



# **Campus Security Report**

## **2015-2016**

## **OHIO TECHNICAL COLLEGE SECURITY REPORT**

Ohio Technical College strives on creating an environment that is safe for all faculty, staff, students, and visitors. We encourage all faculty, staff, and students to accept responsibility for their own security as well as the security of others within the OTC community. Every member of the OTC community should be working together to make OTC a safer place. The following information will inform you of various policies and procedures that could affect you. The security officers are here to serve you. If you have questions concerning security, please contact Denton Gero at 216.881.1700 ext 116 or stop by the security office located next to the front desk.

### **Policies for making timely warning reports to members of the campus community regarding the occurrence of crimes;**

In the event of crimes reported to CSA's, Campus Security or Cleveland Police considered to be an ongoing threat to the OTC Community, a timely warning will be issued to all staff and faculty via email and memo. The students will receive an immediate class memo that will be read by all instructors. Also, a copy of the timely warning will be posted on the "Notices" bulletin board located in the central locations throughout the shop area. This report will contain information based on the circumstances of the crime and what precautions to take to ensure the safety of the OTC Community.

### **Policies for preparing the annual disclosure of crime statistics;**

When preparing the crime statistics disclosure, the Compliance Officer begins by sending a letter to the local police department requesting information pertaining to the required crime statistics for locations adjacent to the campus. The Campus Security Director will then detail the crimes reported on campus from the previous year to prepare the Crime Statistics for dissemination. The Director will submit the finding to the Compliance Officer who then completes the campus security statistics online. The survey reflects information provided from the local police department and the campus Security Department. Once the statistics are submitted, the Director of Security will disseminate a memo to all staff and students explaining the availability of the report, a brief description of the report, a direct link to the report, a statement that the paper copy is available upon request, and phone number to the director of security for assistance.

### **A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in paragraph**

#### **On Campus Numbers**

Security Office .....	216-881-1700 ext. 116
Dean of Students .....	Bruce Shields .....216-881-1700 ext. 101
Director of Technical Ed .....	Bill Hantl .....216-881-1700 ext. 132

## OHIO TECHNICAL COLLEGE SECURITY REPORT

### Off Campus Numbers

Emergency (via cell only) .....	911
Police Dept .....	216-621-1234
Fire Dept .....	216-664-6664

Staff, students and visitors should report criminal offenses and other emergencies to campus security immediately for the purpose of making timely warning reports. Anyone who is reporting crimes or other emergencies can confidentially report to Campus Security or other CSA's. On site counselors should encourage confidential reporting. All required criminal activity will be counted and included in the annual security report.

**A statement of current policies concerning security of and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.**

Ohio Technical College has installed approximately 150 cameras throughout the campus. Cameras monitor all shops, access points, parking lots, corridors, roofs, common areas, and surrounding sidewalks/streets. Campus buildings are maintained by their appointed Department Heads and are locked/unlocked daily by their appointed Department Heads followed up by the Facilities Manager and Campus Security. There is a front entrance that remains locked at all times at 1374 e.51st. Additional security measures include electronic access through the front door as well as the West Student Access door and secured gates in all parking lots. All Faculty, Staff, and Students are required to display the OTC ID badge at all times while on campus. During the evening classes, appointed Supervisors will be responsible for building lock up, followed by Campus Security. All buildings are equipped with an alarm system that must be activated at the time of lock up. In addition to the alarm system and locked doors, OTC has metal shutters on all building doors to further enhance the building's protection.

**A statement of current policies concerning campus law enforcement;**

OTC employs private security officers that are trained and certified by the State of Ohio. OTC does not have a campus police force. Campus Security promotes a positive relationship with the Cleveland Police Dept and cooperates with outside agencies in the investigation of any criminal offense. Campus Security officers *are not police*. Uniforms and security tools does not mean Campus Security officers are sworn Police Officers. Security officers are private citizens; they have no specific conferred powers of arrest, however, Campus Security Officers have the authority to detain individuals that are a threat to themselves, the Officers, and others or anyone who violates state laws according to Ohio Statute.

