

SOUTHERN CALIFORNIA HEALTH INSTITUTE

2025 ANNUAL SAFETY AND SECURITY REPORT

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This information is provided in compliance with federal law, known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Violence Against Women Act (VAWA), to students and employees of Southern California Health Institute by October 1, 2025.

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SECTION I - ANNUAL SECURITY REPORT PURPOSE

Introduction

This Southern California Health Institute **2025 Annual Safety and Security Report** is published in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (“Clery Act”), 20 U.S.C. § 1092(f), and its implementing regulations at 34 CFR § 668.46, as well as the **Violence Against Women Reauthorization Act of 2013 (VAWA)**. Compliance with these laws is mandatory under federal law for all institutions participating in Title IV Federal Student Aid programs.

This Report is available to all current students, current employees, prospective students, and prospective employees of Southern California Health Institute (hereinafter “SOCHI” or “the Institution”). It is published annually and can be found on the SOCHI website at www.sochi.edu.

Prospective students and employees may request a printed copy of this Report at no charge by contacting:

Academic Dean

Southern California Health Institute



5644 Vineland Ave, North Hollywood, CA 91601

Tel: 818.980.8990

Email: info@sochi.edu

Background

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law, originally enacted as the Campus Security Act of 1990, and named in memory of Jeanne Clery, a 19-year-old Lehigh University student who was murdered in her campus residence hall in 1986. The law requires colleges and universities that receive federal financial assistance to:

1. Collect, compile, classify, and record all reportable crime statistics occurring within the Institution's defined Campus Geography.
2. Publish and distribute an Annual Security Report (ASR) to all current students and employees by **October 1** of each year.
3. Notify prospective students and employees of the availability of the ASR.
4. Issue timely warnings ("Campus Alerts") to students and employees regarding crimes that represent a serious or ongoing threat to campus safety.
5. Issue Emergency Notifications upon confirmation of a significant emergency or dangerous situation presenting an immediate threat to the health or safety of students or employees.
6. Maintain a Daily Crime Log that is open for public inspection.
7. Maintain all Clery Act crime statistics on campus for at least **eight (8) years**.
8. Implement a Missing Student Notification Policy (for institutions with on-campus housing).

9. Disclose policies and procedures regarding sex offenses and comply with VAWA requirements.
10. Submit crime statistics annually to the U.S. Department of Education.

Purpose of This Report

The primary purpose of this Annual Safety and Security Report is to:

- Inform the SOCHI campus community of the Institution's safety and security policies, procedures, and programs;
- Provide accurate and transparent crime statistics for the three most recent calendar years (2022, 2023, and 2024);
- Outline the rights of victims of crimes, including crimes covered under VAWA;
- Demonstrate SOCHI's commitment to maintaining a safe and secure campus environment; and
- Fulfill the Institution's legal obligations under the Clery Act and VAWA.

SECTION II - BASIC PROVISIONS AND COMPLIANCE REQUIREMENTS

Basic Provisions of the Clery Act

Under the Clery Act, SOCHI, as a participant in Title IV Federal Student Aid programs, must do the following:

1. **Collect, compile, classify, and record** all incidents of crimes covered by the Clery Act that occur on school grounds or within the school's defined "Campus Geography."
2. **Provide timely warnings ("Campus Alerts")** to all students and employees of all incidents and/or situations that represent, or may represent, a threat to their safety.
3. **Issue Emergency Notifications** upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to students and employees on campus.
4. **Publish an Annual Campus Security Report** containing safety and security-related policy statements and crime statistics, and distribute it to all current students and employees.
5. **Inform all prospective students and prospective employees** of the existence and availability of this Report.
6. **Maintain all crime statistics** compiled under the Clery Act on campus for at least **eight (8) years**.
7. **Implement a Missing Student Notification Policy** as required by the Higher Education Opportunity Act (where applicable).
8. **Submit crime statistics** to the U.S. Department of Education annually via the web-based data collection system.

Specific Requirements That Do Not Apply to SOCHI

The following Clery Act requirements are **not applicable** to SOCHI based on its institutional characteristics:

- **On-Campus Student Housing Facilities:** SOCHI does not maintain on-campus residential facilities; therefore, the specific crime statistics categories for "On-Campus Student Housing Facilities" are not

applicable. However, the Missing Student Notification policy is described in Section VII for informational purposes.

- **Non-Campus Buildings or Property:** SOCHI does not currently maintain non-campus buildings or property as defined under 34 CFR § 668.46. Should this change, the Annual Report will be updated accordingly.

SOCHI Emergency Procedures Manual

SOCHI maintains a comprehensive **Emergency Procedures Manual** that provides detailed guidance for responding to a wide variety of campus emergencies. This manual is reviewed and updated annually by the Director of Operations in coordination with the Academic Dean and School President. Copies of the Emergency Procedures Manual are available to all students and employees upon request and are distributed during new student and employee orientation.

Compliance Requirements - Timeframes

Requirement	Deadline/Timeframe
Publication and distribution of Annual Security Report	By October 1 of each year
Submission of crime statistics to U.S. Dept. of Education	By October 1 of each year
Retention of crime statistics on campus	Minimum of 8 years
Daily Crime Log availability for public inspection	Within 2 business days of report
Timely Warnings (Campus Alerts)	Upon confirmation of Clery crime representing threat
Emergency Notifications	Immediately upon confirmation of significant event

Regulatory Audits and Penalties for Non-Compliance

The U.S. Department of Education conducts periodic program reviews and audits to assess institutions' compliance with the Clery Act. Institutions found to be in violation of the Clery Act may face:

- **Civil penalties of up to \$69,733 per violation** (as adjusted for inflation in accordance with federal civil penalty inflation adjustments);
- **Suspension or termination of Title IV Federal Student Aid eligibility;**
- **Required corrective action plans;** and/or
- **Public disclosure of findings.**

SOCHI is committed to full compliance with all Clery Act requirements and takes its obligations under federal law seriously. Any questions regarding compliance should be directed to the **Academic Dean**.

SECTION III - CAMPUS GEOGRAPHY AND REQUIREMENTS OF THE CLERY ACT

“On-Campus Geography” and “Public Property Geography” - Defined

The Clery Act requires institutions to collect and report crime statistics occurring within specifically defined geographic categories. For SOCHI, these categories are defined as follows:

On-Campus Geography

“On-Campus” property includes:

1. Any building or property **owned or controlled by SOCHI** within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes.
2. Any building or property within the same reasonably contiguous geographic area of the institution that is **owned by the institution** but controlled by another person, is frequently used by students, and supports institutional purposes.

For SOCHI, the On-Campus Geography is defined as the building and property located at:

5644 Vineland Ave, North Hollywood, CA 91601

This includes all interior spaces, immediately adjacent exterior areas, parking areas, and walkways that are owned or controlled by SOCHI at this location.

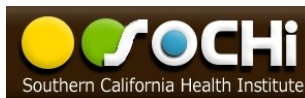
Public Property Geography

“Public Property” includes all public property that is **within the campus or immediately adjacent to and accessible from the campus**, including public sidewalks, streets, and parking areas immediately adjacent to the SOCHI campus at 5644 Vineland Ave, North Hollywood, CA 91601.

Non-Campus Property

SOCHI does not currently operate non-campus buildings or property as defined under 34 CFR § 668.46. If the Institution acquires or begins to use any such property, crime statistics for that location will be included in future Annual Reports.

On-Campus Student Housing



SOCHI **does not** operate on-campus student housing facilities. Therefore, this geographic category is **not applicable** to SOCHI.

Geographic Map and Description

The SOCHI campus is located in the **North Hollywood** neighborhood of Los Angeles, California. The campus is situated on Vineland Avenue and is served by the **Los Angeles Police Department (LAPD), North Hollywood Division (Mission Area)**, located at:

LAPD North Hollywood Community Police Station

11640 Burbank Blvd

North Hollywood, CA 91601

Non-Emergency: (818) 754-8300

Emergency: 911

Working Relationship with Local Law Enforcement

SOCHI maintains a cooperative working relationship with the LAPD North Hollywood Division. While SOCHI does not have a sworn campus police department, the Institution:

- Refers all serious criminal matters to the LAPD;
- Coordinates with the LAPD Patrol Captain to obtain annual crime statistics for the Campus Geography, as required by the Clery Act;
- Encourages all students and employees to report crimes to both the Institution and local law enforcement; and
- Works with the LAPD on community safety initiatives.

Annually, the Academic Dean sends a formal written request on SOCHI letterhead to the **Patrol Captain of the LAPD North Hollywood Station** requesting crime statistics for the Campus Geography. This letter is sent in sufficient time to allow for compilation and inclusion of the statistics in the Annual Report by the October 1st deadline. A copy of this letter is maintained by the Academic Dean.

SECTION IV – CAMPUS ALERTS / TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Timely Warnings (Campus Alerts)

Policy

In accordance with 34 CFR § 668.46(e), SOCHI is committed to providing timely warnings to all students and employees when a crime reportable under the Clery Act is reported to campus security authorities or local law enforcement, and the crime is considered by the Institution to represent a **serious or continuing threat** to the safety of students or employees.

Criteria for Issuing a Campus Alert

A Campus Alert will be issued when:

1. A Clery Act crime has been reported to a Campus Security Authority or to local law enforcement;
2. The crime occurred within SOCHI's Campus Geography;
3. The crime is determined to represent a serious or continuing threat to the campus community; and

4. Issuing the warning will not compromise law enforcement efforts to apprehend a suspect or jeopardize the safety of a victim.

The decision to issue a Campus Alert will be made by the **Academic Dean** in consultation with the **Director of Operations** and/or the **School President**, taking into account all available information and guidance from local law enforcement.

Who May Issue a Campus Alert

Campus Alerts may be issued by:

- The Academic Dean
- The Director of Operations
- The School President
- Any individual designated by the above in their absence

Content of a Campus Alert

A Campus Alert will include, at minimum:

- A description of the incident;
- A general description of any suspect(s) (if known and if disclosure will not compromise law enforcement efforts);
- The date, time, and location of the incident (to the extent known);
- Safety precautions that members of the campus community should take; and
- Contact information for reporting additional information.

Campus Alerts **will not** include the name or identifying information of any victim.

Methods of Distribution

Campus Alerts will be distributed through one or more of the following methods:

- Email to all students and employees on record;
- Posted notices on campus bulletin boards;
- In-person announcements;
- SOCHI website (www.sochi.edu); and/or
- Text/SMS notification (if system is available).

Timely Warning - Exemptions

A Campus Alert **need not** be issued if doing so would:

- Compromise efforts to contain an emergency;
- Jeopardize the safety of a victim;
- Result in the disclosure of information that is subject to a legal privilege or confidentiality requirement; or
- Be redundant given an Emergency Notification already issued covering the same circumstances.

Emergency Notifications

Policy

In accordance with 34 CFR § 668.46(g), SOCHI will issue an **Emergency Notification** upon the **confirmation** of a significant emergency or dangerous situation involving an **immediate threat** to the health or safety of students or employees occurring on campus.

Criteria for Issuing an Emergency Notification

An Emergency Notification will be issued when:

1. There is a confirmed significant emergency or dangerous situation;
AND
2. The emergency or dangerous situation involves an immediate threat to the health or safety of students or employees on campus.

Situations that may trigger an Emergency Notification include, but are not limited to:

- Active shooter or weapons situation
- Bomb threat
- Hazardous material release
- Severe weather emergency
- Utility failure posing an immediate safety threat
- Public health emergency
- Fire or structural emergency
- Civil disturbance posing an immediate threat

Who May Issue an Emergency Notification

Emergency Notifications may be issued by the same individuals authorized to issue Campus Alerts, or by any individual with knowledge of a confirmed emergency when the designated individuals are unavailable.

Content of an Emergency Notification

An Emergency Notification will include:

- The nature of the emergency;
- The affected area(s) of campus;
- Actions that students and employees should take immediately (e.g., evacuate, shelter-in-place, lock down);
- Where to obtain additional information; and
- Updates as the situation evolves.

Methods of Notification

Emergency Notifications will be disseminated through the fastest available means, which may include:

- Email blast to all students and employees;
- Phone/text messages;
- Verbal announcements;
- Posted notices;
- SOCHI website; and/or
- Any other available communication channel.

Testing of Emergency Systems

SOCHI tests its emergency notification and response systems **at least annually**. Tests may be announced or unannounced. Documentation of all tests, including the date, time, scope, and results, shall be maintained by the Director of Operations and disclosed in this Annual Report.

2024 Emergency System Test Summary:

Test Date	Type	System Tested
To be updated upon completion	Announced	Email Notification System
To be updated upon completion	Announced	Emergency Evacuation Drill

Note: Test results will be updated upon completion of 2025 testing cycle.

SECTION V - CAMPUS SECURITY AUTHORITIES

Designation of Campus Security Authorities

The Clery Act requires institutions to designate **Campus Security Authorities (CSAs)**. CSAs are individuals who have significant responsibility for student and campus activities. CSAs are not necessarily law enforcement officers, but they have a duty to collect crime report information and report it to the appropriate institutional officials.

Who Is a Campus Security Authority at SOCHI?

Under 34 CFR § 668.46, the following categories of individuals are designated as Campus Security Authorities at SOCHI:

1. **Members of a campus police or security department** – SOCHI does not employ sworn police officers. However, any individual employed for the purpose of monitoring campus security is a CSA.
2. **Individuals or organizations with responsibility for campus security** – Any SOCHI employee or contractor with a duty to respond to security incidents on campus.
3. **Individuals with significant responsibility for student and campus activities** – This includes, but is not limited to:

1. Academic Dean
2. Director of Operations
3. School President
4. Program Directors and Department Heads
5. Student Services Coordinators
6. Admissions Staff
7. Faculty (when supervising student activities)

8. Any employee who advises student organizations or student activities

4. **Campus Security Authority Coordinator** – The **Academic Dean** is designated as the primary CSA Coordinator and is responsible for overseeing the CSA program, training CSAs, and ensuring that all crime reports received by CSAs are compiled and included in the Annual Report.

Who Is NOT a Campus Security Authority

The following individuals are **not** Campus Security Authorities:

- Professional licensed counselors, therapists, or clergy whose official responsibilities include providing mental health or pastoral counseling to members of the campus community, when acting in their professional capacity and confidential role;
- Administrative support staff with no significant responsibility for student and campus activities.

Duties of Campus Security Authorities at SOCHI

Campus Security Authorities at SOCHI are required to:

1. **Collect crime reports** from students, employees, and others who report Clery Act crimes to them;
2. **Document all crime reports** on the designated CSA Crime Report Form;
3. **Submit completed Crime Report Forms** to the Academic Dean (CSA Coordinator) promptly;

4. **Encourage reporting individuals** to file a report with local law enforcement (LAPD);
5. **Not dissuade anyone** from reporting a crime to local law enforcement;
6. **Maintain confidentiality** of crime reports to the extent permitted by law;
7. Participate in **annual CSA training** provided by the Institution; and
8. Report **emergency situations** to local law enforcement (911) immediately.

Note: CSAs are *not* required to investigate crimes or determine whether a crime occurred. Their role is to collect and report information.

Duties of the Campus Security Authority Coordinator

The **Academic Dean**, serving as the CSA Coordinator, is responsible for:

1. Identifying and maintaining an updated list of all CSAs at SOCHI;
2. Providing annual training to all CSAs on their duties and responsibilities;
3. Collecting all CSA Crime Report Forms;
4. Reviewing all crime reports for Clery Act reportability;
5. Coordinating with local law enforcement to obtain crime statistics;
6. Compiling all crime statistics for inclusion in the Annual Report;
7. Maintaining crime statistics for a minimum of eight (8) years;
8. Submitting crime statistics to the U.S. Department of Education; and
9. Serving as the primary point of contact for all Clery Act compliance matters.

Security of the SOCHI Campus

SOCHI employs the following security measures to maintain a safe campus environment:

- **Access Control:** The SOCHI campus employs access control measures to restrict entry to authorized individuals. Students, employees, and authorized guests are required to follow all posted security procedures.
- **Guest Policy:** All guests must be accompanied by a current student or employee while on campus. Guests must comply with all campus policies.
- **Security Cameras:** SOCHI maintains security cameras in common areas of the campus to deter crime and assist in investigations.
- **Lighting:** The Institution maintains adequate exterior lighting in parking areas and campus walkways.
- **Property Security:** Students and employees are encouraged to secure personal belongings and report any suspicious activity.
- **Working Hours:** The campus is staffed during normal business hours. After-hours access is restricted.

Records and Statistics of Local Law Enforcement Agencies

SOCHI annually requests crime statistics from the **LAPD North Hollywood Division** covering crimes reported within SOCHI's Campus Geography.

These statistics are requested via formal written correspondence from the Academic Dean. The statistics obtained from local law enforcement are incorporated into the crime statistics tables contained in this Annual Report.

If the LAPD declines to provide crime statistics or fails to provide them in time to meet the October 1st reporting deadline, the Academic Dean's

written request shall serve as documentation of SOCHI's good-faith effort to obtain such statistics.

Under the Clery Act, SOCHI is **not required to pay** for crime statistics from local law enforcement. If the LAPD requests payment for such statistics, the Academic Dean shall consult with the School President and Director of Operations to determine whether to pay the requested fee.

SECTION VI - DAILY CRIME LOGS AND FIRE LOGS

Daily Crime Log

Policy

In accordance with 34 CFR § 668.46(f), SOCHI maintains a **Daily Crime Log** that records all crimes and other incidents reported to the Institution's campus security authorities, whether or not such crimes fall within the Clery Act's reportable crime categories.

