



## **Policies and Procedures**

### **THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

Any person witnessing some form of criminal action or other emergency should report it to a department manager. The department manager will investigate the incident and report it to the local police department, if necessary. Additionally, the department manager will write up an incident report regarding the action taken.

All facilities are locked during non-business hours. During non-business hours only authorized personnel are permitted on the premises. Our building is monitored by a twenty four hour alarm company.

The school does not employ private security personnel. Therefore, all incidents of a criminal nature or emergency are reported to the local police.

During orientation and other student gatherings as well as staff meetings, students and employees are informed about the importance of secured premises. Students and employees are encouraged to group together when walking to their automobile or to public transportation.

During orientation, student gatherings and staff meetings, students and employees are reminded that they can assist in crime prevention by ensuring that all doors are locked and that they report any suspicious situation to a department manager.

Whenever any of the following crimes occur on this campus, the information is reported to local police agencies and recorded on an incident report. These statistics are available to students and employees:

- 1) Murder and Non-negligent Manslaughter
- 2) Negligent Manslaughter
- 3) Sexual Offenses
  - a. Rape
  - b. Fondling,
  - c. Incest,
  - d. Statutory Rape
- 4) Registry Sex Offenders
- 5) Robbery
- 6) Aggravated Assault
- 7) Burglary
- 8) Motor Vehicle Theft
- 9) Arson
- 10) Dating Violence
- 11) Domestic Violence

12) Stalking

This school does not recognize any off-campus student organizations and therefore there is no monitoring by local police of the criminal activities at off-campus housing or organizations.

Whenever an arrest is made for the violations stated below, this school records the incident and makes the statistics available to the students and employees:

- 1) Liquor Law Violations
- 2) Drug Abuse Violations
- 3) Weapons Violations
- 4) Hate Crimes
  - a. Larceny – Theft
  - b. Simple Assault
  - c. Intimidation
  - d. Destruction, Damage, Vandalism of Property

The sale or use of alcohol and illegal drugs is not permitted in this school or its adjacent parking facilities. Anyone observed using illegal drugs or drinking alcoholic beverages will be referred to local police authorities. This school has in place a Drug and Alcohol Abuse Prevention Program required under Public Law 101-226.



## **THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

### **STATISTICS FOR THE YEAR January 1, 2017– December 31, 2017**

Whenever any of the following crimes occur on this campus, the information is reported to the local police agency or other law enforcement agencies having jurisdiction. Incidents are recorded on an incident report. These statistics are available to applicants, students and employees.

- 13) Murder and Non-negligent Manslaughter
- 14) Negligent Manslaughter
- 15) Sexual Offenses
  - e. Rape
  - f. Fondling,
  - g. Incest,
  - h. Statutory Rape
- 16) Registry Sex Offenders
- 17) Robbery
- 18) Aggravated Assault
- 19) Burglary
- 20) Motor Vehicle Theft
- 21) Arson
- 22) Dating Violence
- 23) Domestic Violence
- 24) Stalking

Whenever an arrest is made, on campus, for any of the violations listed below, this school records the incident and makes the statistics available to applicants, students and employees.

- 5) Liquor Law Violations
- 6) Drug Abuse Violations
- 7) Weapons Violations
- 8) Hate Crimes
  - a. Larceny – Theft
  - b. Simple Assault
  - c. Intimidation
  - d. Destruction, Damage, Vandalism of Property

### **STATISTICS**

There were *no reported incidents* during the reporting period.