

Institute of Culinary Education



**Institute of  
Culinary Education**

**EST. 1975**

**NEW YORK | LOS ANGELES**

**CAMPUS SECURITY  
AND SAFETY  
HANDBOOK**

**Oct 2021**

Institute of Culinary Education

**521 E. Green Street**

**Pasadena, CA 91101**

**Subject**

**Page(s)**

Notice of Availability of Annual Security Report	3
Development, Disclosure and Implementation of Security Policies	3 - 4
Security Awareness Programs	4
Campus Security Authorities	4 - 5
Timely Warnings	5
Daily Crime Log	6
Statistics from Local Police	6
Report to the Department of Education Via Web-Based Data Collection	7
Policy for Reporting the Annual Disclosure of Crime Statistics	7
Annual Security Report (Crime Statistics Table and Hate Crime Statistics Log)	8 - 10
Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting	11
Policy Statement Addressing the Reporting of Criminal Offenses	11 - 12
Statement Addressing Security at School Housing	12
Statement Addressing Security and Access	12
Statement Addressing Confidential Reporting	12
Statement Addressing Criminal Activity Off-Campus	13

## Institute of Culinary Education

Policy Statement Addressing Campus Law Enforcement	13
Policy Statement Addressing Counselors	13
Alcohol and Drug Abuse Prevention Program	13 - 16
Policy Statement Addressing Sex Offender Registration	17
Policy Statement Addressing Sex Offenses	18 - 20
ICE Crime Incident Report Form	21 - 23

## **NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT**

The Institute of Culinary Education's (ICE) Annual Security Report includes statistics since October 1, 2018 concerning reported crimes that occurred on-campus; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

The full text of this report can be located on our web site at <http://www.ice.edu> or on the Annual Security report link <http://www.ice.edu/losangeles/career-programs/annual-security-report> or by contacting the Office of Student Affairs or the Office of Human Resources.

The report is updated by October 1<sup>st</sup> of each year.

The Dean of Students, otherwise known as the Campus Crime Officer, is responsible for overseeing the Campus Security Authorities and ensuring the collection of crime reports. The Office of Student Affairs and the Office of Human Resources is responsible for preparing the annual security report and for making it available to the ICE community prior to October 1<sup>st</sup> each year.

## **DEVELOPMENT, DISCLOSURE AND IMPLEMENTATION OF SECURITY POLICIES**

### **CAMPUS SECURITY POLICY**

**(As Outlined in the Student Handbook)**

The Campus Crime Officer for ICE is the Dean of Students. In the year 2018, the campus of ICE includes the entire building of 521 E. Green Street Pasadena, CA 91101. If you believe you have been the victim of a crime while on the school campus, in other areas of the building, surrounding streets or parking structure please notify the Dean of Students. You can obtain a copy of the ICE annual Campus Crime Report from the Office of Student Affairs or online at the School's website: <http://www.ice.edu> To access this report directly go to this URL <http://www.ice.edu/losangeles/career-programs/annual-security-report> The report is updated by October 1<sup>st</sup> of each year.

In the event of a fire or other emergency requiring evacuation from the campus building, please follow the evacuation procedures which are posted in each classroom. Meet with your class at the assigned area so we can determine that all students have been evacuated and accounted for.

## Institute of Culinary Education

In the event of an emergency that requires shelter in place, you will be directed by a member of the ICE staff. The warning will be issued through an email, text message, or direct communication to all students, from the Dean of Students or a designee from the Office of Student Affairs. For all other parties including faculty and staff, notification will come from the Human Resources Manager.

### **LOCAL Police (Pasadena Police Department)**

207 Garfield Avenue, Pasadena CA 91101 (626) 744-4501

- In an emergency dial 911

## **SECURITY AWARENESS PROGRAMS**

The Institute of Culinary Education will provide programs annually for students and employees through the Pasadena Police Community Affairs Department programs will address self-defense tips, awareness of sexual violence and promote education and support for victims, as well as general security awareness and safety awareness.

The Police Department offers sexual assault education and information programs to ICE students and employees upon request. At ICE, literature on sexual assault, domestic violence and risk reduction is available through the Office of Student Affairs as well on the Student Resources area of the ICE Learning Resource Center on the 3<sup>rd</sup> Floor. Employees may access this information through this area as well as the Human Resources Department.

