

DOUGLAS EDUCATION CENTER CAMPUS SECURITY POLICY AND CRIME REPORT

Douglas Education Center is committed to providing a safe environment for students to learn and staff to work.

The following campus security policies and procedures are applicable at Douglas Education Center.

SECURITY POLICY

Campus Security Authority

Douglas Education Center does not have a campus police or security department.

While any official who has significant responsibility for student and campus activities is a campus security authority, Douglas Education Center specifically identifies the Property Manager as its primary security authority. The campus security authority at the cosmetology location is the Director of Cosmetology, who reports all campus security concerns to the Property Manager. Campus security authorities do not have the power to arrest individuals. However, Douglas Education Center will contact local police authorities to report criminal activity.

Students and staff should report all incidents of criminal offenses and security concerns to the Campus Security Authority.

Reporting Crimes and Emergencies

If a crime is in progress or a health emergency exists, students and staff should immediately contact police, fire, or ambulance services as necessary. Shortly after contacting emergency personnel, students and staff must contact the Campus Security Authority.

Students and staff should report non-emergency situations to the Campus Security Authority.

Individuals reporting a crime or security issue to the Campus Security Authority will be asked to complete a Security Report Form. Information on the form will be used by the Campus Security Authority to investigate reports of crimes and security violations. Local police will be contacted, if not already called, as deemed appropriate.

Following a reported crime, the Campus Security Authority will determine if a timely warning should be issued to students and staff due to a continuing threat. The Campus Security Authority may consult with local police to assess the threat level.

The Campus Security Authority will track all reports of crimes and security incidents including dates, times, involved parties, and the resolution. Further, the Campus Security Authority will provide the requisite data for the annual Crime Report to the U.S. Department of Education.

Daily Crime Log

Douglas Education Center maintains a daily crime log including, the date the crime was reported, the nature, date, time, general location and disposition of the complaint. The log is available to the public except when doing so would jeopardize the confidentiality of the victim, the alleged perpetrator, or an ongoing investigation.

Douglas Education Center is exempt from federal regulations requiring the maintenance of a daily crime log, but is doing so in a modified format to track criminal offenses and provide a basis for making timely warnings.

Building Access

Students, employees, and the public can access Douglas Education Center facilities during normal business hours, other times by appointment. Business hours vary by location.

Students, staff, and the general public must access the school via the front entrance located in the Mona Ruth Imbrescia Welcome Center.

Douglas Education Center locks all entries to the school when closed. Douglas Education Center only issues keys to individuals responsible for opening the school in the morning and closing it at night.

Security Programs

The Director of Education is responsible for arranging security and safety programming for students.

The Property Manager conducts training to inform students and staff about campus security policies and procedures at Douglas Education Center during the summer semester.

Douglas Education Center offers an alcohol and drug abuse prevention program annually during the spring semester. The workshop offers information on the use and effects of alcohol and drugs, legal sanctions for violation of alcohol and drug laws, user testimonials and professional counseling services, and school policies and procedures.

Douglas Education Center also offers a personal safety program annually during the fall semester. The program is designed to help students and staff accept responsibility for their personal safety; learn self-defense techniques; learn to recognize and avoid rape, acquaintance rape, and other sexual offenses; provide a forum for discussing personal injury and safety concerns; and learn about school policies and procedures related to sexual assault prevention.

In addition to these quarterly programs, other safety and security programs may be conducted throughout the year. Individuals with program suggestions are encouraged to share them with the Director of Education.

Alcohol Violations

Douglas Education Center prohibits the possession, use, and sale of alcoholic beverages on school property or during school sponsored activities. Douglas Education Center may refer individuals in violation of state and city underage drinking laws to police. A violation of these or any of Douglas Education Center's alcohol abuse prevention policies is cause for dismissal.

Consult Douglas Education Center's Drug and Alcohol Abuse Prevention Policy for a complete listing of policies, procedures, and sanctions.

Drug Violations

Douglas Education Center prohibits the possession, use, and sale of illegal drugs on school property or during school sponsored activities. Douglas Education Center will refer individuals in violation of federal, state, and local drug laws to police. A violation of these or any of Douglas Education Center's drug abuse prevention policies is cause for dismissal.

