

Institute of Culinary Education

521 E. Green Street

Pasadena, CA 91101

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copy of the Incident Report form is enclosed with this Memorandum. Additional forms may be obtained from the Office of Students Affairs or the Office of Human Resources.

Crimes that should be reported are:

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

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

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

TIMELY WARNINGS

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

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

DAILY CRIME LOG

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

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

The Institute of Culinary Education has filed its Web- Based Data Collection from 1/1/2022 through 1/1/2023 on September 22nd 2023 with the US Federal Authorities, Department of Education. This electronic Web- Based Data Collection will be filed the following calendar year with data from 01/2023 through 01/2024.

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

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

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

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

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

Each year, an email is sent to all enrolled students that provide the web site to access this report. To access this report directly go to this
URL: <http://www.ice.edu/losangeles/career-programs/annual-security-report>

ANNUAL SECURITY REPORT

CRIME STATISTICS TABLE¹

OFFENSE	YEAR	ON CAMPUS PROPERTY	**RESIDENTIAL FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY	OPTIONAL TOTAL
MURDER / NON-NEGLIGENT MANSLAUGHTER	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
SEX OFFENSES, FORCIBLE	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
ROBBERY	2020	0	0	0	0	0
	2021	0	0	0	1	1
	2022	0	0	0	0	0
AGGRAVATED ASSAULT	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
BURGLARY	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
MOTOR VEHICLE THEFT	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
ARSON	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
LIQUOR LAW ARRESTS	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
DRUG LAW ARRESTS	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0

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DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2022	0	0	0	0	0
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POLICY STATEMENT ADDRESSING THE ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING

General Procedures for Reporting a Crime or Emergency

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

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

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

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

POLICY STATEMENT ADDRESSING THE REPORTING OF CRIMINAL OFFENSES

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

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

ICE encourages anyone who is the victim or witness to any crime to promptly report the inci

STATEMENT ADDRESSING SECURITY AT SCHOOL HOUSING

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

STATEMENT ADDRESSING SECURITY AND ACCESS

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

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

STATEMENT ADDRESSING CONFIDENTIAL REPORTING

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

All *Clery Act* crimes reported in a Crime Incident Report must be included in the

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STATEMENT ADDRESSING CRIMINAL ACTIVITY OFF-CAMPUS

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

POLICY STATEMENT ADDRESSING CAMPUS LAW ENFORCEMENT

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

POLICY STATEMENT ADDRESSING COUNSELORS

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

ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM

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

Legal Penalties

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

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

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

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

Driving While Intoxicated

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

Important provisions of this law includes:

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

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

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POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION

Sexual Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, and the *Jeanne Clery Act* and the Family Educational Rights and Privacy Act of 1974, The Institute of Culinary Education is providing a link to the Division of Criminal Justice for a current listing of all registered sex offenders in specific zip code areas. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement

SAFE HORIZON:

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

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

Pease Over Violence: 24-hour Hotline: (626) 584-6191

ICE Crime Incident Report Form

Crime Incident Report Form

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

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

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_____ Religion

_____ Disability

_____ Sexual Orientation