## **CAMPUS SECURITY AUTHORITIES**

The following ICE personnel are the designated Campus Security Authorities for the Institute of Culinary Education:

- Herve Guillard, Dean of Students, the Campus Crime Officer: 626-345-6635.
- Lachlan Sands, Campus President: 626-345-6650

Because of the law's complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. If someone observes any crime listed below, or if any person reveals they learned of or was the victim of, perpetrator of, or witness to any crime listed below, immediately complete a Crime Incident Report Form and, as indicated on the bottom of the form, send copies to the Dean of Students in the Office of Student Affairs for students or to the Office of Human Resources for all others. This applies to crimes on any part of the campus of ICE, located at 521 E. Green Street, Pasadena CA 91101. Please be sure that all pertinent information that an individual possesses is included in the report. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply make the report. Appropriate School personnel may later contact you or others to gather additional information. A copy of the Incident Report form is enclosed with this Memorandum. Additional forms may be obtained from the Office of Students Affairs or the Office of Human Resources.

## Institute of Culinary Education

Crimes that should be reported are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes involving bodily injury
- All liquor, drug or weapons law violations resulting in an arrest

Always err on side of reporting if there is doubt about whether a crime is reportable. With the exception of liquor, drug and weapons law violations, it is immaterial whether an arrest is made. For purposes of reporting, assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

Any questions regarding reporting obligations, contact Herve Guillard, Director of Education / Dean of Students, at 626-345-6635.

### **TIMELY WARNINGS**

In the event that a situation arises, either on or off campus that in the judgment of the Dean of Students (the Campus Crime Officer), constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued verbally and through an email or text message to all students, faculty and staff and will come from the Dean of Students or the Office of Human Resources. The timely warning will contain the specifics of the crime that was committed or may be ongoing along with directives to promote safety. The Campus Security Authorities have requested that local police authorities inform the institution about crimes reported to them that may warrant timely warnings.

Anyone with information warranting a timely warning should report the circumstances to the Dean of Students, The Campus Crime Officer, by phone (626-345-6635), email: [HGuillard@ice.edu](mailto:HGuillard@ice.edu) or in person in the Education Office (2<sup>nd</sup> floor).

## **DAILY CRIME LOG**

The Institute of Culinary Education does not have a police department or security office. The School is not required to record daily crime activity or maintain a Daily Crime Log. All *Clery Crimes* reported will be documented in a Crime Incident Report maintained by the Campus Crime Authorities and included in the Institute of Culinary Education's Annual Crime Statistics Report and the Annual Security Report.

## **STATISTICS FROM LOCAL POLICE**

The Institute of Culinary Education has requested all crime statistics for all *Clery Act* crimes committed in the applicable geographic locations from all police agencies: the Pasadena Police Department, the FBI Los Angeles Bureau that occurred on or near the Institute of Culinary Education's campus 521 E. Green St. and all stairwell, elevators and parking structures connecting them. ICE has requested information on the following criminal offenses: murder/non-negligent manslaughter; negligent manslaughter; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; and arson. In addition, ICE has requested statistics concerning any of the above-crimes that manifest evidence of a hate crime, as well as other crimes that involve bodily injury manifesting evidence of a hate crime. Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the victim's race, gender, religion, sexual orientation, ethnicity/national origin or disability.

The Institute of Culinary Education also requested statistics for arrests for these categories only: liquor law violations, drug law violations, illegal weapons possession and to have provided these statistics for each category separately.

Pursuant to the *Clery Act*, the campus is required to report these crimes separately for the following location: The buildings at the current location of 521 E. Green Street Pasadena CA 91101.

City of Pasadena Crime statistics that are handled and reported by the Pasadena Police Department can be found by clicking on the Crime Statistics tab at:  
<https://ww5.cityofpasadena.net/police/crime/>

Crime statistics that are handled and reported by the FBI can be found at:  
<https://ucr.fbi.gov/crime-in-the-u.s/2017/crime-in-the-u.s.-2017>

## **REPORT TO THE DEPARTMENT OF EDUCATION VIA WEB-BASED DATA COLLECTION**

The Institute of Culinary Education has filed its Web- Based Data Collection from 1/1/2020 through 1/1/2021 on September 27, 2021 with the US Federal Authorities, Department of Education. This electronic Web- Based Data Collection will be filed the following calendar year with data from 01/2020 through 01/2021.

