

## CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution (and used for activities related to the educational purpose of the institution) and/or student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistic for the period between 01/01/2015 and 12/31/2017.

PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON-CAMPUS HOUSING, AND THAT THERE ARE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION. THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR LOCAL POLICE.

**Report Distribution Date: October 1, 2018**

**Occurrences REPORTED within the 2015, 2016 and 2017 Calendar Years**

Crimes Reported	2015	2016	2017	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0		0
(B) Negligent manslaughter	0	0	0		0
(ii) Sex Offenses:					
(A) Rape	0	0	0		0
(B) Fondling	0	0	0		0
(C) Incest	0	0	0		0
(D) Statutory Rape	0	0	0		0
(iii) Robbery	0	0	0		0
(iv) Aggravated assault	0	0	0		0
(v) Burglary	0	1	0	c	0
(vi) Motor Vehicle Theft	0	0	0		0
(vii) Arson	0	0	0		0
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0		0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0		0
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0		0
(B) Simple Assault	0	0	0		0
(C) Intimidation	0	0	0		0
(D) Destruction, Damage or Vandalism of Property	0	0	0		0
(viii) Liquor law violations	0	0	0		0
<b>New reporting as of 10/01/2018</b>					
Incidents of sexual assault	0	0	0		0

Domestic Violence	0	0	0		0
Dating Violence	0	0	0		0
Stalking	0	0	0		0

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

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or, in the event of an emergency, to directly contact local law enforcement or other emergency response agencies by dialing 911.
  - (i) All students and employees are required to report any crime or emergency to their institutional official promptly.
  - (ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors, who are to contact the correct police department district to obtain statistics, and then record those statistics in the institution's daily incident log.
  - (iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, Andreas Choi will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to Andreas Choi without signature.
  - (iv) If the student wishes not to maintain confidentiality, they will contact their intern-supervisor or faculty who in turn will contact the nearest DULA Staff Member to report criminal actions—by calling the Olympic Division of the LAPD (213-382-9102)—or emergencies—by calling 911.
  
2. Only students, employees and other parties having business with this institution should be on institutional property.
  - (i) When the school closes for the night, the school's official or supervisor will inspect each floor to ensure that it is empty, then set the alarms on each floor and lock down the campus.
  - (ii) Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and as such may be subject to a fine and/or arrest.
  - (iii) In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may too be subject to a fine and/or arrest.
  
3. Current policies concerning campus law enforcement are as follows:
  - (i) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and, in the event of a crime or emergency, are required to call the correct agency or dial 911 for the

police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

- (ii) Employees shall report any criminal action or emergency to their immediate or nearest ranking supervisor, who will then contact the appropriate agency by calling 911. If possible, in the interim, the security guard(s) and/or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, and undue risk should not be taken.
  - (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise); nonetheless the student or employee is encouraged to seek such aid outside of the institution.
4. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation, where all the institution's policies and regulations are properly disclosed to prospective students.
- (i) Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others.
  - (ii) The following is a description of policies, rules, and programs designed to inform students and employees about the prevention of crimes on campus:
    - a. Do not leave personal property in classrooms.
    - b. Report any suspicious persons to your institutional official.
    - c. Always try to walk in groups outside the school premises.
    - d. If you are waiting for a ride, wait within sight of other people.
    - e. Employees (staff and faculty) will close and lock all doors, windows, and blinds and turn off lights when leaving a room
5. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty), and prospective students.
- (i) The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - (ii) Information regarding any crimes committed on the campus or its leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours—unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than 60 days, that information must be made available within two (2) business days of the request.

6. All incidents shall be recorded in the daily incident log at the institutional official's station. This log includes the date, time, location, incident reported, disposition of incident, and name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
7. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property, adhering to and enforcing all state underage-drinking laws.
8. The institution does not permit the possession, use, or sale of illegal drugs by its employees and students, adhering to and enforcing all state and federal drug laws. The violation of these policies by students or employees may result in expulsion, termination, and/or arrest. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff.
9. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus reported immediately to the institution's official, who will report it to 911 emergency and police units. During the orientation of newly admitted students, the institution emphasizes the prevention of sexual crimes by insisting students to work, study, and walk outside of the premises accompanied by other students or in view of other persons, avoiding being alone at any time. During the daily functioning of the school operations, staff and administrators focus on ensuring that students are not by themselves under any circumstance.
  - (i) The institutional program to prevent sexual crimes consists of maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part in this program to protect the students and staff themselves.
  - (ii) A person who is victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until they can be transported to a hospital or rape crisis center for proper treatment.
  - (iii) A victim of a sexual crime has the option of reporting this crime to the institutional authorities or directly to 911 and seeking professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling 911.
  - (iv) The institution does not have access to professional counseling, mental health or otherwise, though students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
  - (v) The institution will offer the victim of a sexual crime any available options to change the academic schedule to the benefit of the victimized person, as is possible.
  - (vi) The institutional disciplinary actions in reference to an alleged sex offense are as follows:
    - a. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
    - b. Both the accuser and the accused must be informed of the outcome of any institutional proceeding regarding an alleged sex offense.
  - (vii) This institution has zero tolerance of violation of this policy. Once the offense is confirmed, the institutional disciplinary action against students or employees may result in expulsion

