MTI COLLEGE

Annual Campus Security Report

October 1, 2017

(Updated: May 17, 2018)

This report contains MTI College security policy disclosures and crime statistics for the years 2014, 2015 and 2016 and is published and distributed annually by October 1 in accordance with the Clery Act, as amended by the Higher Education Opportunity Act.

Reporting Annual Disclosure of Crime Statistics

MTI College is a community of nearly 750 students, faculty and staff. The College is committed to providing a safe and secure learning and working environment for all those studying and working here. To accomplish this, the cooperation and involvement of students and employees in campus safety programs are absolutely necessary. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act, MTI College is required to disclose crime statistics for the previous three calendar years as part of a campus security report to be published annually by each institution. These statistics are gathered from campus safety, local law enforcement, and other school officials (e.g. campus director, president, CFO, evening dean, director of admissions, etc.) who have significant responsibility for campus safety. All the campus crime statistics must be reported by location.

Each year, MTI College's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is compiled by the chief financial officer and academic officer and distributed to every student and employee. The report is also available to prospective students and employees at their request. Employees and students receive an individual notice of the report's availability, including a brief description of the information contained in the report, the direct link to the report, and a statement that the College will provide a paper copy upon request. This same notice is included in the materials given to prospective students and to employees in new-hire orientation. The report may also be found on the Institution's public website, located at: http://www.mticollege.edu In addition, copies of the report may be obtained by contacting the director of financial aid at MTI College, 5221 Madison Avenue, Sacramento, CA 95841, or by calling (916) 339-1500.

Geography
Since MTI College has no on-campus residence halls or non-campus buildings, the locations used are on campus or on public property (streets adjacent to campus and sidewalks bordering both sides of such adjacent streets). The geographic reporting area used for reporting crimes, arrests, and disciplinary referrals is Madison Avenue to the south, the MTI property line to the west and the north, and Hemlock Street to the east. These statistics, which are reported annually to the U.S. Department of Education, cover a three year period, from 2014 to 2016.

Procedures for Reporting an On-Campus Crime or Emergency

Students, faculty, staff, and guests of MTI College are strongly encouraged to report all crimes and other public-safety related incidents to campus safety authorities as follows:

- All life-threatening emergencies and serious crimes requiring immediate assistance should be reported by first dialing 911 and then notifying the campus director, president or CFO during the daytime or the evening dean, or campus security after 5pm.
- Other crimes and safety related incidents should be reported to the campus director, president or CFO during the daytime and to the evening dean or campus security after 5pm. This includes any individuals acting suspiciously or other questionable activities observed on campus.

During the day:	Phone	Cell
• Don Black, Campus Director	(916) 339-4371	(916) 941-5016
• Michael Zimmerman, President	(916) 339-4360	(916) 837-6803
• David Allen, Chief Financial Officer	(916) 339-4336	(916) 212-8506
• Campus Security	(916) 955-5989	

During the evening:		
• Sue Thornton, Evening Dean	(916) 339-1970	
• Campus Security	(916) 955-5989	

Please Note:
- Security personnel patrol the parking lot from 3:00 p.m. to 11:00 p.m. Monday through Friday, and 8 a.m. to 5 p.m. on Saturday. In addition, late night patrols are conducted on a daily basis.
- Any of the emergency contacts can also be contacted through the front desk in the main building or by calling (916) 339-1500.

When reporting a crime, every effort should be made to preserve any evidence for the investigative authorities. Also, when dialing 911 for immediate assistance, callers are reminded to remain calm and be prepared to provide a clear location for the emergency response authorities.

MTI employees who observe or become aware of an alleged incident or crime involving an MTI student, campus visitor or employee are required to report it to the campus director, president or CFO. If the incident or crime involves sexual violence, including dating violence, domestic violence, or stalking, one of the following Title IX coordinators must also be notified:

- Carol Castle, Academic Officer/ALO (Lead) – ccastle@mticollege.edu or (916) 339-4335
- David Allen, VP/Chief Financial Officer – dallen@mticollege.edu or (916) 339-4336

In the event of sexual assault, the victim's physical and emotional well-being is the first priority. The Title IX Coordinator will provide assistance and information on resources and services that are available.

On an annual basis, the College submits its crime report to the Department of Education. This information is available to students for review and is maintained in a binder kept in the Financial Aid office.

(Related Policy Documents: Procedures for Reporting an On-Campus Crime or Emergency; Student and Employee Anti-Harassment and Discrimination; *Safety on Campus*)

Voluntary Confidential Reporting

MTI College does not have campus pastoral or professional counselors on staff and therefore does not have procedures to encourage such counselors to inform those they counsel how to report a crime confidentially or voluntarily. Victims and/or witnesses of an on-campus crime are encouraged to report the incident to the College, even if the victim does not wish to report it to local law enforcement. The College will maintain the confidentiality of the parties involved in the incident within the limits of its overall obligation to maintain a safe, nondiscriminatory environment for all students and employees. Reporting on-campus incidents and crimes helps the College protect the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College. Please note: The identities of the parties involved in the incidents listed on the annual crime statistics disclosure are withheld by the College.

Emergency Notification and Timely Warnings

All life-threatening emergencies and serious crimes requiring immediate assistance should be reported by first dialing 911 and then notifying the campus director, president or CFO during the day or the evening dean, or campus security after 5pm. Anyone with information warranting a timely warning (please see Timely Warning below) should report the circumstances immediately to the campus director, president, CFO, or the evening dean by phone or in person at the main building front desk located at 5221 Madison Avenue, Sacramento, Ca.

