

Campus Security and Crime Awareness

The safety and security of all members of the Academy community are of paramount concern to The Academy of Radio & T.V. Broadcasting in Huntington Beach, CA. Through the teamwork of The Academy and campus community, The Academy consistently strives to be among the safest vocational college campuses in California. We work to achieve this by developing a partnership with students, administrators, faculty, staff, and local law enforcement. The Academy has a list of community awareness programs where students and employees can be referred for education on crime prevention.

Preventing or reducing crime in any community is a tough job. Success in crime prevention and safety at The Academy depends in large part on the education and participation of the campus community. The campus community is provided with information about safety programs and services, but is advised that they are ultimately responsible for their own security and safety. Each year the Academy publishes an annual report concerning campus security and crime statistics. This handout provides information for reporting of crimes, important Academy policies and procedures, and support services for victims of crimes.

It is the policy of the Academy to provide an environment conducive to an educational mission; thus any conduct that is prohibited by state, federal, or local law is subject to discipline under the provisions of policies stated in the **Student Handbook, The Academy of Radio & T.V. Broadcasting Policy Manual, and Faculty Handbook**, as appropriate. The Academy monitors and reports to local law enforcement agencies any illegal conduct of students, faculty, or staff on campus premises or off-campus locations. In addition, Academy officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

Enrolled students and employees can request electronic access to this report through the Director. Notification of the availability of this report is located on the school's website. They can also request a list of organizations that offer programs in our area about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

Access to Campus Facilities

The Academy is an open campus and public streets run through the area. However, only authorized students, faculty, staff, and visitors may enter upon or use campus facilities. Unauthorized persons, once identified, are asked to leave the campus. Those persons failing to comply with policy, directives, or state law can be prosecuted for trespassing.

Security of Campus Facilities

Academy personnel regularly patrol the campus and maintain campus facilities with a concern for safety and security. Key control is established by the director/ administrative office only approved personnel have access to master locks and specified areas are under control by lead instructors and director.

Campus Law Enforcement

The Academy maintains liaison with other local, state, and federal law enforcement agencies in support of campus security and safety efforts. No personnel on staff have the authority to arrest individuals for crimes committed.

Safety and Security Programs

Security Escort Services: The Academy personal provides a security escort service for the Academy community. The service is available during the evening/night hours (after dark), but is limited to on-campus locations. Any student requesting escort service can contact over-site personal at the front office.

Motorist Assistance: The Academy assists the campus community when individuals are unable to start their vehicles, retrieve locked keys, etc. Some services are not available at all times, but the Academy will assist people to obtain services from another source.

Bystander Intervention: The Academy discusses with staff and students in an on-going manner about “see something, say something” and how to challenge unethical and uncomfortable situations.

Policies and Crime Reporting Procedures

Individuals should immediately report alleged criminal actions (including sex offenses) or emergencies that occur on campus or non-campus areas to the Academy through any of the following means:

For Emergencies:

Call 911 from any facility phone. Emergencies include any crime in progress, medical emergencies, a person being forced into a vehicle, a strange car repeatedly driving in the same area of campus, any intoxicated person, a safety hazard, or any situation that you believe is suspicious or dangerous.

For Non-Emergencies:

- call the Academy Director at (714) 842-0100 at the Huntington Beach campus;
- request that any campus official assist with reporting the alleged crime.

You are encouraged to report alleged crimes by using the above means; however, there are campus officials to whom you may also report a crime who have significant responsibility for student and campus activities, but do not have significant counseling responsibilities. These officials include all educational directors, department directors, and administrators in Huntington Beach, CA, (714) 842.0100.

The Academy personnel will review reports of alleged criminal activity and either send an officer immediately or refer the report for subsequent investigation, depending upon the nature and seriousness of the offense involved. Individuals reporting an alleged crime should attempt to preserve evidence that might prove the crime was committed. All criminal incidents are investigated by local police.