The Office of Student Affairs is designated to enter and submit these statistics.

## **POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Institute of Culinary Education prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.ice.edu> or on the Annual Security report link: <http://www.ice.edu/losangeles/career-programs/annual-security-report> . This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. ICE provides updated information on its educational efforts and programs to comply with the Act.

The Campus Crime Officer and Office of Student Affairs are responsible for collecting all crime reports generated at the Institute of Culinary Education as well as from local police for inclusion in the annual security report.

Campus crime, arrest and referral statistics include those reported to the Campus Security Authorities and local law enforcement agencies.

Each year, an email is sent to all enrolled students that provide the web site to access this report. To access this report directly go to this URL: <http://www.ice.edu/losangeles/career-programs/annual-security-report> . Copies can also be obtained at the Office of Student Affairs. Faculty and staff receive similar notification via the intranet. All employees may obtain a copy from the Office of Human Resources on the 3<sup>rd</sup> Floor of ICE, or by calling 626-345-6601. The link to the Annual Security Report is included in the Student & Employee Handbook.



# ANNUAL SECURITY REPORT

## CRIME STATISTICS TABLE<sup>1</sup>

OFFENSE	YEAR	ON CAMPUS PROPERTY	**RESIDENTIAL FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY	OPTIONAL TOTAL
MURDER / NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
SEX OFFENSES, FORCIBLE	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
ROBBERY	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
BURGLARY	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
ARSON	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
LIQUOR LAW ARRESTS	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
DRUG LAW ARRESTS	2018	0	0	0	2	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

<sup>1</sup> Campus opened on 3/19/2018

Institute of Culinary Education

<b>DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION</b>	2020	0	0	0	0	0
<b>ILLEGAL WEAPONS POSSESSION ARRESTS</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON-CAMPUS CATEGORY.</b>						

**HATE CRIME STATISTICS LOG  
CALENDAR YEAR 2017/2018**

<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>	<b>OPTIONAL TOTAL</b>
<b>Race</b>	2019	0	0	0	0
	2020	0	0	0	0
<b>Gender</b>	2019	0	0	0	0
	2020	0	0	0	0
<b>Religion</b>	2019	0	0	0	0
	2020	0	0	0	0
<b>Sexual Orientation</b>	2019	0	0	0	0
	2020	0	0	0	0
<b>Ethnicity</b>	2019	0	0	0	0
	2020	0	0	0	0
<b>Disability</b>	2019	0	0	0	0
	2020	0	0	0	0

## **POLICY STATEMENT ADDRESSING THE ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING**

### **General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, guests and invitees are encouraged to report all crimes and public safety related incidents to the Dean of Students (Campus Crime Officer) in a timely manner. A Crime Incident Report will be filled out by the victim or witnesses at the time of the report.

All Crime Incident Reports are reviewed for potential action by the Dean of Students. If necessary, some incidents may be reported to the aforementioned ICE authorities. If assistance is required from the Pasadena Police Department or the Pasadena Fire Department, ICE will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene will assist the victim and notify the Pasadena Police Department.

Printed materials with information about on-campus and off campus resources is also available. This information is made available to provide ICE community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about “resources” is not provided to imply that those resources are “reporting entities” for ICE.

All Crimes are to be reported to the Office of Student Affairs to ensure inclusion in the annual crime statistics report and to aid in providing timely warning notices to the community, when appropriate.

## **POLICY STATEMENT ADDRESSING THE REPORTING OF CRIMINAL OFFENSES**

Contact the Dean of Students (the Campus Crime Officer) at 626-345-6635 or the Office of Human Resources at 626-345-6601 or any of the Campus Security Authorities (non-emergencies) or dial 911 (emergencies only).

Any suspicious activity or person seen on or near the ICE campus should be reported to the Campus Security Authorities or the local police department immediately.