During the day:	Phone	Cell
• Don Black, Campus Director	(916) 339-4371	(916) 941-5016
• Michael Zimmerman, President	(916) 339-4360	(916) 837-6803
• David Allen, Chief Financial Officer	(916) 339-4336	(916) 212-8506
• Campus Security	(916) 955-5989	

During the evening:	
• Sue Thornton, Evening Dean	(916) 339-1970
• Campus Security	(916) 955-5989

Emergency Notification
In accordance with the Clery Act, schools must immediately notify the campus community upon confirmation of an emergency or dangerous situation occurring on campus that poses an immediate threat to the health or safety of students or employees.

Upon confirmation of an emergency, the College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The campus director, college president, CFO and/or designee are responsible for confirming that an emergency exists and will work together to determine the most appropriate response. Taking into account the safety of the community, an immediate announcement will be made over the school's telephone intercom system by the campus director or designee. The content of the announcement and the segment of the population that will receive the announcement will be determined by the college president or the campus director, and will depend upon the situation and amount of information available. At minimum and where possible, the notification will include the location and nature of the incident and any special instructions as appropriate. The president or campus director will continue to monitor the situation and will notify additional segments of the population as necessary. Other methods of emergency notification may include, but are not limited to, the fire alarm, person-to-person communication, classroom announcements, text messages, and email. Finally, if deemed necessary and depending on the situation, those outside of the campus community will be notified of the emergency through local law enforcement and/or public health agency.

The college tests its emergency notification system and evacuation procedures annually.

Emergency Notification Test
The test of the emergency notification system is unannounced. Designated employees are assigned to each building. To test the system's functionality, a test announcement is made. The announcement is initiated by the front desk. The designated employees are asked to confirm that they heard the announcement. The emergency notification test took place on Friday, September 22, 2017 at 4:00 p.m. The test was successful.

Evacuation Procedures Test
The test of the evacuation procedures involves a live drill including faculty, staff, and students who are on campus at the time. The test is announced ahead of time. An email announcement with the evacuation procedures, along with the date and time of the test, is sent to faculty and staff. Flyers with the evacuation procedures and date and time of the test are posted on campus to notify students. The president or designee informs the security company of the upcoming test. On the day of the test, the fire alarm is activated. The emergency evacuation coordinators ensure that all students, faculty, staff and visitors are safely evacuated from the buildings. The following areas are checked during the evacuation to ensure that they have been vacated: classrooms, offices, LRC, lounges, restrooms, stairways, hallways, and elevator. The evacuation procedures for the three campus buildings were tested using a live test on Friday, September 23, 2016 at 9:00 a.m. The test was successful. The procedures will be tested again on Wednesday, October 4, 2017 at 9:00 a.m.

Timely Warning
The Clery Act requires schools to alert the campus community of certain crimes in a manner that is timely, promotes safety, and aids in the prevention of similar crimes. MTI College will issue timely warnings to the campus community on a case-by-case basis in response to reported crimes that 1) meet Clery Act classifications; 2) were committed or are actively occurring on campus property or surrounding public property, and 3) constitute a direct or ongoing threat to students or employees as determined by the campus director, president, CFO and/or designee. Timely warnings may also be issued for other, non-Clery crimes or threats as deemed appropriate by the campus director, president, CFO and/or designee.

The content of the timely warning will be determined by the campus director, president, CFO and/or designee depending on the situation and the information available. The warning will be issued through the College e-mail system to students, faculty, and staff; announced over the telephone intercom system; and/or posted on the campus white boards, as appropriate. Other methods of communicating a timely warning may include, but are not limited to, person-to-person communication, classroom announcements, posts on the MTI elearning website, and text messages. Depending on the circumstances of the crime or when a situation does not pose an immediate on-going

threat, notification may be sent after-the-fact to inform members of the campus community with the intent to increase awareness of campus safety.

Security and Access

During normal business hours, the College is open to students, employees, contractors, guests, and invitees. During non-business hours, access to College facilities is by key or by a representative of campus administration. In the case of periods of extended closing, the College will admit only those people with prior approval to all College facilities. The College does not have any residence halls so there are no access and security issues related to these. Emergencies may necessitate changes to any posted schedules. Areas identified as safety concerns, if any, are examined to determine if there are measures which could be taken to make improvements. Security issues such as lighting, landscaping, locks, alarms, and communications are reviewed with safety concerns in mind.

Clinical and Externship Sites

Students assigned to clinical or externship sites are provided with the externship site's safety management plan and phone numbers to call in case of emergency.

Campus Law Enforcement Authority

MTI College does not have a campus security department. Local law enforcement does patrol the areas near campus but there is no written agreement or contract providing for this service. In the afternoons and evenings, the property owner contracts with SmartGuard Company to station an unarmed individual with limited campus security responsibility in the parking lot to monitor access to the lot. This helps deter auto accessory thefts and vandalism, which are the primary crime activities on campus. This individual also walks the campus and can escort students or faculty to their cars upon request. This individual does not have arrest authority and does not issue parking citations. All crime victims and witnesses are strongly encouraged to immediately report any crime to campus safety authorities because prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. MTI College does not have a memorandum of understanding with any law enforcement agency.

Security Awareness and Crime Prevention Programs

In an effort to provide a threat-free learning and working environment, MTI's campus facilities are designed with student, faculty, and staff safety in mind. The campus grounds are illuminated and a contract security guard patrols the facilities during evening class hours. At the beginning of each term during new student orientation, basic campus safety and security issues are discussed. Students are referred to online policies located on the elearning website and other handouts which provide information, including but not limited to reporting on-campus crimes or emergencies, weapons on campus, safety and security tips, individuals acting suspiciously, and graduate and visitor expectations. Students participate in a discussion regarding the Clery Act and Title IX prohibitions against sexual harassment, violence and discrimination. Along with the presentation, students receive a handout entitled *Safety on Campus*. The handout explains MTI's policy and commitment to maintaining a campus environment free from sexual harassment, sexual violence and discrimination. Similar information is discussed with new employees during the new hire orientation. Each year, existing employees are required to review MTI's Student and Employee Anti-Harassment and Discrimination policy and the *Safety on Campus* handout in conjunction with their annual performance review. In addition, students and employees are provided with the Annual Campus Security report on a yearly basis.