All crimes, policy violations, suspicious persons/behavior, and emergencies occurring on OTC property are reported to Campus Security or other CSA's. OTC's policy designates Campus Security as the law enforcement for the institute. An incident report is completed by both the security officer and the person reporting the crime at the time that the event is reported. The Director of Security will then follow up on the report personally, or assign responsibility to another officer to follow up and report on the outcome, as well as any proactive actions or action

## OHIO TECHNICAL COLLEGE SECURITY REPORT

plans, to ensure the safety of all faculty, staff, and students. School counselors are encouraged to inform students of the procedures that should be taken in reporting a crime on a voluntary, confidential basis. All reported crimes will be included in the annual disclosure of crime statistics. (As found in Security Policy)

### **A description of the type and frequency of programs designed to inform students and employees about campus security procedures;**

The security department makes ongoing efforts to inform students and staff of the safety procedures through distribution of the security policy, policy on sexual harassment and a drug free environment. Every 6 weeks, when a new class begins, the Director of Security meets with the new classes, passes out the policies, explains the expectations of upholding the policies, reporting crimes and the annual security report availability.

### **A description of programs designed to inform students and employees about the prevention of crimes.**

Ohio Technical College has in place and is working on finalizing several programs designed to educate the institution's students and staff about drug and alcohol abuse, sexual assault, and general crime prevention efforts.

### **A statement of policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities.**

Ohio Technical College does not sponsor off campus student organizations.

### **A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws.**

All employees and students are notified that the unlawful purchase and consumption of alcohol of minors and any consumption of alcohol on campus property during hours of operation is prohibited by Ohio Technical College.

### **A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws.**

All employees and students are notified that the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited in the Ohio Technical College campus or as part of its activities.

For Conditions of this statement, Illegal Drugs include the following non-prescription substances:

- Narcotics Opium, Heroin, Morphine and synthetic substitutes.
- Depressants Chloralhydrate, Barbiturates, and Methaqualone.

## OHIO TECHNICAL COLLEGE SECURITY REPORT

- Stimulants Cocaine (and derivatives such as crack) and Amphetamines.
- Hallucinogens LSD, Mescaline, PCP, Peyote, Psilocybin, an MDMA
- Cannabis Marijuana and Hashish

Legal sanctions for unlawful possession, use, or distribution of alcohol and/or drugs can range from fines to imprisonment or both, depending on the seriousness of the offense. Any individual found violating an offense on Ohio Technical College/Power Sport Institute grounds will be prosecuted to the fullest extent of the law. When deemed necessary for a student or employee to seek treatment for their particular alcohol or drug disease, Ohio Technical College will assist, when possible, in recommending options for counseling, treatment or rehabilitation programs. Employees or students can seek help from the Human Resources Dept., President, or pick up brochures readily available in local program centers. (See Drug and Alcohol Policy)

**A description of any drug or alcohol-abuse education programs, as required under section 120(a) through (d) of the HEA. For the purpose of meeting this requirement, an institution may cross-reference the materials the institution uses to comply with section 120(a) through (d) of the HEA.**

The OTC substance prevention program is used to bring drug and alcohol abuse awareness and prevention to all students and staff. The program consists of the Drug Free Policy, description, use and effects of various narcotics, effects of alcohol on the body, penalties for drug trafficking, treatment facility locations, and drug fact sheets. When properly utilized, students and staff will be able to identify, report, and/or seek treatment as soon as an issue arises.

**A statement of policy regarding the institution's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs.**

It is the policy of Ohio Technical College/Powers Sport Institute that no member of the faculty, administration, support staff, or student body may sexually harass another. Sexual harassment is a violation of both college policy and the Federal Law and will not be tolerated or condoned. Ohio Technical College currently provides students and staff with the official Policy on Sexual Harassment that covers the definition of sexual harassment, reporting procedure, and rules to follow regarding sexual harassment. The policy is distributed during new student orientation and new employee orientation. It can also be found in the school catalog and website. Any person who desires to report sexual harassment to the local law enforcements may do so at any time. OTC personnel will assist said person in notifying the authorities upon request.

On Campus counseling is available to any student or employee that has become a victim of sexual offenses. The school counselor will provide information on off-campus counseling options as well as other student services available to assist the student or employee in their recovery. If a student is a victim of any alleged sexual offense, the institution will change the academic situation for the student upon request. The institution will work with collegiate housing to ensure that the living conditions have changed if the student uses the off campus services.

**Procedures for campus disciplinary action in cases of an alleged sex offense.**

## **OHIO TECHNICAL COLLEGE SECURITY REPORT**

If a student, staff, or visitor is a victim of sexual assault you should report to Campus Security or dial 911 immediately. Upon notification, Campus Security will take a report from the accused and the accuser, contact local authorities, and consult with proper OTC officials. If the accused is a student, the accused may be suspended from the program until a full investigation is complete. If termination is granted, the accused may have the right to appeal. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding; and the accused and the accuser will be notified of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. If the accused is a staff member, the accused may be suspended pending a full investigation. If the claim is verified, the employee will be terminated. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding; and the accused and the accuser will be notified of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

### **Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or nonforcible sex offenses.**

Upon the final determination of a disciplinary proceeding, any individual found guilty of the offense will be immediately terminated and prosecuted to the fullest extent of the law.