Requirements

The Daily Crime Log:

1. Is maintained by the **Academic Dean** or their designee;
2. Records all crimes reported to campus security authorities or local law enforcement;
3. Is made available for public inspection during normal business hours **within two (2) business days** of the initial report;
4. Contains the following information for each entry:

1. Date the crime was reported
2. Date and time the crime occurred (if known)
3. Nature/classification of the crime
4. General location of the crime
5. Disposition of the complaint (if known)

5. Entries for the **most recent 60 days** are available for immediate inspection upon request;
6. Entries older than 60 days are available within **two (2) business days** of a request;
7. Is retained for a minimum of **seven (7) years**; and
8. May withhold an entry temporarily if disclosure is determined to be likely to:

1. Jeopardize an ongoing criminal investigation or the safety of an individual;
2. Cause a suspect to flee or evade detection; or
3. Result in the destruction of evidence.

Once the above circumstances no longer exist, the withheld entry shall be made available for inspection.

Location and Access

The Daily Crime Log is maintained in the office of the **Academic Dean** at 5644 Vineland Ave, North Hollywood, CA 91601. Any person wishing to inspect the Daily Crime Log may do so during normal business hours by requesting access from the Academic Dean's office.

Fire Log

SOCHI does not operate on-campus student housing facilities. Accordingly, the Clery Act's **Fire Log requirements** (which apply specifically to institutions with on-campus housing) are **not applicable** to SOCHI at this time.

In the event that SOCHI establishes on-campus student housing, a Fire Log shall be maintained in accordance with 34 CFR § 668.49.

Fire and Rescue Agency Procedures

In the event of a fire or fire emergency on the SOCHI campus:

1. **Call 911 immediately.**
2. Activate the nearest fire alarm pull station (if available).
3. Evacuate the building using the nearest safe exit.
4. Assemble at the designated evacuation assembly point.
5. Do **not** re-enter the building until authorized by fire department personnel.

SOCHI coordinates with the **Los Angeles Fire Department (LAFD)** for fire safety and emergency response services.

SECTION VII - MISSING STUDENT NOTIFICATION POLICY

Background

The Higher Education Opportunity Act of 2008 amended the Clery Act to require institutions that maintain on-campus student housing facilities to establish a **Missing Student Notification Policy**.

Applicability

SOCHI **does not** maintain on-campus student housing facilities. Therefore, the formal Missing Student Notification Policy with specific procedures for on-campus residents is **not required** at this time.

However, SOCHI maintains the following general policy regarding missing students:

General Missing Student Policy

If any member of the SOCHI community has reason to believe that a student is missing or is in danger:

1. **Contact local law enforcement immediately** by calling **911** if the student is believed to be in imminent danger.
2. Report the concern to the **Academic Dean** or **Director of Operations**.
3. The Academic Dean will coordinate with LAPD as appropriate.
4. SOCHI will cooperate fully with law enforcement investigations regarding missing students.

Students are encouraged to provide emergency contact information to the Institution, which will be maintained confidentially and used only in emergency situations.

SECTION VIII - EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Response Overview

SOCHI is committed to the safety of all students, employees, and visitors on campus. The Institution has established emergency response and evacuation procedures to address a variety of potential emergency situations. All students and employees are expected to be familiar with these procedures.

Confirmation of an Emergency

Upon receiving a report of a potential emergency, SOCHI will:

1. **Assess the report** to determine whether a significant emergency or dangerous situation exists;
2. **Contact local law enforcement (911)** if the situation warrants immediate law enforcement or emergency services response;
3. **Confirm the emergency** through consultation with emergency responders, law enforcement, or other reliable sources; and
4. Upon confirmation, **immediately issue an Emergency Notification** to the campus community (unless doing so would compromise the response effort).

Emergency Evacuation Procedures

General Evacuation Protocol

In the event an evacuation of the SOCHI campus is required:

1. Upon hearing the fire alarm or receiving an evacuation order, **immediately stop all activities** and prepare to evacuate.

2. **Close** (but do not lock) all doors and windows before exiting, if time permits.
3. **Proceed to the nearest safe exit** in a calm and orderly manner. Do not use elevators.
4. **Assist anyone** who requires assistance in evacuating, or notify emergency responders of their location.
5. **Proceed to the designated assembly area** as directed by SOCHI staff.
6. **Do not re-enter** the building until an authorized official declares it safe.
7. **Report to your designated supervisor or instructor** at the assembly area so that an accurate headcount can be taken.

Assembly Area

The designated primary assembly area for the SOCHI campus is located at:

[Designated exterior area away from building entrances - to be confirmed with Director of Operations]

Evacuation of Persons with Disabilities

SOCHI is committed to ensuring that all persons, including those with disabilities, can safely evacuate in an emergency. Employees and students with disabilities or mobility limitations are encouraged to:

1. Notify the Director of Operations of any assistance needs at the beginning of each term or upon joining the Institution;
2. Identify a personal emergency contact who can assist them in an evacuation;
3. Work with the Institution to develop a **Personal Emergency Evacuation Plan (PEEP)** as needed.

Shelter-in-Place Procedures

Certain emergencies (e.g., hazardous material releases, extreme weather, civil disturbance) may require a **shelter-in-place** response rather than evacuation. In such circumstances:

1. **Remain inside the building** or move to an interior room with few or no windows.
2. **Close all windows and doors.**
3. **Monitor official communications** for updates and instructions.
4. **Do not leave** until officially advised that it is safe to do so.

Lockdown Procedures

In the event of an active threat (e.g., active shooter) on or near campus:

1. **Run** – If there is an accessible escape route, evacuate the area immediately.
2. **Hide** – If evacuation is not possible, hide in a secure location. Lock and barricade doors, turn off lights, silence cell phones, and remain quiet.
3. **Fight** – As a last resort, and only when your life is in imminent danger, attempt to incapacitate the attacker.
4. Call **911** when it is safe to do so.

Annual Testing of Emergency Procedures

SOCHI conducts tests of its emergency response and evacuation procedures **at least once per year**. These tests may be in the form of announced or unannounced drills, tabletop exercises, or other appropriate testing methods. The results of these tests are documented by the Director of Operations and disclosed in this Annual Report.

Emergency Contact Numbers

Service	Number
Police / Fire / Medical Emergency	911
LAPD North Hollywood (Non-Emergency)	(818) 754-8300
SOCHI Main Office	(818) 980-8990
Los Angeles Fire Department (Non-Emergency)	(213) 978-3800
Poison Control	1-800-222-1222
National Suicide & Crisis Lifeline	988

SECTION IX – DRUG AND ALCOHOL POLICIES

Introduction

In accordance with the Drug-Free Schools and Communities Act (DFSCA) and 34 CFR Part 86, SOCHI maintains policies addressing the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises or as part of school activities.

Standards of Conduct

SOCHI strictly prohibits the following on campus or as part of any school-sponsored activity:

- The **unlawful possession, use, or distribution** of illicit drugs or controlled substances;
- The **underage possession or consumption** of alcohol;
- The **distribution or sale** of alcohol without proper authorization;
- **Appearing on campus** under the influence of illegal drugs or alcohol to a degree that impairs the individual's ability to function safely and effectively; and
- The **manufacture or cultivation** of controlled substances.

Legal Sanctions

Students and employees should be aware that federal, state, and local laws impose significant penalties for drug and alcohol offenses, including:

- **Federal law** – The Controlled Substances Act imposes penalties ranging from fines to life imprisonment depending on the drug, the quantity, and the offense (21 U.S.C. § 841 et seq.).
- **California state law** – California imposes criminal penalties for drug possession, sale, manufacturing, and DUI offenses (California Health & Safety Code, California Vehicle Code).
- **Local ordinances** – The City of Los Angeles and LAPD enforce applicable local ordinances.

Institutional Sanctions

Violations of SOCHI's drug and alcohol policies may result in the following institutional sanctions, applied in accordance with the severity of the offense and SOCHI's disciplinary procedures:

- Verbal or written warning
- Mandatory participation in drug or alcohol education or counseling program
- Suspension
- Dismissal from the Institution
- Referral to local law enforcement

Health Risks

SOCHI recognizes that drug and alcohol use carries significant health risks, including but not limited to:

- **Alcohol:** Liver disease, cardiovascular problems, addiction, impaired judgment, increased risk of accidents, and adverse interactions with medications.
- **Marijuana/Cannabis:** Impaired memory and concentration, respiratory problems, dependency, adverse mental health effects.
- **Stimulants (cocaine, methamphetamine):** Cardiovascular emergencies, psychosis, severe addiction.
- **Opioids:** High addiction potential, respiratory depression, overdose death.
- **Prescription drug misuse:** Overdose, dependency, dangerous interactions.

Drug and Alcohol Abuse Prevention Programs

SOCHI provides the following programs and resources to prevent drug and alcohol abuse:

1. **New Student and Employee Orientation** – Information on SOCHI’s drug and alcohol policies, health risks, and available resources is provided during orientation.
2. **Annual Educational Programs** – SOCHI provides annual educational programs addressing the dangers of drug and alcohol abuse.
3. **Employee Training** – Employees receive training on recognizing and responding to signs of substance abuse.
4. **Referral to External Resources** – Students and employees are encouraged to seek assistance from the following community resources:

Resource	Contact
SAMHSA National Helpline	1-800-662-4357
National Drug Helpline	1-844-289-0879
Alcoholics Anonymous (Los Angeles)	(323) 936-4343
Narcotics Anonymous (Valley Area)	(818) 760-7836
National Suicide & Crisis Lifeline	988

Alcohol Abuse Prevention Measures and Policies

SOCHI prohibits the consumption or possession of alcohol on campus except as may be expressly permitted by the School President in writing for a specific authorized event in compliance with applicable law. Any such event must be conducted in full compliance with California law regarding the service and consumption of alcoholic beverages.

Changes to Policy - Approval and Implementation

Any changes to SOCHI's drug and alcohol policies must be approved by the **School President** in consultation with the **Academic Dean** and **Director of Operations**. Policy changes shall be reviewed for compliance with federal and state law prior to implementation.

Changes to Policy - Notification and Implementation

Upon approval of any policy changes, SOCHI shall notify all current students and employees of the changes via email and posting on the SOCHI website. Updated policies shall be reflected in the next Annual Security Report and in any revised employee or student handbooks.

SECTION X - THE VIOLENCE AGAINST WOMEN ACT (VAWA)

Background

The **Violence Against Women Reauthorization Act of 2013 (VAWA)** amended the Clery Act to require institutions to compile statistics for, and develop policies addressing, incidents of:

- **Domestic Violence**
- **Dating Violence**
- **Sexual Assault**
- **Stalking**

These offenses are required to be reported in the
finish the report

SECTION X - THE VIOLENCE AGAINST WOMEN ACT (VAWA) (Continued)

Background (Continued)

These offenses are required to be reported in the Annual Security Report, and institutions must develop and publish policies and procedures for responding to these offenses. SOCHI is fully committed to providing a safe campus environment free from all forms of sexual misconduct, domestic violence, dating violence, and stalking.

Definitions

The following definitions apply to VAWA-covered offenses at SOCHI. These definitions are provided in accordance with California law and federal regulations under 34 CFR § 668.46.

Sexual Assault

Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program:

- **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 because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Nonconsensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Nonconsensual sexual intercourse with a person who is under the statutory age of consent. In California, the age of consent is **18 years of age**.

Domestic Violence

Domestic violence means a felony or misdemeanor crime of violence committed by:

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

- 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 California.

Under California Penal Code § 13700, domestic violence includes abuse committed against an adult or minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship.

Dating Violence

Dating violence means 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 following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

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.

Stalking

Stalking means 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.

Under California Penal Code § 646.9, stalking is defined as willfully, maliciously, and repeatedly following or willfully and maliciously harassing another person and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

Consent

Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Under California law (SB 967 / Education Code § 67386):

- Consent must be **ongoing** and may be revoked at any time;
- Consent **cannot** be given by a person who is incapacitated due to alcohol, drugs, sleep, or any other condition;
- Consent **cannot** be inferred from silence, passivity, or lack of resistance;
- A prior relationship or previous sexual activity **does not** constitute consent to future activity;
- Consent obtained through **force, threat, coercion, or fraud** is not valid consent; and
- A person who is **under the age of 18** cannot legally consent to sexual activity with an adult.

Incapacitation

Incapacitation is a state in which a person is unable to make rational, reasonable decisions because they lack the capacity to give knowing consent. This may be due to:

- Alcohol or drug consumption (voluntary or involuntary);
- Sleep or unconsciousness;
- Mental or developmental disability; or
- Any other condition that impairs cognitive or physical functioning.

SOCHI's Policy on Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking

Zero-Tolerance Policy

SOCHI maintains a **zero-tolerance policy** toward all forms of sexual misconduct, domestic violence, dating violence, sexual assault, and stalking. Such conduct is strictly prohibited and will not be tolerated by any student, employee, contractor, vendor, visitor, or other third party on the SOCHI campus or in connection with any SOCHI program or activity, regardless of the gender, gender identity, gender expression, or sexual orientation of the parties involved.

Scope of Policy

This policy applies to:

- All **students** enrolled at SOCHI;
- All **employees** (full-time, part-time, temporary, and contracted);
- All **visitors, guests, vendors**, and third parties on the SOCHI campus; and
- All conduct occurring **on campus** or in connection with **any SOCHI-sponsored program or activity**, whether on or off campus.

Non-Retaliation

SOCHI strictly prohibits retaliation against any person who:

- Reports a suspected violation of this policy;
- Files a formal complaint;
- Participates in an investigation or disciplinary proceeding; or

- Exercises any right protected under this policy or applicable law.

Any person who engages in retaliation will be subject to disciplinary action up to and including dismissal or termination.

Reporting VAWA-Covered Offenses

Reporting Options

Any student or employee who has experienced sexual assault, domestic violence, dating violence, or stalking is encouraged to report the incident. SOCHI recognizes that the decision to report is deeply personal, and the Institution is committed to supporting individuals regardless of whether they choose to report to law enforcement. The following reporting options are available:

1. Report to SOCHI

Reports may be made to any of the following SOCHI officials:

- **Academic Dean** – Primary point of contact for all Clery Act and VAWA-related reports
- **Director of Operations**
- **School President**
- Any **Campus Security Authority (CSA)**

Reports to SOCHI may be made:

- In person at 5644 Vineland Ave, North Hollywood, CA 91601
- By telephone at **(818) 980-8990**
- By email at info@sochi.edu

2. Report to Local Law Enforcement

- **Emergency:** Call **911**
- **LAPD North Hollywood Station (Non-Emergency):** (818) 754-8300
- **LAPD Sex Crimes Unit:** Contact through North Hollywood Station

3. Report to Both SOCHI and Law Enforcement

SOCHI encourages individuals to report to both the Institution and local law enforcement. Reporting to one does not preclude reporting to the other.

4. Confidential Reporting

Individuals who wish to speak confidentially about an incident without making a formal report may contact:

- A licensed mental health counselor or therapist (not employed by SOCHI in an official capacity)
- An off-campus rape crisis counselor or victim advocate
- A licensed clergy member

Note: SOCHI officials and Campus Security Authorities, with the exception of licensed confidential professionals acting in their confidential capacity, are **required** to report incidents to the Academic Dean for Clery Act and VAWA compliance purposes.

Procedures After a Report Is Filed

Immediate Response

Upon receiving a report of sexual assault, domestic violence, dating violence, or stalking, SOCHI will:

1. **Ensure the immediate safety** of the reporting party and any other affected individuals;

2. **Refer the reporting party** to medical care if needed or requested;
3. **Provide the reporting party** with a written explanation of their rights and options;
4. **Inform the reporting party** of available support services, including:

1. On-campus resources
2. Off-campus victim advocacy and counseling services
3. Law enforcement options
4. Medical resources

5. **Implement interim protective measures** as appropriate (see below); and
6. **Initiate the formal complaint and investigation process** if a formal complaint is filed.

Written Notification of Rights and Options

SOCHI will provide all reporting parties with written notification of the following, regardless of where the offense occurred:

- Existing **counseling, health, mental health, victim advocacy, legal assistance**, and other services available on campus and in the community;
- **Options for, and available assistance in, changing** academic and working situations (if requested and reasonably available);
- The **right to file** a formal disciplinary complaint with SOCHI;
- The **right to report** the offense to local law enforcement and/or campus authorities;
- The **right to be accompanied** by an advisor of their choice throughout any institutional disciplinary proceeding;

- The **right to simultaneous written notification** of the outcome of any disciplinary proceeding;
- **Orders of protection, no-contact orders**, or similar lawful orders issued by a criminal, civil, or tribal court; and
- SOCHI's **no-retaliation policy**.

Interim Protective Measures

SOCHI may implement the following interim protective measures upon receiving a report of a VAWA-covered offense, prior to the conclusion of any investigation or disciplinary proceeding:

- **No-Contact Orders** between the parties;
- **Changes to class schedules** or academic assignments;
- **Changes to work schedules** or assignments for employees;
- **Restrictions on access** to certain campus facilities or areas;
- **Temporary suspension** of the respondent (in cases of immediate threat);
- **Escort services** to and from campus locations;
- **Referral to counseling** services; and
- Any other measure deemed appropriate and reasonably available by the Academic Dean.

Interim measures will be implemented in a manner that:

- Minimizes the burden on the reporting party;
- Respects the rights of both parties; and
- Maintains the privacy of the individuals involved to the greatest extent possible.