ICE encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Institute of Culinary Education cannot hold reports of crime in confidence.

### **To Report a Crime contact:**

- Herve Guillard, Dean of Students, the Campus Crime Officer: 626-345-6635.
- Lachlan Sands, Campus President: 626-345-6650

## **STATEMENT ADDRESSING SECURITY AT SCHOOL HOUSING**

The Institute of Culinary Education, otherwise known as “ICE” does not provide housing for students, faculty or staff and is therefore not required to track or report incidents that occur in student, faculty or staff housing. ICE provides referrals to Housing Service Companies that assist students in obtaining short term housing, and students are urged to discuss security issues with the Housing Service Companies prior to entering into a lease.

## **STATEMENT ADDRESSING SECURITY AND ACCESS**

During class and business hours, the Institute of Culinary Education will be open to students, parents, employees, contractors, guests, and invitees.

The Institute of Culinary Education does not have any on or off campus residences or organizations. Therefore, there is no policy regarding security and access to student housing.

## **STATEMENT ADDRESSING CONFIDENTIAL REPORTING**

The Institute of Culinary Education does not allow confidential reporting of crime. The Institute of Culinary Education encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. The Campus Security Authorities are obligated to report any *Clery Act* crimes to the local police. Because police reports are public records under state law, the Institute of Culinary Education cannot hold reports of crime in confidence.

All *Clery Act* crimes reported in a Crime Incident Report must be included in the School’s annual disclosure of crime statistics but do not include the names of the victim or witness.

## **STATEMENT ADDRESSING CRIMINAL ACTIVITY OFF-CAMPUS**

The Institute of Culinary Education does not have any off campus residences or organizations. Therefore, there is no policy or reporting relating to off-campus activities or facilities.

## **POLICY STATEMENT ADDRESSING CAMPUS LAW ENFORCEMENT**

ICE Campus Security Authorities and other designated personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at ICE. Campus Security Authorities do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction over the campus. The Office of Student Affairs maintains a working relationship with the Pasadena Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Crime Officer or the Campus Security Authorities and local police. A Crime Incident Report will be filled out by the victim and/ or witness immediately when a crime is reported. Prompt reporting will assure timely warning notices on-campus and by email and intranet when applicable and will assure timely and accurate disclosure of crime statistics. Campus Security Authorities are obligated to report all crimes to the Local Police Department.

## **POLICY STATEMENT ADDRESSING COUNSELORS**

The School does not employ any pastoral or professional counselors. The Institute of Culinary Education does not have procedures for confidential reporting of crime statistics. All violations of the law will be referred to law enforcement agencies and when appropriate, to ICE administration for review. When a potentially dangerous threat to the School community arises, timely reports or warnings will be issued verbally and through e-mail announcements.

## **ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM**

The Institute of Culinary Education (ICE) has a strict policy against abuse of drugs and alcohol by students and employees. Use of illegal drugs, abuse of prescription or over-the-counter drugs, and alcohol abuse create serious health risks as well as raising the potential for serious legal penalties. The unlawful possession, use, or distribution of controlled substances and alcohol by students and employees on the school's property, or as part of the school's activities is strictly forbidden, except to the extent that alcohol may occasionally be used for an approved purpose as part of the academic program. Consumption of alcohol by a student under the age of 21 is strictly forbidden. Violations of the drug and alcohol prohibitions are grounds for immediate dismissal or other disciplinary action.

### **Legal Penalties**

Illegal use of drugs and alcohol are serious crimes under both California State and Federal laws. Articles 220 and 221 of the California State Penal Law set criminal penalties for possession or sale of controlled substances, including illegal drugs and prescription drugs. Depending on the amount sold and other factors, the violation may be a misdemeanor or a felony. Penalties can include both fines and prison sentences. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug and amount held, sold, or provided to another person. Providing a controlled substance for free to another person counts as selling the substance for purposes of the law.

California State Alcohol Beverage Control law sets twenty-one (21) as the minimum age to purchase or possess any alcoholic beverage. Parts of that law include:

- Fines of \$50 for possession of alcohol under the age of 21;
- Fines of \$100 and requirements of community service for fraudulently buying alcohol; and
- Significant fines for selling, giving or serving alcohol to persons under 21 years of age.