Consult Douglas Education Center's Drug and Alcohol Abuse Prevention Policy for a complete listing of policies, procedures, and sanctions.

Weapons Violations

Douglas Education Center prohibits the possession, use, and sale of weapons on school property or during school sponsored activities. Douglas Education Center will contact police if an individual appears to threaten using a weapon against self, students, staff, or

clients. A violation of Douglas Education Center's prohibition on weapons is cause for dismissal.

Sex Offenses

A student or employee who is the victim of a sexual offense should immediately contact the police and/or Campus Security Authority. The Campus Security Authority will outline options for notifying police and assist the victim if desired. The Campus Security Authority will discuss with the victim the need to preserve any physical evidence of the crime.

While Douglas Education Center has no on-site professional counseling staff, the Campus Security Authority will provide immediate crisis comfort to the victim. As soon as possible, the Campus Security Authority will provide a list of professional counseling centers for sexual assault victims. The Campus Security Authority will assist the victim in calling for counseling services if desired.

If more comfortable, a student or employee may report an allegation of a sex offense to a Douglas Education Center staff member other than the Campus Security Authority. However, the Douglas Education Center staff member must immediately report the allegation to the Campus Security Authority for follow-up and investigation.

Douglas Education Center administration will make every effort to change a victim's academic situation after an alleged sex offense, specifically allowing the student to change class schedules to avoid the alleged perpetrator while at school.

In addition to contacting police as necessary, the Campus Security Authority will conduct an internal investigation to determine if the accused should be subject to internal disciplinary action.

As a result of the investigation, a disciplinary proceeding, if necessary, will be scheduled after contacting both the accused and the accuser. The disciplinary board will consist of the President, Director of Education, a school staff member named by the accused, a school staff member named by the accuser, and the Campus Security Authority.

Both the accused and the accuser will have the same opportunities to have others present during the proceedings.

Both the accused and the accuser will be informed of the disciplinary board's final decision with respect to the alleged sex offense and any sanctions imposed against the accused.

Douglas Education Center will dismiss a student or employee if the disciplinary board finds him or her responsible for rape, acquaintance rape, or another forcible or non-forcible sex offense.

Douglas Education Center's internal disciplinary proceedings are separate and distinct from any legal actions taken by the accuser or against the accused.

Students and staff must make a specific request for information on sexually violent predators in Pennsylvania by accessing the Pennsylvania State Police website at www.psp2.state.pa.us/svp/index.htm.

Personal Safety

Douglas Education Center policies and programming encourage students and staff to accept full responsibility for their own personal safety and the safety of others. Douglas Education Center makes safety and security programming available throughout the year. Students and staff are strongly encouraged to take advantage of those opportunities.

Students and staff should observe the following safety tips:

- Secure all valuables. If possible, leave valuables at home. Do not leave personal belongings in unprotected, open areas. Engrave items with your name.
- Lock your car doors.
- Be aware of your surroundings.
- Don't walk alone.
- Report suspicious persons or circumstances to the Campus Security Authority.

While not liable for criminal activity on campus or during school activities, Douglas Education Center is concerned that students and staff are able to learn and work in a safe and crime-free environment. Douglas Education Center cannot guarantee personal safety, but has security policies and procedures in place to assist individuals. When a crime is committed, students and staff should report it to the Campus Security Authority for reporting to police, tracking, and resolution.

Policy Dissemination

Enrolled Students and Employees

Douglas Education Center publishes its annual Campus Security Policy and Crime Report by October 1st of each year. Enrolled students are made aware that the updated Campus Security Policy and Crime Report are available on the student portal through a notice distributed through the student portal. Current employees receive the report annually in their school mailbox. If for any reason a student requests the Campus Security Policy and Crime Report it will be mailed via the US Postal Service.

Prospective Students and Employees

Prospective students are made aware of the availability of the Campus Security Policy and Crime Report via phone or written correspondence. Prospective employees are

made aware of the policy and report at the time an employment application is completed. Upon request, a copy of the policy and report are mailed to the prospective student or employee.

