

2019 ANNUAL SECURITY REPORT



**12131 Telegraph Road
Santa Fe Springs, CA 90670**



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Owner

NTMA Training Centers are organized as a registered, not-for-profit trust governed by Trustees designated by the Los Angeles Chapter of the National Tooling and Machining Association (NTMA).

Trustees

Jonathan Dochterman (Chairman)

Jack Follman

Paul Sapra

Administrative Officials

Norma Meza, Executive

Carey Knutson

Alecia Banton

Kurt Preisendanz

Director of Financial Aid/ETP and VA Certifying Official

Executive Director of Human Resources and Accounting

Campus Director

Director of Education and Training

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What is the Jeanne Clery Act?

The Clery Act is named after Jeanne Clery who was raped and murdered in her campus residence hall by a fellow student in 1986. Her parents, Connie and Howard, advocated laws that mandated the disclosure of campus crime information. The Clery Act was passed in 1990 as the Crime Awareness and Campus Security Act of 1990. The Clery Act has been amended on a regular basis to include regulations relating to emergency response, emergency notification, timely warnings, missing student notification, fire safety reporting, and hate crime reporting.

On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14) was signed into law. VAWA included amendments to the Clery Act that require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, as well as other changes.

About the Annual Security Report (ASR)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also referred to as the Clery Act, requires all institution that participates in Federal Financial Aid to distribute an Annual Security Report (ASR) to all current students, instructors, and staff and the notice of its availability to all prospective students. ASR includes crime statistics for the past three (3) years concerning reported crimes that occurred on campus, off-campus buildings, property owned or controlled by NTMA, and on public property either within, immediately adjacent to, or accessible from the campus. The ASR also includes institutional policies and procedures concerning campus safety and security programs, including those concerning alcohol and drug use, crime prevention, the reporting of crimes, emergency notifications, missing students, preventing/reporting sexual assault, and other matters as mandated by the Department of Education.

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CAMPUS CONTACT INFORMATION

The following is a list of campus personnel who are authorized points of contact. For questions about the Annual Security Report (ASR) or to request a copy of this document, please contact the appropriate school personnel from the contact list provided below:

Norma Meza	Executive Director	(562) 404- 4295 ext. 114
Carey Knutson	Executive Director	(562) 404- 4295 ext. 117
Alecia Banton	Campus Director	(562) 921-3722 ext. 211
Kurt Preisendanz	Director of Training	(562) 921-3722 ext. 212

EMERGENCY AND OTHER IMPORTANT CONTACT INFORMATION

Emergencies	911
Dialing From a Campus Phone	9-911
Whittier Police Department (also serving Santa Fe Springs)	(562) 409-1850
Campus Switchboard	(562) 921-3722
Human Resources	(562) 404-4295
Al-Anon & Alateen	(888) 425-2666
Alcohol Abuse Helpline	(800) 229- 7708
National Council on Alcoholism	(800) 622-2255
Alcoholics's Anonymous	(323) 936-4343
The Substance Abuse and Mental Health Services Administration's National Helpline	(800)662-4357
https://www.peaceoverviolence.org/	West San Gabriel Valley (626) 793-3385
Rape Crisis Center	(310) 392-8381
Rape, Abuse & Incest National Network (RAINN) Sexual Assault Hotline	(800) 656-4673
The National Domestic Violence Hotline	(800) 799-7233
Domestic Violence	(800) 978-3600
Victims of Domestic Violence	(562) 945-3939
Battered Women Hotlines	(800) 548-2722 (562) 945-3939 (323) 681-2626

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NTMA CAMPUS SECURITY COMMITMENT

NTMA Training Centers of Southern California, also referred to as NTMA, is fully committed to providing a safe working and learning environment for all students, staff, instructors, prospective students and visitors. NTMA recognizes that crime prevention is the responsibility of each person working, attending school, or visiting our educational facility. NTMA encourages the campus community to be vigilant at all times and be aware of one's surrounding.

CAMPUS SECURITY AUTHORITY (CSA)

NTMA requires that all designated CSAs report any Clery crimes directly witnessed or is informed by someone else to the Campus Director, Executive Directors or Director of Training regardless of whether the alleged victim chooses to file a report with law enforcement or press charges.

CSA must complete an institutional incident form and submit it as soon as possible to the appropriate campus official. The campus official will then assess the information provided by the CSA to determine what course of action to take, if any is warranted. If a response is campus officials will take the necessary next steps.