### **A statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address.**

Please contact the local police department or go online to obtain a list of all registered sex offenders.

<http://www.drc.ohio.gov/offendersearch/search.aspx>

Cleveland Police Department.....216-621-1234

### **A statement of policy regarding emergency response and evacuation procedures;**

In the event of an emergency an evacuation procedure has been created to ensure the prompt and safe exit of all students, staff and visitors in the buildings. Upon notification of an emergency, Campus Security will determine the nature of the emergency in progress. They will announce the evacuation via Fire Alarm, Paging System and in person. Once the campus has been evacuated the Security Officers will inspect the buildings and resolve the emergency before students and staff are given the instruction to re-enter the building.

### **A statement of policy regarding missing student notification procedures;**

If a student is reported missing by peer, an OTC official will first contact the student's parents or spouse to confirm their whereabouts. If the parent or spouse has not made contact with the presumed missing student, an OTC official will assist the family and reporting peer with contacting local authorities. If a parent or spouse reports a student missing, and OTC official will contact the Department Head to confirm the student's attendance. If the student has been absent, an OTC official will assist the family with contacting local authorities.



**OHIO TECHNICAL COLLEGE SUBSTANCE ABUSE AND ALCOHOL PREVENTION  
PROGRAM**

## **SUBSTANCE ABUSE AND ALCOHOL PREVENTION PROGRAM**

The basis of the Substance Prevention Program is to ensure that Ohio Technical College complies with the Drug-Free Schools and Communities Act Amendments (P.L.101226) set forth by the United States Department of Education. Ohio Technical College is committed to a campus free of unlawful drug and alcohol use. The misuse of alcohol detracts from the mission of higher education and adversely affects the conduct, academic performance, health, and safety of students. It is for this very reason that Ohio Technical College has instituted a definitive substance and alcohol abuse policy, which is disseminated to all students and employees of the college and will be enforced impartially on a consistent basis.

### **SUBSTANCE AND ALCOHOL ABUSE PREVENTION TIPS**

#### **1. Effectively deal with peer pressure.**

The biggest reason staff and students start using drugs is because they surround themselves with individuals whom abuse drugs. There are many noted cases in which individuals tried an illegal substance based on a family member and or friend's actions. In these cases, you need to either find a better group of friends that won't pressure you into doing harmful things, or you need to find a good way to say no (Treatment Solutions, 2013).

#### **2. Deal with life pressure.**

“Students and staff may feel overworked and overwhelmed with there studies and or job. But in the end, substance/alcohol abuse only makes life *more* stressful — and many often fail to recognize this in the moment. To prevent the possibility of substance abuse, find other ways to handle stress and unwind. Take up exercising, read a good book, volunteer with the needy, and create something. Anything positive and relaxing helps take the mind off using drugs to relieve stress (Treatment Solutions, 2013).”



### **3. Seek help for mental illness.**

“Mental illness and substance/ alcohol abuse go hand-in-hand. Those with a mental illness may turn to substance/alcohol abuse as a way to ease the pain. Those suffering from some form of mental illness, such as anxiety, depression or post-traumatic stress disorder should seek the help of a trained professional for treatment before it leads to substance abuse (Treatment Solutions, 2013).”

### **4. Examine the risk factors.**

If you're aware of the biological, environmental and physical risk factors you possess, you're more likely to overcome them. A history of substance and or alcohol abuse in the family, living in a social setting that glorifies drug abuse and/or family life that models drug abuse can be risk factors (Treatment Solutions, 2013).

### **5. Keep a well-balanced life.**

Individuals often indulge in illegal substances and or alcoholic beverages as a means to cope with life's troubles. Look at life's big picture, and have priorities in order (Treatment Solutions, 2013).

## SUBSTABNCE ABUSE

### **Most Commonly Used and Abused Drugs:**

1. Cocaine: Powerfully addictive stimulant that directly affects the brain (DrugFree.org, 2013).
2. Heroin: A white, odorless, bitter crystalline compound that is derived from morphine and is a highly addictive narcotic (DrugFree.org, 2013).
3. Inhalants: Are ordinary household products that are inhaled or sniffed to get high (DrugFree.org, 2013).
4. LSD (Acid): Hallucinogen that dramatically alters your thoughts and your perception of reality (DrugFree.org, 2013).
5. Ecstasy: is a synthetic stimulant with amphetamine-like and hallucinogenic properties (DrugFree.org, 2013).
6. Methamphetamine: is an addictive stimulant that strongly activates certain systems in the brain (DrugFree.org, 2013).