Students, faculty, and staff are encouraged to be aware of their surroundings and to hold themselves accountable for their own safety as well as the safety of others. The following safety and security-related policies are available to students and employees online and individually in hardcopy upon request:

- Reporting On-Campus Crimes or Emergencies
- Weapons on Campus and Personal Safety
- Campus Expectations for Graduates and Visitors
- Safety and Security Tips

Off-Campus Criminal Activity

MTI College does not operate any off-campus student organization facilities. Also, since the College does not have a campus security department, no college personnel would generally be involved in investigating an off-campus offense committed by one of our students. Such an investigation would be left to the local sheriff's department.

Statement on Illegal Drugs

As a drug-free campus and workplace, MTI College strictly prohibits, at a minimum, the unlawful possession, use, or distribution of illicit drugs (including marijuana) and alcohol by students and employees on its property or as part of any of its activities. While the possession and use of marijuana is legal in the state of California, it is still not legal under federal law and is therefore covered under this policy. Possession of paraphernalia is also a violation of the College drug policy. Paraphernalia includes any object that contains the residue of an illegal drug or narcotic and/or is used in the consumption or distribution of an illegal drug. All drugs and paraphernalia will be confiscated and/or destroyed. Being under the influence of illicit drugs is also a violation of College policy. Violators of any aspect of the College drug policy will face disciplinary action up to and including expulsion from school or termination from employment, criminal prosecution, fines and imprisonment.

(Related Policy Documents: Alcohol and Drugs)

Statement on Alcoholic Beverages

The possession, consumption, manufacture, sale or furnishing of alcoholic beverages on the MTI College campus is governed by College policy and California statutes. The California Department of Alcohol and Beverage Control controls the laws regarding alcoholic beverages and criminal enforcement of the laws on campus will be by local law enforcement agencies. In addition, the campus director will strictly enforce the drug and alcohol free campus policy against any offending student, faculty, or staff and appropriate disciplinary action will be taken.

It is also unlawful to sell or provide alcoholic beverages to a person under the age of 21. Further, the possession of an alcoholic beverage by anyone less than 21 years of age in a public place or location open to the public is illegal. Finally, driving under the influence of alcohol or drugs is illegal and would present a significant risk to the campus community. Anyone violating these laws and campus rules will be subject to arrest and College disciplinary action.

(Related Policy Documents: Alcohol and Drugs)

Alcohol and Substance Abuse Information

MTI College provides students, faculty, and staff with a list of local drug or alcohol counseling, treatment, and/or rehabilitation programs that are available to students and employees at the student's or employee's expense. Some offer residential treatment options while others have outpatient services. Some also offer sliding fee schedules based on ability to pay. Students or employees with substance abuse and dependency problems are encouraged to seek assistance voluntarily from providers on this list or from any number of others offering help in this area.

In addition, the College provides these same constituents with lists highlighting many of the health risks associated with drug and alcohol use, as well as the many legal sanctions that can be imposed. The hope is that this information will better educate and deter current and potential users.

(Related Policy Documents: Alcohol and Drugs)

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

MTI College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the College against the individual who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, MTI College will provide the results of the disciplinary proceeding to the victim's next of kin, if so requested.

Sex Offender Registration

In accordance with the Campus Sex Crimes Prevention Act of 2000, MTI College provides a link to the State of California Department of Justice Sex Offender Registry. Information regarding registered sex offenders may be accessed at: http://meganslaw.ca.gov.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state about registered sex offenders may be obtained. It also requires sex offenders who must register in any state to provide notice to each institution of higher education where the person lives, works, or attends school.

The Family Educational Rights and Privacy Act (FERPA) was amended to make it clear that institutions may disclose information received through state registration and community notification programs, even if the sex offender is a student.

Sexual Violence Prevention and Response – Violence Against Women Act (VAWA)

MTI College strictly prohibits any form of sexual violence, including dating violence, domestic violence, sexual assault and stalking, or sexual harassment committed by or perpetrated against students, employees, or third parties regardless of their sexual orientation, gender identity, part- or full-time status, disability, race, or national origin; and extends to all MTI-related programs and services held on or off the MTI campus, and non-school related activities that affect the school environment. MTI's policies and response regarding sexual violence apply to victims of sexual violence, regardless of whether the perpetrator is known to the victim or not.

Definitions
For purposes of the *Clery Act*, dating violence, domestic violence, stalking and sexual assault are defined in the Federal Department of Education's regulations.

- **Dating violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined 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. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Further, dating violence does not include acts covered under the definition of domestic violence.

- **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed by:
  a) A current or former spouse or intimate partner of the victim.
  b) A person with whom the victim shares a child in common.
  c) A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
  d) 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;
  e) 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.

- **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- **Sexual Assault** is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

Under California law, dating or domestic violence, sexual assault, rape, and stalking are defined as follows:

- **Domestic or Dating Violence** (California Penal Code Section 13700)
  (a) "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.
  (b) "Domestic violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has

had a dating or engagement relationship. For purposes of this subdivision, “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship.

- **Sexual Assault** (California Penal Code Section 243.4)
  (a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.

  (b) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.
  (c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery.

  (d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person’s will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery.

  (e) (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery.

- **Rape**, which includes acquaintance rape: (California Penal Code Section 261)
  (a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

  (1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act.

