** *All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

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## Section VI: College Cooperation with Law Enforcement Agencies

Laurus values its cooperative relationships with federal, state and local law enforcement agencies. In addition to annual consultations for crime statistics reporting, CSAs maintain working relationships with local law enforcement, facilitating timely lines of communication in case the authorities need to respond to an incident at a campus location. No Laurus employee, including CSAs, has law enforcement authority. Laurus has no formal agreements, including memoranda of understanding, with any law enforcement agency for investigation of alleged criminal offenses.

Although the College neither maintains its own law enforcement authority, nor does it contract with local police and law enforcement agencies for security, every campus contacts the appropriate authorities for annual crime reporting purposes. Law enforcement agencies are contacted in the event of an emergency on campus that requires their involvement.

### 6.1 Types of Cooperation with Law Enforcement

On-going, cooperative communications and safety awareness programs may include:

- Inviting local law enforcement officers to participate in events on campus (e.g., annual safety event); or extending courtesy use of unused classroom space during business hours for training functions; or
- Requesting walkthroughs or safety assessments.

## Section VII: No Weapons on Campus

No weapons are permitted on campus without prior approval from the President. Without such approval, the possession of guns, knives, electroshock devices (e.g. TASER) and other forms of weapons by employees, guests and students is prohibited on all premises, including all off-site class areas used for college purposes.

Exceptions may be made for students who are qualified *active* law enforcement officers *required to carry a weapon while off-duty and in plain clothes*. Students who are law enforcement officers in plain clothes must contact the CSA prior to bringing a weapon on campus for further instructions.

**Student** requests to the CSA must include a letter of authorization from the commanding officer/supervisor of the department regarding the requirement for the qualified law enforcement officer to carry his/her weapon, while off-duty. The letter must be provided on department letterhead, signed by the commanding officer/supervisor of the department, and must confirm that the student is in fact a qualified active law enforcement officer whose job requires carrying a weapon while off-duty.

A student or faculty member who is an *inactive* law enforcement officer and requests to carry his or her weapon on campus will be denied.

### 7.1 *Qualified Law Enforcement Officers*

Pursuant to 18 USC § 926B(c), “qualified law enforcement officer” is defined as an employee of a governmental agency who:

1. is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and has statutory powers of arrest, or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice).
2. is authorized by the agency to carry a firearm.
3. is not the subject of any disciplinary action by the agency, which could result in suspension, or loss of police power.
4. meets standards, if any, established by the agency, which require the employee to regularly qualify in the use of a firearm.
5. is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
6. is not prohibited by Federal law from receiving a firearm.



## Section VIII: Policies and Programs Concerning Alcohol and Other Drugs

Laurus has a “Zero-Tolerance” policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol on college property, or as part of any College activity. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary sanctions. *Consequences for inappropriate behavior can be severe, up to and including dismissal from the College.* If any individual is apprehended for violating any alcohol or other drug related law while at a college location or activity, the College will fully cooperate with federal and state law enforcement agencies. The College abides by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations *regardless of individual state legalization.*

The College has established specific courses of action regarding alcohol and other drug abuse and has steps in place to prevent abuse and generate awareness:

- Each year, all students, faculty and staff receive a notification about the updated Laurus College Campus Safety and Emergency Policies and Procedures Handbook, including information about where to find physical or electronic copies of the Handbook.
- Campus Safety Policies are available to all students, faculty and staff on the public College websites or upon request.
- Students, faculty and staff are encouraged to report instances of drug and alcohol abuse:
  1. Students can report to faculty members or to the local CSA.
  2. Faculty can report concerns through the President or their local CSA.
  3. Staff can report issues to their immediate supervisors, by contacting Human Resources or their local CSA.
- Alcohol-related advertising or promotions are not permitted on campus.
- The local CSA maintains a list of local treatment facilities as well as alcohol and other drug abuse counseling resources for individuals and their family members.

### 8.1 Alcohol and Other Drugs Prevention and Counseling Services

**Laurus Employees** enrolled in health care plans can obtain substance abuse benefits, including outpatient and inpatient services.

**National Resources** We encourage *anyone* dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program.

- Al-Anon: (888) 425-2666
- American Council on Alcoholism: (800) 527-5344
- National Council on Alcoholism: (800) NCA-Call (622-2255)
- National Institute on Drug Abuse: (800) 662-HELP (662-4357)
- Alcohol Anonymous contact information can be found in local telephone directories.
- National Cocaine Hotline: (800) COCAINE
- National Council on Alcoholism and Drug Dependence, Inc: (NCADD) (800) 622-2255

\*Laurus does not offer pastoral counseling or professional counseling services.

