



Presbyterian Theological Seminary in America  
미주장로회신학대학교

## CAMPUS SECURITY ACT DISCLOSURE STATEMENT– Clery Act

Presbyterian Theological Seminary in America  
15605 Carmenita Rd. Santa Fe Springs, CA 90670  
562)926-1023, fax 562)926-1025, [www.ptsa.edu](http://www.ptsa.edu)

Revised on October 1, 2020 by Sunny Kim (Director of Financial Aid)

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2018 and 12/31/2019.

PTSA prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report provides statistics for the previous years concerning reported crimes that occurred on campus, non-campus building which address is 13353 Alondra Blvd. Santa Fe Springs, CA 90670, and public property within the campus. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, and alcohol and other drugs.

*PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, or CAMPUS POLICE AND THAT THERE NOT POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE. : Report Date October.01 2020.*

### **Publication and Notice of Availability**

*Presbyterian Theological Seminary in America publishes its Annual Security Report on the website under the "Security Report" sub-heading at <http://www.ptsa.edu/admission/financial> information.*

*Paper copies of this report including the crime log are available by contacting the Office at 562.926.1023(ext.302).*

### **CLERY ACT GEOGRAPHY DEFINITIONS**

The following definitions apply to the geographical locations of incidents disclosed in the crime statistics tables contained in this report:

**On-Campus:** Any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the University's educational purposes, and any building or property that is within or reasonably contiguous to the property described above in this definition, that is owned by the University but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by the University; or any building or property owned or controlled by the University that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University.

**Occurrences REPORTED within the 2019 Calendar Years**  
**Crimes Reported 2018, 2019**

Crimes Reported	2018	2019	Location: C=Campus N=Non-Campus P-Public Area
<b>* Criminal Offenses</b>			
(i) Criminal homicide :	0	0	
A) Murder and non-negligent manslaughter	0	0	
B) Manslaughter by Negligence	0	0	
C) Sexual Assault:	0	0	
a) Forcible sex offenses (Rape, Fondling)	0	0	
b) Non-forcible sex offenses (Incest, Statutory Rape)	0	0	
(D) Robbery	0	0	
(E) Aggravated assault	0	0	
(F) Burglary	0	1	N(1)
(G) Motor Vehicle Theft	0	0	
(H) Arson	0	0	
<b>* Arrest and Referrals for Disciplinary Action</b>			
(i) Liquor law violations	0	0	
A) Arrests for liquor law violations, Drugs law violations and illegal weapons law violations.	0	0	
B) Persons not included in (i) (A) who were referred to campus disciplinary	0	0	
(ii) Carrying and possessing weapons	0	0	
(iii) drug abuse violations	0	0	
<b>* Hate Crimes</b>			
(i) Larceny-theft (attempted Larcenies included)	0	0	
(ii) Simple Assault	0	0	
(iii) Intimidation	0	0	
(iv) Destruction, Damage, or Vandalism of Property that were motivated by bias	0	0	
(v) 8 categories of bias : Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability	0	0	
<b>* VAWA Offenses (Violence Against Women Act of 1994)</b>			
(i) Dating Violence	0	0	
(ii) Domestic Violence	0	0	
(iii) Stalking	0	0	

## SAFETY POLICIES

PTSA is committed to providing a safe and secure environment for all members of the campus community. Our safety policies are as follows:

### Access to Facilities

PTSA has a security gate with password system.

This security gate is the only entrance to the school, without password, no one can enter the school, and before/after school hours, students cannot enter school without extra code number.

During non-business hours access to all school facilities is by special code. Emergencies may necessitate changes or alterations to any posted schedules.

All rooms and equipment are subject to the key control procedure.

1. PTSA does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

The institution provides the following website to obtain information concerning the crime statistics of the city of Santa Fe Springs.

<https://www.neighborhoodscout.com> CA > Santa Fe Springs

2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly. Students and employees should refer to the following person when reporting or seeking help on a criminal incidents or emergency situation regarding Campus Security.

President : Sang Meyng, Lee

Address : 15605 Carmenita Rd. Santa Fe Springs, CA 90670

Contact Number : [sangmeynglee@msn.com](mailto:sangmeynglee@msn.com) 562.926.1023 (ext.301)

Students receive information about emergency response and evacuation procedures during their first orientation meetings.

(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's office who contacts the correct police department District for statistics and the institution's Daily Incident Log, and then records those statistics.

(iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature.