The Academy response(s) include, but are not limited to:

- immediate response to emergencies through dispatch of one or more officers;
- investigation of reports in accordance with local police procedures;
- arrest and filing of charges, depending upon the circumstances of the incident;
- referring alleged offenders to appropriate counseling agencies.
- making timely warning and reports of crimes that represent a continuing threat to students and employees.

The Academy will provide timely warning to the campus community by posting crime awareness alerts when a crime is considered to represent a continuing threat to students or employees.

Sex Offenses

The Academy strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students and employees may also face disciplinary action by The Academy.

- A **sexual assault** is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, as well as incest or statutory rape.
- **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim.
- **Dating violence** means violence committed by a person who is or has been in a romantic or intimate relationship with the victim.
- **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- **Consent** is defined as words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time by either party or by using clear words or actions.

Victims of sexual assault that have occurred on campus should notify the Director or Administrative personal immediately. Victims may seek assistance of other campus personnel such as instructors or counselors to assist in reporting a sexual assault to the police department. If the assault occurred outside of The Academy campus, call the local police department where the assault occurred.

Following the assault, in order to preserve evidence necessary for the proof of criminal sexual assault, victims should not bathe, douche, or change clothes. After reporting the assault to police, victims should go to a hospital emergency room for a sexual assault examination. Victims may choose to have someone take them to the hospital or a police officer can meet them at their location to provide transportation. The police officer will need to obtain a statement describing the details of the assault. The local police department will talk with victims and inform them of their options involving counseling. Off-campus counseling options include:

**CSP, Irvine, CA 92606
(714) 957-2737**

<http://caag.state.ca.us/megan/content/cdinfo.htm>

The sexual assault victim may choose a pseudonym (fictitious name) and address to maintain the confidentiality or a pseudonym will be assigned at the request of the victim. (It is always the option for the victim to decline notification to law enforcement). If the victim presses charges, the local

police department will conduct a thorough investigation. There is a possibility that some courtroom testimony may be required if the case goes to trial.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow The Academy to compile accurate records on the number and types of incidents occurring on campus. All recordkeeping will be completed without the inclusion of personally identifying information about the victim.

Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual violence, dating violence, domestic violence and / or stalking The Academy is committed to providing them as safe a learning or working environment as possible. Upon request the school will make any reasonably available change to a victim's academic requirements or class schedules, living, transportation assistance or security escorts, protective measures and or working situation, including orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court, or by the institution. The accommodations provided to the victim, will remain confidential to the extent that maintaining the confidentiality would not impair the ability of The Academy to provide the accommodations and/or protective measures.

The Academy provides assistance in changing academic schedules after an alleged sexual offense if so requested by the victim. Arrangements for changes in academic schedules can be made by contacting the Director or Administrative personnel. If a victim reports to law enforcement, they may assist them in obtaining a Temporary Protection Order (TPO) from a criminal court.

When a student or employee reports to The Academy that the student or employee has been the victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on campus or off campus, The Academy will provide the student or employee a written explanation of the student's or employee's rights and options.

Persons wishing to file a complaints of sexual assault, domestic violence, dating violence, or stalking will be directed (and, whenever possible, escorted) to the office of the President who is primarily responsible for supervising the Campus's investigations of these complaints. In cases involving sexual assault, the Local Police Departments will be contacted upon the accuser's request and generally will lead any criminal investigation. All complaints will be treated confidentially consistent with applicable legal requirements and customary law enforcement practices.

The accused and the accuser are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both will be informed of the outcome of such proceedings. Individuals found responsible for having committed such a violation face permanent expulsion, termination of employment, suspension, probation, and other institutional penalties or protective

measures as the institution deems appropriate. Incidents involving accused students or employees will be handled by the School Director.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide immediate, fair and impartial investigation and resolution by officials who have received annual training, e.g., sexual assault, stalking, domestic violence and dating violence, etc., on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a hearing in a manner that protects the safety of victims and promotes accountability. The standard of evidence used will be a preponderance of evidence, beyond a reasonable doubt.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. In these situations, The Academy is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The Academy prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law.