## Section IX: Title IX Nondiscrimination Policy

Laurus College adheres to all federal, state, and local civil rights laws prohibiting discrimination and harassment in employment and education. Laurus College does not discriminate in its admissions practices, employment practices, or educational programs or activities. Title IX of the Education Amendments of 1972 (Title IX) requires Laurus College to ensure that all its education programs and activities do not discriminate on the basis of sex. Sex includes sex, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. Prohibited sex discrimination sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact. Laurus College also prohibits retaliation against any person opposing discrimination or harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination.

Any person may report sex discrimination (whether or not the person reporting is alleged to have experienced the conduct) in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator. A report may be made at any time, including during non-business hours.

Title IX Coordinator: Dr. Karen Edwards  
81 Higuera St., Suite 110, San Luis Obispo, CA 93401  
Phone: (805) 719-6562; Email: [TitleIX@lauruscollege.edu](mailto:TitleIX@lauruscollege.edu)

Questions regarding Title IX policy, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a copy of the *Title IX Nondiscrimination Policy* or more information, please contact the Title IX Coordinator.

### 9.1 *Definition of Sexual Misconduct, Sexual Assault, and Additional Definitions*

Laurus prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the Clery Act. "Sexual misconduct" includes, but is not limited to sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), sexual exploitation, rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.

Additional Definitions:

**Complainant:** an individual who is alleged to be the victim of conduct that could constitute sexual harassment, discrimination, sexual misconduct, or retaliation under the Title IX policy.

**Consent** is defined as knowing, and voluntary, and clear permission by word or action to engage in a specific sexual activity. Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not be able to consent. Further, one would not be able to infer consent under circumstances in which consent was not clear, including but not limited to the absence of "no" or "stop," or the existence of a prior or current relationship or sexual activity.

**Dating Violence** is defined as violence committed by a Respondent, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; **and** where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship (frequency of the interaction between the Parties involved in the relationship).

**Domestic Violence** is defined as felony or misdemeanor crimes committed by a person who is a current or former spouse or intimate partner of the Complainant or a person similarly situated to a spouse of the Complainant; is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; shares a child in common with the Complainant; or commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws.

**Respondent:** an individual who is alleged to be the perpetrator of conduct that could constitute sexual harassment, discrimination, sexual misconduct, or retaliation under the Title IX policy.

**Sexual Assault** is defined as a sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, also unlawful sexual intercourse.

**Stalking** is defined as engaging in a course of conduct on the basis of sex, that is, directed at a specific person that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress. For a complete definition, refer to the *Title IX Nondiscrimination Policy*.

Sexual assault can happen anywhere, at any time. According to the Rape, Abuse & Incest National Network (RAINN), in America:

- Every 68 seconds, someone is sexually assaulted.
- Sexual assault is one of the most under reported crimes, with over 60% being left unreported.
- 39% of rapists are a friend or acquaintance.
- 80% of sexual assault and rape victims are under age 34.

## ***9.2 Reporting Sexual Assault and Sexual Misconduct***

The victim of sexual violence or misconduct is encouraged to:

- Find a place of safety.
- Dial 9-1-1.
- Report the incident to the police and pursue criminal charges.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence that is crucial to pursuing criminal prosecution.
- Report any incident occurring at or near a Laurus location to the CSA or Title IX Coordinator.
- Consider pursuing an order of protection.
- Laurus does not issue orders of protection or restraining orders but will provide victims with information regarding the appropriate criminal, civil or tribunal court to pursue such actions.

All Laurus College faculty and employees (including student-employees) are expected to promptly report all known details of actual or suspected discrimination, harassment, and/or retaliation to appropriate officials immediately. Supportive measures may be offered as the result of such disclosures without formal Laurus College action.

## ***9.3 Preservation of Evidence***

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. Laurus College will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

### **Sexual Assault**

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement)
- Seeking medical treatment can be essential, even if it is not for the purposes of collecting forensic evidence.

### **Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment**

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
- Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
- Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take timestamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

## ***9.4 Sex Discrimination, Sexual Harassment, and Sexual Violence (Title IX)***

In accordance with federal law, including Title IX of the Education Amendments, Laurus does not discriminate on the basis of sex in its educational programs and activities. The nature of Title IX cases warrant confidentiality due to the content of the cases and the protection of witnesses, as Title IX cases often contain sensitive information. The victim's confidentiality will be protected, and records of disciplinary proceedings will exclude personally identifiable information on victims and be housed in restricted systems with limited access. Laurus College CSAs are responsible to ensure the *Title IX Protections* poster is available in common areas. Individuals with questions, concerns or complaints related to sex discrimination, sexual harassment, or sexual violence may contact the Title IX Coordinator.