If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

3. Only students, employees and other parties having business with this institution should be on institutional property. Visitors must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. All rear access doors leading to the campus are closed and locked during the school hours. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms and lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:

- (i) PTSA's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- (ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911)..
- (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though PTSA does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

#### **SAFETY TIPS**

- Stay alert and be aware of your surroundings. Know what is typical and what is not.
- Avoid walking alone after dark.
- Most crimes on campus are thefts of unattended property. Do not leave purses, backpacks, books, etc. unattended, even for a minute.
- Never leave valuables visible from outside your vehicle. Lock all property including books, purses and backpacks in your trunk or take them with you.
- Lock your office door if working after hours
- Let others know where you are going, especially if you might be there alone.
- If you are uncomfortable, go to where there are other people.
- Headphones can eliminate your ability to be aware of your surroundings.
- Move confidently at a steady pace and make eye contact with people
- Keep keys in hand when moving to a vehicle.
- Keep windows and doors locked.
- Check the interior of a vehicle before getting in.
- Go to the nearest open business or police station if you are being followed.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

7. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

8. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.

9. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally,

avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.

- (i) A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
- (ii) A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).
- (iii) The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
- (iv) The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
- (v) The institutional disciplinary actions in reference to an alleged sex offense are as follows:
  - (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceedings:
  - (B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense.
- (vi) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.

10. The institution provides the following website to obtain information concerning the registration of sex offender's arrest.  
<http://www.city-data.com>

If you would like information concerning registered sex offenders in California, check the Megan's law web site at <http://www.meganslaw.ca.gov> . You can search the database by a sex offender's specific name, or geographically by entering the ZIP Code, or city/county to obtain information on registrants residing in a specific area.

11. Revised Crime Classification: Burglary vs. Larceny: An incident must meet three conditions to be classified as a Burglary. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

### **Timely Warning:**

In the event that a situation arises, either on or off campus, that in the judgment of the campus officials constitutes an ongoing or continuing threat, a campus wide "Timely Warning" will be issued. The warning may be issued using any or all of the following; flyer's posted at entrances to all buildings, emergency messaging system and campus wide email.

Timely Warnings consist of a description of the incident, location that it occurred and description of the suspect/s.

Once all the relative information is received these notices will typically be posted within 24 hours. Anyone with information regarding the Timely Warning should contact campus office and or local police, 911.

PTSA may, in appropriate circumstances, include personally identifiable information in a timely warning.

Although personally identifiable information is generally protected from disclosure under FERPA, such information may be released in an emergency situation.

Students and faculty/staff are encouraged to report to security any suspicious activity.

Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911). The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

### **Emergency Response and Evacuation Procedures**

All members of the PTSA are notified on an annual basis that they are required to notify the Office of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. The PTSA office has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, President of PTSA has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the school. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. In the event of an emergency situation, Campus Officials would notify the proper authorities through 911 giving as much information known at the time while requesting their assistance.

In the event of a serious incident that poses an immediate threat to members of the school, the PTSA has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone by Kakao Talk system. The PTSA will post updates during a critical incident on the website at [www.ptsa.edu](http://www.ptsa.edu).

Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction when exiting building evacuation during the orientation.

### **Daily Crime and Fire Log**

This log records by the date the crime was reported, any crime or fire that occurred on campus or within the property of the PTSA. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

Incident Log is available during business hours at the office upon request of PTSA students, employees, and members of the public. The Daily Crime and Fire log reflects the nature, date, time and general location of each crime or fire was reported and the disposition, if known, and the name of the person who took the report. The log records the most recent 60-day period and is available at the Office. The office may withhold information from the crime and fire log if the release of such information would jeopardize the safety of an individual or investigation. However, the crime or incident must be disclosed once the adverse effects are no longer likely. Office of PTSA prepares the Campus Crime and Fire Log.

### **Weapons**

Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on all campus grounds, except as authorized by law.

Students found in possession of prohibited weapons may face any disciplinary action up to and including expulsion from PTSA. Employees found in possession of prohibited weapons may face any disciplinary action up to and including termination. Visitors found in possession of prohibited weapons will be required to leave property or event, and may be prohibited from entering property or attending future events. Anyone who sees or otherwise becomes aware of a violation of this policy is required to contact the Office or Police..

## **Alcohol and Drug Prohibitions**

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on campus property, during field trips, activities or workshops, and in any facility.

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school.

Information concerning drug and alcohol abuse education programs is provided at the orientation and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).

The individual counseling with Dr. Yong Whan, Kim (the director of Master of Arts in Christian Counseling Psychology) is available upon the student's request.

The following statements on illegal drugs and alcohol are designed to address the PTSA's concern about substance use and abuse, and to ensure PTSA's compliance with the Drug Free Schools and Communities Act.