  (2) Where it is accomplished against a person’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

  (3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

  (4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused.

  (5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

  (6) Where the act is accomplished against the victim’s will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat.

- **Stalking (**California Penal Code 646.9)
  (a) 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.

Consent
The College follows the provisions of Section 67386 of the California Education Code, including the following:

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any

time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances: (1) The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused; or (2) The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances: (1) The complainant was asleep or unconscious; (2) The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity; or (3) The complainant was unable to communicate due to a mental or physical condition.

Programs to Promote Awareness and Prevention

Efforts to increase awareness and prevent sexual harassment, sexual violence, and discrimination include the following:

- At the beginning of each term during new student orientation, students participate in a discussion regarding the Clery Act and Title IX prohibitions against sexual harassment, sexual violence and discrimination.
- New students receive a handout entitled *Safety on Campus*. The handout explains MTI's policy and commitment to maintaining a campus environment free from sexual harassment, sexual violence, and discrimination. The handout includes the Title IX coordinators' contact information and describes the procedures for reporting a violation and how MTI will follow-up and investigate the complaint. The handout also contains general information and definitions of sexual violence, including dating violence, domestic violence, sexual assault, and stalking; and touches on topics such as confidentiality, interim measures, and retaliation. This handout is also available on the MTI College website.
- All employees receive the *Employee Health and Safety Manual* during their new employee orientation. The manual includes MTI's policy and commitment to maintaining a campus environment free from sexual harassment, sexual violence, and discrimination. The manual includes the Title IX coordinators' contact information and describes the procedures for reporting a violation and how MTI will follow-up and investigate the complaint. The handout also contains general information and definitions of sexual violence, including dating violence, domestic violence, sexual assault, and stalking; and touches on topics such as confidentiality, interim measures, and retaliation.
- Existing employees are required to review MTI's Student-Employee Anti-Harassment and Discrimination policy and the *Employee Health and Safety Manual* on an annual basis in conjunction with their annual performance review.
- Online training in preventing harassment and sexual violence and on the basics of FERPA is provided to the following audiences: New employees (upon hire); supervisory staff and other key employees (every two years); faculty (every other year in conjunction with annual performance review).
- Existing students receive links to the following policy documents via email on an annual basis. Students are encouraged to review these documents and contact the College if they have any questions. These and other campus policies may also be reviewed on the MTI College website (https://www.mticollege.edu/), the MTI College elearning website (https://elearning.mticollege.edu/mod/folder/view.php?id=285803) or on campus by request.
    - Drug and Alcohol Policy for a Drug-Free Campus and Workplace
    - Emergency Response and Evacuation
    - Reporting an On-Campus Crime or Emergency
    - Student-Employee Anti-Harassment and Discrimination Policy
    - Sexual Violence Prevention and Response – Violence Against Women Act (VAWA)
    - Student Rights under the Family Educational Rights and Privacy Act (FERPA)
- The MTI College elearning website (https://elearning.mticollege.edu/), which can be accessed by existing students and employees on or off campus, includes access to the Annual Campus Security Report, the MTI Alcohol and Drug policy, the Emergency Response and Evacuation procedures, the *Safety on Campus* handout, and the Employee Health and Safety manual. The site also includes links to local and online resources available for care and support, and information about prevention, risk reduction, bystander

intervention, and facts and statistics about sexual violence. The site can be accessed by using an internet browser or by using the Moodle Mobile app on a smartphone or tablet.

In the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking
Victims or witnesses to a crime that occurs on school premises and involves an MTI student, campus visitor, or employee are strongly encouraged to report the incident to the campus director, president or CFO. If a student or employee is a victim of dating or domestic violence, sexual assault, or stalking, the victim has the option to notify the appropriate law enforcement authorities, including the local police, and request medical assistance. If the victim prefers, campus authorities will notify the law enforcement by calling 911. The victim may also decline notifying such authorities. The campus authority and/or a representative from the police or sheriff department will guide the victim through available options and support the victim.

The school and police strongly encourage the victim of dating or domestic violence, sexual assault, or stalking report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

The student or staff member can file a complaint with the campus director, president or CFO. An MTI Title IX coordinator will also be notified. Note: A Title IX coordinator is an employee of the College who receives annual training on issues relating to sexual or other unlawful harassment, discrimination, or sexual violence including dating violence, domestic violence, sexual assault and stalking; and on how to conduct an investigation that protects the safety of victims and promotes accountability. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations. The complaint should be filed as soon as possible after the occurrence has taken place. If the victim does not wish to file a complaint or does not request the College to take action on his/her behalf, the victim must confirm so in writing. If the victim wishes to file a criminal complaint, he/she is free to do so at any time before, during or after the school's internal investigation. The College will not wait for the conclusion of a criminal investigation or criminal proceedings before it begins its own investigation.

A student or employee who reports to the school that he or she has been a victim of domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and information regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. In the event the victim wishes to obtain a restraining order, the handout includes links to information about various options and how to apply.[1] A restraining order (also called a protective order or a no-contact order) is a court-ordered document signed by a judge that prohibits the restrained person from harassing, making contact with, or assaulting the person seeking the order. MTI College does not issue orders of protection; however, it is MTI's policy and practice to comply and with and enforce such orders when it is made aware. Students or employees who have such orders in place, are encouraged to inform the College.

Led by a Title IX coordinator, the College investigates all complaints in a thorough, impartial and timely manner. The College takes prompt and equitable action to investigate and address any reports or complaints that come to the attention of school personnel, either formally or informally. The investigation may include addressing allegations that alcohol or drugs were involved in the incident. Typically, the investigation process takes approximately 60 days to complete; however, timeframes may vary based on the severity of the allegation and complexity of the investigation. MTI College uses a preponderance of evidence standard which means that the evidence presented, when compared

[1] Information regarding restraining orders:
Sacramento Superior Court
https://www.saccourt.ca.gov/restraining-orders/restraining-orders.aspx
If you are seeking a civil harassment restraining order, you can obtain the necessary paperwork at the downtown Sacramento Superior Court, located at 720 9th Street Sacramento, CA 95814.