PROHIBITED CONDUCT

Conduct which threatens the physical or psychological health and/or safety of any person (including the person committing the act) or the sanctity of the campus is strictly prohibited, including but not limited to:

Dating Violence: violence, whether physical, sexual, or the threat thereof, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence: a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, a cohabiting partner, or another person with whom the victim shares a child.

Sexual Harassment: any sexual act, whether written, visual, physical or verbal, via online or in person, that abuses, intimidates, or threatens the safety of a member of NTMA community.

Sexual Assault/Rape: an offense that meets the definition of rape, sodomy, sexual assault with an object, fondling, incest, or statutory rape as used in the FBI's UCR program.

Stalking: any act, whether via phone, internet, or physical proximity, that, through unwanted and/or unsolicited viewing or communicating, threatens an individual's physical or emotional safety.

Harassment: any act, whether written or verbal, via online or in person, that abuses, intimidates, or threatens the safety of a member of NTMA community.

Weapons: or possession of firearms, fireworks, or other weapons that could be considered lethal, including those weapons for which the person has a permit.

Failure to maintain your personal health, physical, mental or emotional, in ways that it threatens the safety and security of the individual or NTMA community.

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REPORTING OF CAMPUS THREATS/CRIMINAL ACTIVITY

NTMA, also referred to as NTMA, recognizes that crime prevention is the responsibility of each person working, attending school, or visiting NTMA Training centers. NTMA encourages the campus community to be vigilant at all times and to immediately report all crimes and incidents to a CSA. NTMA is fully committed to providing a safe working and learning environment for all students, staff, instructors, prospective students and visitors.

NTMA has developed procedures to notify the campus community of any crime that occurs on NTMA Training Centers' property or in the immediate area, depending upon the severity of the crime.

If there is a potentially dangerous situation that occurs on NTMA Training Centers' property or in the immediate area that constitutes an ongoing or continuing threat, NTMA has developed an alert system to notify the entire campus community. This alert consists of a broadcast system notifying the campus community via telephone, text messages, emergency contact phone, and email to the potentially dangerous situation. The Executive Directors of NTMA will approve any potentially dangerous situations that must be reported via the broadcast system and will instruct the broadcast system coordinator to issue the broadcast.

If there are less severe criminal situations that occur on or near NTMA Training Centers' property, a written bulletin will be distributed to the campus community as notification of the type of crime, approximately when the crime occurred and the possibility of the crime occurring again in the future. The bulletin will also inform the campus community of Local Law Enforcement notification and level of involvement with the crimes.

Any reporting of crimes within the campus community is urged to be disclosed to the Executive Directors, Campus Director, Director of Training or Night Manager in order to report these crimes to Local Law Enforcement and to document and alert the campus community of the crimes.

Because police reports are public records under state law, the local police department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to any Executive Directors, Campus Director, Director of Training or Night Manager.

NTMA review and investigate any crime notification thoroughly. Any crime disclosures received from the campus community are reported to Local Law Enforcement for investigation. Documentation regarding all reported crimes is kept with NTMA Executive Directors for annual disclosure requirements.

NTMA strongly encourages the campus community to report crime(s) directly to a CSA and/or the local law enforcement. Incidents that occur on NTMA property must be brought to the attention of campus official. If you are the victim crime or witness to a crime, it is your responsibility to report it immediately to a CSA, campus personnel or local law enforcement. All campus community members are encouraged to promptly report all crimes or activities deemed suspicious.

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Types of Crimes/Offenses:

- Criminal Homicide including: Murder and Non-Negligent Manslaughter and Negligent Manslaughter
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Sex Offenses, including:
 - Forcible
 - Non-forcible
 - Domestic violence
 - Dating violence
 - Sexual assault
 - Stalking

OFF CAMPUS CRIMINAL REPORTING

NTMA does not have off-campus or on-campus student housing or organizations. Crimes which occur off campus should be reported to the appropriate law enforcement agency that oversees the jurisdiction where the crime or incident occurred.

SECURITY AND ACCESS TO CAMPUS FACILITIES

During business hours, NTMA facilities will be open to students, parents, employees, prospective students, contractors, guests and invitees. During non-business hours, access to NTMA facilities is only allowed to those employees with keys and the alarm system code, or by admission of one of those employees.

Emergencies may necessitate changes to any posted schedules. Any changes to posted schedules will be announced via a written bulletin, or, in the extreme case of any ongoing potential severe threat via the broadcast system, notifying the entire campus community of the changes.