Substance abuse is harmful to student's health. The effects of using illegal drugs include, but are not limited to: anxiety, depression, insomnia, hallucinations, hyperactivity, loss of appetite, convulsions, coma, and possible death. Alcohol consumption can also result in changes in behavior, including impaired judgment and coordination, aggressiveness, depression, and memory loss. Repeated use of alcohol can lead to dependence and damage to vital organs. The PTSA will make available its counseling resources to help students involved with substance abuse.

### **Southern California Drug and Alcohol Programs, Inc. (SCADP)**

13205 South St, Cerritos, CA 90703  
(562) 402-2466

Criminal penalties for the illicit use of controlled substances vary with the type of drug. Penalties may range from fines or suspended sentences and parole, to a minimum of ten years imprisonment for first offenders. Penalties for the manufacture and distribution of drugs, or possession of a large quantity of drugs, are more severe. PTSA cannot and will not protect students from arrest or prosecution if they illegally use, possess or sell alcohol or drugs.

## **Sexual Harassment**

It is the policy of Presbyterian Theological Seminary in America to maintain the seminary environment as a Christian community that provides a place for spiritual growth, work, and study, free of all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that Presbyterian Theological Seminary in America is prepared to take action to prevent such intimidation and exploitation and those individuals who engage in such behavior are subject to discipline.

Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. None of these reflect a Christian attitude or commitment, and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or study performance or creates an intimidating, hostile, or offensive work/study environment, constitutes a violation of the seminary's spiritual and/or educational standards, objectives and goals; such misconduct will not be tolerated.

Under the direction of the appropriate administrator, the seminary will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student, staff, or faculty will be informed of the action taken. Seminary officials will also take action to protect the reporting student, staff, or faculty, to prevent further harassment or retaliation and, as appropriate, to redress any harm done.

It is the policy of Presbyterian Theological Seminary in America not to tolerate sexual harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Individuals engaging in such conduct contrary to seminary policy may be personally liable in any claim brought against them.

A student, staff or employee who feels that he or she has been sexually harassed may meet with a person officially designated to receive reports of discrimination, and they will work for resolution in such situations (Please see the PTSA SEXUAL HARASSMENT POLICY) within the Student Handbook for information.

In addition, it is advisable that the student, staff or employee contact the City of Santa Fe Springs Police Department to report the form of sexual harassment:

**Police Services Center**

11576 Telegraph Rd. Santa Fe Springs, CA 90670-9928  
(562) 409-1850 \* FAX 409-1854 \* TDD 409-185

**Domestic Violence, Dating Violence, Sexual Assault and Stalking**

PTSA prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, PTSA issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a school official.

**Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

**Domestic Violence**

A Felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**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.

- i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For the purposes of this definition— A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. B) Dating violence does not include acts covered under the definition of domestic violence.

- iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

### **Stalking**

The state of California defines stalking as follows: Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes 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 is guilty of the crime of stalking.

**Hate Crimes** For purposes of this report, hate crimes include any of the crimes listed in the table on the first page, any other crime involving bodily injury, and any crime of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, reported to the Campus office, a local law enforcement agency, that manifests evidence that the victim was selected because of the perpetrator's bias. Categories of bias are: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

### **Voter Registration**

You may register to vote by downloading the online voter registration form at <https://www.eac.gov/voters/national-mail-voter-registration-form> and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's licenses or state-issued ID card. For more information, please visit the California Secretary of State website at: [www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

### **Vaccination**

PTSA does not provide vaccination, and ask all students to acquire the information of nearby Medical center.

If students need to get vaccinations, they may go to :

1. Walgreens

14885 Telegraph Rd, La Mirada, CA 90638

· (562) 777-3405

2. Walmart Supercenter #2948

13310 Telegraph Rd, Santa Fe Springs, CA 90670

(562) 946-6343

3. Rite Aid #5505

12319 South Norwalk Boulevard, Norwalk, CA 90650

(562) 863-3688

### **Disability**

PTSA is committed to providing equal educational opportunities and full participation for students with disabilities.

No qualified student will be excluded from participation in any program or be subject to any form of discrimination based on disability

PTSA provides reasonable accommodations to students with disabilities in order to reduce or eliminate any disadvantages

that may exist due to said disability by providing all the necessary arrangements on the 1<sup>st</sup> floor.

### **Constitution Day**

Constitution Day (or Citizenship Day) is an American federal observance that recognizes the adoption of the United States Constitution and those who have become U.S. citizens. It is normally observed on September 17, the day in 1787 that delegates to the Constitutional Convention signed the document in Philadelphia.

The educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. PTSA presents special programs to celebrate the Constitution Day.