### **Short-Term Effects of Substance Abuse:**

Drugs are chemicals and while each drug produces different physical effects, all abused substances affect the normal function of the brain and change the way the brain responds to issues of self-control, judgment, emotion, motivation, memory and learning (NCADD, 2013). Although this can cause temporary euphoria it can also cause negative affects such as hallucinations, anxiety, paranoia, and uncontrolled behavior (NCADD, 2013). Substance abuse also causes serious health issues such as respiratory (lungs) and cardiovascular (heart) systems to malfunction or fail (NCADD, 2013). There are also social consequences to substance abuse such as losing the trust of friends and family; poor performance at school or work; quitting activities you enjoy; making bad decisions like placing yourself at risk to be a victim of violence, ovi or dui; unexpected pregnancies and surrounding yourself with other people who use drugs (NCADD, 2013).

### **Long-Term Effects of Substance Abuse:**

Long-term effects of illicit substance abuse can cause negative health effects and can lead to addiction (NCADD, 2013). “Whether you become addicted to marijuana, OxyContin, heroin, Xanax, cocaine, methamphetamine or Vicodin, the effect on the brain and your life is the same: an uncontrollable craving to keep using that is more important than anything else in your life, including your family, friends, co-workers, career, school and even your own health, security and happiness (NCADD, 2013).”

## ALCOHOL ABUSE

Alcohol is the most commonly used addictive substance in the United States (NCADD, 2013). Long-term alcohol abuse can cause serious health complications affecting organs in your body, including your brain (NCADD, 2013). Alcohol abuse and alcoholism can affect all aspects of your life including; your emotional stability, finances, career, and impact your family, friends and the people you work with (NCADD, 2013).

### ALCOHOL ABUSE QUICK FACTS:

1. 79,000 deaths that occur on a yearly basis are attributed to excessive alcohol use (NCADD, 2013).
2. Alcohol Abuse is the 3rd leading lifestyle-related cause of death in the nation (NCADD, 2013).

**Over time, excessive alcohol abuse can lead to numerous health problems, chronic diseases, neurological impairments and social problems, including but not limited to:**

1. Cardiovascular problems
2. Dementia
3. Psychiatric problems
4. Social problems, including unemployment, lost productivity, family problems, violence including child maltreatment, fights and homicide (NCADD, 2013).
5. Liver diseases
6. Unintentional injuries, such as motor-vehicle traffic crashes, falls, drowning, burns and firearm injuries (NCADD, 2013).

### References

DrugFree.org, T. P. (2013). *Drug Guide*. Retrieved May 13, 2013, from The Partnership At DrugFree.org: <http://www.drugfree.org/>

NCADD. (2013). *Facts*. Retrieved May 5, 2013, from National Council on Alcoholism and Drug Dependence: <http://www.ncadd.org/index.php/learn-about-drugs/faqsfacts>

Treatment Solutions. (2013). *Top 5 Ways to Prevent Substance Abuse*. Retrieved May 5, 2013, from Treatment Solutions: <http://www.treatmentsolutions.com/top-5-ways-to-prevent-substance-abuse/>



OHIO TECHNICAL COLLEGE  
CRIME PREVENTION AND AWARENESS  
PAMPHLET

## CRIME PREVENTION AND AWARENESS PROGRAM

At Ohio Technical College the Campus Security Department maintains and operates a comprehensive Crime Prevention and Awareness Program. The Prevention Program Coordinator develops and disseminates procedures and programs to promote safety and security at the college. The Director of Security approves and monitors the PPC works. In addition the Director of Security is responsible for implementing the Campus Security Department's proactive stance on crime prevention as part of its basic philosophy. This includes, but is not limited to, conducting programs, answering questions about safety and security, responding to inquiries about the departments role on campus, and encouraging residents of the college community to become actively safety conscious. To help students and employees protect them and their property, the Campus Security Department develops and makes available to the college community, a variety of educational programs and materials.

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### ***CRIME PREVENTION AND AWARENESS PROGRAMS***

The following programs will be made available to all faculty, staff and students on an annual basis. They address specific needs of the college and focus on the staff and students taking personal responsibility for their safety, avoiding unsafe situations, and utilizing the programs in which the Campus Security Department has to offer.