NTMA has video cameras set up within its buildings to monitor certain areas on an ongoing basis. These video cameras are not located in all areas (i.e. bathrooms, narrow hallways, etc.), but do monitor classrooms and exits. The data collected from the video cameras are recorded digitally and saved within the IT department. If any crime is reported within the areas being monitored, NTMA will provide the recorded images to the Local Law Enforcement Agencies as evidence for the prosecution of a crime.

NTMA has contractual agreements with certain vendors to perform periodic inspection and maintenance of the security system, emergency exit system, fire alarm/sprinkler systems, and emergency lighting systems. Any potential issues with these systems are repaired at the time of maintenance. NTMA also employs maintenance personnel to perform maintenance or minor repairs to the facilities including, but not limited to, lighting, light plumbing, light electrical, machine repair, etc.

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CAMPUS LAW ENFORCEMENT

NTMA does not employ or contract a Campus Law Enforcement department. Rather, any crimes that occur on NTMA Training Centers' property must be referred to Local Law Enforcement Agencies.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to NTMA Executive Directors, Campus Director, Director of Training or Night Manager as well as to the Local Law Enforcement Agencies in a timely manner.

The city of Santa Fe Springs law enforcement team consists of Whittier Police personnel who are assigned directly to the city.

Whittier Police Department: (562) 409-1850

Please contact 911 if there is an emergency situation that needs immediate attention.

Crimes should be reported not only to Local Law Enforcement Agencies, but also to NTMA Executive Directors, Campus Director or Director of Training or Night Manager to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Any reporting of crimes within the campus community is urged to be disclosed to the Executive Directors, Campus Director, Director of Training or Night Manager in order to report these crimes to Local Law Enforcement and to document and alert the campus community of the crimes. Anyone requesting assistance with reporting a Sex Offense or any other crime to Local Law Enforcement Agencies may go to the Executive Directors, Director of Training and will be assisted promptly.

NTMA review and investigate any crime notification thoroughly. Any crime disclosures received from the campus community are reported to Local Law Enforcement for investigation. NTMA Training Centers' staff will treat any investigation with discretion to protect the safety of the victims, keep the situation as confidential as possible, and promote accountability. The accused and accuser have the right to have others present including an advisor of their choice for the internal investigation interviews. All investigations will be handled with the utmost impartiality and timeliness, will not have a conflict of interest or bias for or against the accuser or accused, and will receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures, and will have equal accessibility to information that will be used during informal and formal disciplinary meetings and hearings. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

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Documentation regarding all reported crimes is kept with NTMA Executive Directors for annual disclosure requirements.

SECURITY AWARENESS PROGRAMS

NTMA, during student orientations held every six weeks, informs new students of possible security issues including campus crime and prevention. The Student Handbook, of which this handbook is included, is distributed to all students on their first day of school and staff informs students of acceptable and prohibited conduct. NTMA encourages students to come to the Executive Directors, Campus Director, Director of Training or Night Manager with any crimes to report.

CRIME PREVENTION PROGRAMS

Crime Prevention Programs on personal safety including Sex Offenses, Violence Against Women, and theft prevention are provided during new student Orientation, held every six weeks. In addition, this handbook is located in the front office as reference material for any person who has questions regarding Campus Security and the reporting of crimes.

Included in student orientations, held every six weeks, and in new employee hiring practices, Campus Prevention and Awareness Programs are introduced and the Campus Security Manual is delivered.

Video cameras are located in classrooms, labs and exits to aid if any crime does occur in those areas of the Campus. Please note that video cameras are not located in restrooms.

Tip: To enhance personal safety, and especially before and after an evening class, walk with friends or someone from class that you know well, or ask an Instructor to escort you to your car.

SEX OFFENSES

NTMA provides Sex Offense information during its orientation process on the first day of class for new students, which occurs every six weeks. This information includes definitions of the different Sex Offenses and to whom one should report a Sex Offense. Local Law Enforcement Agencies offers Sex Offense education and information programs to students and employees upon request. Literature on Sex Offense education, risk reduction, and NTMA Training Center response is available through the Executive Directors upon request.

DEFINITION OF AFFIRMATIVE CONSENT

Affirmative consent is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act.

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The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Local Police Department strongly advocates that a victim of a Sex Offense report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Local Police Officer and to the Executive Directors, Director of Training, or Night Manager. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of a Sex Offense receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of a Sex Offense should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of Sex Offense crisis intervention

Various counseling referral options are available from NTMA Training Centers' Student Services office.