Investigation and Disciplinary Procedures

Standard of Evidence

SOCHI uses the **preponderance of the evidence** standard (i.e., more likely than not) in resolving formal complaints of sexual assault, domestic violence, dating violence, and stalking.

Investigation Process

Upon receipt of a formal complaint, SOCHI will conduct a prompt, fair, and impartial investigation. The investigation will be:

- Conducted by a trained, impartial investigator designated by the Academic Dean;
- Completed within a reasonably prompt timeframe (generally **60 business days**, subject to extension for good cause);
- Conducted in a manner that provides both parties with equal opportunities to present information, evidence, and witnesses; and
- Documented in a written investigation report.

Rights of Both Parties During Investigation

Both the reporting party (Complainant) and the responding party (Respondent) shall have the following rights throughout the investigation and disciplinary process:

- The right to **notice of allegations** with sufficient detail;
- The right to **review available evidence**;
- The right to **present witnesses and evidence**;
- The right to **submit questions** for the investigator to pose to the other party;
- The right to **an advisor of their choice** (including an attorney) at their own expense;

- The right to **simultaneous written notification** of the outcome of the investigation and any disciplinary decision;
- The right to **appeal** the outcome; and
- The right to be **free from retaliation** throughout the process.

Disciplinary Sanctions

If SOCHI determines that a violation of this policy has occurred, the following sanctions may be imposed:

For Students:

- Warning (verbal or written)
- Mandatory educational programming
- Mandatory counseling
- Restriction of campus access or privileges
- Suspension
- Dismissal from the Institution

For Employees:

- Warning (verbal or written)
- Mandatory training or counseling
- Demotion
- Suspension without pay
- Termination of employment

The severity of the sanction will be determined based on the nature and severity of the offense, any prior disciplinary history, and all other relevant circumstances.

Appeals

Both parties have the right to appeal the outcome of the investigation and/or the disciplinary sanction. Appeals must be submitted in writing to the **School President** within **10 business days** of receiving written notification of the outcome. Grounds for appeal include:

1. A procedural error that affected the outcome;
2. New evidence that was not reasonably available at the time of the investigation; or
3. A sanction that is disproportionate to the findings.

The School President's decision on appeal shall be **final**.

Preservation of Evidence

Persons who have experienced sexual assault are strongly encouraged to **preserve evidence** that may assist in a criminal prosecution or institutional investigation. Steps to preserve evidence include:

- **Do not shower, bathe, or change clothing** before receiving a medical examination;
- **Preserve any clothing** worn during the assault in a paper bag (not plastic);
- **Do not clean** the area where the assault occurred;
- **Preserve any electronic communications** (texts, emails, social media messages) from the perpetrator;
- **Write down** as much as you can remember about the incident while details are fresh; and
- **Seek a medical examination** as soon as possible, even if you do not wish to report the incident to law enforcement.

Prevention and Awareness Programs

SOCHI is committed to the prevention of sexual misconduct, domestic violence, dating violence, and stalking through education and awareness. The following programs are provided:

Primary Prevention Programs

SOCHI provides **primary prevention and awareness programs** for all incoming students and new employees that address:

- The Institution's prohibition of sexual misconduct, domestic violence, dating violence, and stalking;
- The definitions of these offenses under applicable law and SOCHI policy;
- The definition of consent;
- Bystander intervention strategies;
- Risk reduction strategies; and
- Reporting options and available resources.

Ongoing Prevention Programs

SOCHI provides **ongoing prevention and awareness campaigns** for students and employees throughout the academic year, including:

- Annual training for all employees on recognizing and responding to sexual misconduct;
- Information distributed during student orientations;
- Posted information about resources and reporting options on campus bulletin boards and the SOCHI website;
- Distribution of resource materials from community organizations; and
- Participation in awareness campaigns (e.g., Sexual Assault Awareness Month in April).

Bystander Intervention

SOCHI encourages all members of the campus community to be **active bystanders** who intervene safely when witnessing potentially harmful situations. Bystander intervention strategies include:

- **Direct intervention:** Safely and directly intervening to stop a harmful situation;
- **Distraction:** Creating a diversion to interrupt a potentially harmful situation;
- **Delegation:** Alerting a third party (such as a security officer or campus official) who can intervene; and
- **Delay:** Checking in with a person who may have been harmed after the situation has passed.

Community Resources for VAWA-Covered Offenses

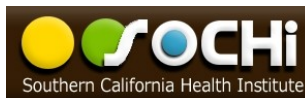
The following resources are available to members of the SOCHI community who have experienced sexual assault, domestic violence, dating violence, or stalking:

On-Campus Resources

Resource	Contact
Academic Dean (SOCHI)	(818) 980-8990
Director of Operations (SOCHI)	(818) 980-8990
School President (SOCHI)	(818) 980-8990

Off-Campus Resources - Law Enforcement

Resource	Contact
Emergency	911
LAPD North Hollywood Station (Non-Emergency)	(818) 754-



Resource	Contact
	8300
LAPD Domestic Violence Unit	(877) 275-5273

Off-Campus Resources - Crisis and Support Services

Resource	Contact
National Domestic Violence Hotline	1-800-799-7233 (TTY: 1-800-787-3224)
National Sexual Assault Hotline (RAINN)	1-800-656-4673
National Dating Abuse Helpline	1-866-331-9474
National Stalking Hotline	1-855-484-2846
National Suicide & Crisis Lifeline	988
Crisis Text Line	Text HOME to 741741
Los Angeles County Domestic Violence Hotline	1-800-978-3600
Peace Over Violence (Los Angeles)	(213) 626-3393
YWCA Greater Los Angeles	(213) 365-3900
Didi Hirsch Mental Health Services	(800) 854-7771
Valley Trauma Center (North Hollywood)	(818) 988-6400

Off-Campus Resources - Medical

Resource	Contact
Valley Presbyterian Hospital	(818) 782-6600
Providence Cedars-Sinai Tarzana Medical Center	(818) 881-0800
LAC+USC Medical Center	(323) 409-1000

All individuals are encouraged to seek medical attention as soon as possible following a sexual assault, regardless of whether they intend to report the incident to law enforcement.

Victim Privacy and Confidentiality

SOCHI is committed to protecting the privacy of all individuals involved in reports of sexual misconduct, domestic violence, dating violence, and stalking. The Institution will:

- Limit disclosure of personally identifiable information to only those individuals with a need to know;
- Comply with all applicable federal and state privacy laws, including FERPA;
- Not include personally identifiable information of victims in the Annual Clery Act Report; and
- Inform reporting parties of the Institution's privacy practices and any limitations thereon at the time of the initial report.

Important Note: While SOCHI will protect the privacy of reporting parties to the greatest extent possible, the Institution **cannot guarantee complete confidentiality** in all circumstances, particularly where:

- There is a risk of imminent harm to the reporting party or others;
- Disclosure is required by law; or
- Disclosure is necessary to conduct a fair investigation.

SECTION XI - ANNUAL SECURITY REPORT ADMINISTRATION

Preparation of the Annual Report

The **Annual Safety and Security Report** is prepared under the oversight of the **Academic Dean**, in coordination with the **Director of Operations** and the **School President**. All SOCHI personnel involved in preparing the Annual Report shall refer to the **U.S. Department of Education's**

Handbook for Campus Safety and Security Reporting for specific guidance on classification and collating crime statistics.

The preparation process includes:

1. Collecting all crime reports submitted by Campus Security Authorities throughout the year;
2. Reviewing Daily Crime Logs for reportable incidents;
3. Requesting crime statistics from the LAPD North Hollywood Division;
4. Classifying all crimes using the **FBI's Uniform Crime Reporting (UCR) classifications**;
5. Compiling all statistics for the current year and two prior years;
6. Drafting policy statements for all required Clery Act and VAWA topics;
7. Reviewing and updating all policy statements to reflect current law and institutional practice;
8. Obtaining review and approval from the School President; and
9. Publishing and distributing the Report by October 1st.

Distribution of the Annual Report

Policy

Southern California Health Institute believes that campus crime statistics and safety issues should be made available to any person who requests them. It is the policy of SOCHI that the Annual Report shall be distributed to all required persons and shall be made available to any person who requests a copy. **There shall be no charge for a copy of the Annual Report**

Required Distribution

The Annual Report shall be distributed to:

- **All current students** – via email and/or distribution of written notice with information on how to access the Report;
- **All current employees** – via email and/or written notice;
- **All prospective students** – upon request; and
- **All prospective employees** – upon request.

Method of Distribution

The Annual Report is:

- Published on the SOCHI website at www.sochi.edu;
- Available in printed form at no charge from the Office of the Academic Dean; and
- Distributed electronically to all current students and employees annually by October 1st.

Notification of the availability of the Annual Report will be provided to all current students and employees by **October 1st** of each year via email, including a direct link to the online version and information on how to request a printed copy.

Disclosure Requirements

What Must Be Disclosed

Schools are required to disclose only **reported offenses**. Schools are not required to disclose the findings of courts, the Medical Examiner's Office, the District Attorney's Office, or the City Attorney's Office. In the event that SOCHI comes into possession of these findings, this information shall **not** be included in the Annual Clery Act Report

Content of the Annual Report

The Annual Report shall contain all crime statistics for the calendar years that are based on crimes:

- **(a.)** Reported by students, employees, and/or visitors to the campus; and
- **(b.)** Reported to local law enforcement authorities (LAPD)

The report shall contain only **statistical information**, in the form of numbers and types of crimes. No personal information, identifying information, or specific details of crimes committed shall be included in the Annual Report

Unfounded Crimes

A reported crime may be classified as “unfounded” and withheld from the Annual Report statistics only if sworn law enforcement personnel have fully investigated the report and made an official determination that the report is false or baseless. The Academic Dean shall revise reporting statistics to remove any such “unfounded” crime in accordance with the U.S. Department of Education’s Handbook for Campus Safety and Security Reporting

Contributions to the Annual Report

Any current student or current employee of SOCHI may contribute information that they believe is pertinent to the Annual Report. Students and employees are encouraged to offer suggestions and/or information to the Academic Dean at any time. Contributions may be submitted:

- **In person:** Office of the Academic Dean, 5644 Vineland Ave, North Hollywood, CA 91601
- **By telephone:** (818) 980-8990
- **By email:** info@sochi.edu

Submission to the U.S. Department of Education

The Clery Act does not require schools to submit copies of the Annual Report to the U.S. Department of Education. However, schools are required to submit annual crime statistics for the current year and the past two (2) years – a total of **three (3) years' crime statistics**

The **Academic Dean** shall submit the required crime statistics to the U.S. Department of Education electronically via the U.S. Department of Education's web-based data collection system. The crime statistics must be submitted no later than **October 1st** of each year

Retention of Annual Reports

Southern California Health Institute shall maintain copies of all Annual Reports **permanently**. The Clery Act requires schools to maintain Annual Reports for a minimum of **three (3) years** from the date of publication. Annual Reports shall be retained in the **Office of the Academic Dean**

Crime statistics compiled under the Clery Act shall be retained on campus for a minimum of **eight (8) years**.

Obtaining Crime Statistics from Local Law Enforcement

Responsibility

The **Academic Dean** shall be responsible for obtaining crime statistics records from the local law enforcement agency. This shall be done by sending a letter, on SOCHI letterhead, to the **Patrol Captain of the LAPD North Hollywood Station**. This letter shall be sent in time to allow for the compilation and delivery of all necessary crime statistics by the police. A copy of this letter shall be maintained by the Academic Dean

Refusal to Provide Statistics

If the local law enforcement agency refuses to provide crime statistics information as requested, this fact shall be documented in the Annual Report

Payment for Crime Statistics

Under the Clery Act, schools are not required to pay the local law enforcement agency for crime statistics information. If the local law enforcement agency insists on payment for such statistics, the Academic Dean shall consult with the School President and the Director of Operations and decide whether to pay the requested fee

Good-Faith Effort Documentation

In the event that the requested crime statistics are not provided by the police, or are provided too late to meet the October 1st deadline, the written request letter shall serve as evidence of a good-faith effort by SOCHI to obtain these statistics and comply with the provisions of the Clery Act

Note Regarding This Reporting Year: For this reporting year, the local police station was contacted and a good-faith effort was made to collect the data. Unfortunately, the police department did not comply with SOCHI's request. Documentation of this good-faith effort is maintained in the Office of the Academic Dean.

Incident Reporting - Confidentiality

Any report of a crime or incident prepared pursuant to the Clery Act by a Campus Security Authority shall be forwarded to the **Director of Operations** and to the **School President**. The report shall be kept in a **confidential file** in the Office of the Academic Dean. No copies shall be made of this report, and no part of it shall appear in the student's files

CRIME STATISTICS

How to Read the Crime Statistics Tables

The following crime statistics tables present reported crime data for the SOCHI campus for the calendar years **2022, 2023, and 2024**, as required by the Clery Act. These statistics reflect crimes reported to SOCHI Campus Security Authorities and/or to the LAPD.

Important Notes:

- Statistics reflect **reported** crimes only.
- Statistics reflect **numbers of reported incidents**, not numbers of individuals involved.
- The Annual Report contains only statistical information. No personally identifiable information is included.
- **On-Campus Student Housing:** Not applicable – SOCHI does not operate residential facilities.
- **Non-Campus Property:** Not applicable – SOCHI does not operate non-campus property.
- Crimes classified as “unfounded” by sworn law enforcement have been excluded from statistics.

Campus Geography Key

Category	Description
On Campus	Buildings and property owned or controlled by SOCHI at 5644 Vineland Ave, North Hollywood, CA 91601
Public Property	Public property immediately adjacent to and accessible from the SOCHI campus
On-Campus Student Housing	N/A – Not applicable
Non-Campus	N/A – Not applicable

Crime Statistics - 2023, 2024, and 2025

Table 1 - Criminal Offenses

Criminal Offense	On Campus 2023	Public Property 2023	On Campus 2024	Public Property 2024	On Campus 2025	Public Property 2025
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0

Criminal Offense	On Campus 2023	Public Property 2023	On Campus 2024	Public Property 2024	On Campus 2025	Public Property 2025
Arson	0	0	0	0	0	0

Table 2 - VAWA Offenses

VAWA Offense	On Campus 2023	Public Property 2023	On Campus 2024	Public Property 2024	On Campus 2025	Public Property 2025
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Table 3 - Hate Crimes

Crime Category	On Campus 2023	Public Property 2023	On Campus 2024	Public Property 2024	On Campus 2025	Public Property 2025
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0

If any hate crimes were reported, the bias motivation category (race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability) would be identified in this table. No hate crimes were reported for the periods covered by this Report.

Table 4 - Arrests and Disciplinary Referrals for Weapons, Drug, and Liquor Law Violations

Violation	Category	On Campus 2023	Public Property 2023	On Campus 2024	Public Property 2024	On Campus 2025	Public Property 2025
Weapons: Carrying, Possessing, Etc.	Arrests	0	0	0	0	0	0
Weapons: Carrying, Possessing, Etc.	Disciplinary Referrals	0	0	0	0	0	0
Drug Abuse Violations	Arrests	0	0	0	0	0	0
Drug Abuse Violations	Disciplinary Referrals	0	0	0	0	0	0
Liquor Law Violations	Arrests	0	0	0	0	0	0
Liquor Law Violations	Disciplinary Referrals	0	0	0	0	0	0

Table 5 - Fire Statistics

Not applicable. SOCHI does not operate on-campus student housing facilities. Fire statistics are only required for institutions with on-campus student housing.

Note on Crime Statistics (*Continued*)

In accordance with the Clery Act, the crime statistics presented in this Annual Report reflect only those crimes that were **reported** to Campus Security Authorities or local law enforcement. The following important clarifications apply to these statistics:

1. **Arrests and criminal charges are not required** for a crime's inclusion in the Annual Report. A filing of criminal charges by the City Attorney's Office, District Attorney's Office, or any other prosecuting agency is **not required** for a crime's inclusion in the Annual Report
2. **No crime deemed reportable** by the provisions of the Clery Act shall be excluded from reporting under any circumstances
3. **Victim reporting to police is not required** for inclusion in statistics. Just because the victim of the crime, or the person reporting the crime to SOCHI employees, does not report the crime to the police, it does not mean that the school is not required to include it in their annual report of crime statistics. If the school is made aware of a reportable incident, then the school must include that incident in its annual report
4. **Unfounded crimes** have been excluded from these statistics. A crime may be classified as unfounded only when sworn law enforcement personnel have fully investigated the report and made an official determination that the crime report is false or baseless.

5. **Zero statistics** do not necessarily mean that no crimes occurred. They reflect only those crimes that were reported to SOCHI or local law enforcement during the reporting period.
6. **Statistics from prior years** may differ from those published in previous Annual Reports due to reclassification of crimes, receipt of additional information, or corrections made in accordance with Clery Act guidelines.

SECTION XII - CLASSIFICATIONS OF REPORTABLE CRIMES UNDER THE CLERY ACT

Overview of Reportable Crime Categories

The Clery Act requires SOCHI to report statistics for crimes falling within specific defined categories. The following section provides definitions and classification guidance for each reportable crime category. SOCHI personnel involved in classifying crimes for Clery Act reporting purposes shall refer to the **U.S. Department of Education's Handbook for Campus Safety and Security Reporting** for detailed guidance.

Clery Act Crime Categories - Definitions

Part I: Criminal Offenses

1. Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

2. Negligent Manslaughter

The killing of another person through gross negligence. This includes deaths that result from the negligent use of a vehicle and other forms of gross negligence.

3. 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**.

4. 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 because of:

- Age; or
- Temporary or permanent mental incapacity.