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#### 1. What Is The Campus Security Department?

What The Is Campus Safety Department introduces students to the functions, purpose, and services of the Campus Security Department? This program offers important phone numbers and educates students on the training, credentials, and authority of the Campus Security Officers. Also includes a description of Campus Security Department's role in the campus emergency plan.

#### 2. Safety in the City of Cleveland:

Safety in the City of Cleveland educates students about living in an urban setting and using crime prevention skills.

#### 3. Substance and Alcohol Awareness:

The Substance and Alcohol Awareness program illustrates the effects of alcohol and the dangerous consequences of abusing illegal substances and or alcohol. In addition this program educates students on the hazards of drug use, including, not only the danger to an individual's and well-being, but the legal ramifications, financial hardships, and social difficulties to which drug use or experimentation can lead.

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#### 4. Sexual Harassment & Assault Program:

The Sexual Harassment and Assault Program is designed to educate both staff and students of the tenets of both sexual harassment and assault. In addition this program educates the staff and students on the steps to take if and when they are sexually harassed and or assaulted on campus.

#### 5. Rape Aggression Defense (RAD) Systems:

RAD teaches women rape prevention and practical physical self-defense techniques (12-hour course).

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### ***SERVICES OFFERED BY THE CAMPUS SECURITY DEPARTMENT***

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#### **ESCORT SERVICE**

The Ohio Technical College Campus Security Department offers both staff and students foot and mobile escorts. To arrange for an escort, call security at (216) 881-1700 ext 116, (216) 881-1700 ext 125 or (216) 645 9690.

#### **OTHER EDUCATION AND COUNSELING PROGRAMS**

Educational programs and counseling options are available to students and employees at Ohio Technical College. The Campus Security Department sponsors substance-abuse, crime prevention and sexual harassment/ assault education programs. The Counseling Center and Human Resources have treatment and counseling options available for individuals on an as needed basis.

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## **CRIME PREVENTION TIPS**

### **GENERAL SAFETY TIPS**

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1. Campus Security Department:
    - A. (216) 645-9690
    - B. (216) 881-1700 ext 125
    - C. (216) 881-1700 ext 116
  2. Be aware of your surroundings and the demographics of the community.
  3. Travel in groups at night whenever possible, especially when walking to a fast food restaurant or the store.
  4. Use illuminated walkways and thoroughfares such as Superior or St. Clair, even if it means going out of your way.
  5. Walk briskly, with your head up, and with assurance. Do not walk in brush-covered areas or against buildings (University, 2013).
  6. Do not wear dangling jewelry when traveling the city. Keep purses, backpacks, and money belts close to the body, and do not leave them unattended (University, 2013).
  7. Do not struggle if someone attempts to take your property, let them have it and call 911.
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### **SAFETY WHEN COMING AND GOING**

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1. Lock your bicycle and or motorcycle with a high-security lock.
  2. Park your vehicle and or motorcycle in a well-lit designated parking lot on campus.
  3. Avoid becoming too absorbed with the task at hand, such as keeping your head down at the key lock, occupying yourself with bags, books, or keys; staying alert can help prevent you from becoming a target for crime (University, 2013).
  4. Keep keys in hand to avoid unnecessary delay upon reaching your car (University, 2013).
  5. Call for an escort if needed.
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## **REPORT SUSPICIOUS ACTIVITY OR PERSONS**

Report suspicious incidents, activities, or persons to staff and to Campus Security immediately at (216) 881-1700 ext 125 or (216) 645-9690. Instant crime reporting or reporting suspicious behavior as soon as possible is essential in reducing campus crime and in assisting Campus Security in promoting campus safety. Never hesitate to contact Campus Security with any suspicion regarding your own or someone else's safety. We strongly urge you to program your cell phone with Campus Security: (216) 645-9690.

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## **AVAILABLE CRIME INFORMATION**

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### **CRIME PREVENTION BOARDS AND POSTINGS**

You can stay up-to-date on crime in the area by checking a crime prevention board at the Automotive Arena. Campus Security posts campus crime statistics, crime alerts, crime prevention tips, and similar information on these boards. At various campus events throughout the year we display information regarding Campus Security services and crime prevention programs and distribute crime prevention literature.

### **CRIME DATA**

The Campus Security Department maintains Daily Crime Log, which describes the nature of the crime, date the crime was reported, and time the crime occurred. We enter new reports or update old ones on a weekly basis. There are times, however, when we may withhold information from the log. If there is clear and convincing evidence that releasing such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, that information may be withheld until the adverse effect is no longer likely to occur. You can access the log at the Campus Security Office upon written request. Please allow 48 hours for your request to be accepted.

