

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Report

**DATE OF DISCLOSURE**  
**SEPTEMBER 06, 2019**

The Vocational Nursing Institute, Inc.  
11201 Steeple Park Drive  
Houston, Texas 77065

The Vocational Nursing Institute, Inc. is providing the following information to all of its employees and students as a commitment to safety and security pursuant to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Also, see the Crime Report Definitions to follow that will assist you with the understanding of the Campus Security Policies and Crime Statistics. If you should have questions about any of the information provided in this report, please contact the School Director, Kimberley Kelly, MSN, and BSN, RN by phone 832-237-2525x 1003 email [kkelly@vni.edu](mailto:kkelly@vni.edu).

The annual disclosure report is available on the school's website under "About Our School" at [www.vocationalnursinginstitute.com/about.php](http://www.vocationalnursinginstitute.com/about.php) or you may obtain a copy from students' services/FSA office by emailing [brittany@vocationalnursinginstitute.com](mailto:brittany@vocationalnursinginstitute.com) or [admissions@vocationalnursinginstitute.com](mailto:admissions@vocationalnursinginstitute.com).

These definitions are excerpted from The Department of Education's Handbook for Campus Safety and Security Reporting Appendix B.

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are e x c l u d e d .

**Negligent Manslaughter:** the killing of another person through gross negligence.

**Robbery:** the taking or attempting to take anything from value of 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.

**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 means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting

purposes this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

**Arson:** The 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 kind .

**Weapon Law Violations:** The violation 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; 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 ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places ; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned . (Drunkenness and driving under the influence are not included in this definition.)

### **Hate Crimes**

We are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter , negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary , motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, etc. (see definitions on the front page) and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault (see definitions below).

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc...the assault is then also classified as a hate crime.

### **Sex Offenses-Forcible**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### **A. Forcible Rape**

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

#### **B. Forcible Sodomy**

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### **C. Sexual Assault with An Object**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital

or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**D. Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity .

**Sex Offenses-Non-forcible**

Unlawful, non-forcible sexual intercourse.

**A. Incest**

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

**B. Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent. Sex Offenses Definitions From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

**Violence Against Women Act Categories:**

In accordance with the Violence Against Women Reauthorization Act (VAWA) of 2013, Institutions are now required to collect and report information regarding:

**Domestic Violence:** 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 the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic of family violence laws of the jurisdiction receiving grant monies (under VAWA), or any other person against an adult or youth victim who is protected from that person's acts under the domestic violence laws of the jurisdiction.

**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 ; and where the existence of such a relationship shall be determined based on a 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 Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety of the safety of others; or suffer substantial emotional distress.

**Sexual Assault:** See previous definition

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

## **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report are displayed on the school website under the link :

<http://vocationalnursinginstitute.com/pdf/2018AnnualSecurityCleryReport.pdf>  
for every student and employee to see. Each year the new one is uploaded under disclosures located at: <http://vocationalnursinginstitute.com/disclosures.php>

## **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident immediately or as soon as possible. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the School Director, Kimberley Kelly, MSN, and BSN, RN. Reports are kept in a secure location in the School Directors' office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Vocational Nursing Institute, Inc. that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. Students and employees should promptly report all criminal actions and emergencies occurring on or around The Vocational Nursing Institute, Inc. facilities to the School Director, Kimberley Kelly, MSN, BSN, RN either in person or by calling the school at 832-237-2525 x 103.

If the School Director is not immediately available, you may contact the Alternate School Director and/ or Receptionist at 832-237-2525 x 1000 and the Harris County Sheriff's Office by dialing 911 or 281-537-949.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the School Director, Kimberley Kelly, MSN, BSN, RN. Criminal activity might include, but is not limited to, murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including crimes perpetrated based on race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

In the event of fire or medical emergencies, staff and employees should dial 911 and then notify the School Director, Dr. Kimberley Kelly, DNP, MSN, BSN, RN, LNC.

## **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the School Director. Reports are kept in a secure location in the Campus President's office. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the School Director.

## **SECURITY AND ACCESS TO THE INSTITUTION**

It is the policy of The Vocational Nursing Institute , Inc. that access to Institution's facilities is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to The Vocational Nursing Institute, Inc. policies and conduct codes. Students and employees are responsible for the conduct of their visitors at all times.