The Sacramento Regional Family Justice Center (FJC)
http://www.hopethriveshere.org/
The Sacramento Regional Family Justice Center can assist with applying for a Domestic Violence TRO by visiting the Center at the Family Relations Court House, Room 112 located at 3341 Power Inn Rd., Sacramento.

with that opposing it, has more convincing force and produces the belief that the alleged act more likely occurred than not. In addition, the affirmative consent provisions of Section 67386 of the California Education Code are followed.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's policy prohibiting dating violence, domestic violence, sexual assault or stalking could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

At any time, the victim(s) may share information confidentially with counseling, advocacy, health, mental health, or sexual assault-related services. The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or comply with protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

The College is committed to protecting the victim(s), ensuring that he or she has the ability to continue his/her educational activities in a safe environment before, during and after the investigation of the complaint. If the victim is a student, he/she will have the option to change his/her academic situation after an alleged incident of domestic violence, dating violence, sexual assault, or stalking if such changes are reasonably available. Similarly, if the victim is an employee, he/she will have the option of changing his/her work situation if such changes are reasonably available. The school will also help with transportation or housing issues to accommodate the alleged victim, or any other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. A financial aid advisor will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school.

An individual who is a victim or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct standards and expectations at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.
Finally, the College does not tolerate acts of retaliation against an individual who raises an allegation of domestic violence, sexual assault, or stalking; or an individual who is cooperating in an investigation of such an allegation. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against

any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act. Any person found taking retaliatory action against such an individual will be subject to disciplinary action up to and including expulsion or termination.

(Related Policy Documents: Sexual Violence Prevention and Response Violence Against Women Act (VAWA))

Engaged Bystanders

As members of the MTI College community, every student and employee plays a critical role in preventing crime - particularly crimes that are sexual in nature - through their words and actions. An engaged bystander is someone who intervenes when he/she observes or becomes aware of behaviors that are disrespectful, harmful, or promote sexual violence. Research has shown that engaged bystanders are crucial in preventing sexual violence, because they can minimize a situation early and stop behaviors from escalating. This being said, safety is critical when deciding how and when to respond as an engaged bystander. Further, given that every situation and every individual is different, it is a decision that each person must make for him or herself.

The National Sexual Violence Resource Center (www.nsvrc.org/) offers the following suggestions:

When considering how to respond, ask yourself:

1. Is there a problem?
2. Does someone need help?
3. What are my options?
4. Is it safe for me to intervene? If not, take action by getting help.

In addition, there are many ways an engaged bystander can make a difference. Some examples include the following:

- Speak up when you hear sexual innuendos or jokes about rape, because sexual violence is never funny.
- When out with friends or at a party, make sure your friends get home safely.
- Be a role model online (e.g. Facebook, Twitter and other social media) by calling out inappropriate behavior and showing support for survivors by challenging violent and abusive comments, alerting the authorities if you see potentially illegal behavior, or posting articles and information that talk about healthy relationships and healthy sexuality.
- Finally, while it is better to get involved before sexual violence actually happens, you can also be an engaged bystander by being supportive and believing victims when they disclose abuse.

Reducing Risk

Two of the most important things we all can do to protect ourselves and those we care about are to be aware and proactive. While we cannot completely eliminate the risk of something happening, there are things we can do to increase our safety and reduce the risk of an assault. The following websites contain excellent and current information on the topics of safety and prevention of sexual assault. We encourage our students and employees to visit these sites and share the information with friends and colleagues.

RAINN (Rape, Abuse & Incest National Network) - https://www.rainn.org/

RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline (800.656.HOPE and online.rainn.org) in partnership with more than 1,100 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help victims and ensure that rapists are brought to justice.

- Safety Planning
  https://www.rainn.org/get-information/sexual-assault-prevention/safety-plan
- If Someone is Pressuring You
  https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-pressure
- Steps You Can Take to Prevent Sexual Assault
  https://www.rainn.org/get-information/sexual-assault-recovery/protecting-your-friends
- What Consent Looks Like

https://www.rainn.org/get-information/sexual-assault-prevention/what-is-consent
- What Can Bystanders Do?
  https://www.rainn.org/get-information/sexual-assault-prevention/bystanders-can-help

Clery Center - http://clerycenter.org/
Focused on advocacy, education and collaboration, the Clery Center for Security on Campus is a nonprofit organization dedicated to safe campus communities nationwide. Their mission is to work with college and university communities to create safer campuses.

The National Sexual Violence Resource Center (www.nsvrc.org/)
The NSVRC's Mission is to provide leadership in preventing and responding to sexual violence through collaboration, sharing and creating resources, and promoting research. The center believes that it is imperative to improve responses to those who have been victimized by sexual violence in order to ensure that they are believed, helped, and supported throughout their recovery process.

Campus Emergency Response and Evacuation Procedures

The safety and well-being of MTI students, employees and guests is of utmost importance. The following procedures have been created to make employees aware of what to do in the event of an emergency. During an emergency situation, staff and faculty are expected to work together to ensure the welfare and safety of each other as well as any students and visitors on campus. While the following emergency procedures are in place and apply campus-wide, MTI staff and faculty are expected to cooperate fully with police, fire or rescue personnel in the event that alternate instructions are given. At the conclusion of any emergency situation, the campus director shall be responsible for communicating with MTI and the surrounding community regarding the event(s) which have taken place and the measures that were taken to ensure safety.