The Director of Enrollment Services is responsible for ensuring the distribution of the annual security report to prospective and current students as well as staff.

U.S. Department of Education

As required of all schools, Douglas Education Center submits its annual Crime Report statistics to the U.S. Department of Education. The Property Manager is responsible for submitting data.

Timely Warnings

Douglas Education Center will provide a timely warning to the school community whenever the following crimes are reported to the Campus Security Authority or the police and are considered to represent a threat to students and employees:

- criminal homicide including (a) murder and non-negligent manslaughter, and (b) negligent manslaughter;
- forcible and non-forcible sex offenses;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests for violations of liquor and drug laws;
- arrests for illegal weapons possession;
- persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons violations; and
- crimes listed above or otherwise result in bodily injury that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability.

CRIME REPORT

A key element of the Campus Security Policy is the Crime Report. The Crime Report identifies the frequency of incidents of crimes, hate crimes, and liquor, drug and weapons violations.

Crime statistics are compiled in accordance with the definitions used by the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) system, Hate Crime Data Collection Guidelines and the Training Guide for Hate Crimes Collection.

The Crime Report covers the three most recently completed calendar years of data. For example, the October 1, 2011 report contains data for calendar years 2008, 2009, and 2010.

The Crime Report identifies whether crimes or liquor, drug, and weapons violations occurred on campus, at non-campus facilities, or on public property immediately surrounding the school.

- A campus means a building or property owned or controlled by the school and used to support the educational purpose.
- A non-campus facility is any building or property owned or controlled by the school or student organization not within the same contiguous area that is used for educational purposes.
- Public property is all public property surrounding the school campus, immediately adjacent to and accessible from the campus.

Hate crimes are listed as a subset of all crimes reported. If there is no evidence a crime was the result of prejudice, it is not listed on the Hate Offenses charts.

If an individual was not arrested for an alcohol, drug, and weapons violations, but was referred for school disciplinary action, he or she will be listed on the Disciplinary Action Charts only.

CRIMINAL OFFENSES – Main Campus

Criminal Offenses – On-Campus Facilities

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

Criminal Offenses – Non-Campus Facilities

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

Criminal Offenses – Public Property

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0

Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

HATE OFFENSES – Main Campus

Hate Offenses – On-Campus Facilities

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0
Forcible Rape	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

Hate Offenses – Non-Campus Facilities

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0
Forcible Rape	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

Hate Offenses – Public Property

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0
Forcible Rape	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

LIQUOR, DRUG, WEAPONS VIOLATIONS – Main Campus

Arrests – On-campus Facilities

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Arrests – Non-campus Facilities

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Arrests – Public Property

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Disciplinary Actions – On-campus Facilities

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Disciplinary Actions – Non-campus Facilities

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Disciplinary Actions – Public Property

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

CRIMINAL OFFENSES – Cosmetology Campus

Criminal Offenses – On-Campus Facilities

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

Criminal Offenses – Non-Campus Facilities

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

Criminal Offenses – Public Property

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0

Forcible Sex Offenses (Forcible Rape)	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

HATE OFFENSES – Cosmetology Campus

Hate Offenses – On-Campus Facilities

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0
Forcible Rape	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

Hate Offenses – Non-Campus Facilities

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0
Forcible Rape	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

Hate Offenses – Public Property

Criminal Offense	Total Occurrences in 2008	Total Occurrences in 2009	Total Occurrences in 2010
Murder/Non-negligent Manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses (Forcible Rape)	0	0	0

Forcible Rape	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

LIQUOR, DRUG, WEAPONS VIOLATIONS – Cosmetology Campus

Arrests – On-campus Facilities

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Arrests – Non-campus Facilities

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Arrests – Public Property

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Disciplinary Actions – On-campus Facilities

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Disciplinary Actions – Non-campus Facilities

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0

Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Disciplinary Actions – Public Property

Violation	# of Arrests in 2008	# of Arrests in 2009	# of Arrests in 2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

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