## ***9.5 Supportive Measures***

Laurus College will offer and implement appropriate and reasonable supportive measures to the Complainant/Respondent upon notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the Laurus College's education program or activity, including measures designed to protect the safety of all Parties and/or Laurus College's educational environment and/or to deter discrimination, harassment, and/or retaliation.

At the time that supportive measures are offered, if a Complaint has not been filed, Laurus College will inform the Complainant, in writing, that they may file a Complaint with Laurus College either at that time or in the future.

Laurus College will maintain the confidentiality of the supportive measures, provided that confidentiality does

not impair Laurus College's ability to provide those supportive measures. Laurus College will act to ensure as minimal an academic/occupational impact on the Parties as possible. Laurus College will implement measures in a way that does not unreasonably burden any party.

Supportive measures may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Student financial aid counseling
- Altering work arrangements for employees or student-employees
- Safety planning
- Implementing contact limitations between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Any other actions deemed appropriate by the Title IX Coordinator

#### ***9.6 Sanctions the College May Impose Following an Institutional Disciplinary Determination of Sexual Misconduct, including Dating Violence, Domestic Violence, Sexual Assault, and Stalking***

All instances of sexual assault or misconduct must be reported to the Title IX Coordinator for investigation. Sexual assault is also a criminal act, subject to criminal and civil penalties under state and federal law. In all cases, Laurus College will cooperate with and support local, state and federal law enforcement, in addition to its responsibilities under Title IX. College disciplinary action may include suspension, expulsion or termination of employment.

#### ***9.7 Title IX Investigative Procedures***

After the Title IX Coordinator is notified of an incident, the Title IX Coordinator will complete an initial report and the Title IX Investigator will initiate an investigation. The investigation will incorporate information and findings from the initial Title IX report. The Title IX Coordinator will contact the Complainant and Respondent to explain their rights, as well as the procedures and goals of the investigation. While investigations of all reported incidents are required, the complainant may decline to participate at any point, or request confidentiality, understanding that doing so may restrict the ability of the College to complete or carry out the investigation.

The Complainant/Respondent is entitled to have an advisor (a friend, mentor, family member, attorney, or other individual a party chooses) in any meetings throughout the process. The Complainant/Respondent will have equal access to investigative reports. After the disciplinary investigation has concluded, the Title IX Coordinator will promptly and concurrently notify in writing the Complainant/Respondent of the result of any institutional proceeding.

A preponderance of the evidence is needed to establish a violation. If that standard is met, a disciplinary charge will be filed. Disciplinary sanctions could include a stay away order, reasonable modifications of class schedules and other on-campus activities, counseling referrals or other educational activities, disciplinary probation, suspension, or expulsion.

For complete Title IX policies and procedures, including detailed steps of an investigation and the appeals process, please refer to Laurus College's *Title IX Nondiscrimination Policy*

## **Section X: Sex Offender Registry**

### **10.1 *Sex Offender Registry***

The Laurus Campus Safety website provides a link to the public sex offender registries at <http://nsopw.gov>. Sex Offenders who are required to register in a state must provide notice of each institution of higher education in that state at which the offender is employed or is a student.

### **10.2 *Reporting Convicted Sex Offenders***

The Campus Sex Crimes Prevention Act provides minimum national standards for state sex offender registration and community notification programs. This act requires the state agencies to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education.

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## **Section XI: College Enrollment and Employment**

### **11.1 *Enrollment***

Like many institutions of higher learning, Laurus has an open enrollment policy and does not discriminate based on an applicant's criminal convictions; however, students must disclose criminal convictions when applying for Title IV Federal Financial Assistance.

### **11.2 *Student Housing***

Laurus does not provide student housing on any of its campuses or locations.

### **11.3 *Employment***

Staff and faculty members must pass a background investigation and have their criminal record checked before employment at Laurus.

## Section XII: Emergency Mass Notification

Laurus maintains emergency management policies, procedures and systems to protect lives and property, and to continue necessary critical functions and essential services.

An **emergency** is defined as a situation that poses an immediate threat to the health or safety of someone at or near a Laurus site or as a situation that significantly disrupts Laurus' normal course of business.

Timely Warning Notices (TWNs) include emergency escalation procedures, mass notifications, and supporting systems. In an emergency, dangerous or otherwise high-risk situation at an Laurus site, these processes enable Laurus to contact or send notices, alerts or warnings "without delay" to students, faculty and staff, including those who are enrolled at Laurus institutions that receive Title IV funds.