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### **VIDEO SURVEILLANCE**

The Campus Security Department monitors and records all activities using multiple CCTV surveillance systems. These systems record all common areas, shops, hallways, parking lots, and adjacent city streets. If an incident occurs, file a report with Campus Security and the Director of Security will assign an Officer to review surveillance footage.



References:

IACLEA. (2011). *Campus Crime Prevention Resource Center*. Retrieved May 22, 2013, from International Association of campus Law Enforcement Administrators:  
<http://www.iaclea.org/visitors/about/crimeprevention/>

University, A. (2013). *Crime Prevention Programs*. Retrieved May 22, 2013, from AMERICAN UNIVERSITY DEPARTMENT OF PUBLIC SAFETY:  
<http://www.american.edu/finance/publicsafety/crimeprevention.cfm>

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## POLICY ON SEXUAL HARASSMENT

It is the policy of Ohio Technical College/Powers Sport Institute that no member of the faculty, administration, support staff, or student body may sexually harass another. Sexual harassment is a violation of both college policy and the Federal Law and will not be tolerated or condoned.

### Definition of Sexual Harassment

Sexual harassment may be broadly defined as unwelcome requests for sexual favors, sexual advances, or verbal or physical conduct of a sexual nature.

Specifically, sexual harassment exists when submission to such unwelcome conduct is explicitly or implicitly made a term or condition of an individual's employment or student status. It can also exist when submission to or rejection of the unwelcome conduct is used as a basis for conditions relating to employment or student status such as raises, promotions, grades or student references. Additionally, sexual harassment exists when the unwelcome conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the opposite or same gender. Sexual harassment can take many forms ranging from jokes with sexual connotations to physical assault.

Sexual harassment is a form of sex discrimination covered under Title VII of the Civil Rights Act of 1974, which prohibits sex discrimination in employment, and Title IX of the Education Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.

### Reporting Procedure

If you are sexually harassed, you should report it immediately to a representative of the Human Resources Dept. or a member of the Counseling staff.

Every member of the college faculty, staff administration or student body has a duty and responsibility to report acts of sexual harassment.

### Rules to Follow

Outlined below are several rules to follow while you are a student or employed at Ohio Technical College/Power Sport Institute:

- Never sexually harass anyone at Ohio Technical College/Power Sport Institute.
- If you feel you are being harassed, confront the harasser and advise him/her that you are offended and that the offensive behavior must cease.
- Keep detailed confidential records of the harassing behavior including the date, time, place and circumstances. Be sure to make note of any substantiating evidence or witnesses.
- Be sure to file a complaint with one of those mentioned in the preceding section.

It is against the law for anyone to retaliate against you for filing a complaint of sexual harassment.

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## OHIO TECHNICAL COLLEGE/POWER SPORT INSTITUTE

I understand that Ohio Technical College/Power Sport Institute supports a drug free learning environment and, as a student or employee, I agree to support that policy. I further understand that OTC/PSI provides a brief educational program on the effects of alcohol and illicit drugs and the use of either in the workplace.

### DRUG FREE POLICY

All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited in the Ohio Technical College/Power Sport Institute workplace or as part of its activities.

For Conditions of this statement, the Ohio Technical College/Power Sport Institute workplace includes:

- 1374 East 51<sup>st</sup> St., Cleveland, Ohio, and surrounding parking lots
- 21210 Emery Road, North Randall, Ohio, and surrounding parking lots

For Conditions of this statement, Illegal Drugs include the following non-prescription substances:

- Narcotics                      Opium, Heroin, Morphine and synthetic substitutes.
- Depressants                  Chloralhydrate, Barbiturates, and Methaqualone.
- Stimulants                    Cocaine (and derivatives such as crack) and Amphetamines.
- Hallucinogens                LSD, Mescaline, PCP, Peyote, Psilocybin, an MDMA
- Cannabis                      Marijuana and Hashish

#### A. INSTITUTIONAL SANCTIONS

- 1) For any violation of the codes of conduct, Ohio Technical College will require appropriate sanctions on students or employees, including:
  - a) Expulsion or Termination and referral to the proper authorities for prosecution, when appropriate, or
  - b) Require such employee or student to participate satisfactorily in an alcohol and/or drug abuse rehabilitation program approved for such purpose by Federal, State or Health, Law Enforcement or other appropriate agency.
- 2) For any second violation of the codes of conduct, the employee or student will be immediately terminated and referred to the proper authorities.
- 3) Extreme cases may be treated differently and will be judged strictly on an individual basis, solely up to the discretion of the President.