In pursuit of this policy, all employees shall be required to:

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are 8:30 AM to 5:00 PM.
4. Report immediately to the School Director, Dr. Kimberley Kelly DNP, MSN, BSN, RN, LNC, any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. If the School Director is not available, you may contact the Receptionist at 832-237-2525 or the Harris County Sheriff's Office by dialing 911 or Phone 281-537-9492.
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are below:
  - a. Immediately determine the condition of any injured employees, students, or other parties
  - b. In the case of an automobile accident, secure the accident scene
  - c. Notify the appropriate authorities by calling 911
  - d. Complete an Incident Report
  - e. Obtain a copy of the police report
  - f. Obtain information from witnesses
  - g. Investigate property damage or theft, following steps c, d, e, and f above
  - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes.
  - i. Ensure that entrance to the building in the evening is restricted to the front door. All other doors are locked to prevent entry and exit.

The Vocational Nursing Institute, Inc does not have off-campus locations of student organizations officially recognized by the Institution, including student organizations with off-campus housing facilities. The Vocational Nursing Institute, Inc. does not have any on or off-campus housing facilities

All students are required to:

1. Notify the School Director, Dr. Kimberley Kelly, DNP, MSN,BSN, RN, LNC if a student becomes ill or is injured while at the campus.
2. Upon enrollment or if there is a change in health status , report to the School Director, Dr. Kimberley Kelly DNP, MSN, BSN, RN, LNC any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.
3. Gain knowledge of any announcements, newsletter , etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change of criminal/emergency contact information .

## **CAMPUS SECURITY ENFORCEMENTS**

If there are security personnel at the school building they may be there at the direction of the building owners or the institution, and may assist students, faculty, and staff of the Institution.

Someone may be on duty during the hours the building is occupied. If on duty they are responsible for ensuring that persons entering the building are employees, students, and their families or invited visitors . They are authorized to request identification from those individuals, who are unfamiliar to them , and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students and employees are advised to carry their School Photo ID card at all times and to present them upon request.

Security personnel may not make arrests, but are instructed to promptly contact the School Director, Dr. Kimberley Kelly DNP, MSN, BSN, RN, LNC or 911 if any illegal activity occurs.

If the school retains security personnel, it will be off duty police who have the authority to act in that capacity.

## **RELATIONSHIPS WITH LOCAL POLICE**

The Vocational Nursing Institute, Inc. is located in Harris County. The Vocational Nursing Institute, Inc. maintains a working relationship with the Harris County Sheriff's Office with periodic contact initiated by The Vocational Nursing Institute, Inc. personnel to ensure that the school is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat.

Timely warning reports are placed in employee mailboxes and students are notified by the student handouts.

## **PROFESSIONAL COUNSELING SERVICES**

The school has a contract with ComPsych . ComPsych provides professional counseling services. The Vocational Nursing Institute, Inc. believes in supporting their students. We realize that you have many challenges facing you beyond being a full-time nursing student or part-time nurse aide student. We have secured the services of Com Psych to assist our students in the event you have the need for counseling services. Com Psych provides a variety of services not limited to:

- Relationship Issues
- Mental Health Issues
- Wellness
- Work Issues
- School
- Legal, Financial Issues
- Job Pressures
- Grief and Loss
- Substance Abuse
- Marital/Relationship Conflicts
- Problems with Children
- Domestic Violence, Rape, Hate Crimes

These Guidance Resources are school-sponsored, confidential and provided at NO CHARGE to you and your dependents. Guidance Resources Online is a one stop for expert information on the issues that matter the most to you. The school has prepaid a set amount of resources per student.

You may call ComPsych Guidance Resources anytime for confidential assistance. Call: 800-272-7255

TDD: 800-697-0353

Go online: [guidance resources .com](http://guidanceresources.com)

VNI School Web ID is: VNI589

*Just call or click to access the services!*

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY/CRIME PREVENTION**

All new employees are instructed on crime awareness, prevention , and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.



All new students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the school employees. The orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. All students are subject to a national and state criminal history check prior to enrollment and the school will conduct a repeat check 90 days prior to graduation for all Vocational Nursing Program (VN) students. This is to monitor any activity which may have occurred.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials or other appropriately qualified personnel two times per year. Topics included in these informational programs are proper procedures for reporting Criminal Actions (as stated above- "Reporting Criminal Actions or Other Non-Emergencies", personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year. In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, the Campus President will notify the Institution's community by bulletin board notices, notices read by instructors in classrooms, and notices in student handouts or through the Emergency Notification System.