### 12.1 *General Policy*

Laurus has assigned responsibility of managing the TWN policy and procedures to the Office of Human Resources. The review of emergency events and the related issuance of TWNs is primarily the responsibility of the Laurus College Senior Management Team\* (LCSMT), although there are exceptions to this general policy. The CSA also maintains a record of all TWNs for his/her location, including TWN tests, in the private CSA Notebook. Finally, The HR Director is responsible for updating the TWN system from the relevant data sources on a regular basis.

These notices and warnings are issued when the LCSMT confirms that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the Laurus community related to a company site. One such method of emergency communication is the Timely Warning Notification (TWN) discussed in **Section III**.

LCSMT works closely with the Office of Human Resources before making final decisions regarding notices and warnings. LCSMT will assign back-up individuals when appropriate.

\*Current LCSMT members are Cecilia Mortela and Jeff Redmond.

### 12.2 *Weather Emergencies*

The TWN System will be used to notify members of the Laurus community of location closings or delayed openings that are the result of severe weather. The decision to close or modify the operating hours of a location is at the discretion of the campus director, senior management or their designee.

All closings or delayed opening decisions must be reported to the HR Director as soon as possible. The HR Director will then send a TWN to the appropriate recipients according to the affected location. The content of these notifications will follow templates developed by the Office of Human Resources and LCSMT.

Unlike non-weather-related situations, these alerts do not require the approval of the LCSMT and will only be sent during the hours of 7:00 am to 9:00 pm local time. Campus directors may contact the HR Director at any time to schedule these alerts.

### 12.3 *Reporting Emergencies*

Individuals should immediately call emergency **9-1-1** for police assistance if they believe the situation warrants it. In addition to **9-1-1** reports, incidents that may warrant contacting the CSA are those posing a serious or

potentially serious health or safety threat to the Laurus community.

- After dialing 9-1-1, Laurus students should contact their local CSA. Each Laurus site posts individual CSA contact information. A Laurus CSA listing is available in this report, and online at: [lauruscollege.edu/campus-safety](http://lauruscollege.edu/campus-safety).

#### **12.4 Notifications and Warning**

As soon as the HR Director (or any member of the LCSMT) receives a notice of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and/or staff, it will immediately perform the following functions:

- notify LCSMT of the reported issue.
- recommend which Laurus or campus community segments should receive notifications; and
- initiate the TWN system based on the direction of LCSMT.

LCSMT is responsible for reviewing issues on a case-by-case basis, considering factors such as:

- the nature of the situation,
- the continuing danger to the Laurus community,
- the notification's content,
- the possible risk of compromising law enforcement efforts, and
- those incidents that, in the judgment of LCSMT, warrant an TWN.

Notices sent as part of the TWN policy and procedures may include the following information:

- Date and time of the notification and incident,
- Reason for the notification,
- Risk, threat, or emergency facing the Laurus community,
- Locations that may be affected (which could include targets),
- Appropriate procedures, which may include: evacuation, lockdown or shelter in place,
- Safety suggestions,
- Location closing information,
- Procedures to help to contain or protect against the problem,
- Contact information for related questions or issues,
- Resources such as telephone numbers, website and other sources for information regarding the incident,
- Additional details and directives to preserve safety and security, maps or other useful attachments,
- Computer-promoted questions may be presented.

LCSMT will use its discretion to determine what information should be disclosed and whether the notice should be delayed or limited to certain segments of the Laurus community. LCSMT will make these determinations based on the nature of the issue, instructions from public safety officials and other constituents, the risk that such disclosure could compromise efforts to contain the emergency or the safety of the community.

All non-weather-related warnings, notifications and related communications must be approved by LCSMT. For the duration of the emergency, follow-up information will be provided to the Laurus community as warranted. At the conclusion of an incident and when authorized by LCSMT, an "all clear" message may be sent to all recipients of previous alert messages.

The College Board and LCSMT members will receive copies of all notifications and alerts. Those sent to board



will be labeled as “informational only” unless the board is being asked to act or make decisions.

### **12.5 Notification Methods**

LCSMT may activate all or individual elements of the TWN system. Depending on the nature of the incident, TWNs may be distributed by any of the following means by individuals authorized by LCSMT:

- **Technology alerts** - Text messaging, recorded messages to phones or similar devices, email notifications.
- **Visual alerts** - News releases, posting electronic alerts on organizational home pages, message boards, websites and other sites where information will be likely to reach the Laurus community, posting on entry doors, bulletin boards, or other accessible areas of Laurus sites affected by the situation.
- **Person to person directives** - Door-to-door notifications, direct phone calls, phone trees, other media releases.