In all proceedings, including any related meetings, both the accused and accuser are entitled to timely notice of meetings at which one or the other or both may be present, timely and equal access to information used during the informal and formal meetings and proceedings, equal rights including the right to be accompanied by an advisor of their choice and have others present at the proceedings. Both the accused and accuser shall simultaneously be informed in a timely manner and in writing of the outcome, of procedures for appealing the results of the outcome, of any change to the results that occurs prior to the time that they become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

Policies and procedures regarding campus disciplinary proceedings are described in the **Student Handbook** and **Policy Manual**.

Federal Crime Definitions

Following are the definitions and terms used in the FBI Uniform Crime Reports and The Academy Crime Statistics reported herein.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Assault, Aggravated: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Assault, Non-aggravated: Assaults and attempted assaults where no weapon is used and that do not result in serious or aggravated injury to the victim.

Burglary (Breaking or Entering): The unlawful entry into a building or other structure with the intent to commit a felony or theft. Forced entry is not a required element of the offense; it may be accomplished via an unlocked door or window, so long as the entry is unlawful (constituting a trespass). Included are attempts to commit burglary where force is employed or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

Drug Abuse Violations: Violations of laws prohibiting the possession, production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Hate Crimes: Any of the offenses listed and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Larceny/Theft: The unlawful taking, carrying, leading or riding away of property from the possession of constructive possessions of another. Examples of offenses in this classification include pocket-picking and purse snatching (where no more force is employed than that necessary to take the property).

Liquor Law Violations: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include "driving under the influence" or drunkenness).

Motor Vehicle Theft: Theft or attempted theft of a motor vehicle.

Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent manslaughter: The killing of another person through gross negligence.

Robbery: The taking, or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses, Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses, Nonforcible: Unlawful, nonforcible sexual intercourse.

Weapons Possessions: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

As defined in the Clery Act

Campus: Any building or property owned or controlled by an institution of higher education within the same reasonable contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

Public property: All public property that is within the same reasonable contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

CRIME STATISTICS

The following criminal offenses were reported to campus security (if applicable), authorities or local police agencies as having occurred:

Arrests & Judicial Referrals	Year	On Campus Property	Public Property	Total
Liquor Law Arrests	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Drug Law Arrests	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Drug Law Violations Referred for Disciplinary Action	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Illegal Weapons Possession Arrests	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

Hate Crimes	Year	On Campus Property	Public Property	Total
Race	2018	0	0	0
	2017	0	0	0
	2018	0	0	0
Gender	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Religion	2016	0	0	0
	2017	0	0	0

	2018	0	0	0
Sexual Orientation	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Ethnicity	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
National Origin	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Disability	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Larceny/Theft	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Gender Identity	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Destruction/Damage/Vandalism of Property	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Murder-Non-Negligent Manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Fondling	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Incest	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Statutory rape	2016	0	0	0
	2017	0	0	0

	2018	0	0	0
Robbery	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Aggravated Assault	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Burglary	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Motor Vehicle Theft	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arson	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Simple Assault	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Intimidation	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

Violence Against Women Reauthorization	Year	On Campus Property	Public Property	Total
Domestic Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Dating Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Sexual Assault	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Stalking	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

Unfounded Crimes	Year	On Campus Property	Public Property	Total
None	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

EMERGENCY RESPONSE AND PROCEDURES

The Academy is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members.

The Academy’s staff may become aware, through local news outlets or social media of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. The institution will, without delay, and taking into account 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.

The following procedures will be followed: Staff supervisors (President, Director, Instructors, in that order) will contact local law enforcement to verify the emergency. If verified, these supervisors will then immediately issue a verbal emergency notification to all students, staff and others who are in the only building on campus at the time. This notification can include evacuation, shelter in place or other actions as suggested by law enforcement.