Federal penalties for sale or possession of scheduled drugs range from fines to imprisonment, up to and including life imprisonment if someone you sell or give drugs to dies as a result. Penalties increase if you have more than one offense and are related to the amount and type of drug.

### **Driving While Intoxicated**

The California legislature passed a new anti-impaired law with 2 major components; one to toughen the penalties for driving impaired with children and one to require interlock devices for those convicted. "When I introduced The Child Passenger Protection Act - now known as Leandra's Law - it was because too often drivers under the influence of alcohol or drugs chose to compromise not only their own lives, but also the lives of our children. Today, we say enough," Governor Paterson said.

*Important provisions of this law includes:*

First time offenders driving while intoxicated (.08 Blood Alcohol Content (BAC) or more) or impaired by drugs while a child of younger than 16 years old is in the vehicle may be charged with a class E felony punishable by up to 4 years in State prison.

Individuals charged with driving with a blood alcohol level of .08 or greater and with a child under the age of 16 in the vehicle would automatically have their license suspended pending prosecution.

### **Health Risks Associated with Drug Abuse**

- There are both immediate and long-term problems that can be associated with drug and alcohol abuse. An acute problem can result from a single episode of drug/alcohol use such as sudden heart failure (cocaine use) or an automobile accident (alcohol or drug use). While under the influence of alcohol or drugs, a person is not mentally sharp and physical reflexes may be slowed. Because culinary and pastry arts students use knives, hot liquids, ovens and other potentially dangerous equipment, violation of the drug and alcohol abuse policy at school is particularly dangerous.
- Chronic problems can result from long-term abuse of alcohol or drugs. These include liver problems, cognitive deficits, and physical tremors as well as behavior problems and difficulty concentrating or holding a job. Using drugs can lead to addiction, impairment, and death.

### **Symptoms of addiction may include:**

- Drinking or getting high daily
- The need to drink more or take larger amounts of drugs to get an effect
- Feeling guilt or remorse about drinking/drug use or things you do while drinking or high
- Anxiety or depression (which could be a cause or effect of the substance abuse)
- Complaints from family, friends, or colleagues about drinking or drug use
- Decline in performance or increase in absences at school or work
- Inability to remember what happened when drinking (blackouts)

Drug abuse does not just include illegal drugs. Legal prescription drugs and some over-the-counter medications like cough syrup are hazardous when misused. Combinations of drugs, or drugs and alcohol, can be particularly dangerous.

### **Counseling, Treatment, and Rehabilitation Programs**

There are many sources of help for persons with drug or alcohol abuse problems in and around Pasadena. The Substance Abuse and Mental Health Services Administration (SAMHSA) of the U.S. Department of Health and Human Services provides an on-line resource for locating drug and alcohol abuse treatment programs. The Substance Abuse Treatment Facility Locator lists:

- Private and public facilities that are licensed, certified, or otherwise approved for inclusion by their State substance abuse agency
- Treatment facilities administered by the Department of Veterans Affairs, the Indian Health Service and the Department of Defense.

The locator list for California State can be found at <https://www.samhsa.gov/capt/about-capt/state-tribe-jurisdiction-contacts/california>

You may also call the Referral Helpline operated by SAMHSA's Center for Substance Abuse Treatment:

- 1-800-662-HELP (English & Español) 1-800-487-4889 (TDD)



**Important Help Information**

**LIFENET- 24 HR HOTLINE 1-800-543-3638**

Multiple languages available

**AA (Alcoholics Anonymous)**

USA Tel: (845) 452-1111

[www.aa.org/](http://www.aa.org/)

[http://www.aa.org/pages/en\\_US/find-aa-resources?zipcode=Zip%2FPostal+Code](http://www.aa.org/pages/en_US/find-aa-resources?zipcode=Zip%2FPostal+Code)

**NA (Narcotics Anonymous)**

Tel: (818) 773-9999 (5:00 AM- 3:00 PM)

[www.na.org](http://www.na.org)

<http://www.naws.org/meetingsearch/> - Find a meeting

## **POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION**

### **Sexual Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, and the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, The Institute of Culinary Education is providing a link to the Division of Criminal Justice for a current listing of all registered sex offenders in specific zip code areas. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires registered sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of California, convicted sex offenders must register with the California Department of Justice.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. 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. The Institute of Culinary Education is required to inform the campus community that the State of California Department of Justice Office of the Attorney General, has a registration list of sex offenders through <https://oag.ca.gov/sex-offender-reg>

The CSCPA further amends the *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 information under section 1701019 (j) of the Violent Crime Control and Law Enforcement Act of 1994.