### **12.6 Maintenance of Emergency Contact Information**

Students, faculty and staff are responsible for having current and accurate information on file with Laurus to ensure they receive notifications from TWN. Note that Laurus does not assume responsibility for incorrect contact information on file which may cause a notification not to be sent due to technical malfunctions, human or technical error, lost, delayed or otherwise compromised data or transmissions, omission, interruption, deletion, defect or failures of any telephone or computer line or network, costs, computer equipment, software or any other factors which may cause a lost notification.

Persons with disabilities and their managers, faculty or Disability Services Advisors (DSAs) are responsible for working together to ensure that a person nearby is assigned to provide assistance in case of an emergency.

The HR Director is responsible for updating the TWN system from the relevant data sources on a regular basis.

### **12.7 Responsibility for Emergency Mass Notification Administration**

LCSMT is primarily responsible for maintaining policies and procedures related to the TWN processes. The TWN processes, policies and procedures include the following elements:

- Establishing and communicating processes to report potential issues to LCSMT for its review and consideration,
- Providing written procedures used by LCSMT to administer the TWN processes,
- Tracking and retention of all TWNs that are sent,
- Ensuring appropriate staff coverage to activate the TWNs,
- Overseeing periodic testing, at least annually, of TWN systems and processes, documenting the following: fire alarm tests, noting whether they were announced or unannounced, evacuation and lock-down systems, scheduled exercises to ensure students, staff and faculty are aware of the TWN process, description of the exercise, its date and time.

### **Related Links**

U.S. Department of Homeland Security (<http://www.dhs.gov>) National Weather Service (<http://www.nws.noaa.gov>) American Red Cross (<http://www.redcross.org>)

Federal Emergency Management Agency (<http://www.fema.gov>)

### **12.8 Monitoring and Enforcement**

Reminder: if any individual does not comply with the policies outlined in this report, or if Laurus determines that an individual has taken any actions deemed inconsistent with the federal law, state law, local law, or any Laurus policy, standard, or guideline, Laurus may take punitive action against a student, faculty, or staff. This can include termination and appropriate actions as described in the student, faculty and employee handbooks or similar governing guides.

In addition, if Laurus determines individuals are or have engaged in criminal activity, the institution may refer this matter to law enforcement and provide any related documentation to assist in prosecution.



## **Section XIII Drug and Alcohol Prevention Program (DAAPP)**

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires an institution of higher education such as Laurus College, to certify that it has implemented programs to prevent the abuse of alcohol and use and/or distribution of illicit drugs both by Laurus College students and employees both on its premises and as a part of any of its activities. At a minimum, an institute of higher education must annually distribute the following in writing to all students and employees:

Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.

A description of the health risks associated with the use of illicit drugs and alcohol abuse.

A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and

A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

### **Standards of Conduct**

#### **Employees**

The Laurus College Board of Trustees has adopted the “Drug Free Workplace Policy” (in accordance with the Drug Free Workplace Act of 1988) and "Standards of Conduct Policy" to ensure a safe environment for employees, contractors, and temporary workers. These policies are available in the Employee Handbook, which is available at onsite locations and on the SMS Employee Homepage.

Employees are required to adhere to the requirements of these policies. Failure to adhere to these policies may result in disciplinary action as listed in Section below. The Director of Human Resources is responsible for the administration of this policy.

#### **Currently Enrolled Students**

Currently enrolled students are required to abide by Laurus College Drug-Free Environment. The following acts are considered violations:

“Use, possession, manufacturing, distribution, or being under the influence of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by federal law. Possession of drug paraphernalia is also prohibited on campus.”

and “Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by college regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.”

## **Legal Sanctions**

### **Federal**

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal property), ineligibility to possess a firearm, and potential ineligibility to receive federal benefits (such as student loans and grants).

### **State**

The State of California has numerous laws regulating the possession and use of controlled substances and alcohol. As an example, under current California state law, “a person shall not knowingly or intentionally possess or distribute a controlled substance.” If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment. California Health and Safety Code Section 11350-11356.5.

A minor (defined as a person under the age of 21) may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violations of the law may subject the individual to fines, participation in a substance abuse program, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings. Business and Professions Code 25662 BP / Vehicle Code 13202.5 VC.

The State of California laws can be found at <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

### **Local**

Each local area has its own laws regulating the possession and use of controlled substances and alcohol. Consult the local laws for the area you live in.

## **Health Risks**

### **Drug Abuse**

The following sub-categories are the most frequently used drugs, listed with their associated risks, per the National Institute of Drug Abuse (NIDA).