Crimes should be reported not only to Local Law Enforcement Agencies, but also to NTMA Executive Directors, Director of Training, or Night Manager to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Any reporting of crimes within the campus community is urged to be disclosed to the, Executive Directors, Director of Training or Night Manager in order to report these crimes to Local Law Enforcement and to document and alert the campus community of the crimes. Anyone requesting assistance with reporting a Sex Offense or any other crime to Local Law Enforcement Agencies may go to the Executive Directors, Director of Training or Night Manager and will be assisted promptly.

Because police reports are public records under state law, the local police department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to the Executive Directors, Director of Training or Night Manager.

NTMA review and investigate any crime notification thoroughly. Any crime disclosures received from the campus community are reported to Local Law Enforcement for investigation.

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NTMA investigates on campus Sex Offense allegations and arrangements are made to ensure the safety of all parties, even changing schedules so the accused, accuser and any witnesses are not on campus at the same time until Campus management has made a determination from the Local Law Enforcement results. Internal investigations are also completed; however, these investigations are only to determine campus disciplinary action, up to and including possible termination.

Documentation regarding all reported crimes is kept with NTMA Executive Directors for annual disclosure requirements.

VIOLENCE AGAINST WOMEN

NTMA provides Violence Against Women information during its orientation process on the first day of class for new students, which occurs every six weeks. The information provided includes an explanation of the Violence Against Women Reauthorization Act and the definitions prescribed in the act including domestic violence, dating violence, sexual assault/rape and stalking. This information is distributed to enhance awareness of the severity of these offenses and to encourage students to come forward and report these types of offenses to the proper authorities. Further literature on Violence Against Women crimes, risk reduction, and NTMA Training Center response is available through the Executive Directors upon request.

1. **“Domestic Violence”** includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. **“Dating violence”** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of the interaction.
3. **“Sexual Assault” or “Rape”** is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
4. **“Stalking”** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others’ safety, or to suffer substantial emotional distress.

If you are a victim of violence against women offense at this institution, your first priority is to get to a place of safety. Second, you should seek medical attention if there is harm to your person. Next, the Local Police Department strongly advocates that a victim of violence against women crime be reported in a timely manner. Time is critical to preserve and collect evidence of a crime. An offense should be reported directly to a Local Police Officer and to the Executive Directors, Director of Training, or Night Manager. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

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Various counseling referral options are available from NTMA Training Centers' Student Services office.

Crimes should be reported to Local Law Enforcement Agencies as well as to NTMA keep Executive Directors, Director of Training, or Night Manager to ensure inclusion in the annual crime statistics report and to aid in providing timely warning notices to the community, when appropriate.

Any reporting of crimes within the campus community is insisted to be disclosed to the Executive Directors, Director of Training or Night Manager in order to report these crimes to Local Law Enforcement and to document and alert the campus community of these crimes.

Anyone requesting assistance with reporting a Violence Against Women crime or any other crime may go to the Executive Directors, Director of Training or Night Manager and will be assisted with the process of notifying Local Law Enforcement.

NTMA will review and investigate any crime notification thoroughly. Any crime disclosures received from the campus community are reported to Local Law Enforcement for investigation. NTMA investigates on campus Violence Against Women allegations thoroughly and arrangements are made to ensure the safety of all parties, including changing class schedules so the accused, accuser and any witnesses are not on campus at the same time until Campus management has made a determination from the Local Law Enforcement results. Internal investigations are also completed; however, these investigations are only to determine campus disciplinary action, up to and including possible termination.

Documentation regarding all reported crimes is kept with NTMA Executive Directors for annual disclosure requirements.

SEX OFFENDER REGISTRATON

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the Jeane Clery Act and the Family Educational Rights and Privacy Act of 1974. The federal law requires state law enforcement agencies (in California, it is the California Office of the Attorney General) to provide NTMA with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at NTMA. NTMA is required to inform the campus community that a California Office of the Attorney General registration list of sex offenders will be maintained and available at all campus locations.

In addition, a list of all registered sex offenders in California is available from the California Office of the Attorney General at <http://www.meganslaw.ca.gov>. NTMA is located in Santa Fe Springs, CA and the zip code 90670. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

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The CSCPA further amends that Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and the California Office of the Attorney General Assembly Bill 488 (Nicole Parra).

HATE CRIMES

For the purposes of collecting statistics, the FBI has defined a hate crime as a “criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.” A hate crime is a traditional offense like murder, arson, or vandalism with an added element of bias.