Students are requested to review the Institution's School Catalog and/or Handbook where sections discussing Student Code of Conduct can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e., police, ambulance, or fire department) . The student or employee should immediately notify the appropriate person at the Institution as soon as possible. The school has no off campus or on campus housing and does not have any off-campus locations. DRUG AND

## **ALCOHOL POLICIES**

The Vocational Nursing Institute, Inc. Annually and upon orientation of newly enrolled students and newly hired faculty members will distribute its materials for drug, alcohol, and crime prevention.

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug and Alcohol Abuse Prevention Program, is provided to the Institution annually. Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Vocational Nursing Institute also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment and referral to the appropriate local law enforcement agency.

The school drug tests all VN students and faculty/staff randomly and if suspected additional testing will be conducted randomly. If a drug screen comes back positive, further investigation will be conducted and termination of employment/enrollment may occur for a positive drug screen. Students are prohibited from the possession, use, or sale of illicit/illegal drugs, or alcoholic beverages on campus or while enrolled in school.

Alcohol and Drug prevention counseling is conducted upon orientation for students and staff and is posted on the school website for all staff and employees to review.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked.

Brochures on sexual assault issues are available in the student lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's/employee's request, the Campus President or other school officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack. If able, call 911 immediately

Do not shower, bathe, douche, or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.  
(A medical examination is the only ways to ensure you are not injured and  
it could provide valuable evidence should you decide to prosecute.)  
Call someone to be with you as you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 713-528-7273. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence . Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests,

The Vocational Nursing Institute, Inc. will assist in identifying off campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that VNI personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable, including the transfer of classes. Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Houston Area Women's Center's Domestic  
Violence Hotline (713) 528-2121  
Sexual Assault Hotline (713) 528-7273

### Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with The Vocational Nursing Institute, Inc. published Student Conduct Policy . Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding . Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation , suspension, or dismissal.

### **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under SORNA section 111(5) (C) is available with the Houston Police Department, located at  
105 Greens Point  
Mall Houston,  
Texas 77060  
(281) 875-6155  
Or through:  
<http://www.houstonpolice.org/go/doc/2133/289249/>

## **PROGRAMS AND PROCEDURES REGARDING VIOLENCE AGAINST WOMEN**

In accordance with the Violence Against Women Reauthorization Act of 2013, educational programs are provided to all students and employees to promote prevention and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Such program includes a statement that the Institution prohibits domestic violence, dating violence, sexual assault, and stalking along with the applicable jurisdictions' definition of each including the definition of consent (in reference to sexual activity).

The programs provide "safe and positive" options for bystander intervention to prevent or intervene when there is a risk to another person of domestic violence, dating violence, sexual assault, or stalking and information on how to reduce risk and recognize warning signs of abusive behavior and how to avoid a potential attack. The Institutions also provide "ongoing prevention and awareness campaigns for students and faculty" that includes the material provided to incoming students and employees .

The Institution makes known the possible sanctions and protective measures following a final determination regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking; including procedures victims should follow if one of these acts has occurred. The Institution provides in writing:

1. The importance of preserving evidence for proof (for prosecution or in obtaining a protective order) and to whom the offense should be reported;
2. Law enforcement and campus authority's options to notify the victim regarding their option to file a report to the local police, assist the victim if they choose to notify law enforcement and give the victim the right to decline to notify such authorities.
3. Rights of victims and Institutional responsibilities on orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts.
4. The procedures for Institutional disciplinary action in cases of domestic violence, dating violence, sexual assault, or stalking such as:
  - a. Provide a prompt, fair, and impartial investigation and resolution; and be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to investigate and
  - b. . Hearing process that protects the safety of victims and promotes accountability .
5. The accuser and accused are entitled to the same opportunities to have a support person/advisor of their choice at any proceeding or related meeting. The accuser and accused m must be simultaneously informed in writing of:

a. The outcome of any Institution all disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

b. . The Institution's procedure s for appealing the results of the proceeding.

c. Any change to the result that occurs prior to the time that such results become final.