1. **Cannabinoids** (marijuana & hashish) Known short-term risks include (but are not limited to) slowed reaction time, balance and coordination issues, increased heart rate, anxiety, panic attacks, and problems with learning and memory. Long-term risks include “mental health problems, chronic cough, [and] frequent respiratory infections.” Synthetic cannabinoids (K2/Spice) are associated with the following additional risks: vomiting, agitation, confusion, paranoia, and heart attack.
2. **Club Drugs** (MDMA [also known as: Ecstasy, Adam, clarity, Eve, lover’s speed, peace uppers]; Flunitrazepam [also known as: Rohypnol, forget- me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])

Known short-term risks of MDMA (Ecstasy/Molly) include (but are not limited to) depression, sleep problems, increased heart rate and blood pressure, teeth clenching, chills or sweating, and “sharp rise in body temperature leading to liver, kidney, or heart failure and death.” Long- term risks include confusion, depression, memory and sleep problems, aggression, and reduced interest in sexual activity.

Known short-term risks of Flunitrazepam include (but are not limited to) sedation, amnesia, impaired reaction time and coordination, impaired mental functioning, aggression, headache, and slowed breathing/heart rate.

Known short-term risks of GHB include (but are not limited to) confusion/memory loss, excited and aggressive behavior, nausea, unconsciousness, seizures, slowed heart rate/breathing, lower body temperature, coma, and death.

**3. Dissociative Drugs** (Ketamine [also known as Ketalar SV, cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as angel dust, boat, hog, love boat, peace pill]; Salvia [also known as Shepherdess's herb, Maria Pastora, magic mint, Sally-D])

Known short-term risks of Ketamine include (but are not limited to) attention, memory, and learning issues, confusion, speech problems, immobility, and "slowed breathing that can lead to death." Long-term risks include kidney problems, stomach pain, ulcers, and depression.

Known short-term risks of PCP include (but are not limited to) delusions, paranoia, "a sense of distance from one's environment," anxiety, numbness of the hands and feet, movement problems, altered blood pressure and breathing rate, nausea, drooling, "violence, suicidal thoughts, seizures, coma, and death." Long-term risks include memory loss, depression, speech and thinking problems, and anxiety.

Known short-term risks of Salvia include (but are not limited to) "altered visual perception, mood, [and] body sensations; mood swings; [and] feelings of detachment from one's body."

**4. Hallucinogens** (LSD [also known as acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as Buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke])

Known short-term risks of LSD include (but are not limited to) rapid mood swings; inability to "recognize reality, think rationally, or communicate with others; raised blood pressure, heart rate, body temperature; dizziness or insomnia;" and weakness. Long-term risks include ongoing visual disturbances and frightening flashbacks, paranoia, and disorganized thinking.

Known short-term risks of Mescaline include (but are not limited to) anxiety; increased body temperature, heart rate, and blood pressure; and impaired movement.

Known short-term risks of Psilocybin include (but are not limited to) "altered perception of time, inability to tell fantasy from reality, panic, muscle relaxation or weakness, problems with movement," and vomiting. Long-term risks include memory problems and flashbacks.

**5. Inhalants** (Poppers, snappers, whippets, laughing gas [includes paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, lighter fluids, correction fluids, permanent markers, electronics cleaners and freeze sprays, glue, spray paint, hair or deodorant sprays, fabric protector sprays, vegetable oil sprays, whipped cream aerosol containers, refrigerant gases] ether, chloroform, halothane, and nitrous oxide)

Known short-term risks include (but are not limited to) "confusion; nausea; slurred speech;" lightheadedness; hallucinations/delusions; "sudden sniffing death due to hear failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma, or choking." Long-term risks include "liver and kidney damage; bone marrow damage;" nerve damage; and brain damage.

**6. Opioids** (Heroin; prescription opioids such as: oxycodone [Oxytontin ®], hydrocodone [Vicodin ®],

codeine, morphine, fentanyl, etc.)

Known short-term risks of Heroin include (but are not limited to) “dry mouth; heavy feeling in the hands and feet; clouded thinking; alternate wakeful and drowsy states;” and slowed breathing and heart rate. Long- term risks include collapsed veins, abscesses, heart lining and valve infection, liver and kidney disease, and pneumonia.

Known short-term risks of prescription opioids include (but are not limited to) nausea, constipation, confusion, slowed breathing, and death.