5. Incest

Nonconsensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by California law.

6. Statutory Rape

Nonconsensual sexual intercourse with a person who is under the statutory age of consent. In California, the age of consent is **18 years of age**.

7. Robbery

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

8. Aggravated Assault

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

9. Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes:

- Forcible entry;
- Unlawful entry where no force is used; and
- Attempted forcible entry.

10. Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. This includes automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, and other vehicles.

11. Arson

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

Part II: VAWA Offenses

12. Domestic Violence

(See full definition in Section X above)

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, a person with whom the victim shares a child, a cohabitant or former cohabitant, or any other person protected under California domestic or family violence laws.

13. Dating Violence

(See full definition in Section X above)

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length, type, and frequency of the relationship.

14. Stalking

(See full definition in Section X above)

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

Part III: Hate Crimes

A **hate crime** is a criminal offense reported to local police agencies or to a Campus Security Authority that manifests evidence that the victim was

intentionally selected because of the perpetrator's bias against the victim. Hate crimes may be motivated by bias based on:

- **Race**
- **Gender**
- **Gender Identity**
- **Religion**
- **Sexual Orientation**
- **Ethnicity / National Origin**
- **Disability**

For Clery Act reporting purposes, the following offenses are reportable as hate crimes when motivated by one of the above biases:

1. Murder and Non-Negligent Manslaughter
2. Sexual Assault (any category)
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. **Simple Assault** *(reportable only as a hate crime)*
9. **Larceny-Theft** *(reportable only as a hate crime)*
10. **Intimidation** *(reportable only as a hate crime)*
11. **Destruction / Damage / Vandalism of Property** *(reportable only as a hate crime)*

Part IV: Arrests and Disciplinary Referrals

Weapons Law Violations

Violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (*Drunkenness and Driving Under the Influence are not included.*)

Determining Whether a Criminal Incident Is Reportable Under the Clery Act

When evaluating whether a criminal incident must be included in SOCHI's Clery Act crime statistics, Campus Security Authorities and the Academic Dean shall apply the following analysis:

Step 1 - Does the Crime Fall Within a Reportable Category?

Review the crime categories listed above. If the incident falls within a reportable category, proceed to Step 2. If not, no Clery Act reporting is required, though the incident should still be documented in the Daily Crime Log if it was reported to campus security.

Step 2 - Did the Crime Occur Within the Campus Geography?

Determine whether the crime occurred:

- On Campus (within SOCHI's defined on-campus geography); or
- On Public Property (immediately adjacent to and accessible from campus).

If the crime did not occur within the Campus Geography, it is **not** reportable in the Clery Act crime statistics, though it may still be relevant for a Timely Warning if it poses an ongoing threat.

Step 3 - Was the Crime Reported?

The crime must have been reported to:

- A Campus Security Authority; or
- Local law enforcement (LAPD).

If the crime meets all three criteria above, it **must** be included in the Annual Report crime statistics.

Step 4 - Classification of the Crime

Classify the crime using the FBI's Uniform Crime Reporting (UCR) definitions. In cases where a criminal incident could be classified under more than one category, apply the **Hierarchy Rule** (as defined in the UCR Handbook): classify the crime under the most serious applicable offense category. The Hierarchy Rule does **not** apply to arson, which is always reported separately,

or to VAWA offenses, which are always reported separately from other crime categories.

Step 5 - Determine Bias Motivation (Hate Crime Analysis)

If there is evidence that the victim was intentionally selected because of a perpetrator's bias against a protected characteristic, the crime must also be classified and reported as a **hate crime** within its applicable crime category.

Handling False Reports of Crimes

Policy

SOCHI takes all crime reports seriously and will investigate all reports to the best of its ability. However, the Institution recognizes that false reports of crimes do occur, and has established the following policy for handling such reports.

Definition

A **false report** is a crime report that, upon full investigation by sworn law enforcement personnel, has been officially determined to be false or baseless. A crime report may **not** be classified as false or unfounded based solely on:

- The absence of physical evidence;
- The victim's failure to cooperate with law enforcement;
- The failure of a witness to corroborate the victim's account;
- A determination that no crime was committed at the reported location;
- The charging decision of a prosecutor; or
- Any other factor that does not constitute an official law enforcement determination that the report is false.

Procedure

If sworn law enforcement personnel make an official determination that a reported crime is false or unfounded:

1. The Academic Dean shall be notified of the determination in writing;
2. The crime shall be removed from the Clery Act crime statistics for the applicable reporting year;
3. The Daily Crime Log entry for the incident shall be updated to reflect the unfounded determination;
4. Documentation of the unfounded determination shall be maintained in the confidential crime statistics file; and
5. If the false report was included in a previously published Annual Report, the corrected statistics shall be reflected in the next published Annual Report.

Sanctions for Filing False Reports

Any student or employee of SOCHI who knowingly and willfully files a false crime report may be subject to:

- Institutional disciplinary action up to and including dismissal or termination; and
- Referral to local law enforcement for prosecution under applicable state law.

California Penal Code § 148.5 makes it a misdemeanor to knowingly make a false report of a crime to law enforcement.

SECTION XIII - ADDITIONAL SOCHI POLICIES AND PROCEDURES

Weapons Policy

Policy Statement

Southern California Health Institute maintains a **weapon-free campus**. The possession, carrying, use, or storage of any weapon on the SOCHI campus is strictly prohibited, except as may be required by law enforcement officers in the performance of their official duties.

Prohibited Items

The following items are prohibited on the SOCHI campus:

- Firearms of any type (loaded or unloaded, real or replica);
- Ammunition;
- Knives with blades exceeding two and one-half (2.5) inches in length (except standard culinary tools used in approved instructional settings);
- Explosives or incendiary devices;
- Tasers, stun guns, or other electronic weaponry;
- Clubs, batons, or similar impact weapons;
- Any other item used or intended to be used to threaten, intimidate, or harm another person.

Enforcement

Violations of the Weapons Policy shall be reported to the LAPD and may result in:

- Immediate removal from campus;

- Institutional disciplinary action up to and including dismissal or termination; and
- Referral to local law enforcement for criminal prosecution.

Workplace Violence Prevention Policy

Policy Statement

SOCHI is committed to providing a work and learning environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Workplace violence in any form will not be tolerated.

Prohibited Conduct

The following conduct is strictly prohibited on the SOCHI campus and in connection with any SOCHI program or activity:

- Physical attacks or assaults against any person;
- Verbal or written threats of violence against any person;
- Intimidating, threatening, or hostile behavior directed at any person;
- Destruction of property;
- Possession of weapons in violation of the Weapons Policy above; and
- Any other conduct that a reasonable person would interpret as threatening or violent.

Reporting Workplace Violence

Any person who witnesses, experiences, or has knowledge of workplace violence or a credible threat of violence on the SOCHI campus shall:

1. **Call 911** if there is an immediate threat to safety;

2. Report the incident to the **Academic Dean** or **Director of Operations**; and
3. Document the incident in writing to the extent possible.

SOCHI will investigate all reports of workplace violence promptly, take appropriate remedial action, and cooperate fully with law enforcement.

Campus Access and Security Procedures

Access Control

Access to the SOCHI campus is controlled during and after business hours. The following procedures apply:

- **During Business Hours:** The campus is open to currently enrolled students, current employees, and authorized visitors. All visitors must check in with the front desk upon arrival.
- **After Business Hours:** Access is restricted to authorized personnel only. Students and visitors requiring after-hours access must obtain prior authorization from the Director of Operations.
- **Unauthorized Individuals:** Any person found on campus without authorization may be asked to leave and, if they refuse, may be reported to the LAPD.

Visitor Policy

All visitors to the SOCHI campus are subject to the following requirements:

- Must sign in at the front desk and obtain a visitor badge;
- Must be accompanied by a current student or employee while in restricted areas;
- Must comply with all SOCHI campus policies; and

- Must vacate the premises upon request.

After-Hours Security

During non-business hours, the SOCHI campus is secured in accordance with the following measures:

- All exterior doors are locked;
- Interior lighting is maintained at appropriate levels;
- Security camera systems are active; and
- The LAPD North Hollywood Station provides patrol coverage of the surrounding area.

Reporting Suspicious Activity

All students and employees are encouraged to report suspicious activity on or near the SOCHI campus. Reports may be made to:

- **LAPD Emergency:** 911
- **LAPD Non-Emergency:** (818) 754-8300
- **SOCHI Main Office:** (818) 980-8990
- **Any Campus Security Authority**

SOCHI subscribes to the **“See Something, Say Something”** philosophy and encourages all members of the campus community to be vigilant and report concerns promptly

Anonymous Reporting

SOCHI recognizes that some individuals may be reluctant to report crimes or suspicious activity due to concerns about retaliation or involvement in the

investigation process. Anonymous reporting is available through the following methods:

- **Anonymous telephone reporting:** Individuals may call the SOCHI main number at **(818) 980-8990** and report information without identifying themselves.
- **Anonymous written reporting:** Individuals may submit written notes to the Office of the Academic Dean without identifying themselves.

Important Note: While anonymous reports are accepted and taken seriously, the Institution's ability to fully investigate and respond to an anonymous report may be limited by the lack of identifying information. Anonymous reports that describe a Clery Act crime will be included in the crime statistics to the extent the information is sufficient to classify the incident.

Third-Party and Voluntary Reporting

SOCHI accepts crime reports filed by third parties on behalf of others. Students or employees who are aware of a crime that has occurred, or may have occurred, are encouraged to report the information to a Campus Security Authority, even if the victim does not wish to report the crime themselves.

Third-party reports will be:

- Documented by the receiving Campus Security Authority;
- Forwarded to the Academic Dean;
- Reviewed for Clery Act reportability; and
- Included in crime statistics if they meet the criteria for a reportable crime.

Student and Employee Rights and Responsibilities

Rights

All students and employees of SOCHI have the right to:

- Learn and work in an environment free from crime, harassment, and violence;
- Report crimes, safety concerns, and policy violations without fear of retaliation;
- Receive timely and accurate information about campus safety issues;
- Access this Annual Safety and Security Report at no charge;
- Receive prompt and fair responses to all crime reports and complaints;
- Receive information about available support services and resources; and
- Participate in institutional disciplinary proceedings with the rights described in this Report.

Responsibilities

All students and employees of SOCHI share responsibility for maintaining a safe campus environment. This includes:

- Reporting crimes, suspicious activity, and safety hazards to appropriate authorities;
- Complying with all SOCHI campus safety policies and procedures;
- Participating in safety and security training programs;
- Cooperating with institutional and law enforcement investigations;
- Treating all members of the campus community with respect and dignity; and

- Exercising personal safety precautions.

SECTION XIV - CAMPUS SAFETY TIPS AND RESOURCES

Personal Safety Tips

SOCHI encourages all students and employees to take the following steps to promote their personal safety on and around campus:

General Safety

- Be aware of your surroundings at all times;
- Trust your instincts – if something feels wrong, it probably is;
- Walk with confidence and purpose;
- Avoid walking alone at night when possible;
- Stay in well-lit areas;
- Keep your cell phone charged and accessible;
- Inform someone of your plans and expected return time; and
- Vary your routes and routines.

Vehicle Safety

- Always lock your vehicle;
- Do not leave valuables visible in your vehicle;
- Park in well-lit areas when possible;
- Be aware of your surroundings when approaching your vehicle;
- Check the back seat before entering your vehicle; and
- Report any suspicious persons loitering in parking areas.

Personal Property Safety

- Do not leave personal belongings unattended;
- Keep purses, wallets, and electronic devices secured;
- Do not display expensive items unnecessarily;
- Record serial numbers of valuable electronics; and
- Report any theft or loss of property immediately.

Cybersecurity Safety

- Use strong, unique passwords for all accounts;
- Do not share login credentials with others;
- Be cautious of phishing emails and suspicious links;
- Keep software and security systems updated;
- Report any suspected cybersecurity incidents to the Director of Operations; and
- Do not conduct sensitive transactions on public or unsecured Wi-Fi networks.

Mental Health and Wellness Resources

SOCHI recognizes that mental health is an essential component of overall wellness and academic success. The following resources are available to students and employees:

On-Campus Support

Students and employees experiencing mental health concerns are encouraged to speak with:

- Their instructor or program director;
- The Academic Dean; or

- The Director of Operations.

SOCHI will provide referrals to appropriate community mental health resources as needed.

Off-Campus Mental Health Resources

Resource	Contact
National Suicide & Crisis Lifeline	988
Crisis Text Line	Text HOME to 741741
Didi Hirsch Mental Health Services	(800) 854-7771
SAMHSA National Helpline	1-800-662-4357
NAMI Helpline	1-800-950-6264
Los Angeles County Department of Mental Health	(800) 854-7771
Psychology Today Therapist Finder	www.psychologytoday.com

Additional Community Resources

Resource	Contact
LAPD North Hollywood Station	(818) 754-8300
Los Angeles Fire Department (Non-Emergency)	(213) 978-3800
Poison Control Center	1-800-222-1222
American Red Cross (Los Angeles)	(800) 675-5799
Los Angeles 211 (Community Resources)	Dial 2-1-1
Legal Aid Foundation of Los Angeles	(800) 399-4529
Los Angeles County Bar Association Lawyer Referral	(213) 243-1525

SECTION XV - ACKNOWLEDGMENT AND CERTIFICATION

Certification of Accuracy

The crime statistics and policy statements contained in this **2025 Annual Safety and Security Report** have been compiled and reviewed for accuracy. To the best of our knowledge, this Report complies with all applicable requirements of the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** and the **Violence Against Women Reauthorization Act of 2013**.

This Report was prepared under the oversight of the **Academic Dean** of Southern California Health Institute and has been reviewed and approved by the **School President**.

Approval and Publication

Role	Name	Signature	Date
Academic Dean			
Director of Operations			
School President			

This Report is published on or before October 1, 2025, in compliance with the Clery Act.

Notification Statement



In accordance with the Clery Act, all current students and current employees of Southern California Health Institute have been notified of the availability of this **2025 Annual Safety and Security Report**. This notification was distributed via email to all currently enrolled students and all current employees and includes a brief description of the Report and a direct link to the online version.

Prospective students and prospective employees have been informed of the availability of this Report and may request a printed copy at no charge by contacting:

Office of the Academic Dean

Southern California Health Institute

5644 Vineland Ave

North Hollywood, CA 91601

Tel: (818) 980-8990

Email: info@sochi.edu

Website: www.sochi.edu

Annual Report Update and Revision Policy

This Annual Safety and Security Report is reviewed and updated annually by the Academic Dean prior to the October 1st publication deadline. Updates may include:

- Revised crime statistics for the most recent reporting year;
- Updates to institutional policies and procedures;
- Changes to applicable federal or state law; and
- Corrections to information published in prior reports.

Questions, corrections, or suggestions regarding this Report should be directed to the **Academic Dean** at the contact information above.

Document Retention

This 2025 Annual Safety and Security Report shall be:

- **Maintained permanently** in the Office of the Academic Dean;
- **Available for public inspection** during normal business hours upon request;
- **Published on the SOCHI website** at www.sochi.edu; and
- **Submitted** (crime statistics) to the U.S. Department of Education via the web-based data collection system no later than October 1, 2025.

In accordance with the Clery Act, SOCHI shall maintain crime statistics compiled under this Report for a minimum of **eight (8) years** from the date of publication

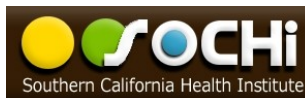
APPENDICES

Appendix A - Campus Security Authority (CSA) Crime Report Form

SOUTHERN CALIFORNIA HEALTH INSTITUTE

Campus Security Authority Crime Report Form

This form is to be completed by a Campus Security Authority (CSA) upon receiving a report of a crime. Completed forms must be submitted to the Academic Dean promptly. This form is for internal reporting purposes only and is NOT a police report.



PART 1 - REPORTING PARTY INFORMATION

Field	Information
Date of This Report	
Name of CSA Completing This Form	
Title/Position of CSA	
CSA Contact Information	

PART 2 - CRIME REPORT INFORMATION

Field	Information
Date Crime Was Reported to CSA	
Date Crime Occurred (if known)	
Time Crime Occurred (if known)	
Location of Crime	
Type of Crime (see categories below)	
Brief Description of Incident	
Was Victim Known to CSA? (Yes/No)	
Was Crime Reported to Police? (Yes/No/Unknown)	
Was Victim Referred to Resources? (Yes/No)	
Notes / Additional Information	

PART 3 - CRIME CATEGORY

(Check all that apply)

Criminal Offenses:

- ☐ Murder / Non-Negligent Manslaughter
- ☐ Negligent Manslaughter
- ☐ Rape
- ☐ Fondling
- ☐ Incest
- ☐ Statutory Rape
- ☐ Robbery

- ☐ Aggravated Assault
- ☐ Burglary
- ☐ Motor Vehicle Theft
- ☐ Arson

VAWA Offenses:

- ☐ Domestic Violence
- ☐ Dating Violence
- ☐ Stalking

Other Offenses:

- ☐ Weapons Law Violation
- ☐ Drug Abuse Violation
- ☐ Liquor Law Violation
- ☐ Simple Assault
- ☐ Larceny-Theft
- ☐ Intimidation
- ☐ Destruction / Damage / Vandalism of Property
- ☐ Other (describe): _____

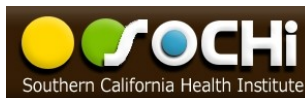
Hate Crime Motivation *(if applicable):*

- ☐ Race ☐ Gender ☐ Gender Identity ☐ Religion
- ☐ Sexual Orientation ☐ Ethnicity/National Origin ☐ Disability
- ☐ No hate crime motivation identified

PART 4 - LOCATION CATEGORY

(Check one)

- ☐ On Campus (SOCHI building/property at 5644 Vineland Ave)
- ☐ Public Property (immediately adjacent to SOCHI campus)



- ☐ Off Campus (not within Clery Act geography – describe): _____
- ☐ Unknown

PART 5 - CSA CERTIFICATION

I certify that the information provided in this form is accurate and complete to the best of my knowledge. I understand that this information will be used for Clery Act crime statistics reporting purposes.