To ensure The Academy’s emergency management plans remain current and actionable, the school will conduct an emergency management exercise once yearly. These can be announced or unannounced. The Academy conducts after-action reviews of all emergency management exercises with the description, date and time of these exercises. These results will be posted in the common areas of The Academy.

Crime Stoppers

Anyone with information on criminal activity can call **(714) 842.0100 – Huntington Beach, CA.** You may remain anonymous when you report your crime tip. **Students and employees are urged to use this reporting option when anonymity is a primary concern, e.g. drug usage of acquaintances.**

Important phone numbers for The Academy in Huntington Beach, CA

EMERGENCY Dial 911

Academy (non-emergency) 714.842.0100

Huntington Beach, CA Police Department 714.536.5411

Alcohol and Drug Policies and Penalties

The abuse of alcohol and other drugs by members of the Academy community is incompatible with the goals of our academic institution. Substance abuse program contact has been developed at The Academy in order to ensure alcohol and other drugs do not interfere with the goals of the student or staff member. These program contacts offered at The Academy are designed to:

- publish and enforce policies for employees and students that promote an educational environment free from the abuse of alcohol, illicit or other drugs;
- educate the campus community about the health risks associated with the abuse of alcohol and other drugs;
- provide confidential, effective assistance to students and employees who seek help for substance abuse problems; and
- create a campus environment that promotes and reinforces healthy lifestyles and responsible decision making.

Alcohol Policies

The legal drinking age in California is 21. The Academy has established a no drinking policy on campus. Individuals under the age of 21 may not use or possess alcoholic beverages in or on any property under the control or jurisdiction of the campus.

- Alcoholic beverages may not be served, consumed or possessed by persons of legal drinking age in or on any property under the control or jurisdiction of the campus.
- On-campus possession of open containers and consumption of beer, wine and/or distilled spirits by individuals of legal age is prohibited in all areas of campus.
- Employees may not use or possess alcoholic beverages while on active duty and are prohibited from working while intoxicated.

Drugs and Inhalants

- Students and employees may not use, possess, sell, manufacture, or distribute illegal drugs, inhalants, or controlled substances (narcotics or dangerous drugs), be in possession of drug paraphernalia, or misuse any legal drug or other substance in or on campus owned or controlled property or as a part of any campus sponsored activity.
- Employees may not work under the influence of illicit drugs and may not abuse legal drugs or inhalants.

The Academy has a "zero tolerance policy" for drugs and the illegal use of alcohol. The **Employee Handbook** and the **Student Handbook** state "illegal use, possession, sale, manufacture, distribution or effective control of chemical precursors, controlled substances, controlled substance analogues or dangerous or illegal drugs; misuse of a legal drug or other substance which when not used in accordance with legal intent could cause harm to the user; possession of drug paraphernalia; or being a party to the above, whether on or off campus is not permitted."

Penalties

Students: The Academy may impose a minimum disciplinary penalty of suspension for 30 days, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol are: probation (both conduct or disciplinary), payment for damage to or misappropriation of property, loss of rights and privileges, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

Employees: The unlawful use, possession, or distribution of drugs or alcohol, or engaging in conduct prohibited by The Academy policy regarding the manufacture, sale, possession,

distribution, or use of alcohol or illegal drugs will result in penalties that range from mandatory counseling to dismissal. Continued employment/re-employment may also be contingent upon participation in or successful completion of an Academy approved drug/alcohol counseling and rehabilitation programs. Information regarding alcohol and drug violations can be found in **The Academy Policy Manual**.

The use or possession of alcohol or drugs by an employee on campus premises is defined as misconduct by The Academy's policy manual. The unlawful use, possession, or distribution of illicit drugs or alcohol by an employee is prohibited by The Academy's "Policy on Drugs and Alcohol."