6. When such results become final, the Institution provides information about how the confidentiality of victims will be protected . Written notification will be provided to students and employees about services available for victims both on-campus and in the community .

Notification

will be provided to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by victim and if reasonable available, regard less of whether victim chooses to report the crime to campus police or local law enforcement. Also, a student or employee who reports to an institution of higher education that s/he has been a victim of domestic violence , dating violence, sexual assault, or stalking, whether it occurred on or off-cam pus, shall be provided with a written explanation of his or her rights and options. There shall be no retaliation against anyone who exercises rights under the Clery Act and Title IX.

## **EMERGENCY RESPONSE AND EVACUATION P R O C E D U R E S**

The Institution will use its Emergency Notification System to notify the Campus Community of any immediate threat to the Campus Community 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 the campus.

Students and employees may receive text messages via Cell Phone, Remind ME or e-mail l contacts with information relative to the threat and the action to be taken by the Campus Community to remain safe until the threat/perceived threat is over . On campus notifications will also be conducted using manual notification systems such as a school official notifying each classroom and laboratory of any threat or any incident requiring emergency notification. In addition, the school has an intercom system with "page all" feature and a manual emergency bell in the office corridor.

The Institution will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims to contain, responds to, or otherwise mitigates the emergency.

## **TIMELY WARNINGS**

The Institution will also use its Emergency Notification System to issue a "timely warning" to the Campus Community in the event a crime is reported to campus officials or local police that represent a serious or continuing threat to students and employees. The warning will be issued as soon as the pertinent information is available. The intent of the timely warning is to enable recipients to protect themselves and aid in the prevention of

similar crimes.

## **PROCEDURES FOR DISSEMINATING EMERGENCY INFORMATION TO THE LARGER COMMUNITY**

Any member of the Campus Community may, at their discretion notify public authorities of any emergency or dangerous situation on campus. The three principles named above will also determine if public authorities/emergency and law enforcement agencies will be notified and will do so by the most expeditious means immediately available.

## **THE INSTITUTION'S PROCEDURES TO TEST THE EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

On at least an annual basis, the institution will test the Emergency Response Communications system using Remind Me, text messaging and/e-mail transmissions. A log will be kept of the date and time of the test. A survey will be distributed to the campus community to solicit feedback on the effectiveness of the notification. The surveys will be maintained for a minimum of one year and the data on the response effectiveness recorded as part of the test log.

*Confirmation of the type of emergency/dangerous situation* - will be through the School's Directors office. The Director will confirm the type of emergency and will determine ne what emergency response agency will be notified. Any emergencies deemed reportable to all members of the staff, faculty and student body should be immediately directed to the School Director for prompt action.

Notification to Campus Management by any member of the campus community does not preclude notification to the appropriate emergency authorities

School Director: Dr. Kimberley Kelly, DNP, MSN, BSN, RN, LNC  
Alternate School Director: Denise Garcia, MHA BSN RN

*The following statistics show the total criminal offenses, hate crimes, and arrests/referrals for campus disciplinary action that occurred on the Institution's campus and public property .*

## **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institution concerning the occurrence of criminal offenses in the listed categories which were reported to local and/or state agencies in the school 's immediate community and surrounding area. The Sherriff office this year has shared it has a new technology system that was just implemented and that they are behind in providing updated statistics. We will be waiting patiently for the data to arrive at our school, we requested the data on August 2, 2018. We will update the crime reports again, resend them out to students and

staff, and update the website again when additional information is available. For now, we are using the data as we are aware for on campus and provided from the last Sherriff report. We will keep this updated as additional information becomes available.

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Criminal Offenses	Calendar Year								
	2015			2016			2017		
	On Campus	Non-Campus buildings and Property	Public Property	On Campus	Non-Campus buildings and Property	Public Property	On Campus	Non-Campus buildings and Property	Public Property
Robbery	0	0	0	0	0	2	0	0	2
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	5	0	0	5
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>									
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
<b>Arrests/ Referral for Disciplinary Action:</b>									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	1	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>7</b>



Hate Crimes	Calendar Year – Public Property					
	2017		2017		2017	
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
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
<b>Criminal Homicide:</b>						
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<b>Sex Offenses:</b>						
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
<b>Group B Crimes:</b>						
Larceny-Thefts	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0