Field	Information
CSA Signature	
Printed Name	
Date	

Submit completed form to: Academic Dean, Southern California Health Institute, 5644 Vineland Ave, North Hollywood, CA 91601 | (818) 980-8990 | info@sochi.edu

Appendix B - Annual Clery Act Compliance Checklist

The following checklist is used by SOCHI's Academic Dean to ensure full compliance with the Clery Act on an annual basis:

Task	Responsible Party	Deadline	Completed
Identify and update CSA list	Academic Dean	January 31	☐
Conduct annual CSA training	Academic Dean	March 31	☐
Send letter to LAPD requesting crime statistics	Academic Dean	July 1	☐
Collect all CSA Crime Report Forms for the	Academic Dean	August	☐

Task	Responsible Party	Deadline	Completed
year		31	
Review Daily Crime Log for reportable crimes	Academic Dean	August 31	☐
Compile all crime statistics (3-year tables)	Academic Dean	September 1	☐
Review and update all policy statements	Academic Dean	September 1	☐
Draft Annual Security Report	Academic Dean	September 7	☐
Submit draft to School President for approval	Academic Dean	September 14	☐
Finalize Annual Security Report	School President	September 21	☐
Publish ASR on SOCHI website	Director of Operations	October 1	☐
Distribute notification to all students/employees	Academic Dean	October 1	☐
Submit crime statistics to U.S. Dept. of Education	Academic Dean	October 1	☐
Conduct annual emergency response test/drill	Director of Operations	Annually	☐
File copy of ASR in Office of Academic Dean	Academic Dean	October 1	☐

Appendix C - Key Federal and State Legal References

Law / Regulation	Citation
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act	20 U.S.C. § 1092(f)
Clery Act Implementing Regulations	34 CFR § 668.46
Violence Against Women Reauthorization Act of 2013 (VAWA)	Pub. L. 113-4
Drug-Free Schools and Communities Act	20 U.S.C. § 1011i; 34 CFR Part 86
Higher Education Opportunity Act (Missing Student)	20 U.S.C. § 1092(j)
Family Educational Rights and Privacy Act (FERPA)	20 U.S.C. § 1232g; 34 CFR Part 99
Title IX of the Education Amendments of 1972	20 U.S.C. § 1681

Law / Regulation	Citation
	et seq.
California Domestic Violence Law	CA Penal Code § 13700
California Stalking Law	CA Penal Code § 646.9
California Sexual Assault Law	CA Penal Code § 261 et seq.
California Affirmative Consent Law	CA Education Code § 67386
California Drug Laws	CA Health & Safety Code § 11000 et seq.
California False Report Law	CA Penal Code § 148.5
Controlled Substances Act (Federal)	21 U.S.C. § 801 et seq.

Appendix D - Glossary of Key Terms

Term	Definition
Annual Security Report (ASR)	The annual report required by the Clery Act, containing crime statistics and security policy statements, published by October 1 each year.
Campus Geography	The geographic area for which an institution is required to collect and report crime statistics under the Clery Act; includes on-campus property and public property adjacent to campus.
Campus Security Authority (CSA)	An individual with significant responsibility for student and campus activities who is required to collect and report crime information under the Clery Act.
Clery Act	The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)), requiring institutions participating in Title IV programs to disclose campus crime statistics and security policies.
Complainant	The individual who files a formal complaint of a VAWA-covered offense or other policy violation.
Consent	Affirmative, conscious, and voluntary agreement to engage in sexual activity.
Daily Crime Log	A log maintained by the Institution recording all crimes reported to campus security, required to be open for public inspection within 2 business days.
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.

Term	Definition
Domestic Violence	A felony or misdemeanor crime of violence committed by a current or former spouse, intimate partner, cohabitant, or other person protected under domestic violence laws.
Emergency Notification	An immediate notification issued upon confirmation of a significant emergency or dangerous situation posing an immediate threat to campus health or safety.
Hate Crime	A criminal offense manifesting evidence that the victim was intentionally selected based on the perpetrator's bias against a protected characteristic.
Hierarchy Rule	The UCR rule requiring that, when multiple crimes occur in a single incident, only the most serious crime is counted in crime statistics (with the exception of arson and VAWA offenses).
Incapacitation	A state in which a person is unable to make rational, reasonable decisions or give knowing consent, due to alcohol, drugs, sleep, or other conditions.
Preponderance of the Evidence	The standard of proof used in

complete the request

Appendix D - Glossary of Key Terms (Continued)

Term	Definition
Preponderance of the Evidence	The standard of proof used in SOCHI's disciplinary proceedings for VAWA-covered offenses; means it is more likely than not (greater than 50%) that the alleged conduct occurred.
Primary Prevention Programs	Educational programs aimed at preventing sexual misconduct, domestic violence, dating violence, and stalking before they occur; required for all incoming students and new employees.
Program Participation Agreement (PPA)	An agreement between an institution and the U.S. Department of Education establishing the terms and conditions for participation in Title IV Federal Student Aid programs, including Clery Act compliance requirements.
Respondent	The individual who has been accused of a VAWA-covered offense or other policy violation and against whom a formal complaint has been filed.
Sexual Assault	An offense that meets the definition of rape, fondling, incest, or statutory rape as defined by the FBI's Uniform Crime Reporting program.
Stalking	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.
Timely Warning (Campus Alert)	A warning issued to the campus community upon the report of a Clery Act crime that represents a serious or ongoing threat to the safety of

Term	Definition
	students or employees.
Title IV	The portion of the Higher Education Act of 1965 that authorizes Federal Student Aid programs; institutions participating in Title IV programs are subject to the Clery Act.
Unfounded Crime	A crime report that sworn law enforcement personnel have fully investigated and officially determined to be false or baseless; may be excluded from Clery Act crime statistics.
VAWA	The Violence Against Women Reauthorization Act of 2013; amended the Clery Act to require reporting of domestic violence, dating violence, sexual assault, and stalking.

Appendix E - Summary of SOCHI's Clery Act Compliance History

The following table provides a summary of SOCHI's Annual Security Report publication history and compliance efforts:

Reporting Year	Report Published	Statistics Submitted to ED	LAPD Data Received	Notes
2020	Yes	Yes	Partial	Good-faith effort documented
2021	Yes	Yes	Partial	Good-faith effort documented
2022	Yes	Yes	No	Good-faith effort documented; LAPD did not comply
2023	Yes	Yes	No	Good-faith effort documented; LAPD did not comply [D1 · Updated 2023 Annual Safety & Security Report (1).docx · p.1]
2024	Yes	Yes	No	Good-faith effort documented; LAPD did not comply
2025	Yes	Yes	Pending	Request submitted; awaiting response



Appendix F - SOCHI Campus Map and Geography

Campus Location

Southern California Health Institute

5644 Vineland Ave

North Hollywood, CA 91601

Campus Geography Description

The following areas constitute SOCHI's Campus Geography for Clery Act reporting purposes:

On-Campus Geography:

Area	Description
Main Building	All interior spaces of the SOCHI building at 5644 Vineland Ave, North Hollywood, CA 91601
Parking Areas	Any parking areas owned or controlled by SOCHI at the campus address
Exterior Common Areas	Walkways, entryways, and exterior common areas on SOCHI property
Adjacent Controlled Property	Any additional property immediately contiguous to the main building that is owned or controlled by SOCHI

Public Property Geography:

Area	Description
Adjacent Public Sidewalks	Public sidewalks immediately adjacent to and accessible from the SOCHI campus
Adjacent Public Streets	Public streets immediately adjacent to the SOCHI campus
Adjacent Public Parking	Any public parking areas immediately adjacent to and accessible from the SOCHI campus

Non-Campus Property:

Area	Description
Non-Campus Buildings/Property	Not applicable – SOCHI does not currently operate non-campus buildings or property

On-Campus Student Housing:

Area	Description
Student Housing Facilities	Not applicable – SOCHI does not operate on-campus student housing

Appendix G – Drug and Alcohol Resources and Educational Materials

Federal Drug Penalties Reference Chart

The following table summarizes key federal penalties for drug offenses under the Controlled Substances Act (21 U.S.C. § 841):

Drug / Quantity	First Offense	Second Offense
Marijuana - Less than 50 kg	Up to 5 years; up to \$250,000 fine	Up to 10 years; up to \$500,000 fine
Marijuana - 50-99 kg	Up to 20 years; up to \$1,000,000 fine	Up to 30 years; up to \$2,000,000 fine
Marijuana - 100-999 kg	5-40 years; up to \$2,000,000 fine	10 years to life; up to \$4,000,000 fine
Marijuana - 1,000 kg or more	10 years to life; up to \$4,000,000 fine	20 years to life; up to \$8,000,000 fine
Cocaine - Less than 500 grams	Up to 20 years; up to \$1,000,000 fine	Up to 30 years; up to \$2,000,000 fine
Cocaine - 500g-4.9 kg	5-40 years; up to \$2,000,000 fine	10 years to life; up to

Drug / Quantity	First Offense	Second Offense
		\$4,000,000 fine
Cocaine - 5 kg or more	10 years to life; up to \$4,000,000 fine	20 years to life; up to \$8,000,000 fine
Heroin - Less than 100 grams	Up to 20 years; up to \$1,000,000 fine	Up to 30 years; up to \$2,000,000 fine
Heroin - 100-999 grams	5-40 years; up to \$2,000,000 fine	10 years to life; up to \$4,000,000 fine
Heroin - 1 kg or more	10 years to life; up to \$4,000,000 fine	20 years to life; up to \$8,000,000 fine
Methamphetamine - Less than 5 grams	Up to 20 years; up to \$1,000,000 fine	Up to 30 years; up to \$2,000,000 fine
Methamphetamine - 5-49 grams	5-40 years; up to \$2,000,000 fine	10 years to life; up to \$4,000,000 fine
Methamphetamine - 50 grams or more	10 years to life; up to \$4,000,000 fine	20 years to life; up to \$8,000,000 fine

Note: Penalties are significantly enhanced if the offense results in death or serious bodily injury, or if the offense occurs near a school or playground.

California State Drug Penalties Reference

Offense	Penalty
Simple Possession of Marijuana (personal use, adult 21+)	Legal under CA law (Prop 64); subject to local regulation

Offense	Penalty
Possession of Marijuana on School Grounds	Misdemeanor; up to 10 days in jail and/or fine
Possession of Cocaine (simple)	Misdemeanor; up to 1 year in county jail
Possession of Heroin (simple)	Misdemeanor; up to 1 year in county jail
Possession of Methamphetamine (simple)	Misdemeanor; up to 1 year in county jail
Sale or Distribution of Controlled Substances	Felony; 2-9 years in state prison, depending on substance and quantity
DUI (alcohol or drugs)	Misdemeanor (first offense); fines, license suspension, possible jail
Furnishing Alcohol to a Minor	Misdemeanor; up to 6 months in jail and/or fine
Driving Under the Influence of Drugs (DUID)	Misdemeanor (first offense); same penalties as alcohol DUI

Note: California law is subject to change. Students and employees should consult an attorney for current legal guidance.

Health Risks - Detailed Reference

Alcohol

- **Short-term risks:** Impaired judgment, coordination problems, slurred speech, blackouts, alcohol poisoning, accidents, injuries, risky sexual behavior.
- **Long-term risks:** Liver disease (cirrhosis, hepatitis), cardiovascular disease, neurological damage, cancer (mouth, throat, liver, breast), alcohol use disorder, mental health disorders, fetal alcohol syndrome (in pregnant women).
- **Overdose risk:** Alcohol poisoning can be fatal. Signs include unconsciousness, slow or irregular breathing, pale or bluish skin, vomiting. Call 911 immediately.

Marijuana/Cannabis

- **Short-term risks:** Impaired memory, concentration, and coordination; altered perception; anxiety; paranoia; increased heart rate.
- **Long-term risks:** Cognitive impairment (especially in adolescents), respiratory problems (from smoking), cannabis use disorder, adverse mental health effects (increased risk of psychosis in vulnerable individuals).
- **Note:** Despite legalization under California law for adults 21+, marijuana remains a **Schedule I controlled substance under federal law** and is prohibited on the SOCHI campus.

Cocaine and Crack Cocaine

- **Short-term risks:** Elevated heart rate and blood pressure, constricted blood vessels, cardiac arrest, stroke, respiratory failure, paranoia, erratic behavior.
- **Long-term risks:** Severe addiction, cardiovascular damage, nasal septum damage (from snorting), lung damage (from smoking), neurological damage, psychiatric disorders.
- **Overdose risk:** Cocaine overdose can cause heart attack, stroke, or respiratory failure. Call 911 immediately.

Heroin and Other Opioids

- **Short-term risks:** Extreme euphoria followed by drowsiness, slowed breathing, nausea, confusion.
- **Long-term risks:** Severe addiction, collapsed veins (from injection), increased risk of HIV/Hepatitis C (from sharing needles), liver and kidney disease, respiratory depression.
- **Overdose risk:** Opioid overdose is a medical emergency characterized by unconsciousness, slow or stopped breathing, and blue

lips. Call 911 immediately. Naloxone (Narcan) can reverse opioid overdose if administered promptly.

Methamphetamine

- **Short-term risks:** Increased heart rate and blood pressure, hyperthermia, decreased appetite, increased activity and wakefulness, erratic or violent behavior.
- **Long-term risks:** Severe addiction, dental decay (“meth mouth”), skin sores, cognitive impairment, psychosis, cardiovascular damage.
- **Overdose risk:** Methamphetamine overdose can cause hyperthermia, convulsions, cardiovascular collapse. Call 911 immediately.

Prescription Drug Misuse

- **Short-term risks:** Vary by drug; may include dizziness, nausea, impaired judgment, respiratory depression.
- **Long-term risks:** Dependency, addiction, organ damage, overdose.
- **Note:** The misuse of prescription medications (using medications not prescribed to you, using in ways other than prescribed, or sharing prescriptions) is illegal under both federal and California law.

Drug and Alcohol Abuse Treatment Resources

Resource	Contact	Services
SAMHSA National Helpline	1-800-662-4357	Free, confidential, 24/7 treatment referral and information
National Drug Helpline	1-844-289-0879	Free, 24/7 drug and alcohol treatment referrals
Alcoholics Anonymous - Los Angeles	(323) 936-4343	Free peer support meetings for alcohol use disorder
Narcotics Anonymous - San Fernando Valley	(818) 760-7836	Free peer support meetings for drug use disorder

Resource	Contact	Services
Didi Hirsch Mental Health Services	(800) 854-7771	Mental health and substance abuse treatment services
Valley Community Counseling	(818) 988-6400	Outpatient substance abuse counseling
Los Angeles County Substance Abuse Prevention	(800) 564-6600	County treatment referral services
Crisis Text Line	Text HOME to 741741	Free, 24/7 crisis counseling via text
National Suicide & Crisis Lifeline	988	Free, 24/7 crisis counseling and suicide prevention

Appendix H - SOCHI's Program Participation Agreement (PPA) Disclosure Policy

Background

Under the Clery Act and the Higher Education Act of 1965, institutions participating in Title IV Federal Student Aid programs are required to implement a **Program Participation Agreement (PPA)** requirement concerning the disclosure of the results of any institutional disciplinary proceedings to the alleged victim of any crime of violence or non-forcible sex offense

Policy

SOCHI shall disclose to the alleged victim of any crime of violence or non-forcible sex offense the results of any institutional disciplinary proceeding conducted by the Institution against the student who is the alleged perpetrator of such crime or offense. This disclosure shall be made simultaneously with the notification provided to the respondent.

The following information shall be disclosed to both parties simultaneously:

- The outcome (finding) of the disciplinary proceeding;
- The rationale for the outcome; and

- Any sanction imposed on the respondent.

This disclosure shall be made regardless of whether the alleged victim is still enrolled at SOCHI at the time the disciplinary proceeding concludes.

Confidentiality of Disciplinary Outcomes

The results of a disciplinary proceeding disclosed to an alleged victim under this policy are subject to the following confidentiality requirements:

- The alleged victim shall not disclose the results to persons other than their family members, attorney, or other advisor without the prior written consent of SOCHI;
- SOCHI shall maintain records of all disciplinary proceedings and outcomes in confidential files in the Office of the Academic Dean; and
- Records of disciplinary proceedings shall be maintained for a minimum of **seven (7) years** from the date of the proceeding.

Appendix I - Leave of Absence and Substance Abuse Policy

Leave of Absence Due to Substance Abuse Treatment

Policy

In accordance with SOCHI policy, a student who requires treatment for a substance abuse problem may be placed on a **Leave of Absence** of up to **180 calendar days**. The following procedures apply [D1 · Updated 2023 Annual Safety & Security Report (1).docx · p.1]:

Clearance Letter Requirement

Any student who is placed on a Leave of Absence because he or she is undergoing treatment for a substance abuse problem, who fails to provide a **clearance letter from a licensed medical professional** stating that the student is fit to resume his or her studies, shall be withdrawn from school at the end of the maximum time frame of **180 calendar days**

Documentation and Confidentiality

- The reason for the student's withdrawal shall be recorded as **"Medical"**;
- **No additional information** shall be placed in the student's file or in the student's computer file in the campus management system (Diamond SIS) [D1 · Updated 2023 Annual Safety & Security Report (1).docx · p.1];
- All information regarding the student being withdrawn from school because of a substance abuse problem shall be kept **strictly confidential** and maintained separately from the student's academic file; and
- Access to this information shall be limited to the Academic Dean, the Director of Operations, and the School President.

