

# **INSTITUTE OF MEDICAL AND BUSINESS CAREERS**

**133 Jefferson Road, Pittsburgh, PA 15235**

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

**October 1, 2017**

Institute of Medical and Business Careers is providing the following information to all of its employees and students as part of the Institute of Medical and Business Career's commitment to safety and security pursuant to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Also, see Crime Report Definitions to follow that will assist with the understanding of Campus Security Policies and Crime Statistics. If you should have questions about any of the information provided in this report, please contact the School Director, Jennifer Smith, by phone/mail:

**(412) 244-3240**

**Institute of Medical and Business Careers**

**133 Jefferson Road**

**Pittsburgh, PA 15235**

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

Institute of Medical and Business Career's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is available on the school website, with a paper copy available upon request. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout, which is made available on the school website, with paper copies available upon request. This report is also given to new enrollees at the time of enrollment.

### **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the School Director, Jennifer Smith. Reports are kept in a secure location in the Administrative offices. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Institute of Medical and Business Careers that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Institute of Medical and Business Careers' facilities to the School Director, Jennifer Smith either in person or by calling (412) 244-3240. If the School Director is not available, you may contact the Police in Penn Hills, by dialing 911.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the School Director, Jennifer Smith. Criminal activity might include, but is not limited to, murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including crimes perpetrated based on race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, or disability. In addition, crimes relating to domestic violence, dating violence, sexual assault and stalking are also included in this report, in compliance with the Violence Against Women Reauthorization Act of 2013.

In the event of fire or medical emergencies, staff and employees should dial 911 and then notify the School Director, Jennifer Smith.

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

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

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

It is the policy of Institute of Medical and Business Careers that access to Institution's facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Institute of Medical and Business Career's policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

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

1. Keep all unsupervised and unoccupied areas locked at all times
2. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are:

Monday – Friday	8:00 a.m. to 5:00 p.m.
Saturday	Closed
Sunday	Closed

4. Report immediately to the School Director any suspicious activities that relate to the Institution or of its properties, regardless of how minor these may seem. If the School Director is not available, you may contact the Penn Hills Police, by dialing 911.
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
  - a. Immediately determine the condition of any injured employees, students, or other parties
  - b. In the case of an automobile accident, secure the accident scene and set warning devices
  - c. Notify the appropriate authorities by calling 911
  - d. Complete an Incident Report
  - e. Obtain a copy of the police report
  - f. Obtain information from witnesses
  - g. Investigate property damage or theft, following steps **c**, **d**, **e**, and **f** above
  - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes.
  - i. Ensure that entrance to the building in the evening is restricted to the front doors, or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

Institute of Medical and Business Careers does not have off-campus locations of student organizations officially recognized by the Institution, including student organizations with off-campus housing facilities. Institute of Medical and Business Careers does not have any on or off-campus housing facilities.

**All students are required to:**

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

**CAMPUS SECURITY ENFORCEMENTS**

Institute of Medical and Business Careers does not have security employees.

**RELATIONSHIPS WITH LOCAL AND STATE POLICE**

Institute of Medical and Business Careers is located in Allegheny County. Institute of Medical and Business Careers maintains a close working relationship with the Penn Hills Police Department, along with the Pennsylvania State Police, with periodic contact initiated by Institute of Medical and Business Careers personnel to ensure that Institute of Medical and Business Careers is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a

continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by the student handouts. Bulletins are also posted around the Institution. In addition, the Institute of Medical and Business Careers participates in Campus Alerts, a text and email based notification system.

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

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

All new Institute of Medical and Business Careers students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the Institute of Medical and Business Careers employees. The orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency.

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

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the Institution's community by bulletin board notices, notices read by instructors in classrooms, and notices in student handouts. In addition, the Institute of Medical and Business Careers employs the use of *Campus Alerts*. *Campus Alerts* is an electronic method to notify students and employees of threats to the campus community, as well as other types of emergencies affecting the campus and surrounding area. *Campus Alerts* notifies employees and students through text message or email of threats or emergencies relevant to the campus.

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

### **OFF-CAMPUS STUDENT ORGANIZATIONS**

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e., police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

### **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided by the Institution annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Institute of Medical and Business Careers also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

# PROGRAMS AND PROCEDURES REGARDING DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

## Definitions:

**Rape** - the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another, with the consent of the victim

**Consent** - an explicitly communicated, reversible, mutual agreement in which all parties are capable of making a decision.

- Explicitly communicated – ideally through words or actions. Consent MAY NOT be inferred from silence, passivity, lack of resistance or lack of an active response
- Reversible – someone reserves the right to change their mind. Consent can be withdrawn at any time. Once withdrawal of consent has been expressed through words or actions, activity must cease.
- Mutual agreement in which all parties are capable of making a decision – someone who is incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), unconscious, unaware, asleep, or otherwise physically impaired; under the age of legal consent by definition of the Commonwealth, mentally impaired in any way is considered unable to give consent.

**Domestic Violence** – a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA)
- 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.