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Pasadena Police Department:

207 Garfield Avenue  
Pasadena CA 91101

Additional Information can be obtained by calling the Pasadena Police Station at:  
(626) 744-4501

## **POLICY STATEMENT ADDRESSING SEX OFFENSES**

### **Sexual Assault Prevention and Response**

The Police Department offers sexual assault education and information programs to ICE students and employees upon request. At ICE, literature on date rape education and risk reduction is available through the Office of Student Affairs.

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 Institute of Culinary Education's Office of Student Affairs and Office of Human Resources strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. A sexual assault should be reported directly to any of the employees listed below.

A member of ICE's Campus Security will assist the student or employee in notifying the authorities, if the student or employee requests this assistance.

- Herve Guillard, Dean of Students, the Campus Crime Officer: 626-345-6635.
- Lachlan Sands, Campus President: 626-345-6650

Filing a report with a Campus Security Authority will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from school officers. Filing a police report will:

- Ensure that a victim of sexual assault 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 sexual assault 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 sexual assault crisis intervention.

When a sexual assault victim contacts the Institute of Culinary Education, the Pasadena Police Department will be contacted as well. An ICE representative from the Campus Security Authority will also be notified.

### **Services Available for Sex Crime Victims**

The School does not have on-campus services available for students or employees.

**It is recommended that any victim of sexual assault contact and will be provided the options to communicate with:**

**SAFE HORIZON:**

**Crime Victims** 24-hour Hotline: (866) 689-HELP (4357)

**The National Domestic Violence Hotline:** (800) 799-7233  
<http://www.thehotline.org>

**Pease Over Violence:** 24-hour Hotline: (626) 584-6191  
<http://www.peaceoverviolence.org>

**Foothill Family Service:** (626) 795-6907  
<http://www.foothillfamily.org>

**Shepherd's Door Domestic Violence Resource Center:** (626) 765-9967  
<http://www.shepherddoor.org>

**Other rape crisis centers or mental health agencies available to assist victims of sexual offenses include:**

**Fuller Psychological and Family Services:** (626) 584-5200  
<https://www.fuller.edu/academics/school-of-psychology/>

**Haven House:** Emergency Shelter for women and children  
24-hour Hotline: (626) 564-8880  
<http://www.shelterlistings.org>

**Requests for Change in Academic Situation**

The School will change a student's academic situation if a student requests a change in class or schedule after an alleged sex offense. The School will accommodate them and transfer them to another class. The student will be offered any class or schedule where there is a seat available. There may be a delay in rescheduling the start date of the transfer as it will be based on a space- available basis.

**Statement Regarding Campus Disciplinary Action for Alleged Sex Offenses**

During a disciplinary proceeding, both the accuser and the accused are entitled to the same opportunities to have others present.

There will be a hearing with the School's Campus Security Authority which may include any other employee that may be applicable to the investigation of the alleged sex offense. It may also include additional offices or administrators of The Institute of Culinary Education.

**Notification of the Outcome of a Student Disciplinary Proceeding**

Both the accuser and the accused will be informed of the outcome of any School disciplinary proceeding that is brought alleging a sex offense. Compliance with this does

not constitute a violation of the *Family Educational Rights and Privacy Act* (FERPA). The outcome of the disciplinary proceeding means only the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

**Sanctions the School May Impose Following a Final Determination**

Sanctions, which may be imposed following a final determination with respect to an alleged sex offense, could be a warning, probation, or dismissal. A student who is found guilty of violating The School's Code of Conduct Policy and is determined to have committed an act of sexual assault, (rape, acquaintance rape, or other forcible or non-forcible sex offenses), may be criminally prosecuted in the state courts and will be dismissed from the Institute of Culinary Education for the first offense. If a student is dismissed the School will initiate the refund policies mandated by State of California and Federal Title IV regulations. The last date of attendance will be considered the date of dismissal.