Return from Leave of Absence

Students returning from a Leave of Absence after or while in substance abuse treatment will be required to either:

- **(a.)** Present a letter from a licensed medical professional that they are fit to resume their studies; or
- **(b.)** Obtain a letter from a licensed medical professional stating that they are fit to resume their studies while still in treatment

Likewise, students reentering their program of study during or after treatment must provide a letter from a medical professional indicating that he or she is fit to resume their program of study

Non-Discrimination

SOCHI does not discriminate against students or employees on the basis of a past or current history of substance abuse treatment or recovery. Students and employees in recovery are encouraged to seek support through the resources listed in Appendix G of this Report.

FINAL STATEMENT

Commitment to Campus Safety

Southern California Health Institute is committed to providing a safe, secure, and supportive environment for all students, employees, and visitors. Campus safety is a shared responsibility, and SOCHI encourages every member of its community to take an active role in maintaining a safe environment by:

- Reporting crimes and suspicious activity promptly;
- Participating in safety education and awareness programs;
- Following all campus safety policies and procedures;
- Looking out for the well-being of fellow students and colleagues; and
- Seeking help when needed without fear of judgment or retaliation.

SOCHI takes its obligations under the Clery Act and all applicable federal and state laws seriously, and is committed to continuous improvement in its safety and security programs. The Institution welcomes feedback from



students, employees, and the broader community on how to improve campus safety.

Questions and Feedback

Questions, concerns, or feedback regarding this Annual Safety and Security Report or SOCHI's campus safety programs may be directed to:

Academic Dean

Southern California Health Institute

5644 Vineland Ave

North Hollywood, CA 91601

Tel: (818) 980-8990

Email: info@sochi.edu

Website: www.sochi.edu

Questions regarding the Clery Act and federal requirements may also be directed to:

U.S. Department of Education

Federal Student Aid - Clery Act Compliance

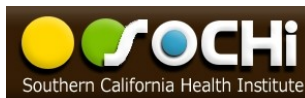
Website: www.ed.gov/admins/lead/safety/campus.html

Campus Safety and Security Data Analysis Cutting Tool:

<https://ope.ed.gov/campussafety/>

Effective Date and Next Review

Field	Information
Report Title	2025 Annual Safety and Security Report
Institution	Southern California Health Institute (SOCHI)
Address	5644 Vineland Ave, North Hollywood, CA 91601
Effective Date	October 1, 2025



Field	Information
Next Scheduled Review	September 1, 2026
Prepared By	Office of the Academic Dean
Approved By	School President
Report Version	2025 – Final

This 2025 Annual Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f); 34 CFR § 668.46) and the Violence Against Women Reauthorization Act of 2013. Southern California Health Institute is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, or any other protected characteristic in its programs and activities.

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SECTION XVI – CAMPUS SAFETY PROGRAMS, CRIME PREVENTION, AND VAWA COMPLIANCE

PART ONE: CAMPUS SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

34 CFR § 668.46(b)(5) - Programs Informing Students and Employees About Campus Security Procedures, Practices, and Shared Responsibility

Policy Statement

Southern California Health Institute ("SOCHI") is committed to informing all students and employees about campus security procedures, security practices, emergency response protocols, and the importance of individual and collective responsibility for campus safety. SOCHI provides programs designed to educate the campus community about these topics on a regular and ongoing basis.

Types of Programs

SOCHI provides the following types of campus security awareness programs:

1. New Student Orientation - Campus Safety Module

All new and newly re-enrolling students receive a campus safety orientation module at the beginning of each enrollment period. This module covers:

- SOCHI's emergency procedures and evacuation routes;
- How to report a crime, suspicious activity, or safety hazard;
- Access control procedures, visitor policies, and after-hours security;
- Personal safety practices on and around campus;
- Available security resources and emergency contact numbers;

- The role of Campus Security Authorities (CSAs) and how to reach them;
- SOCHI's zero-tolerance policies for violence, weapons, and harassment;
- Drug and alcohol policies; and
- The availability of this Annual Safety and Security Report.

2. New Employee Orientation - Campus Safety Module

All new employees receive a campus safety orientation covering:

- SOCHI's emergency response procedures and evacuation plans;
- Campus Security Authority (CSA) designation, duties, and reporting obligations;
- How to recognize and report crimes and suspicious activity;
- Access control and visitor management procedures;
- Workplace violence prevention;
- Drug and alcohol policies; and
- Their rights and responsibilities under applicable law and SOCHI policy.

3. Annual Employee Safety Refresher Training

All current employees receive annual refresher training that covers updates to:

- Emergency procedures and evacuation protocols;
- Crime reporting procedures;
- VAWA/Title IX awareness and reporting obligations;
- Workplace violence and weapons policies;
- Drug and alcohol policies; and
- Any changes to campus security procedures or institutional policy since the prior year.

4. Emergency Response Exercises and Drills

SOCHI conducts at least one emergency response exercise per year. These exercises may include:

- Tabletop exercises simulating emergency scenarios;
- Announced or unannounced evacuation drills; or
- Shelter-in-place or lockdown procedure reviews.

Exercises are coordinated with building management and, where appropriate, with the LAPD and LAFD. Results and after-action assessments are maintained by the Director of Operations.

5. Campus Safety Communications

SOCHI distributes ongoing campus safety communications throughout the year via:

- Email to all students and employees;
- Postings on the SOCHI website (www.sochi.edu);
- Bulletin board postings on campus;
- In-person announcements during class or staff meetings; and
- Distribution of printed safety materials.

Topics covered in safety communications may include seasonal safety reminders, community safety alerts, updated procedures, awareness campaign materials, and other relevant safety information.

6. Individual Safety Counseling and Referrals

SOCHI's Academic Dean, Director of Operations, and other designated personnel are available to provide individual safety guidance, answer questions about security procedures, and refer students and employees to appropriate community resources.

Frequency of Programs

Program	Audience	Frequency
New Student Safety Orientation	All new/re-enrolling students	Each enrollment period
New Employee Safety Orientation	All new employees	Upon hire
Annual Employee Safety Refresher	All employees	At least once per year
Emergency Response Exercise/Drill	Students and employees	At least once per year
Campus Safety Communications	Students and employees	Ongoing throughout the year
Individual Safety Counseling	Students and employees	As needed

Shared Responsibility for Campus Safety

SOCHI emphasizes that campus safety is a **shared responsibility**. All students and employees are expected to:

- Be alert and aware of their surroundings at all times;
- Secure personal property and report missing or stolen items promptly;
- Follow all access control and visitor management procedures;
- Report crimes, threats, suspicious behavior, and safety hazards to a CSA or to the LAPD immediately;
- Follow all instructions given during an emergency by SOCHI staff or emergency responders;
- Refrain from propping open secured doors or allowing unauthorized individuals to enter secured areas;
- Not leave personal items unattended; and
- Look out for the safety and well-being of fellow students and colleagues.

Students and employees are encouraged to report any safety concern, no matter how minor it may seem. Early reporting prevents crime and protects everyone.

34 CFR § 668.46(b)(6) - Programs Designed to Inform Students and Employees About the Prevention of Crimes

Policy Statement

SOCHI provides programs designed to educate students and employees about how to prevent crimes and reduce opportunities for criminal activity on and around campus.

Crime Prevention Program Types

1. Personal Safety Awareness Programs

SOCHI provides educational programming addressing:

- Personal safety practices in and around campus;
- Safe behavior in parking areas, during evening hours, and in unfamiliar environments;
- Recognizing and responding to suspicious behavior;
- How to use the “buddy system” and safe travel practices; and
- What to do if you feel threatened or unsafe.

2. Property Theft Prevention

SOCHI provides education on:

- Securing personal belongings on campus;

- Never leaving valuables unattended in vehicles or common areas;
- Recording serial numbers of personal electronics;
- Reporting suspected theft or missing property; and
- Securing office areas and storage spaces.

3. Drug and Alcohol Abuse Prevention

SOCHI provides annual drug and alcohol prevention education covering:

- The health risks of alcohol and drug use;
- The legal consequences of drug and alcohol offenses under federal and California law;
- SOCHI's drug and alcohol policies and the consequences of violations;
- The relationship between substance use and victimization;
- Resources for substance abuse treatment and counseling; and
- Responsible decision-making regarding alcohol and drugs.

4. Cyber Safety and Fraud Prevention

SOCHI provides guidance on:

- Recognizing phishing emails and online scams;
- Using strong passwords and protecting personal information;
- Avoiding financial fraud and identity theft;
- Reporting cybersecurity incidents; and
- Safe use of digital devices and public networks.

5. Bystander Awareness and Intervention

SOCHI incorporates bystander intervention education into its crime prevention programming. Students and employees are taught to recognize potentially dangerous or criminal situations and to intervene safely. *(See also Section X, Part Three, which provides the full bystander intervention program required by 34 CFR § 668.46(j)(1)(i)(D).)*

6. Sexual Misconduct and Violence Prevention

SOCHI provides primary and ongoing prevention education specifically addressing sexual misconduct, domestic violence, dating violence, and stalking. *(See Section X, Parts Two through Five for the complete program required by 34 CFR § 668.46(b)(11) and § 668.46(j).)*

Frequency and Delivery

Crime prevention programs are provided:

- During new-student and new-employee orientation;
- At least annually for all current students and employees;
- Through ongoing communications, bulletins, and awareness materials; and
- In response to specific incidents or emerging safety concerns as needed.

PART TWO: VAWA PREVENTION PROGRAMS AND AWARENESS CAMPAIGNS

34 CFR § 668.46(b)(11) | 34 CFR § 668.46(j) | 34 CFR § 668.46(b)(11)(i)

Policy Statement

SOCHI prohibits dating violence, domestic violence, sexual assault, and stalking. The Institution is committed to creating a safe and respectful

environment and will proactively engage in prevention, awareness, response, and support for victims and survivors

SOCHI provides both **primary prevention programs** for all incoming students and new employees, and **ongoing prevention and awareness campaigns** for all current students and employees.

Primary Prevention Programs - Incoming Students and New Employees

All incoming students and all newly hired employees receive primary prevention programming that includes **all of the following elements** required by 34 CFR § 668.46(j)(1)(i):

- A **statement that SOCHI prohibits** dating violence, domestic violence, sexual assault, and stalking;
- The **definitions** of dating violence, domestic violence, sexual assault, and stalking under California law (*see Part Three below*);
- The **definition of consent** under California law (*see Part Three below*);
- **Safe and positive options for bystander intervention** (*see Part Three below*);
- **Information on risk reduction** to recognize warning signs and how to avoid potential attacks (*see Part Three below*);
- **Reporting options** and information about victim rights and available resources; and
- **Institutional disciplinary procedures** and protections for both parties.

Primary prevention programming is provided:

- During each new-student enrollment orientation; and

- During new-employee orientation upon hire.

Ongoing Prevention and Awareness Campaigns - All Students and Employees

SOCHI provides ongoing prevention and awareness programming to all current students and all current employees. Ongoing programs include:

- Annual refresher training for all employees covering VAWA-related policies, reporting obligations, and available resources;
- Distribution of educational materials addressing VAWA-covered offenses, including definitions, reporting options, rights, and prevention strategies, to students and employees as the situation warrants [D1 · Updated 2023 Annual Safety & Security Report (1).docx · p.1];
- Campus postings including resource information, hotline numbers, and reporting options;
- Website resources published at www.sochi.edu;
- Participation in national awareness campaigns, including **Sexual Assault Awareness Month (April)** and **Domestic Violence Awareness Month (October)**;
- Distribution of resource materials from community organizations including Peace Over Violence, the Valley Trauma Center, and the National Domestic Violence Hotline; and
- Integration of VAWA awareness into general campus safety communications throughout the year.

PART THREE: DEFINITIONS, BYSTANDER INTERVENTION, AND RISK REDUCTION

34 CFR § 668.46(j)(1)(i)(B) - Definitions

34 CFR § 668.46(j)(1)(i)© - Consent

34 CFR § 668.46(j)(1)(i)(D) - Bystander Intervention

34 CFR § 668.46(j)(1)(i)(E) - Risk Reduction

Definitions Under California Law

1. Sexual Assault

Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program:

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**. Rape includes instances where the victim is incapable of giving consent because of their age or because of temporary or permanent mental incapacity. (*California Penal Code §§ 261, 262, 289*)

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 because of age or because of temporary or permanent mental incapacity. (*California Penal Code § 243.4*)

Incest:

Nonconsensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by California law. (*California Penal Code § 285*)

Statutory Rape:

Nonconsensual sexual intercourse with a person who is under the statutory age of consent. **In California, the age of consent is 18 years of age.** (*California Penal Code § 261.5*)

2. Domestic Violence

Domestic violence means a felony or misdemeanor crime of violence committed by:

- A current or former **spouse or intimate partner** of the victim;
- A person with whom the victim **shares a child** in common;
- A person who is **cohabitating with or has cohabitated with** the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under California domestic or family violence laws; or
- 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 California.

Under **California Penal Code § 13700**, domestic violence includes abuse committed against an adult or a minor who is a:

- Spouse;
- Former spouse;
- Cohabitant;
- Former cohabitant; or
- Person with whom the suspect has had a child or is having or has had a dating or engagement relationship.

"Abuse" means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of

imminent serious bodily injury to himself, herself, or another. (*California Penal Code § 13700(a)*)

3. Dating Violence

Dating violence means 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 is determined based on the reporting party's statement and with consideration of:

- The **length** of the relationship;
- The **type** of the relationship; and
- The **frequency of interaction** between the persons involved.

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.

Under **California Penal Code § 243(f)(10)**, a "dating relationship" means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement independent of financial considerations.

4. Stalking

Stalking means engaging in a **course of conduct** directed at a specific person that would cause a **reasonable person** to:

- **Fear for their safety** or the safety of others; or
- **Suffer substantial emotional distress.**

A “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.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Under **California Penal Code § 646.9**, stalking is defined as willfully, maliciously, and repeatedly following or willfully and maliciously harassing another person and making a credible threat with the intent to place that person in reasonable fear for their safety, or the safety of their immediate family.

Stalking may be committed through physical surveillance, electronic surveillance, telephone calls, text messages, emails, social media, or through third parties.

Consent

34 CFR § 668.46(j)(1)(i)©

Consent means **affirmative, conscious, and voluntary agreement** to engage in sexual activity.

Under California law (*California Education Code § 67386, applicable to California postsecondary institutions*):

- Consent must be **ongoing** throughout a sexual encounter and may be **revoked at any time**;

- Consent requires an **affirmative, conscious decision** – meaning that a “yes” must be clearly communicated, either verbally or through unambiguous conduct;
- **Silence, passivity, or lack of resistance does not constitute consent;**
- Consent **cannot be inferred** from a prior sexual relationship or prior consent to sexual activity;
- **Incapacitation does not constitute consent.** A person who is asleep, unconscious, or incapacitated due to alcohol, drugs, or any other condition **cannot consent**;
- Consent obtained through **force, threat, coercion, intimidation, or fraud** is **not valid consent**;
- A person who is **under the age of 18** cannot legally consent to sexual activity with an adult; and
- A person with a **mental disability** that prevents them from understanding the nature of the sexual act **cannot consent**.

Incapacitation

Incapacitation is a state in which a person cannot make rational, reasonable decisions because they lack the capacity to give knowing consent. Signs of incapacitation include:

- Unconsciousness or sleep;
- Inability to communicate clearly or coherently;
- Inability to stand or walk without assistance;
- Vomiting or loss of motor control;
- Disorientation, confusion, or lack of awareness of surroundings;
- Inability to remember events before, during, or after sexual activity; and
- Any other condition that substantially impairs cognitive or physical functioning.

A person who is incapacitated cannot consent to sexual activity. Engaging in sexual activity with a person who is incapacitated is sexual assault.

The use of alcohol or drugs **never** excuses a violation of this policy. A person who is intoxicated is not relieved of responsibility for violating this policy on the basis of that intoxication.

Safe and Positive Options for Bystander Intervention

34 CFR § 668.46(j)(1)(i)(D)

What Is Bystander Intervention?

Bystander intervention means taking safe, positive action to prevent harm or to respond to a potentially harmful situation that you witness or become aware of. Every member of the SOCHI community has a role to play in preventing sexual misconduct, domestic violence, dating violence, and stalking.

Why Bystander Intervention Matters

Research consistently shows that bystander intervention is one of the most effective tools for preventing sexual violence and related misconduct. When community members speak up and act, they can prevent harm before it occurs, support those who have been harmed, and contribute to a culture of safety and respect.

Safe and Positive Bystander Intervention Strategies

SOCHI teaches the following **Four D's of Bystander Intervention** as part of its primary and ongoing prevention programming:

1. DIRECT

Safely and directly intervening to address a situation or to stop harmful behavior.

Examples:

- Saying “Hey, that’s not okay” when you witness someone being pressured, harassed, or mistreated;
- Asking the person who appears to be in distress, “Are you okay? Do you need help?”;
- Telling a friend or acquaintance whose behavior is concerning, “That’s not cool. Stop.”; or
- Stepping between a person exhibiting threatening behavior and the person they are targeting.

