

# **Campus Security and Drug Free Workplace Policy**

**October 1, 2019**

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## **Campus Security**

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

*Source: <http://clerycenter.org/summary-jeanne-clery-act>*

### Emergency Response Procedures and Evacuation Plan

#### **General Information**

The safety of the students and staff members at our school is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of the school to ensure the safety of its students and staff members in the event of an emergency. In the event of an emergency the school director (or his/her designee) will be notified as soon as possible regarding the situation and the response on it. In the event of an emergency the school director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

Any suspicion of a crime or other emergency should be reported immediately to school personnel as soon as possible. The school personnel are required to notify the school director or his or her designee immediately of any threats. All reports of crimes or incidents of an emergency nature are considered voluntary and confidential when necessary. Procedures for reporting crimes and emergency incidents are updated annually in this report.

#### **Secure Access to Facilities**

Access to the school is limited to active students and authorized personnel. All visitors must report to the front desk and check in with school personnel. Parking is permitted on the school premises by school personnel only. Any violators are subject to having their vehicle towed at their own expense.

The school has adequate lighting throughout the facility including the exterior building for safety purposes.

Any staff member, student or visitor that is deemed as trespassing, due to an incident, will be asked to immediately leave the premises. If the above-mentioned party refuses to leave the school when asked the school personnel will contact local police for assistance.

### **Crime Prevention**

Many crimes of opportunity can be avoided through prevention efforts that people can undertake. The following list can be used effectively to reduce the incidence of crime.

- Do not leave personal property unattended
- Report suspicious activity to school personnel
- Always walk in groups at night
- Remove valuables from your car and keep it locked in a well-lit area
- Be aware of your surroundings
- Always carry your picture ID
- Have a cell phone with you
- Attend school sponsored programs led by law enforcement officials. (programs will be held bi-annually)

PITC Institute encourages all students and staff to be responsible for their own security as well as the security of others and promptly report to school officials or law enforcement the incidence of any suspicious activities or occurrences.

### **Sex Offenders**

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials. Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant. Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to <http://www.sexoffender.com> for the national registry or <http://www.pameganslaw.com>

### **Sex Offenses**

In order to prevent the occurrence of rape, acquaintance rape, and other forcible and non-forcible sex offenses, PITC Institute policy includes the following:

In conjunction with the campus security bi-annual in-services, the campus will address awareness and prevention of rape and sex offenses. These in-service programs are conducted by

local law enforcement officials twice a year. Notice of the programs is given to faculty, employees, and students by bulletins posted at the campus.

If a sex offense occurs, the victim should immediately notify the campus personnel and local police. Any evidence that may support the offense should be meticulously preserved for police identification. To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.

Students have the option to report rape or sex offenses to the proper law enforcement authorities including on-campus and local police. The campus staff will assist the student in reporting these offenses at the student's request.

The campus provides and assists students with on- and off-campus counseling, mental health services, and other student services for victims of sex offenses. Information may be obtained from the School Director. Local counseling services are attached as an addendum.

Upon request by a victim of a sex offense, the campus will change that victim's academic schedule if the change is reasonably available. The school recognizes that both the accused and accuser are entitled to the same opportunities to have others present during disciplinary proceedings. Decisions reached during the proceedings other than referral to legal authorities may be appealed to the school director. This could include sanctions the school may impose following a final determination of a campus disciplinary proceeding regarding rape, or other forcible or non-forcible sex offense.

### **Disciplinary Proceedings**

The Higher Education Opportunity Act (HEOA) requires colleges to disclose, upon written request, to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing related to the offense conducted by the campus 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 campus must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Alcohol and Drug Free School Policy**

The PITC Institute is committed to an alcohol and drug free atmosphere for its students and employees. As part of that commitment and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226), PITC Institute has established the following policy to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property.

### **Standards of Conduct**

Students of the PITC Institute will not participate in the use, possession, sale, manufacture, or distribution of illegal drugs on school property, affiliating clinical agencies, or as a part of any of the school's activities. Students are prohibited from the possession or use of alcoholic beverages while on school property or in affiliating clinical agencies. Students who are struggling with

Alcohol and Drug addiction are encouraged to seek preventative help. The Student Services Coordinator at PITC can assist in obtaining help and information.

### **Disciplinary Measures**

Pending investigation, any student(s) violating the alcohol and drug-free school policy, may be counseled, suspended, or be terminated from the program at the discretion of the School Director. The School Director will take into consideration the seriousness of the infraction which may infringe on the rights to refer the student(s) for prosecution by law and drug and alcohol education/rehabilitation programs. Students are reminded that felony convictions may lead to a loss of eligibility to be hired in their chosen field.

### **Prevention and Health Risks of Alcohol and Drug Abuse**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory problems, depression, and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

### **Legal Sanctions**

The student should be aware of the applicable legal sanctions under local, state and federal law for the unlawful possession, use, or distribution of illicit drugs and alcohol.

Pennsylvania's legal sanctions regarding alcohol use include penalties for underage drinking and drunk driving.