



## **Annual Campus Security Report For Prospective Students and Employees**

The purpose of this report is to advise students and employees of crimes that have occurred on campus during the past three calendar years from 2013 through 2015, and to make all aware of the procedures for reporting criminal actions or other emergencies occurring on campus and policies concerning the institution's response to those reports.

### **Reporting crimes**

To help provide a safe and secure environment at College of Cosmetology, all students and employees are encouraged and expected to report any criminal activity or emergency as promptly as possible to the General Manager's Office and or administrative staff personnel. These reports will be investigated, referred to appropriate authorities as needed, entered into our crime log, used to compile annual crime statistics, and will also be used to provide timely warnings to the COC community. All incidents involving students are referred to the Operations Manager, and incidents involving employees are referred to the appropriate administrative unit.

Accurate and prompt reporting of all crimes should also be made to local law enforcement when the victim of a crime elects or is unable (physically/mentally) to make such a report.

The names of victims and alleged perpetrators of crimes will be kept confidential.

To report a crime:

Contact the General Manager (Roni Nelson), the Operations Manager (RaeMona Sanchez), the Admissions Representative, or any teaching staff in person or by calling the school at 882-664 (for non-emergencies), or by dialing 911 (emergencies only).

The College of Cosmetology does not have any institutional policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report.

### **Timely Warning**

In the event that a situation arises on campus, that, in the judgment of the acting manager, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued to students and staff. In such instances, a notice and copy of the notice is posted in each classroom, at each computer used for clocking in and out, at the front desk and in the student lunchroom. The timely warning will also be read at a special morning student announcement. Anyone with information warranting a timely warning should report the circumstances to the manager's office, by phone (882-6644) or in person to any administrative staff person.

## **Emergency Notification and Evacuation Plan**

In the event that there is an immediate threat to the health or safety of students or employees on campus, students and staff will be immediately informed via the school intercom system by the General Manager or other administrative staff. In a situation of a power outage, all students and staff will be notified verbally. If ever there is a need to evacuate the building, the General Manager or administrative staff member in charge, will announce the need to exit the building. This can be done by verbal means and or use of the intercom system button on our current phone system. Please assist small children, elderly clients, or clients with special needs before exiting the building. Once everyone has exited the building, all students and staff are to meet across the street, in Stukel Park for further instructions and to verify that all individuals have left the building. The only reason the College of Cosmetology would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to: assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. An example of not compromising efforts to mitigate the emergency might be agreeing to a request of local law enforcement or fire department officials.

An evacuation drill is coordinated by the General Manager annually at the College of Cosmetology. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At the College of Cosmetology, evacuation drills are used as a way to educate and train occupants on issues specific to the building. These drills may be announced or unannounced. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and where to meet in the event of an evacuation. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting the facility for a short-term building evacuation. The General Manager does not tell students in advance of this test. Evacuation maps are also posted in each room of the building to assist.

## **Security of Campus Facilities**

The College of Cosmetology doors are opened at 7:45 am Monday through Friday. The doors are secured nightly at 4:00 pm. No one is allowed to enter the facility after closing or before opening without the proper authorization from a school official. The facility manager or instructor is responsible for the opening and closing procedures.

The College of Cosmetology does not employ security personnel to monitor activities inside the building or in the parking area's. Each student and employee is encouraged to be vigilant of criminal activity and to report any such activity to the local law enforcement agency immediately and to alert the General Manager of the activity.

During the school enrollment process, the Admissions Representative will inform the students about campus security procedures and policies and encourage the students to be responsible for their own security and the security of others. In the event of a crime, each student involved will be responsible for filling out a "Crime Report" sheet. These sheets are located outside the Operation Managers office or can also be picked up by contacting the General Manager.

## **Possession, use and sale of alcoholic or illegal drugs**

The College of Cosmetology has established policies concerning the possession, use and sale of alcohol and illegal drugs by staff and students. Each student and employee is informed that the facility complies with the Drug Free Workplace Act of 1988 and the results of Non-Compliance with the terms of this Act. For further information concerning this policy, please refer to the school catalog regarding Policy and Procedures, which was issued to each student or employee prior to enrollment or entering the college, or by contacting the General Manager for an additional copy of that policy.

## **Prevention Programs - Substance Abuse Education**

The College of Cosmetology has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. This program is taught when students are in their beginning core Nails and Phase 1 classes. The College has also contracted with SOLUTIONS to provide cost free confidential counseling and referral service to all students, staff and their families. To contact Solutions, call toll free at 800-651-4548 or 541-274-4548.

## **Statement Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

The College of Cosmetology 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 hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College of Cosmetology will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Prevention and Responding to Sex Offenses**

The College of Cosmetology has contracted with Marta's House – Klamath Crisis Center to offer education on Economic Justice, Dating Violence, Stalking, Trafficking, Domestic Violence, Anti-Oppression and Racism, Economic Empowerment. In addition, Marta's House provides court and legal support, safety planning, assistance with transportation, clothing and furniture for children, comfort kits for rape victims, household starter kits and furniture for women moving out of shelter and six months of advocacy support after leaving shelter. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. We strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault at the College of Cosmetology should be reported directly to any staff representative. Filing a report with The College of Cosmetology will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions and each victim will be encouraged to file a police report. Filing a police report will: > ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; > provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); > assure the victim has

access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College of Cosmetology. Counseling and support services can be obtained through Marta's House – Klamath Crisis Center (541) 850-8939 or by contacting Solutions at 800-651-4548 or 541-274-4548. College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Catalog. The Catalog provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the college sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled school.

### **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA), which became law Oct. 28, 2000, but which delayed certain provisions until Oct. 28, 2002, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institution of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act, an annual crime-reporting law, and the Family Educational Rights and Privacy Act of 1974 (FERPA) to allow the disclosure of this information regarding students.

As provided in the Wetterling Act, any person required to register under a state sex-offender program must notify the state regarding each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. They also must alert the state of any change in enrollment or employment status.

Under current state law, computerized sex-offender information can be obtained through local law-enforcement agencies and the Oregon State Police through the sex offender registration information line at 503-378-3720, ext. 4429. This computerized database can access sex offender information by name, address, zip code or county. You can access additional information regarding sex offenders in your area by visiting the following web link. <http://sexoffenders.oregon.gov/>

### **Campus Crime Statistics**

A copy of the crime statistics for the College of Cosmetology from years 2013 through 2015 can be obtained through the admissions office or at the following web link. <http://www.collegeofcos.com/index.htm/files/Statistics%202013-2015.pdf>