**Refusal to abide by institutional sanctions will result in termination of student or employee and referral to the proper authorities.**

#### B. EFFECT OF ALCOHOL AND ILLICIT DRUGS

- 1) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol must be read through from the enclosed Controlled Substances Chart.
  - a. DOSES:

<b>Low</b>	Impaired judgment, which significantly decreases the ability to drive a car, Making a greater likelihood to get into an accident.
<b>Low to Moderate</b>	Increased aggressiveness, including spouse and child abuse.
<b>Moderate to High</b>	Impairment in higher functions affecting memory and learning abilities.
<b>Very High</b>	Death
  - b. EFFECTS OF REPEATED USE
    - (1) Suddenly Stop Drinking – May cause withdrawal symptoms, which could consist of severe anxiety, tremors, hallucinations, and convulsions.
    - (2) Long Term Consumption – Could lead to permanent damage of vital organs, such as the brain and liver.

#### C. LEGAL SANCTIONS

Legal sanctions for unlawful possession, use, or distribution of alcohol and/or drugs can range from fines to imprisonment or both, depending on the seriousness of the offense. Any individual found violating an offense on Ohio Technical College/Power Sport Institute grounds will be prosecuted to the fullest extent of the law.

#### D. TREATMENT

When deemed necessary for a student or employee to seek treatment for their particular alcohol or drug disease, Ohio Technical College will assist, when possible, in recommending options for counseling, treatment or rehabilitation programs. Employees or students can seek help from the Human Resources Dept., President, or pick up brochures readily available in local program centers.

I hereby acknowledge and agree to all statements listed on this Drug-Free Policy.

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# Ohio Technical College - Safety and Security Survey

## TOTAL OCCURANCES – CRIMINAL OFFENSES

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Murder/ Non-negligent manslaughter	0	N/A	0	N/A	0	N/A
Negligent manslaughter	0	N/A	0	N/A	0	N/A
Sex offenses – forcible	0	N/A	0	N/A	0	N/A
Sex offenses – non forcible	0	N/A	0	N/A	0	N/A
<i>Incest</i>	0	N/A	0	N/A	0	N/A
<i>Statutory Rape</i>	0	N/A	0	N/A	0	N/A
Robbery	0	N/A	0	N/A	0	N/A
Aggravated Assault	0	N/A	0	N/A	0	N/A
Burglary	0	N/A	0	N/A	0	N/A
Motor vehicle theft	2	N/A	1	N/A	0	N/A
Arson	0	N/A	0	N/A	0	N/A

## TOTAL OCCURANCES – HATE CRIMES

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Murder/ Non-negligent manslaughter	0	N/A	0	N/A	0	N/A
Negligent manslaughter	0	N/A	0	N/A	0	N/A
Sex offenses – forcible	0	N/A	0	N/A	0	N/A
Sex offenses – non forcible	0	N/A	0	N/A	0	N/A
<i>Incest</i>	0	N/A	0	N/A	0	N/A
<i>Statutory Rape</i>	0	N/A	0	N/A	0	N/A
Robbery	0	N/A	0	N/A	0	N/A
Aggravated assault	0	N/A	0	N/A	0	N/A
Burglary	0	N/A	0	N/A	0	N/A
Motor vehicle theft	0	N/A	0	N/A	0	N/A
Arson	0	N/A	0	N/A	0	N/A
Simple assault*	0	N/A	0	N/A	0	N/A
Larceny – theft*	0	N/A	0	N/A	0	N/A
Intimidation*	0	N/A	0	N/A	0	N/A
Destruction/damage/vandalism of property*	0	N/A	0	N/A	0	N/A

# Ohio Technical College - Safety and Security Survey

## TOTAL OCCURANCES – ARRESTS

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Weapons: carrying, possessing, etc	0	N/A	0	N/A	0	N/A
Drug abuse violations	0	N/A	0	N/A	1	N/A
Liquor law violations	0	N/A	0	N/A	0	N/A

## TOTAL OCCURANCES – DISCIPLINARY ACTIONS

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Weapons: carrying, possessing, etc	0	N/A	0	N/A	0	N/A
Drug abuse violations	0	N/A	0	N/A	0	N/A
Liquor law violations	0	N/A	0	N/A	0	N/A