**7. Over-the-Counter Cough/Cold Medicines** (also known as Dextromethorphan or DXM [Robotripping, Robo, Triple C], promethazine- codeine cough syrup)

Known short-term risks include (but are not limited to) “slurred speech; increased heart rate, blood pressure, temperature; numbness; dizziness; nausea; vomiting; confusion; paranoia; altered visual perceptions; problems with movement; [and] buildup of excess acid in body fluids.” Additionally, promethazine-codeine cough syrup depresses the central nervous system, which can lead to slowing or stopping the heart and lungs.

**8. Steroids** (Anabolic steroids, also known as Nandrolone [Oxandrin ®], oxandrolone [Anadrol ®], stanozolol [Durabolin ®] Testosterone Cypionate [Depo-Testosterone ®], roids, juice, gym candy, pumpers)

Short-term risks include (but are not limited to) “headache, acne, fluid retention,” injection-site infection, yellowing skin and whites of the eyes. Long- term risks include “kidney damage or failure; liver damage; high blood pressure; enlarged heart, or changes in cholesterol leading to increased risk of stroke or heart attack, even in young people; aggression; extreme mood swings;” and impaired judgement.

**9. Stimulants** (cocaine [also known as: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot]; amphetamine; & methamphetamine [also known as: crank, chalk, crystal, fire, glass, go fast, ice, meth, speed, Desoxyn ®])

Known short-term risks of cocaine include (but are not limited to) narrowed blood vessels; “increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea;” insomnia; anxiety; “erratic and violent behavior; panic attacks; paranoia; psychosis; heart rhythm problems; heart attack; stroke; seizure; [and] coma.” Long- term risks include “loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss from decreased appetite.”

## **Alcohol Abuse**

Binge drinking is a pattern in which a person consumes 4-5 alcoholic drinks in a short period of time. Alcohol Use Disorder or Alcoholism result from a continued pattern of drinking alcoholic beverages, dependence on alcohol, and disregard for consequences of alcohol intoxication.

## **Drug and Alcohol Programs**

### **Employees**

Employees enrolled in health care plans can obtain substance abuse benefits, including outpatient and inpatient services.

### **Currently Enrolled Students**

National Resources We encourage *anyone* dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program.

- Al-Anon (888) 425-2666
- American Council on Alcoholism (800) 527-5344
- National Council on Alcoholism (800) NCA-Call (622-2255) National Institute on Drug Abuse (800) 662-HELP (662-4357)
- Alcohol Anonymous contact information can be found in local telephone directories. National Cocaine Hotline (800) COCAINE
- National Council on Alcoholism and Drug Dependence, Inc. (NCADD) (800) 622-2255

### **Disciplinary Sanctions**

#### **Employees**

Section IV of the current Drug Free Workplace Policy states: “As required by the Drug Free Workplace Act, any employee found to be in violation of the above prohibition shall be subject to

(1) mandatory participation in drug abuse assistance or rehabilitation program as a condition of continued employment; and/or (2) disciplinary action, up to and including discharge or dismissal.

#### **Currently Enrolled Students**

Laurus College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on the property and at any school sponsored activity, including underage drinking. Laurus College shall report all instances of underage drinking to the appropriate authorities in compliance with applicable state laws. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for the first offense. Violations of the law may also be referred to the appropriate law enforcement.

### **Sanctions for Drug and Alcohol Policy**

**Intoxicated in class:** removed from class & sent for counseling to student services  
--2nd offense in 90 days: expelled from program/school\*

**Possession on campus:**

Depending on type of possession and amount: removed from class & sent for counseling to student services  
--2nd offense in 90 days: expelled from program/school\*

**Sale on campus:** Immediate expulsion, not considered for re-entry

\*Upon completion of an appropriate rehabilitation program, students may be considered for re-entry, appeal must be initiated.

### **Contacting the Campus Security Authority**

Laurus has a CSA assigned to each campus. Specific information can be found:  
[lauruscollege.edu/campus-safety](http://lauruscollege.edu/campus-safety)

The CSA will assist all students, faculty and staff who are victims of sexual assault or any crime with notifying

the Title IX Coordinator and appropriate law enforcement authorities if the victim requests the assistance of these personnel.

The CSA will provide the following services if requested:

- Notifying the applicable local law, safety and health officials.
- Helping crime victims with the appropriate reference and referral information. Please see the section Counseling and Assistance Resources for a brief overview of referral services.
- Helping crime victims fill out incident reports.
- Potentially changing a victim's academic (e.g., course schedule), living, transportation and working situations.

Note: Federal law prohibits retaliation, discrimination and harassment against any individual who reports a crime or raises concerns regarding civil rights to the College.

### **Counseling and Assistance Resources**

Laurus will provide written notification to students and employees about referrals to existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims.