California Penal Code 422.55 PC “Hate crime” means a criminal act committed, in whole or in part, because of one or more actual or perceived characteristics of the victim such disability, gender, nationality, race/ethnicity, religion, sexual orientation, association with a person or group with one or more of these actual or perceived characteristics.

“Hate crime” includes, but is not limited to, a violation of Section 422.6.

Hate crimes may include but are not limited to: larceny/theft, assault, intimidation, or destruction/damage/vandalism of property.

All possible hate crimes will be thoroughly investigated with local law enforcement involvement. School will conduct an internal investigate to determine possible termination from educational program, using the local law enforcement report as evidence.

It is strongly encouraged that any student or associate of NTMA report any possible hate crime to the Executive Directors, Campus Director, Director of Training and/or Night Manager immediately and contact the local law enforcement agency for safety and investigation.

DISCIPLINARY HEARINGS

NTMA reports all possible crimes to Local Law Enforcement Agencies.

In the event of any student disciplinary proceedings, NTMA will provide for a prompt, fair and impartial disciplinary proceeding where the accuser, accused and any witnesses will be interviewed for fact gathering, committee of impartial employees will review facts and make a determination based upon the preponderance of evidence standards in disciplinary proceedings regarding title IX complaints as evidenced in the ASR required by the Clery Act. Compliance with these provisions does not constitute a violation of Section 444 of the General Education Provisions Act, commonly known as FERPA.

Results of proceedings will be delivered to both the accuser and accused via written determination letter to be mailed at the same time.

REPORTING OF ANNUAL DISCLOSURE OF CRIME STATISTICS

NTMA prepares the report for the Annual Disclosure of Crime Statistics to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of

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this report can be located from the Campus Director or Student Services office or by accessing the Department of Education's web site at <https://ope.ed.gov/campussafety>. This report is prepared in cooperation with the Local Law Enforcement Agencies surrounding our campus. Campus crime, arrest and referral statistics include those reported to NTMA designated campus officials (including but not limited to Directors and Managers) and Local Law Enforcement Agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the Local Law Enforcement Agencies by health care practitioners (such as those at the Healthpointe Clinic) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct.

Each year, an updated report is issued to all students, faculty, and staff. Copies of the report may also be obtained by requesting such report from the Executive Directors, Campus Director, Director of Training or Night Manager. All prospective employees may obtain a copy from the Executive Directors or Director of Training as well. A partial version of this report is delivered to prospective students during the enrollment process.

DEFINITIONS & TERMS

- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
- **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent of his/her age or because his/her temporary or permanent mental incapacity.
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

DOMESTIC VIOLENCE : A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the person shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;

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- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

DATING VIOLENCE: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of the definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

STALKING: Engaging in a course of conduct 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 the purposes of the definition:

- *Course of conduct* means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking:

Comprehensive, intentional, and integrated programming, initiative, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive or diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaign directed at students and employees.

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AWARENESS PROGRAMS

Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration

BYSTANDER INTERVENTION: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, taking actions to intervene

ONGOING PREVENTION AND AWARENESS CAMPAIGNS

Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

PRIMARY PREVENTION PROGRAMS

Programming initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

RISK REDUCTION

Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communicate address conditions that facilitate violence.

PROMPT, FAIR, AND IMPARTIAL PROCEEDING

A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to accuser and the accused of the delay and the reason for the delay;

CONDUCT IN A MANNER THAT:

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- Is consistent with the institution’s policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

ADVISOR

Any individual who provides the accuser or accused support, guidance, or advice

PROCEEDINGS

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provide to a victim.

RESULT

Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

The result must include any sanctions imposed by the institution.

UNFOUNDED CRIMES

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

ALCOHOLIC BEVERAGES POLICY

The possession, sale or the furnishing of alcohol on NTMA campuses is governed by NTMA Training Centers’ orientation manual and California State Law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the primary responsibility of Local Law Enforcement Agencies that have jurisdiction over NTMA locations. NTMA campus has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Local Law Enforcement Agencies that have jurisdiction over NTMA campus. Violators are subject to NTMA Training Centers’ disciplinary action, criminal prosecution, fine

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and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or a place open to the public is illegal. It is also a violation of NTMA Training Centers' Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior NTMA Training Centers' approval. Anyone violating alcohol/substance policies or laws may be subject to sanctions by NTMA Training Centers.