Important: Only use direct intervention when it is safe to do so. Do not put yourself in physical danger.

2. DISTRACT

Creating a distraction to interrupt a potentially harmful situation without directly confronting it.

Examples:

- Approaching the person at risk and starting a conversation with them about something unrelated, such as asking for directions, asking if they need a ride, or pretending to know them;
- Spilling a drink or creating another minor disruption to interrupt an uncomfortable or dangerous situation;
- Asking someone in a concerning interaction to help you with something in another area; or
- Creating a reason for the person at risk to leave the situation.

3. DELEGATE

Getting help from a third party who is better positioned to intervene.

Examples:

- Alerting a SOCHI staff member, Campus Security Authority, or administrator about a situation that concerns you;
- Calling 911 if there is an immediate safety threat;
- Asking a friend, colleague, or other trusted person to help you respond to the situation;
- Contacting the LAPD to report threatening behavior; or
- Reporting the situation to the Academic Dean or Director of Operations.

4. DELAY

If you are unable to intervene safely during the situation, check in with the person who may have been harmed afterward.

Examples:

- Approaching the person after the situation has passed and asking if they are okay;
- Offering to accompany the person to seek help or report the incident;
- Providing a listening ear and validating their experience;
- Sharing information about available resources, including counseling, victim advocacy, and reporting options; and
- Offering to help the person document what happened while details are fresh.

Applying Bystander Intervention Strategies

When deciding which strategy to use, consider:

- **Your safety first** – Never put yourself in physical danger to intervene;
- **The nature of the situation** – Is there an immediate physical threat? Is the person at risk aware of the danger?
- **The relationship between the parties** – Do you know the person exhibiting concerning behavior? Does that change how you should intervene?
- **The environment** – Are there others present who could help? Is there a SOCHI official or security personnel nearby?

It is always better to do something than to do nothing. Even a small action can make a significant difference.

Specific Bystander Intervention Scenarios

Situation	Recommended Strategy
You see someone being pressured to drink alcohol at a social event	Direct: “Hey, they said they don’t want to drink. Leave them alone.” Or Distract: Engage the person at risk in a different conversation
You notice a classmate being followed or monitored in a concerning way	Delegate: Alert a CSA, staff member, or call 911
You overhear someone making explicit threats toward another person	Delegate: Call 911 immediately
You witness a heated argument that appears to be escalating toward violence	Delegate: Call 911; do not attempt to physically intervene
A friend tells you they were assaulted	Delay: Listen, believe, and support them; provide resource information
You see someone who appears incapacitated being led away by a person they don’t seem to know	Direct or Delegate: Check in with the person or alert staff/security immediately
You receive an alarming message from a friend about their safety	Direct: Contact them immediately; Delegate: Alert staff, family, or call 911 if you cannot reach them

What Bystander Intervention Is Not

- **Bystander intervention does not mean physically confronting or restraining a perpetrator.** Physical confrontation is dangerous and should be left to law enforcement.
- **Bystander intervention does not require certainty that harm is occurring.** If something feels wrong, it is appropriate to take action. You do not need to be certain that a crime is being committed.
- **Bystander intervention does not require you to be alone.** Recruit others to help you respond.
- **Bystander intervention is not a replacement for law enforcement.** Always call 911 if there is an immediate physical threat.

Risk Reduction Information

34 CFR § 668.46(j)(1)(i)(E)

Important Notice

Risk reduction information is provided to help students and employees make informed decisions that may reduce their exposure to dangerous situations.

SOCHI emphasizes that the responsibility for sexual violence, domestic violence, dating violence, and stalking always rests entirely with the perpetrator, never the victim. Providing risk reduction information does not imply that victims are responsible for crimes committed against them.

General Risk Reduction Strategies

Awareness and Environment:

- Trust your instincts. If a situation feels uncomfortable or unsafe, leave immediately;
- Be aware of your surroundings, particularly in new or unfamiliar environments;
- Stay in well-lit, populated areas, especially during evening hours;
- Walk with confidence and purpose;
- Inform a trusted person of your plans, destination, and expected return time;
- Vary your routes and routines to reduce predictability;
- Keep emergency contact numbers saved in your phone; and
- Know the locations of emergency call boxes, campus offices, and nearby businesses where you can seek help.

Social Situations:

- When attending social events, go with trusted friends and commit to leaving together;
- Have a predetermined check-in plan with a friend so someone knows where you are;
- Communicate clearly about your boundaries and expectations in relationships and social situations;
- Be aware of situations in which your ability to make decisions or to perceive danger may be compromised; and
- Trust your discomfort. If someone's behavior makes you uncomfortable, your discomfort is a signal worth heeding.

Alcohol and Drug Awareness:

- Be aware of the effect that alcohol and drugs have on your ability to make decisions and to perceive danger;
- Never leave a drink unattended or accept drinks from strangers;

- Be aware of the signs of drink tampering (drink tastes different, unexpectedly strong effects);
- If you or a friend feels unexpectedly impaired, seek help from a trusted person or contact emergency services;
- Look out for friends who may be at risk of incapacitation; and
- If you choose to consume alcohol, do so in moderation and in the company of trusted friends.

Digital and Online Safety:

- Be thoughtful about what personal information you share online or through social media;
- Review your privacy settings on social media platforms regularly;
- Be cautious when communicating online with people you do not know in person;
- Report any threatening or harassing communications to SOCHI and to the LAPD;
- Block and document (screenshot) any unwanted online contact from someone who is making you uncomfortable; and
- Be aware that certain technologies (GPS, spyware, shared location services) may be used by abusers to monitor your movements.

In a Threatening Situation:

- Trust your instincts and remove yourself from the situation as quickly as possible;
- Make noise and attract attention if you are being followed or feel threatened;
- Enter a populated business, public building, or well-lit area;
- Call 911 if you are in immediate danger;
- If someone is following you while you are driving, drive to the nearest police station or fire station rather than home; and
- Do not confront a potential attacker alone.

Relationship Safety:

- Learn to recognize the warning signs of an abusive relationship, including:
 - Excessive jealousy, possessiveness, or controlling behavior;
 - Efforts to isolate you from friends and family;
 - Monitoring your communications, location, or activities;
 - Rapid escalation of the relationship;
 - Pressuring you to engage in sexual activity;
 - Minimizing, denying, or blaming you for their abusive behavior;
 - Threats of harm to you, themselves, or others; and
 - A pattern of explosive anger followed by excessive remorse.
- Communicate your boundaries clearly and consistently;
- Maintain your connections with friends, family, and community support networks; and
- Seek help early if you are concerned about the dynamics of a relationship.

PART FOUR: VICTIM PROCEDURES - WHAT TO DO IF A VAWA-COVERED OFFENSE HAS OCCURRED

34 CFR § 668.46(b)(11)(ii)

Overview

If you or someone you know has experienced sexual assault, domestic violence, dating violence, or stalking, the following information provides

guidance on immediate steps, evidence preservation, reporting options, and available support services. **You do not have to navigate this alone. Help is available.**

Step 1 - Go to a Safe Location

Your immediate safety is the highest priority. If you are in immediate danger:

- **Call 911 immediately.**
- Move to a safe location – a populated area, a trusted friend’s home, a business, or a campus office.
- If you are injured, seek medical attention immediately.

Step 2 - Preserve Evidence

Preserving evidence is important if you wish to pursue criminal prosecution or an institutional disciplinary proceeding. **You are not required to make any decision about reporting at this time.** However, preserving evidence will protect your options.

To preserve evidence:

- **Do not shower, bathe, wash your hands, brush your teeth, or change clothing** before receiving a medical examination, if possible;
- **Preserve the clothing** you were wearing during the assault. Place each item of clothing in a separate **paper bag** (not plastic, as plastic may destroy biological evidence);
- **Do not clean, straighten, or alter** the area or location where the assault occurred;

- **Do not delete** any electronic communications (text messages, emails, voicemails, social media messages) from the perpetrator;
- **Preserve any physical items** related to the incident (e.g., a glass, bottle, or container if your drink may have been tampered with);
- **Screenshot and save** any threatening, harassing, or relevant electronic communications;
- **Write down** as much as you can remember about the incident – including the date, time, location, description of the perpetrator, and any witnesses – while the details are fresh. Keep this record in a safe place; and
- **Do not post information** about the incident on social media, as this may complicate future legal proceedings.

Step 3 – Seek Medical Attention

Seeking medical attention as soon as possible after an assault is strongly recommended, regardless of whether you intend to report the incident to law enforcement or SOCHI.

Medical care may include:

- **Treatment of injuries**, including injuries that may not be immediately obvious;
- **Sexual assault forensic examination (SAFE / rape kit)**, which collects physical evidence that can be used in a criminal investigation. A SAFE exam can be performed within **approximately 120 hours (5 days)** of a sexual assault, though the sooner it is performed, the better the evidence preservation;
- **Testing and treatment for sexually transmitted infections (STIs)**;
- **Emergency contraception** (if applicable and desired); and

- **Mental health crisis support** through the hospital's social work or victim advocacy team.

In California, a sexual assault forensic examination can be performed at no cost to the victim, regardless of whether the victim reports to law enforcement.

Recommended medical resources:

Facility	Address	Phone
Valley Presbyterian Hospital	15107 Vanowen St, Van Nuys, CA 91405	(818)) 782- 660 0
Providence Cedars-Sinai Tarzana Medical Center	18321 Clark St, Tarzana, CA 91356	(818) 881-0800
LAC+USC Medical Center	2051 Marengo St, Los Angeles, CA 90033	(323) 409-1000

Step 4 - Reporting Options

You have multiple options for reporting an incident of sexual assault, domestic violence, dating violence, or stalking. **You are not required to report, but reporting creates a record and may help protect you and others.**

Option 1 - Report to SOCHI

You may report an incident to any of the following SOCHI officials:

SOCHI Contact	How to Report
Academic Dean	In person: 5644 Vineland Ave, North Hollywood, CA 91601; Phone: (818) 980-8990; Email: info@sochi.edu
Director of Operations	In person: 5644 Vineland Ave, North Hollywood, CA 91601; Phone: (818) 980-8990
School President	In person: 5644 Vineland Ave, North Hollywood, CA 91601; Phone: (818) 980-8990



SOCHI Contact	How to Report
Any Campus Security Authority (CSA)	Report to any SOCHI employee designated as a CSA

When you report to SOCHI:

- SOCHI will provide you with written information about your rights and available resources;
- SOCHI will offer interim protective measures (e.g., changes to class schedule, no-contact order) as available and appropriate;
- SOCHI will initiate an institutional disciplinary process if you choose to file a formal complaint; and
- SOCHI will maintain your privacy to the greatest extent permitted by law.

Important: Most SOCHI officials and Campus Security Authorities are **required reporters** under the Clery Act and must forward crime reports to the Academic Dean for statistical reporting purposes. However, SOCHI will protect your personally identifiable information to the greatest extent permitted by law and will not include your name or identifying information in crime statistics or the Annual Report.

Option 2 - Report to Local Law Enforcement

You may report an incident to the LAPD at any time, regardless of whether you have reported to SOCHI.

Law Enforcement Contact	Phone
Emergency	911
LAPD North Hollywood Station (Non-Emergency)	(818) 754-8300
LAPD Domestic Violence Unit	(877) 275-5273
LAPD Sex Crimes Unit	Contact through North Hollywood Station: (818) 754-8300

When you report to law enforcement:

- Law enforcement will investigate the incident;
- Law enforcement may collect evidence and interview witnesses;
- Law enforcement may refer the case to the City Attorney or District Attorney for prosecution;
- You may be eligible for a **Criminal Protective Order (CPO)** or **Emergency Protective Order (EPO)** prohibiting the perpetrator from contacting you; and
- A victim advocate may be available through the LAPD to assist you throughout the process.

Reporting to law enforcement is your choice. SOCHI will not pressure you to report or not report to law enforcement. However, SOCHI strongly encourages reporting to law enforcement in cases involving physical violence, immediate danger, or ongoing threats.

Option 3 - Report to Both SOCHI and Law Enforcement

You may report to both SOCHI and the LAPD simultaneously or at different times. Reporting to one does not preclude reporting to the other, and both processes may proceed independently.

Option 4 - Confidential Reporting

If you wish to speak confidentially about an incident without making an official report, you may contact:

- A **licensed mental health counselor or therapist** who is not employed by SOCHI in an official capacity;

- A **rape crisis counselor** at an off-campus crisis center (see resources below);
- A **licensed clergy member** acting in their pastoral capacity; or
- A **victim advocate** at an off-campus victim services organization.

These individuals are not required reporters and can speak with you confidentially without triggering an institutional investigation.

Confidential Resource	Phone
Peace Over Violence (Los Angeles)	(213) 626-3393
Valley Trauma Center (North Hollywood)	(818) 988-6400
National Sexual Assault Hotline (RAINN)	1-800-656-4673
National Domestic Violence Hotline	1-800-799-7233

Option 5 - Anonymous Reporting

You may report an incident anonymously to SOCHI by:

- Submitting a written note to the Office of the Academic Dean without identifying yourself; or
- Calling (818) 980-8990 and providing information without identifying yourself.

Please be aware that anonymous reports limit SOCHI's ability to investigate fully, provide you with direct assistance, or implement protective measures on your behalf. However, information from anonymous reports will be included in Clery Act crime statistics if sufficient information is provided to classify the incident.

Step 5 - Protective Orders and Legal Remedies

California law provides several types of legal orders that may protect victims of domestic violence, dating violence, sexual assault, and stalking:

Order Type	Description	How to Obtain
Emergency Protective Order (EPO)	Immediate short-term order issued by law enforcement at the scene; lasts up to 7 days	Request through LAPD when reporting
Temporary Restraining Order (TRO)	Court-issued order prohibiting contact; lasts up to 25 days	Apply at Los Angeles Superior Court
Permanent Restraining Order	Long-term court order following a hearing; may last up to 5 years	Apply at Los Angeles Superior Court following TRO
Criminal Protective Order (CPO)	Issued by criminal court as part of a criminal prosecution	Issued by the court; request through prosecuting attorney
Workplace Violence Restraining Order	Protects employees from violence or threats of violence at work	Employer may file on employee's behalf
School Violence Restraining Order	Protects students from violence or threats of violence at school	Institution may file on student's behalf

SOCHI will honor all valid protective orders issued by any court of competent jurisdiction. If you have obtained a protective order that affects your interactions at SOCHI, please provide a copy to the Academic Dean so that appropriate measures can be implemented.

Legal Resources:

Resource	Phone
Los Angeles Superior Court - Self-Help Center	(213) 830-0845
Legal Aid Foundation of Los Angeles	(800) 399-4529
Harriett Buhai Center for Family Law	(213) 388-7788
California Courts Self-Help Center	www.selfhelp.courts.ca.gov

Step 6 - Request Interim Supportive Measures from SOCHI

Regardless of whether you choose to file a formal complaint, SOCHI may implement **interim supportive measures** to protect your safety and well-being. These measures are available to both reporting parties and respondents and will be implemented in a manner that minimizes the burden on the reporting party.

Available interim measures may include:

- **No-contact orders** prohibiting the respondent from contacting you directly or indirectly;
- **Changes to your class schedule** to avoid contact with the respondent;
- **Changes to your work schedule or assignments** (for employees);
- **Restricted access** for the respondent to certain campus areas;
- **Escort services** to and from campus locations;
- **Referral to counseling** or victim advocacy services;
- **Leave of absence** for either party as appropriate; and
- **Any other measure** deemed appropriate and reasonably available by the Academic Dean.

To request interim measures, contact the **Academic Dean** at (818) 980-8990 or info@sochi.edu.

Step 7 - Access Support Services

SOCHI will provide all reporting parties with written notification of all available support services. The following resources are available:

On-Campus Support

Resource	Contact
Academic Dean	(818) 980-8990 info@sochi.edu
Director of Operations	(818) 980-8990
School President	(818) 980-8990

Off-Campus Crisis and Advocacy Services

Resource	Phone	Services
Peace Over Violence (Los Angeles)	(213) 626-3393	24/7 crisis line, counseling, advocacy, legal assistance
Valley Trauma Center (North Hollywood)	(818) 988-6400	Crisis counseling, therapy, advocacy
YWCA Greater Los Angeles	(213) 365-3900	Domestic violence shelter, counseling, legal advocacy
National Domestic Violence Hotline	1-800-799-7233	24/7 crisis support, safety planning, referrals
National Sexual Assault Hotline (RAINN)	1-800-656-4673	24/7 crisis support, local referrals
National Dating Abuse Helpline	1-866-331-9474	24/7 crisis support for dating violence
National Stalking Helpline	1-855-484-2846	Stalking-specific crisis support and resources
Didi Hirsch Mental Health Services	(800) 854-7771	Mental health counseling and crisis support
National Suicide & Crisis Lifeline	988	24/7 crisis counseling
Crisis Text Line	Text HOME to 741741	24/7 text-based crisis support

PART FIVE: INSTITUTIONAL DISCIPLINARY PROCEDURES FOR VAWA-COVERED OFFENSES

34 CFR § 668.46(k) | 34 CFR § 668.46(k)(1)(i) | 34 CFR § 668.46(k)(1)(ii) | 34 CFR § 668.46(k)(1)(iii) | 34 CFR § 668.46(k)(2)

Overview and Governing Principles

34 CFR § 668.46(k)(2)

SOCHI's institutional disciplinary procedures for cases involving alleged sexual assault, domestic violence, dating violence, and stalking are governed by the following core principles:

1. **Prompt:** All proceedings will be conducted as expeditiously as reasonably possible, with a target completion timeframe described below. Extensions may be granted for good cause, with written notice to both parties.
2. **Fair:** Both the Complainant and the Respondent will have equal opportunities to participate in the process, present information and evidence, identify witnesses, and receive notification of all outcomes simultaneously.
3. **Impartial:** All proceedings will be conducted by trained officials who have no actual or apparent conflict of interest or bias for or against either party. No official involved in the process will have a predetermined outcome.
4. **Conducted by Trained Officials:** All individuals responsible for investigating complaints, conducting hearings, or making disciplinary decisions will receive annual training on:

1. The definitions of sexual assault, domestic violence, dating violence, and stalking;
2. The definition of consent under California law;
3. How to conduct trauma-informed investigations;
4. Implicit bias and how to avoid it;

5. The applicable disciplinary procedures and evidentiary standards; and
6. How to protect the privacy and safety of all parties.