### **Sexual Assault Assistance Programs**

Victims of sexual assault can also receive free, confidential 24-hour counseling by calling the HOTLINE NUMBER at RAINN (Rape Abuse & Incest National Network): (800)656-HOPE (4673). Questions or comments may be sent to [info@rainn.org](mailto:info@rainn.org). RAINN's website is <http://www.rainn.org>.

### **Suicide Referral Services**

In addition to the Laurus-sponsored Student and Employee Assistance Programs, the following are available for assistance to students and individuals contemplating suicide:

- The Jed Foundation: [www.jedfoundation.org](http://www.jedfoundation.org)
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

### **Resources for Student-Veterans**

The following resources are also available to student-veterans in distress:

- A veterans' crisis line is available at (800) 273-8255
- A crisis line for active-duty, Guard and Reserve members of the military at [www.VeteransCrisisLine.net](http://www.VeteransCrisisLine.net)
- A VA responder line is available via text message to 838255
- A self-check quiz is available at [www.VeteransCrisisLine.net/quiz](http://www.VeteransCrisisLine.net/quiz)
- A confidential online chat session for veterans at [www.VeteransCrisisLine.net/chat](http://www.VeteransCrisisLine.net/chat)

\*Laurus does not offer pastoral or professional counseling services.



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The CSA can provide additional referral resources within the local area.

For further questions or help, please contact Laurus College Office of Compliance: Leo Craven, 805-267-1690, [leo.craven@lauruscollege.edu](mailto:leo.craven@lauruscollege.edu)

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*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act is a federal statute that requires colleges and universities that receive federal financial aid funding to compile crime statistics from their campuses and provide safety information. Compliance is enforced by the United States Department of Education, which can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid program.*

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## Laurus College Incident Report Form

<b>Check the box(es) to indicate what you are reporting:</b>			
<input type="checkbox"/> Injury	<input type="checkbox"/> Incident	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Threat
<input type="checkbox"/> Illness	<input type="checkbox"/> Violent Incident	<input type="checkbox"/> Equipment Damage	<input type="checkbox"/> Other
<b>I am a:</b>			
<input type="checkbox"/> Student	<input type="checkbox"/> Faculty Member	<input type="checkbox"/> Staff Member	<input type="checkbox"/> Visitor
<b>Location of Incident:</b>			
<input type="checkbox"/> Atascadero	<input type="checkbox"/> Chula Vista	<input type="checkbox"/> Las Vegas	<input type="checkbox"/> Oxnard
<input type="checkbox"/> Santa Maria Admin	<input type="checkbox"/> Santa Maria Upper	<input type="checkbox"/> San Luis Obispo	<input type="checkbox"/> Other _____
<b>CONTACT INFO</b>			
<b>First Name:</b>		<b>Date of Incident:</b> Month / Day / Year	<b>Time of Incident:</b>  <input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Last Name:</b>		<b>Address:</b>	
<b>Phone Number:</b>		<b>Email:</b>	
<b>Name of Witness(es):</b>		<b>Detailed Location of Incident:</b>	
<b>Type of injury (if applicable):</b>			
<input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Fracture <input type="checkbox"/> Laceration <input type="checkbox"/> Bruising <input type="checkbox"/> Scratch/Abrasion <input type="checkbox"/> Dislocation <input type="checkbox"/> Burn/Scald <input type="checkbox"/> Foreign Body <input type="checkbox"/> Chemical Reaction <input type="checkbox"/> Allergic Reaction <input type="checkbox"/> Concussion <input type="checkbox"/> Heat Related Illness <input type="checkbox"/> Other (specify):			
<b>PROPERTY and/or EQUIPMENT DAMAGE</b>			
List property / equipment damaged:		Type of Damage:	
What happened to the property or equipment?		Estimated Value:	

## THE INCIDENT

**Provide a detailed description of the incident and any additional information.**

*Continue on a separate sheet of paper if necessary.*

**Who was involved?**

**What were you doing when the incident occurred?**

**List immediate action(s) taken:**

*Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel?* ☐ Yes ☐ No. *If yes, explain:*

**Workplace Violence Type (if applicable):**

- ☐ Type 1: Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- ☐ Type 2: Workplace violence directed at employees by customers, clients, students, or visitors.
- ☐ Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager.
- ☐ Type 4: Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

**Was a police report filed?**

☐ Yes ☐ No ☐ Unsure

**Case # (if applicable):**

## SIGNATURES

Signature of Individual Submitting Report

Printed Name

Date

Signature of CSA or Onsite Manager

Printed Name

Date