ILLEGAL DRUG POLICY

NTMA have been designated "Drug Free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Local Law Enforcement Agencies that have jurisdiction over NTMA locations. Violators are subject to NTMA Training Centers' disciplinary action, criminal prosecution, fine and imprisonment.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

NTMA has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and NTMA Training Centers' disciplinary actions. NTMA Students Services Office provides an overall coordination of the Drug-Free School Program includes:

Alcohol and Drug Education: Mr. Gary Cesena of G. Michael and Associates, Student Services office for Referrals

Counseling Services: Mr. Gary Cesena of G. Michael and Associates, Student Services office for Referrals

Referral Services: Student Services office

NTMA Training Centers Disciplinary Actions: Evening Manager, Director of Training, Executive Directors.

EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION

Every year NTMA conducts a test of its emergency notification procedures. A phone call is sent to all current students and associates with the "test" message of our emergency notification system. In the event of an emergency, first the proper authorities will be notified (police, fire department, etc), followed by the evacuation of the campus and emergency notification phone call. Designated safety associates at the respective campus will ensure all safety guidelines are met in the evacuation process.

National Emergency information:

Centers for Disease Control and Prevention (CDC): www.cdc.gov

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Red Cross:

www.redcross.org

Federal Emergency Management Agency (FEMA):

www.fema.gov

Local Emergency Resources

2-1-1 Los Angeles County

Building Evacuation:

Evacuate the building immediately when an alarm sounds or you are instructed to do so. Pull the fire alarm if there is a fire. If time permits, take your keys and cell phone, but do not risk your safety or that of others to retrieve your possessions. Close but do not lock doors as you leave. Touch closed doors before opening. If the surface is hot, do not open — use another exit route. Look for the closest EXIT and/or proceed to the nearest safe stairway and exit the building quickly and safely.

Do not use the elevators. Assist others if needed and make your way to the designated assembly area immediately. Report anyone missing or injured. Wait for instructions from CSAs or emergency personnel and do not LEAVE until told to do so. Do not reenter the building until authorized to do so by an appropriate authority (police, fire department, etc.).

Earthquake:

Before

- Decide where you can take cover when tremors start
- Clear the area underneath your desk of boxes or other items
- Secure bookshelves or partitions to walls
- Keep overhead bins locked

During

- Resist the urge to panic and flee. Try to remain calm.
- Protect yourself from falling or flying objects
- Stay away from windows, shelving systems, or tall room partitions
- Drop onto your hands and knees and take cover underneath a desk, table, or stairwell or beside an interior wall or sofa.
- Do not stand in doorways. Doors can swing violently, which can result in smashed or broken fingers
- Cover the back of your head and clasp your hands behind your neck. Bend over to protect your vital organs.
- If you are in a wheelchair, set your parking break, lean forward and cover your neck with your hands and arms or other items.
- Close your eyes and mouth to protect against dust and debris.
- Hold on to your desk or table legs so that you can remain covered; or hold on to sofa leg.
- Remain sheltered until shaking stops
- Prepare for aftershocks, power outage, sounding alarms, activated fire sprinklers, and noise from broken glass, creaking walls or falling objects.
- If you are inside, stay inside.

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If you are outside:

- Resist the urge to run towards a building.
- **DROP, COVER and HOLD ON.**
- Drop down to your hands and knees.
- Cover your head with your arms, clasping your hands behind your neck.
- Bend over to cover your vital organs and hold on.
- If you can move safely, relocate to an open area away from overhead power lines, building facades, or windows.

If you are at a desk or table located near a window:

- Get underneath the desk or table and pull in chair as close as you can to protect you from flying glass.

If you are driving:

- Gradually decrease speed and pull over to the side of the road
- Do not stop under overpasses or bridges
- Set your parking brake
- Turn on the radio and listen to emergency alerts
- If a power line falls on your car, call 911 and remain inside your vehicle. Do not touch windows, doors or any metal surfaces.

After

- Check your surroundings before leaving your shelter or bed.
- Be careful

CRIME STATISTICS

The statistics in the ASR provided by NTMA are based on information that was obtained from local law enforcement. NTMA requests crime statistics information that covers the Clery mandated geographical area from local law enforcement to prepare the ASR. The information is part of NTMA's ongoing commitment to on-campus safety as part of the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act. The current full report can be found at <https://trainingcenters.org/admissions/fact-sheets/>.

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This is to acknowledge that I have received a copy of NTMA Training Center of Southern California's Annual Security Report (ASR).

Print Name: _____

Signature: _____ Date: _____