Individual students and employees violating Academy policies or engaging in conduct that is prohibited by state, federal, or local law are subject to discipline under the provisions of policies stated in the **Student Handbook** and the **Academy Policy Manual**, as applicable. In addition, Academy officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

Alcohol and Drug Counseling and Treatment Resources

The Academy has implemented a positive assistance and informational referral program of drug education, counseling, prevention, and treatment. Self-referrals, supervisory and departmental referrals, and consultations are welcomed. The Academy will assist students and staff in locating a licensed, certified alcohol, drug abuse, and general counselors, confidentiality is strictly observed to the limit of the law. The following are components of this campus-wide approach to eliminate the abuse of alcohol and the use of illegal drugs:

- assessment/diagnosis/follow-up services
- referrals and resource information
- individual therapy
- group therapy
- departmental consultation
- speakers, presentations, and training
- research, materials, pamphlets, and tapes
- sponsorship of student groups, and
- clearinghouse for alcohol and other drug information on a local, state and national level

Every student and staff member should read and become familiar with the policies on alcohol and other drugs that are discussed in the **Student Handbook** and **Academy Policy Manual**. If you have any questions concerning regulations or health risks associated with alcohol and other drugs, please contact the following office:

Huntington Beach, CA

Administrative Office

(714) 842.0100

The Drug-Free Schools and Communities Act, Public Law 101-226, is intended to combat substance abuse on college campuses through methods of punishment, rehabilitation, and prevention. This act requires that colleges certify that annual alcohol and drug information is distributed to each employee and student. This information must include the consequences of unlawful drug or alcohol possession, as well as information about available drug and alcohol counseling.

Drug and Alcohol Prevention Program

Notice to Students and Employees

The Academy of Radio & T.V. Broadcasting has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

Phase One: Warning of the Dangers of Drug and Alcohol Abuse

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. SCHEDULE A specifically details the uses and effects as it relates to alcohol.

Phase Two: This Institution has a policy of maintaining a drug and alcohol free learning environment. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

16052 Beach Blvd., Suite 263-N, or, any teaching site, or any "off-site" location (i.e. field trips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the institution.

Phase Three: Listing of the available local drug counseling, rehabilitation and assistance programs. Please refer to SCHEDULE B.

Phase Four: Non-Compliance with the terms of this institution's Drug-Free work place statement. Non-Compliance will result in the following action being taken by this institution:

1. The Student or employee would be required to actively participate in a drug and alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or other appropriate agency. Attached SCHEDULE C contains a description of the applicable legal sanctions under local, state, and federal law for unlawful possessions, use, or distribution of illicit drugs and alcohol.
2. Community service with one of the above stated agencies.
3. Termination of enrollment.

Alcohol uses and effects

Schedule A

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required driving a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol causes marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Schedule B: Drug Counseling, Rehabilitation, and Assistance Programs

1. Addicts Rehabilitation Center, Irvine, CA
2. Drug Free Living, Inc., Irvine, CA
3. Alcoholics Anonymous, Inc., Irvine, CA
4. National Association for Drug Abuse, Irvine, CA

Schedule C: Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$ 1,000 but not more than \$ 100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$ 250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$ 5,000 but not more than \$ 250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 Year and fined up to \$250,000, or both, if:

- a) 1st conviction and the amount of crack possessed exceed 5 grams.
- b) 2nd crack conviction and the amount of crack possessed exceed 3 grams.
- c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram,

21 U.S.C. 853 (A)(2) and 881(A)(7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 861 (A)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil Fine up to \$10,000 (pending adoption of final regulations)

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous:

Revocation of certain Federal licenses and benefits, e.g. pilot's licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

Local Penalties and Sanctions for Illegal possession of a Controlled Substance and Alcohol:

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession of distribution of illicit drugs and alcohol.

State of California penalties and sanctions for illegal possession of a controlled substance: Blood Alcohol level of .08 for 21 years of age or older and a .01 for under 21 years of age.