Procedures:

Tips for Calling 911

Whenever help is needed in an emergency situation, **Call 911**.

- Stay calm and speak clearly.
- State your emergency.
- Give your name and the address and phone number from which you are calling.
- Allow the 911 dispatcher to direct the conversation.
- Answer the dispatcher's questions clearly and calmly.
- Follow any directions the dispatcher gives you.
- Listen carefully and ask questions if you do not understand.
- Remain on the telephone. Do not hang up until directed to do so by the dispatcher.

Contact the Emergency Coordinator

MTI maintains three Emergency Coordinators on campus to act as primary points of contact in the event of an emergency. When a situation arises, contact an Emergency Coordinator immediately. You may ask someone else call while you are talking to 911 dispatch.

MTI Emergency Coordinator(s)

	Phone	Cell
Don Black, Campus Director	(916) 339-4371	(916) 941-5016
Michael Zimmerman, President	(916) 339-4360	(916) 837-6803
David Allen, Chief Financial Officer	(916) 339-4336	(916) 212-8506
Sue Thornton, Night Dean (backup – evenings)	(916) 339-1970	

Evacuation Procedures

Upon confirmation of an emergency, the campus director or designee will initiate an emergency notification and will determine if it is necessary to evacuate the campus. If a complete evacuation is necessary, the campus director or designee will activate the fire alarm in each building which will signal to staff and faculty to inform students and begin exiting the buildings. If only a portion of the campus needs to be evacuated, the campus director or a designee will communicate directly with the staff and faculty who are involved.

When evacuating the buildings:

- Take personal belongings.
- Walk (*do not run*) to the nearest stairway or exit.
- Do not use the elevator.
- Exit the building and proceed to the designated evacuation location.
- Leave walkways and driveways open and clear for arriving fire and rescue personnel.
- Follow directions given by fire, police, or rescue personnel.
- Do not leave the evacuation location until you are told is it OK to do so.

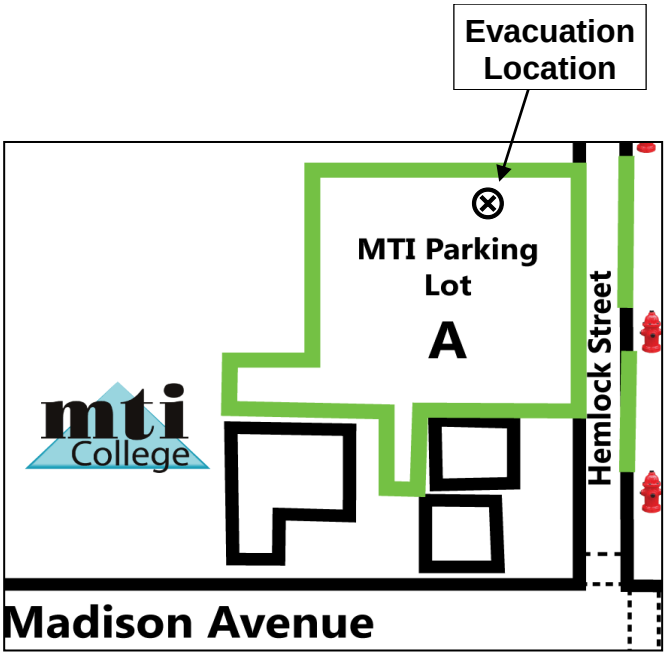
*Note: If there is a first aid kit in your work area, take it with you to the evacuation location.

Procedures for Instructors:

- Remain calm and instruct students to exit the building following the procedure outlined above.
- Secure assistance for any students who may need help exiting the building due to physical limitations.
- Prior to exiting, make sure that the classroom is empty and the door is closed.
- Bring the attendance roster to the designated evacuation location and verify that all students who are in attendance that day are accounted for.
- Instruct students to remain in the evacuation location until they are told it is OK to leave.

Designated Evacuation Location

The designated meeting place is located at the north end of the main parking lot, furthest away from the buildings. The campus director or designee will adjust the evacuation location as necessary to best ensure the safety of all.



Emergency Evacuation Coordinators

Emergency Evacuation Coordinators will ensure that all students, faculty, staff and visitors have been safely evacuated from the buildings. The following areas are to be checked during an evacuation to ensure they have been vacated:

- Classrooms
- Offices
- LRC
- Lounges
- Restrooms
- Stairways
- Hallways
- Elevator

MTI Emergency Evacuation Coordinator(s)

	Phone	Cell
Don Black, Campus Director	(916) 339-4371	(916) 941-5016
Michael Zimmerman, President	(916) 339-4360	(916) 837-6803
David Allen, Chief Financial Officer	(916) 339-4336	(916) 212-8506
Sue Thornton, Night Dean (backup – evenings)	(916) 339-1970	

Fire

In the event of a fire in the building:

- Activate the fire alarm immediately.
- Call 911.
- Contact the Emergency Coordinator immediately.
- Evacuate the immediate area following the evacuation procedure outlined above.

Clothing Fires – STOP, DROP and ROLL

- If clothing catches fire, *do not* run!
- Immediately drop to the floor and roll repeatedly to extinguish the flames, covering your face with your hands to protect it from the flames.

Fire Extinguishers

Fire extinguishers are located throughout each building in hallways, laboratories, mechanical rooms, and other areas. Report missing, discharged or damaged fire extinguishers to the president as soon as possible. If a fire extinguisher is used, do not return it to its cabinet or bracket. Report the used fire extinguisher to the Technical Services Department (TSD) immediately so it can be replaced.

