
URGE Complaints & Reporting Policies for West Los Angeles College

This is what was found by the SoCal Community Colleges pod at West Los Angeles College on policies for handling complaints, the reporting process, resources, and possible outcomes. Some information was public; answers that were only found through follow up with contacts are noted.

- The link(s) to the reporting policy at our organization are here:
 - <http://www.wlac.edu/Policies/Discrimination.aspx> - West Los Angeles College
 - <http://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/Discrimination.aspx> - Los Angeles Community College District
 - The reporting policies are set by the Board of Trustees of the district. The policy has been amended in 2007, 2014, and 2016.
 - Reports are kept confidential and records are kept in the district Office of Diversity, Equity, and Inclusion (ODEI). We were not able to find public information about rates of reporting.
- What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?
 - The main mechanism appears to be a form that gets submitted to the district Office for Diversity, Equity, and Inclusion
http://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Documents/Unlawful-Discrimination-Complaint_Form_Accessible.pdf
 - This form can be mailed or emailed.
 - There does not appear to be a mechanism for anonymous complaints/report.
 - It appears that police are not required to be involved, but reporting individuals must be informed of their rights to report to law enforcement.
- What are the outcomes or consequences for reported individuals?
 - There were no specific outcomes listed, but it was noted that if the Respondent/alleged offender is a student, disciplinary actions shall be equivalent to the discipline issued for an employee or other non-student Respondent; e.g., if an employee is to be suspended (or terminated) from his/her job, the student would be suspended (or expelled) from school
- What resources are available for individuals reporting?
 - We found language about the term "Advocate," which to an employee who assists a Reporting Party, Alleged Victim, or Respondent, with understanding the process of the case. This can include providing moral support as well as

information regarding procedural issues, throughout the pendency of an investigation and through the last internal Appeal.

- Each college in the district shall have a minimum of two employees who shall serve as Advocates and preferably will have at least four. The Advocate's work is intermittent, but critical when needed. Student Party. A Student Party to any complaint, whether Complainant, Alleged Offender, or Victim, is entitled to the services of an Advocate from the inception of the case through the final written decision. This position encompasses the former "Advocate for Students" position.
 - There was no language that stated an advocate should be of the same race (or gender) as the reporter.
 - The procedure states that, when an allegation of Sexual Misconduct is made to campus law enforcement, they must provide the Reporting Individual and/or Alleged Victim and the Respondent with referrals to appropriate community agencies from which she/he can receive further assistance. These referrals shall include but not be limited to sites such as: the college counseling department, faculty advisors, women's reentry centers, health centers, campus or ESC law enforcement, the ASO office, the Employee Assistance Program (Mental Health Network) [EAP/MHN], employee representatives, the unions, Advocates, rape crisis centers, medical facilities, rape counseling centers, mental health facilities, and women's centers
 - The only language that we could find regarding retaliation is this: "In order to protect rights of privacy and minimize the risk of retaliation, the full report shall be confidential to the person responsible for making the Written Decision and shall not be provided to the Reporting Individual and/or Alleged Victim or Respondent except as required by legal process."
- What resources are available to groups raising issues or proposing changes?
 - We found no language concerning group complaints or petitions.