from school, termination of employment, and, in accordance with local laws, an arrest of the offender by the authorities.

(viii) The institution provides the following website to obtain information concerning the registration of arrested sex offenders: <https://www.meganslaw.ca.gov/>

10. Revised Crime Classification: Burglary vs. Larceny: An incident must meet three conditions to be classified as a burglary.

- (i) There must be evidence of unlawful entry (trespassing). Both forcible entry and unlawful entry are counted toward this.
- (ii) The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- (iii) The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.

11. Definition of On-Campus Student Housing Facility: For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution (including any facility located on property that is owned or controlled by the institution) and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on-campus, or on land owned or controlled by the institution, that is used for student housing must be counted as an on-campus student housing facility—even if the building itself is owned or controlled by a third party. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING.

12. Campus Law Enforcement Policies: All institutions must include a statement of policy regarding campus law enforcement in their annual security report. This statement must contain the following elements:

- (i) A description of the law enforcement authority of the campus security personnel.
- (ii) A description of the working relationship of campus security personnel with state and local law enforcement agencies, including whether the institution has agreements with such agencies (such as written memoranda of understanding [MOU]) on the investigation of alleged criminal offenses.
- (iii) A statement of policies which encourages accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.

13. Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help with a criminal incident. Please note that any emergency that requires immediate attention should not wait to be reported to the school's officer, but rather the appropriate agency (calling 911) should be contacted immediately.

14. The institution does not maintain any special relationship with state and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.
15. This institution encourages students to complete a timely reporting of all crimes to the campus administrators, police, and appropriate law enforcement agencies.
16. This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.
17. Anyone with information believed to warrant a timely warning should promptly report the circumstances to Andreas Choi, campus security manager, at 213-487-0110 (Ext. 110). He will consult, as is appropriate and necessary, with other university officials regarding whether a timely warning should be issued. The decision to issue a timely warning will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime and the continuing danger or risk to the campus community. The decision will be made in a manner that is timely while withholding the names of victims and aiding in the prevention of similar crimes in the future.
18. When a determination is made that a timely warning should be issued, Andreas Choi will take appropriate steps to ensure timely notification to the campus community. Timely warnings will be primarily issued through the university's mass notification system, POPULI, which sends a text to your verified cell phone number. Additional options for notification include, but are not limited to, the page notification system, campus-wide e-mails, physical postings on doors and bulletin boards, or the university's website. The warnings will include some or all of the following information: the date, time, and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions or incident-specific safety tips.
19. This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:
  - Fire safety (668.49)
  - Missing students (668.46(h))
  - Emergency notifications 668.46(g))
  - Hate crimes 668.46(c))
20. Peer-to-peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments, or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material. Any violations will subject the individual violator (staff member, non-staff member, or student) to civil and criminal liabilities.

- (i) The first violation will be punished by removing authorized use of any institutional equipment; if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises.
- (ii) On a second violation, the staff member may be terminated, or the student may be expelled from school. This decision will be made by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials, observing the need of the students to have access to the institutional network. The institution will keep a log of summarizing violations reported and disciplinary actions taken.

21. Students and employees should refer to the following person or agency when reporting or seeking help with criminal incidents. Please note that any emergency that requires immediate attention should not wait to be reported to the school’s officer, but rather the appropriate agency (calling 911) should be contacted immediately.

**On Campus**

Primary Employee	Andreas Choi, Campus Security Manager
Alternate Employee	Emilio Lopez, Facility Manager
School Name	Dongguk University Los Angeles
Street address	440 Shatto Place
City, State Zip	Los Angeles, CA 90020
Phone No.	213-487-0110 (Ext. 110)

**Off Campus**

Emergency	911
LAPD Olympic Division	213-382-9102
Hospital	St. Vincent Medical Center
Street address	2131 West 3rd St.
City, State Zip	Los Angeles, CA 90057
Phone No.	213-484-7111