5. **Simultaneous Notification:** Both the Complainant and the Respondent will receive simultaneous written notification of:

1. The outcome of any institutional disciplinary proceeding;
2. The rationale for the outcome;
3. Any sanctions imposed; and
4. The procedures and grounds for appeal.

Types of Disciplinary Proceedings

34 CFR § 668.46(k)(1)(i)

SOCHI resolves formal complaints of sexual assault, domestic violence, dating violence, and stalking through the following proceeding type:

Single-Investigator Model with Administrative Review

SOCHI utilizes a **Single-Investigator Model with Administrative Review**. This model is used for all formal complaints of VAWA-covered offenses. The process is described in full detail below.

How SOCHI Determines Which Proceeding to Use:

SOCHI uses the Single-Investigator Model with Administrative Review for **all** formal complaints involving alleged sexual assault, domestic violence, dating violence, or stalking, regardless of:

- Whether the parties are students, employees, or one of each;
- Whether the alleged conduct occurred on campus or in connection with a SOCHI program or activity; or
- Whether the matter has been or is being investigated by law enforcement.

If a complaint involves both VAWA-covered offenses and other policy violations, SOCHI may consolidate the proceedings into a single process or address them separately, at the Academic Dean's discretion, provided that the rights of both parties are protected throughout.

Complete Step-by-Step Disciplinary Process

Step 1 - Filing a Formal Complaint

Who May File:

A formal complaint may be filed by:

- The **Complainant** (the alleged victim); or
- The **Academic Dean** on behalf of the Institution, where the Academic Dean determines that proceeding is necessary to protect the campus community, even if the Complainant does not wish to file a formal complaint.

How to File:

A formal complaint may be filed:

- **In person** at the Office of the Academic Dean, 5644 Vineland Ave, North Hollywood, CA 91601;
- **By email** at info@sochi.edu, addressed to the Academic Dean; or
- **By written letter** delivered to the Office of the Academic Dean.

A formal complaint must:

- Be submitted in writing;
- Identify the Complainant;
- Describe the alleged conduct with sufficient detail to allow an investigation to proceed; and
- Be signed by the Complainant (or the Academic Dean if filing on behalf of the Institution).

There is no time limit on filing a formal complaint. However, SOCHI's ability to investigate and respond effectively may be affected by the passage of time.

Anticipated Timeline for Step 1: Formal complaints may be filed at any time.

Step 2 - Notice of Allegations

Upon receipt of a formal complaint, the Academic Dean will provide **simultaneous written notice** to both the Complainant and the Respondent. This notice will include:

- Notice that a formal complaint has been filed;
- The identity of the Complainant (unless the Academic Dean has determined that the Complainant's identity should be withheld for safety reasons);
- A description of the alleged conduct, including the date, time, and location (to the extent known);
- The specific SOCHI policy or policies alleged to have been violated;
- A statement that the Respondent is presumed not responsible until a determination is made;

- A statement of the rights of both parties throughout the process, including the right to an advisor;
- Notice of the prohibition on retaliation; and
- Notice of SOCHI's prohibition on making false statements in connection with the proceeding.

Anticipated Timeline for Step 2: Notice of allegations will be provided within **five (5) business days** of receipt of the formal complaint.

Step 3 - Appointment of Investigator

The Academic Dean will appoint a **trained investigator** to conduct the investigation. The investigator will:

- Have no conflict of interest or bias with respect to either party;
- Have completed annual training as described above; and
- Be either an institutional official or an external investigator retained for this purpose.

Both parties will be notified of the identity of the investigator and will have an opportunity to raise concerns about conflicts of interest or bias before the investigation begins. Any conflict-of-interest concerns must be submitted to the Academic Dean in writing within **three (3) business days** of notification of the investigator's identity.

Anticipated Timeline for Step 3: Investigator appointment within **five (5) business days** of Notice of Allegations.

Step 4 - Investigation

The investigator will conduct a thorough, impartial investigation of the allegations. The investigation will include:

- **Interviews** with the Complainant, the Respondent, and any relevant witnesses identified by either party or the investigator;
- **Collection and review of evidence**, including physical evidence, electronic communications, photographs, video recordings, and any other relevant documentation;
- **Equal opportunity** for both parties to present evidence and identify witnesses;
- Opportunity for both parties to submit **written questions** for the investigator to pose to the other party and to witnesses, subject to the investigator's determination that the questions are relevant and not unduly harassing;
- Opportunity for both parties to **review and respond** to the evidence gathered before the investigation concludes; and
- A **written investigation report** summarizing the evidence, the investigator's findings of fact, and a recommended determination of responsibility.

Both parties have the right to be accompanied by an **advisor of their choice** (including an attorney, at their own expense) during any investigative meeting or interview. The advisor may not speak on behalf of the party during the investigation, but may provide quiet support and guidance.

Anticipated Timeline for Step 4: Investigation will be completed within **forty-five (45) business days** of the investigator's appointment, subject to extension for good cause with written notice to both parties.

Step 5 - Review of Investigation Report

Upon completion of the investigation report:

1. The investigator will provide both parties with a copy of the report simultaneously;
2. Both parties will have **ten (10) business days** to submit written responses to the report;
3. The investigator will consider any written responses received and may supplement the report if warranted; and
4. The final investigation report will be submitted to the **Academic Dean** (or a designated administrative reviewer who was not involved in the investigation) for a determination of responsibility.

Step 6 - Determination of Responsibility

The **Academic Dean** (or designated administrative reviewer) will review the final investigation report and all accompanying documentation and will make a written determination of responsibility. The determination will include:

- Identification of the allegations;
- A description of the procedural steps taken from receipt of the complaint through the determination;
- Findings of fact supporting the determination;
- A determination as to whether each alleged policy violation occurred;
- The rationale for the determination, applying the preponderance of the evidence standard; and
- Any sanctions to be imposed (if the Respondent is found responsible) and the rationale for those sanctions.

Anticipated Timeline for Step 6: Determination of responsibility within **ten (10) business days** of receipt of the final investigation report.

Step 7 - Simultaneous Written Notification of Outcome

The Academic Dean will provide **simultaneous written notification** to both the Complainant and the Respondent of:

- The determination of responsibility (finding);
- The rationale for the determination;
- Any sanctions imposed on the Respondent;
- The procedures and grounds for appeal; and
- When the determination becomes final.

This notification will be provided simultaneously to both parties within **three (3) business days** of the determination of responsibility.

Step 8 - Appeal

Both the Complainant and the Respondent have the right to appeal the determination of responsibility and/or any sanction imposed. Appeals must be submitted in writing to the **School President** within **ten (10) business days** of receipt of the written determination.

Grounds for Appeal:

Appeals are limited to the following grounds:

1. **Procedural irregularity** that affected the outcome of the proceeding;
2. **New evidence** that was not reasonably available at the time of the determination and that could affect the outcome;
3. **Conflict of interest or bias** by the investigator or decision-maker that affected the outcome; or
4. **Disproportionate sanction** that is clearly excessive or insufficient in light of the findings.

Appeal Process:

1. The School President (or a designated appeal reviewer who was not involved in the original proceeding) will review the written appeal;
2. Both parties will be notified of the appeal and provided an opportunity to submit a written response to the other party's appeal;
3. The appeal reviewer will issue a written decision within **ten (10) business days** of receipt of the appeal; and
4. Both parties will be simultaneously notified in writing of the appeal outcome.

The School President's decision on appeal is final and not subject to further institutional review.

Standard of Evidence

34 CFR § 668.46(k)(1)(ii)

SOCHI uses the **preponderance of the evidence** standard in all institutional disciplinary proceedings arising from allegations of sexual assault, domestic violence, dating violence, and stalking.

Preponderance of the evidence means that it is **more likely than not** (i.e., greater than a 50% probability) that the alleged conduct occurred as described. This standard applies to all determinations of responsibility in VAWA-covered proceedings, regardless of whether the parties are students, employees, or one of each.

Presumption of Non-Responsibility

The **Respondent is presumed not responsible** for the alleged conduct until a determination of responsibility is made at the conclusion of the

disciplinary process. This presumption does not preclude the implementation of interim supportive measures during the investigation.

Burden of Proof

The **burden of proof** in all VAWA-covered disciplinary proceedings rests with SOCHI, not with the Complainant or the Respondent. Neither party is required to prove or disprove the allegations. It is SOCHI's responsibility to gather sufficient evidence to make a determination.

All Possible Sanctions

34 CFR § 668.46(k)(1)(iii)

If a Respondent is found responsible for a violation of SOCHI's policies regarding sexual assault, domestic violence, dating violence, or stalking, the following sanctions may be imposed individually or in combination. The severity of the sanction will be determined based on all relevant factors, including the nature and severity of the conduct, any prior disciplinary history, the impact on the Complainant and the campus community, and any mitigating or aggravating circumstances.

Sanctions Available for Students

Sanction	Description
Written Warning	A formal written warning placed in the student's disciplinary record
Mandatory Educational Programming	Required participation in educational programs addressing sexual misconduct, healthy relationships, consent, or other relevant topics
Mandatory Counseling or Assessment	Required participation in counseling or behavioral health assessment
Probation	A defined period during which any further policy violation may result in suspension or dismissal
Loss of Privileges	Restriction of access to specific campus facilities, programs,

Sanction	Description
	activities, or services
No-Contact Order	A formal directive prohibiting contact with the Complainant or other identified persons
Restricted Campus Access	Limitation of the Respondent's presence to specific areas of campus or specific times
Suspension	Temporary separation from SOCHI for a defined period; the student may be eligible to return after the suspension period subject to conditions
Dismissal/Expulsion	Permanent separation from SOCHI; the student is not eligible to return
Withholding of Certificate or Credential	Delay or withholding of the student's certificate or credential pending resolution of the disciplinary proceeding
Revocation of Certificate or Credential	Revocation of a previously awarded certificate or credential if it is determined that the conduct warranting dismissal occurred during the period of enrollment
Notation on Academic Record	A notation on the student's academic record indicating that the student was found responsible for a violation of SOCHI's VAWA policy (subject to applicable law and SOCHI policy regarding record expungement)
Referral to Law Enforcement	Referral of the matter to the LAPD or other law enforcement agency for criminal investigation and prosecution
Other Appropriate Sanctions	Any other sanction deemed appropriate by the Academic Dean based on the specific circumstances of the case

Sanctions Available for Employees

Sanction	Description
Verbal Warning	A formal verbal warning documented in the employee's personnel file
Written Warning	A formal written warning placed in the employee's personnel file
Mandatory Training or Counseling	Required participation in training or counseling programs addressing sexual misconduct, respectful workplace conduct, or other relevant topics
Probation	A defined period during which any further policy violation may result in termination
Reassignment	Reassignment to a different position, location, schedule, or supervisor
Loss of Supervisory Authority	Removal of supervisory or managerial responsibilities
Salary Reduction	Reduction in compensation commensurate with the severity of the offense
Suspension Without Pay	Temporary unpaid suspension from employment for a defined period
Demotion	Reduction in rank, title, or responsibility
Termination of Employment	Permanent separation from SOCHI employment

Sanction	Description
Referral to Law Enforcement	Referral of the matter to the LAPD or other law enforcement agency for criminal investigation and prosecution
Other Appropriate Sanctions	Any other sanction deemed appropriate by the Academic Dean and School Principal based on the specific circumstances of the case

Summary of Anticipated Timelines

Step	Action	Anticipated Timeline
1	Filing of Formal Complaint	Any time
2	Notice of Allegations to Both Parties	Within 5 business days of complaint
3	Appointment of Investigator	Within 5 business days of Notice of Allegations
4	Completion of Investigation	Within 45 business days of investigator appointment
5	Parties Review Investigation Report	10 business days to submit written responses
6	Determination of Responsibility	Within 10 business days of final investigation report
7	Simultaneous Written Notification of Outcome	Within 3 business days of determination
8	Appeal (if filed)	Filed within 10 business days of outcome notification
8	Appeal Decision	Within 10 business days of receipt of appeal
—	Total Target Timeframe (without appeal)	Approximately 78 business days

Extensions beyond the target timeframe may be granted for good cause (e.g., law enforcement request to temporarily delay, unavailability of a party or witness, complexity of the case). Both parties will be notified in writing of any extension, including the reason for the extension and the revised timeframe.

Prohibition on Retaliation

SOCHI strictly prohibits retaliation against any person who:

- Reports a suspected violation of this policy in good faith;
- Files a formal complaint;
- Participates as a witness, advisor, or in any other capacity in a disciplinary proceeding;

- Exercises any right protected under this policy or applicable federal or state law; or
- Opposes a practice believed to constitute a violation of this policy.

Retaliation includes, but is not limited to:

- Intimidation, threats, or coercion;
- Adverse academic or employment actions;
- Social ostracism or exclusion;
- Spreading false rumors or damaging information;
- Interference with the exercise of rights under this policy; and
- Filing a false complaint in bad faith as a means of retaliating against the Respondent.

Any person who engages in retaliation will be subject to disciplinary action up to and including dismissal or termination, independent of the outcome of the underlying complaint.

Privacy and Confidentiality in Disciplinary Proceedings

SOCHI is committed to protecting the privacy of all parties involved in disciplinary proceedings. The following privacy protections apply:

- Personally identifiable information of the parties will be disclosed only to persons with a legitimate need to know in connection with the investigation and resolution of the complaint;
- Records of disciplinary proceedings will be maintained in confidential files in the Office of the Academic Dean, separate from student academic records and employee personnel files;
- Records of disciplinary proceedings will be retained for a minimum of **seven (7) years** from the date of the final determination;

- The outcome of the disciplinary proceeding will be disclosed simultaneously to both parties in writing and will not be disclosed to third parties except as required by law or FERPA;
- SOCHI will comply with all applicable federal and state privacy laws, including FERPA and the Clery Act, in all disclosures related to disciplinary proceedings; and
- Nothing in this policy prevents SOCHI from providing general information about the outcome of a disciplinary proceeding to the campus community when the Academic Dean determines that such disclosure is necessary to protect the health or safety of the community.

Advisor of Choice

Both the Complainant and the Respondent have the right to be accompanied by an **advisor of their choice** throughout the disciplinary process, including during any investigative meeting or interview. The advisor may be any person of the party's choosing, including an attorney retained at the party's own expense.

The advisor:

- May attend any meeting or proceeding as a support person;
- May provide quiet advice and guidance to the party during the proceeding;
- May **not** speak on behalf of the party or address the investigator, decision-maker, or other participants directly during investigative meetings or interviews, unless expressly permitted by the Academic Dean;
- May **not** disrupt the proceeding; and

- Is subject to the same confidentiality obligations as the party they are advising.

False Statements

SOCHI prohibits knowingly making false statements in connection with any disciplinary proceeding. Any person who knowingly makes a false statement in connection with a disciplinary proceeding may be subject to disciplinary action independent of the outcome of the underlying complaint. This prohibition applies to both parties, witnesses, and any other participant in the proceeding.

This prohibition does not apply to a party who makes a good-faith report of conduct that is ultimately determined not to have occurred.

Relationship Between SOCHI Disciplinary Proceedings and Criminal Proceedings

SOCHI's disciplinary proceedings are **independent of** any criminal investigation or prosecution by law enforcement. The following principles apply:

- SOCHI's disciplinary process may proceed simultaneously with, before, or after a criminal investigation, regardless of the status of criminal proceedings;
- The decision of a criminal court (including an acquittal, a conviction, or a decision not to prosecute) **does not determine** the outcome of SOCHI's disciplinary proceeding;

- SOCHI may temporarily delay its investigation at the request of law enforcement for a defined period if law enforcement determines that the investigation would compromise a criminal investigation, but will resume the institutional process as soon as reasonably possible; and
- SOCHI's use of the preponderance of the evidence standard is independent of the beyond-a-reasonable-doubt standard used in criminal proceedings. A finding that there is insufficient evidence to prosecute criminally **does not** preclude a finding of responsibility under SOCHI's policy.

This section of the 2025 Annual Safety and Security Report fulfills SOCHI's obligations under 34 CFR § 668.46(b)(5), § 668.46(b)(6), § 668.46(b)(11), § 668.46(j), § 668.46(j)(1)(i)(B), § 668.46(j)(1)(i)©, § 668.46(j)(1)(i)(D), § 668.46(j)(1)(i)(E), § 668.46(b)(11)(i), § 668.46(b)(11)(ii), § 668.46(k), § 668.46(k)(1)(i), § 668.46(k)(1)(ii), § 668.46(k)(1)(iii), and § 668.46(k)(2).

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