Fire Extinguisher Locations

Main Building	Outside rooms 100, 104, 109, 110, and in Financial Aid hallway
North Annex (Downstairs)	Outside rooms A19, A20, and student lounge
North Annex (Upstairs)	Outside rooms B10, B11, B14, and across from elevator
Paul Mitchell Building (Downstairs)	Outside CORE classroom and next to side door on clinic floor
Paul Mitchell Building (Upstairs)	Outside Project Room

Earthquake

If you are inside at the time of an earthquake:

- Immediately move away from windows and take cover under something sturdy such as a table or desk.
- Cover your head with your arms to protect your face.
- If you cannot reach cover, brace yourself in an interior doorway or crouch in an interior corner away from windows, shelves or cabinets.
- Do not try to go outside.
- Remain in the building until the need for evacuation is considered necessary.
- When evacuation is necessary, follow evacuation procedure outlined above.

If you are outside at the time of an earthquake:

- Move away from the sides of buildings, overhead wires, or other hazards.
- Stay clear of any wires that have fallen, exposed pipes or other hazards.
- Do not light fires or matches due to possible gas leaks.
- Proceed to the designated evacuation location.

If you are driving at the time of an earthquake:

- Pull over to the side of the road and stop.
- Avoid overpasses and power lines.
- Stay inside the vehicle until the shaking is over.
- Be prepared for aftershocks.

Bomb Threat/Explosive Device

Take any bomb threat seriously and report it immediately to an Emergency Coordinator.

If a written threat is received:

- Call 911 immediately.
- Contact the Emergency Coordinator immediately.
- Do not handle the note any more than necessary.
- Place the note in an envelope to preserve possible fingerprints.

If the threat is made over the telephone:

- Note the exact time of the call.
- Attempt to write down the exact words of the caller.
- Ask the caller to repeat information.
- Try to get information about where the bomb is planted, when it may be detonated, etc.
- Ask specific questions: when, where, what, who, why.
- Make notes of the caller's voice: male/female, accent, use of unusual phrases, tone, etc.
- If possible, signal to another person (i.e. write a note) that the call is a bomb threat.
- Call 911 immediately.
- Contact the Emergency Coordinator immediately.
- Do Not attempt to physically locate or verify the placement of the device.

If a suspected explosive device is found on campus, DO NOT touch it:

- Call 911 immediately.
- Contact the Emergency Coordinator immediately.
- Evacuate the immediate area following the evacuation procedure outlined above, directing the flow of traffic away from the area where the device may be located.
- Do not use walkie/talkies or cell phones in the suspected vicinity of the bomb as transmission may detonate the device.

Medical Emergencies

- A student or employee who observes an injury or who becomes injured while on campus grounds should immediately report the incident to a supervisor, manager or the campus director. The staff person receiving the report will determine the immediate needs of the victim and will make arrangements to address those needs as appropriate.

- In the event of a life-threatening medical situation, call 911 immediately. Conditions may include (but are not limited to): severe chest pains, gunshot wounds, severe burns, hemorrhaging, severe head injuries, and open (compound) fractures.

- When there is an individual who is ill or injured, the following steps should be taken:
  - Keep the victim as comfortable as possible.
  - Do not move the victim any more than is necessary for his/her safety.
  - Never administer liquids to an unconscious victim.
  - Do not remove objects that may be embedded in the victim's skin.
  - Secure the accident scene.

First Aid Kit Locations

Main Building	Front Desk, Room 114, and Evening Dean's office
North Annex (Downstairs)	Healthcare Department Chair's office (director's hallway, behind lobby)
Paul Mitchell Building (Downstairs)	Receptionist's Desk

Persons Acting Suspiciously

If a person is acting suspiciously on or near campus property:

- Notify an Emergency Coordinator immediately.
- Provide a complete description of the person, including what he/she was doing, his/her last known location and direction of travel.
- Call 911 to make a report.

Incident Reporting

It is the responsibility of the personnel officer (vice president/CFO) to keep accurate records of injury reports, safety records, and other related records. Please refer to policy on Safety, Emergency and Reporting Injuries for more information.

Annual Training

Training for staff and faculty on MTI's emergency response and evacuation procedures is conducted annually by the campus director at a town hall meeting.

(Related Policy Documents: Emergency Response and Evacuation)

Annual Disclosure of Crime Statistics

MTI College's Clery Act crime reporting for the 2014-2016 timeframe appears below. In addition to the required reporting, the College has elected to report all non-Clery Act crimes that occurred during that same three year period under a separate table. A request was made to the Sacramento County Sheriff's Department to determine if there were any crimes committed on the two streets adjacent to our campus during the three year period. Access to the Sheriff's crime logs was provided; however, based on the information provided, it is not possible to determine if the statistics obtained fall within our Clery geography.

Criminal Offenses

	Total Occurrences		
Criminal Offense	2014	2015	2016
On Campus			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Arson	0	0	0
Public Property**			
Murder/Non-negligent manslaughter	--	--	--
Negligent manslaughter	--	--	--
Rape	--	--	--
Fondling	--	--	--
Incest	--	--	--
Statutory rape	--	--	--
Robbery	--	--	--
Aggravated assault	--	--	--
Burglary	--	--	--
Motor Vehicle Theft	--	--	--
Arson	--	--	--

Notes:

Motor Vehicle Theft does not include theft *from* a vehicle.

**Access to the Sheriff's crime logs was provided; however, based on the information provided, it is not possible to determine if the statistics obtained fall within our Clery geography.