**Dating Violence** - violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim: and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship

**Stalking** - engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

**Bystander Invention-** witnessing or suspecting potentially harmful behavior and choosing to interrupt this type of behavior

- should be done without escalating the behavior or putting the bystander in harms way
- some suggestions for safe and positive bystander intervention are:
  - cell phone contact with 911
  - texting a friend to make sure they are ok with a particular situation
  - having a conversation with a friend to identify silent cues or “buzz words” to let each other know that a situation has escalated or is uncomfortable
  - being aware of your surroundings; pay particular attention to alcohol consumption by those around

you

**Risk Reduction-** strategies that attempt to inform students to attempt to limit the instances of being a victim of a crime of sexual assault. Some strategies for risk reduction:

- travelling in groups and remaining with at least a “buddy”
- Bystander intervention techniques
- Being aware of your surroundings and alcohol consumption of others
- Carrying a rape whistle or some sort of pepper spray
- Self defense classes

### **Primary Prevention Programs:**

Educational programs designed to address and attempt to prevent violence that are geared toward potential perpetrators. These can be programs that address such topics as alcohol and drug abuse and anger management

### **Awareness programs:**

Educational programs that increase awareness of violent crimes and provide strategies to limit the occurrence as well as educate students on bystander intervention, risk reduction, prevention programs, as well as information on resources available for anyone involved in violent crime.

### **Ongoing Prevention and Awareness Campaigns:**

The continued efforts of schools, law enforcement and other groups to continually inform and educate students about the prevention and awareness of violent crimes, sexual violence and domestic violence.

Should a student or employee be a victim of any of the above offenses, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, the School Director or other Institute of Medical and Business Careers officials will assist in notifying the proper authorities. Victims of domestic violence, dating violence, stalking, sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe, douche, or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease.
- A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.
- Call someone to be with you as you should not be alone.

It is also recommended that victims call the PAAR (Pittsburgh Action Against Rape) Rape Crisis Hotline; 1-866-363-7273 or the Center for Victims Crisis Hotline 1-866-644-2882. These are open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape or assault. If the victim requests, Institute of Medical and Business Careers will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Institute of Medical Career’s school personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable, including the transfer of classes. Education regarding sexual assault is provided to students and employees on an annual basis.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

The Center for Victims of Violence and Crime  
5916 Penn Avenue, Pittsburgh, PA 15206  
412-482-3240; 412-482-3241  
24-Hour Emergency Helpline 1-866-644-2882

### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with Institute of Medical Career's published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Institute of Medical and Business Career's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding domestic violence, dating violence, stalking, rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension, or dismissal.

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

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Pennsylvania Police, located at:

Pennsylvania State Police  
449 McCormick Road, Moon Township, PA 15108  
412-787-2000

Additional information can be obtained by calling the Penn Hills Police Department at:

Penn Hills Police Department  
12245 Frankstown Road, Penn Hills, PA 15235  
412-798-2035

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: [www.psp.state.pa.us](http://www.psp.state.pa.us)

On-campus computer labs with internet access are available for you to view the above website at the library from:

Monday – Friday	8:00 AM to 5:00 PM
Saturday	Closed
Sunday	Closed

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The institution will use its Emergency Notification System to notify the Campus Community of any immediate threat to the Campus Community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Students and employees will receive text messages, emails and/or Cell Phone contacts with information relative to the threat and the action to be taken by the Campus Community.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment



of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

**CONFIRMATION OF THE TYPE OF EMERGENCY/DANGEROUS SITUATION** will be through the School Director's office. The Director will confirm the type of emergency and will determine what emergency response agency will be notified. All emergencies are deemed reportable immediately to any member of the staff and faculty. Upon such notification, those receiving the report are directed to report to the School Director and/or the Director of Admissions. Notification to Campus management does not preclude notification to all emergency authorities by any member of the Campus Community.

Name of School Director: Jennifer Smith

Administrative Assistant: Lauren Moore

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

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

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

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

### **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Institute of Medical and Business Careers compiles the crime statistics annually by gathering all reported data and prepares the report for the employees and students. The report consists of the three most recently completed calendar years statistics. Moreover, local police agencies are contacted by the School Director to maintain a working relationship and formulate statistics for the annual crime statistics report. The local law enforcement agencies only, in reporting the annual crime statistics for the Institution, will determine the validity of reports of potential crimes in and around campus. Set forth in the first box below are statistics available to the Institution concerning the occurrence on the Institution's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institution's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Institute of Medical and Business Careers

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



**CRIME STATISTICS** The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are which were reported to campus security contacts for local police agencies.

<i>Criminal Offenses</i>	Calendar Year								
	2014			2015			2016		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	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
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Domestic Violence	X	X	X	X	X	X	0	0	0
Dating Violence	X	X	X	X	X	X	0	0	0
Stalking	X	X	X	X	X	X	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

The crimes listed above plus any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

*Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.)*

<i>Hate Crimes</i>	Calendar Year								
	2014			2015			2016		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0

Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	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
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Domestic Violence	X	X	X	X	X	X	0	0	0
Dating Violence	X	X	X	X	X	X	0	0	0
Stalking	X	X	X	X	X	X	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

*Arrests / Persons Referred for Campus Disciplinary Action*

	Calendar Year								
	2014			2015			2016		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Liquor Law Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons Possessions:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

\*The Institution does not currently have any Non-campus buildings and property as defined by the Handbook for Campus Safety and Security Reporting

\*\*Space surrounding facility – sidewalk; street; opposite sidewalk; parking lot