

# 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 college 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.

## On-Campus Emergency Contacts

### During the day:

	Phone	Cell
• Don Black, Campus Director (primary)	(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.
- 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 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](mailto:ccastle@mticollege.edu) or (916) 339-4335
- David Allen, VP/Chief Financial Officer – [dallen@mticollege.edu](mailto: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.