Hate Crimes - 2016 Occurrences of Reported Crimes Based on Categories of Bias

Criminal offense	2016 Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National Origin
On Campus									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Public Property*									
Murder/Non-negligent manslaughter	--	--	--	--	--	--	--	--	--
Rape	--	--	--	--	--	--	--	--	--
Fondling	--	--	--	--	--	--	--	--	--
Incest	--	--	--	--	--	--	--	--	--
Statutory rape	--	--	--	--	--	--	--	--	--
Robbery	--	--	--	--	--	--	--	--	--
Aggravated assault	--	--	--	--	--	--	--	--	--
Burglary	--	--	--	--	--	--	--	--	--
Motor Vehicle Theft	--	--	--	--	--	--	--	--	--
Arson	--	--	--	--	--	--	--	--	--
Simple assault	--	--	--	--	--	--	--	--	--
Larceny - theft	--	--	--	--	--	--	--	--	--
Intimidation	--	--	--	--	--	--	--	--	--
Destruction/damage/vandalism of property	--	--	--	--	--	--	--	--	--

Notes:
*Access to the Sheriff's crime logs was provided; however, based on the information provided, it is not possible to determine if the statistics obtained fall within our Clery geography.

Motor Vehicle Theft does not include theft *from* a vehicle.

Hate Crimes - 2015 Occurrences of Reported Crimes Based on Categories of Bias

Criminal offense	2015 Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National Origin
On Campus									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Public Property*									
Murder/Non-negligent manslaughter	--	--	--	--	--	--	--	--	--
Rape	--	--	--	--	--	--	--	--	--
Fondling	--	--	--	--	--	--	--	--	--
Incest	--	--	--	--	--	--	--	--	--
Statutory rape	--	--	--	--	--	--	--	--	--
Robbery	--	--	--	--	--	--	--	--	--
Aggravated assault	--	--	--	--	--	--	--	--	--
Burglary	--	--	--	--	--	--	--	--	--
Motor Vehicle Theft	--	--	--	--	--	--	--	--	--
Arson	--	--	--	--	--	--	--	--	--
Simple assault	--	--	--	--	--	--	--	--	--
Larceny - theft	--	--	--	--	--	--	--	--	--
Intimidation	--	--	--	--	--	--	--	--	--
Destruction/damage/vandalism of property	--	--	--	--	--	--	--	--	--

Notes:
*Access to the Sheriff's crime logs was provided; however, based on the information provided, it is not possible to determine if the statistics obtained fall within our Clery geography.

Motor Vehicle Theft does not include theft *from* a vehicle.

Hate Crimes - 2014 Occurrences of Reported Crimes Based on Categories of Bias

Criminal offense	2014 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National Origin
On Campus							
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Sex offenses – forcible	0	0	0	0	0	0	0
Sex offenses – non-forcible	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0
Public Property							
Murder/Non-negligent manslaughter	--	--	--	--	--	--	--
Sex offenses – forcible	--	--	--	--	--	--	--
Sex offenses – non-forcible	--	--	--	--	--	--	--
Incest	--	--	--	--	--	--	--
Statutory rape	--	--	--	--	--	--	--
Robbery	--	--	--	--	--	--	--
Aggravated assault	--	--	--	--	--	--	--
Burglary	--	--	--	--	--	--	--
Motor Vehicle Theft	--	--	--	--	--	--	--
Arson	--	--	--	--	--	--	--
Simple assault	--	--	--	--	--	--	--
Larceny - theft	--	--	--	--	--	--	--
Intimidation	--	--	--	--	--	--	--
Destruction/damage/vandalism of property	--	--	--	--	--	--	--

Notes:
*Access to the Sheriff's crime logs was provided; however, based on the information provided, it is not possible to determine if the statistics obtained fall within our Clery geography.

Motor Vehicle Theft does not include theft *from* a vehicle.

Violence Against Women Act (VAWA) Offenses

Criminal Offense	Total Occurrences 2014	2015	2016
On Campus			
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Public Property*			
Domestic violence	--	--	--
Dating violence	--	--	--
Stalking	--	--	--

Notes:
*Access to the Sheriff's crime logs was provided; however, based on the information provided, it is not possible to determine if the statistics obtained fall within our Clery geography.

Arrests

The number of arrests that occurred on campus, on public property, or were reported by local police. Drunkenness or driving under the influence are included in liquor law violations.

Criminal Offense	Number of Arrests 2014	2015	2016
On Campus			
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Public Property*			
Weapons: carrying, possessing, etc.	--	--	--
Drug abuse violations	--	--	--
Liquor law violations	--	--	--

Note:
*Access to the Sheriff's crime logs was provided; however, based on the information provided, it is not possible to determine if the statistics obtained fall within our Clery geography.

Disciplinary Actions

The number of persons referred for disciplinary action for crimes that occurred on campus, on public property, or were reported by local police. This does not include disciplinary actions that were strictly for school policy violations or that result in arrest. Drunkenness or driving under the influence are included in liquor law violations.

	Number of persons referred for disciplinary action		
Criminal Offense	2014	2015	2016
On Campus			
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Public Property*			
Weapons: carrying, possessing, etc.	--	--	--
Drug abuse violations	--	--	--
Liquor law violations	--	--	--

Note:
Access to the Sheriff's crime logs was provided; however, based on the information provided, it is not possible to determine if the statistics obtained fall within our Clery geography.

Unfounded Crimes

The total number of unfounded crimes includes all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded. DEFINITION: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime. Unfounded crimes are reported in the year in which they were originally reported.

	Number		
	2014	2015	2016
Total Unfounded Crimes	0	0	0

Non-Clery Act Related Crimes

The College has elected to report all non-Clery Act crimes that occurred during the same three-year period used for Clery Act reporting.

	Number of incidents reported		
Criminal Offense	2014	2015	2016
On Campus			
Car collision in parking lot	2	2	3
Car break-in; items stolen	1	0	4
Car vandalized in parking lot	1	1	0
Altercation (not to the level of assault)	--	--	1
Public Property/Reported by Local Police			
No reported incidents			