**Statement Regarding Disciplinary Action for Alleged Sex Offenses with Employees**

School disciplinary proceedings as well as special guidelines for cases involving sexual misconduct are detailed in the Employee Handbook. The Handbook provides, in part, that the accused and the victim will each be asked to write a written statement and be interviewed by Human Resources. The investigation may also involve interviewing any witnesses and any camera footage that may be available.

During a disciplinary proceeding, both the accuser and the accused are entitled to the same opportunities to have others present.

Both the victim and accused will be informed of the outcome of the investigation.

An employee found guilty of violating the School's Sexual Misconduct Policy may be prosecuted in the State Courts and may be disciplined, suspended or terminated from the School for the first offense.

# ICE Crime Incident Report Form



## Crime Incident Report Form

To be completed by ICE Campus Security Authority Only: pursuant to the federal *Clery Act*. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the ICE campus' Annual Security Report.

It is the policy of The Institute of Culinary Education to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report School policy violations to the appropriate office -the Office of Student Affairs or Human Resources. However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Do you give consent to have your name and information that may identify you on this report?

\_\_\_\_\_ Yes      \_\_\_\_\_ No \_\_\_\_\_ Signature

Person Receiving Report: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Report Made by:

\_\_\_\_\_ Victim \_\_\_\_\_ Name \_\_\_\_\_ Telephone  
\_\_\_\_\_ Email

\_\_\_\_\_ Third Party Please identify relationship to victim: \_\_\_\_\_

\_\_\_\_\_ Name \_\_\_\_\_ Telephone

\_\_\_\_\_ email

Are you a :

\_\_\_\_\_ Student (professional or recreational)?

\_\_\_\_\_ Faculty Member or visiting faculty?

\_\_\_\_\_ Employee?

\_\_\_\_\_ Guest of a Special Event?

Date and Time the Incident occurred: \_\_\_\_\_

Description of the incident or crime: \_\_\_\_\_

Institute of Culinary Education

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of Incident**

Identify floor, room/ kitchen or street name, address, etc.; be as specific as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The location where this incident occurred was:

- \_\_\_\_\_ On campus (ICE property)
- \_\_\_\_\_ In public area of building ICE located (not on school property- hallways, stairwells other floors etc.)
- \_\_\_\_\_ Off-campus public property immediately adjacent to campus
- \_\_\_\_\_ Off-campus, NOT affiliated with or not adjacent to campus
- \_\_\_\_\_ Unknown

**Sex Offenses**

*Examples of sex offenses are rape, sodomy, and sexual assault with an object, fondling, incest, and statutory rape.*

Was this crime a sexual offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, were the victim and the assailant acquainted? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, was either the victim or the assailant under the influence of alcohol or drugs?

Victim: \_\_\_\_\_ No Yes, alcohol \_\_\_\_\_ Yes, drugs \_\_\_\_\_

Assailant: \_\_\_\_\_ No Yes, alcohol \_\_\_\_\_ Yes, drugs \_\_\_\_\_

**Hate Crimes**

*Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.*

Was this incident motivated by hate or bias? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If yes, identify the category of prejudice:

\_\_\_\_\_ Race \_\_\_\_\_ Ethnicity \_\_\_\_\_ National Origin

Institute of Culinary Education

\_\_\_\_\_ Religion      \_\_\_\_\_ Disability      \_\_\_\_\_ Sexual Orientation

If yes, provide a brief explanation of the determination:

\_\_\_\_\_

**Alcohol, Drug and Weapons Law Violations**

*Check all that apply:*

\_\_\_\_\_ Alcohol      \_\_\_\_\_ Drugs      \_\_\_\_\_ Weapons Describe:

\_\_\_\_\_

Number of individuals arrested or referred for campus disciplinary action:

\_\_\_\_\_

\_\_\_\_\_ Signature of Victim or Third Party filling out this form

\_\_\_\_\_ Signature of Authorized Campus Security person

\_\_\_\_\_ Date Filed