## TOTAL OCCURANCES – VAWA

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Weapons: carrying, possessing, etc	N/A	N/A	N/A	N/A	N/A	N/A
Drug abuse violations	N/A	N/A	N/A	N/A	N/A	N/A
Liquor law violations	N/A	N/A	N/A	N/A	N/A	N/A

## UNFOUNDED CRIMES

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
	N/A	N/A	N/A	N/A	0	N/A

# POWERSPORT INSTITUTE - Safety and Security Survey

## TOTAL OCCURANCES – CRIMINAL OFFENSES

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Murder/ Non-negligent manslaughter	0	N/A	0	N/A	0	N/A
Negligent manslaughter	0	N/A	0	N/A	0	N/A
Sex offenses – forcible	0	N/A	0	N/A	0	N/A
Sex offenses – non forcible	0	N/A	0	N/A	0	N/A
<i>Incest</i>	0	N/A	0	N/A	0	N/A
<i>Statutory Rape</i>	0	N/A	0	N/A	0	N/A
Robbery	0	N/A	0	N/A	0	N/A
Aggravated Assault	0	N/A	0	N/A	0	N/A
Burglary	0	N/A	0	N/A	0	N/A
Motor vehicle theft	0	N/A	0	N/A	0	N/A
Arson	0	N/A	0	N/A	0	N/A

## TOTAL OCCURANCES – HATE CRIMES

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Murder/ Non-negligent manslaughter	0	N/A	0	N/A	0	N/A
Negligent manslaughter	0	N/A	0	N/A	0	N/A
Sex offenses – forcible	0	N/A	0	N/A	0	N/A
Sex offenses – non forcible	0	N/A	0	N/A	0	N/A
<i>Incest</i>	0	N/A	0	N/A	0	N/A
<i>Statutory Rape</i>	0	N/A	0	N/A	0	N/A
Robbery	0	N/A	0	N/A	0	N/A
Aggravated assault	0	N/A	0	N/A	0	N/A
Burglary	0	N/A	0	N/A	0	N/A
Motor vehicle theft	0	N/A	0	N/A	0	N/A
Arson	0	N/A	0	N/A	0	N/A
Simple assault*	0	N/A	0	N/A	0	N/A
Larceny – theft*	0	N/A	0	N/A	0	N/A
Intimidation*	0	N/A	0	N/A	0	N/A
Destruction/damage/vandalism of property*	0	N/A	0	N/A	0	N/A

# POWERSPORT INSTITUTE - Safety and Security Survey

## TOTAL OCCURANCES – ARRESTS

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Weapons: carrying, possessing, etc	0	N/A	0	N/A	0	N/A
Drug abuse violations	0	N/A	0	N/A	0	N/A
Liquor law violations	0	N/A	0	N/A	0	N/A

## TOTAL OCCURANCES – DISCIPLINARY ACTIONS

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Weapons: carrying, possessing, etc	0	N/A	0	N/A	0	N/A
Drug abuse violations	0	N/A	0	N/A	0	N/A
Liquor law violations	0	N/A	0	N/A	0	N/A

## TOTAL OCCURANCES – VAWA

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Weapons: carrying, possessing, etc	N/A	N/A	N/A	N/A	N/A	N/A
Drug abuse violations	N/A	N/A	N/A	N/A	N/A	N/A
Liquor law violations	N/A	N/A	N/A	N/A	N/A	N/A

## UNFOUNDED CRIMES

	2012		2013		2014	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
	N/A	N/A	N/A	N/A	0	N/A

# Ohio Technical College

## Emergency Evacuation Plan

### Evacuation

In the event of an emergency event an announcement to evacuate will come from one of two ways:

1. The sounding of the audible Fire Alarm.
2. Security and or Director of Operations will announce verbally.

\*\*Campus Security must be notified immediately of an emergency event, rather it be potential or real. Contact Campus Security at 216-881-1700 EXT. 116, 216-645-9689, or 216-645-9690.

Immediately upon notification of an emergency, Campus Security will act quickly to determine the nature of the emergency is progress. Campus Security, Director of Operations and or Security Central should be the only persons to notify the Fire Department, otherwise use your best discretion. **NOTE:** *The more people we have on the phone, the bigger chance of blocking the switchboard and delaying information or possibly saving a life.*

When an Emergency Evacuation is announced, follow Evacuation routes to the nearest exit. DO NOT use elevators. Close windows and doors but DO NOT lock them. Closing doors will help prevent the speed of the fire but locking the doors could impede emergency services efforts to access areas. Leave lights on. DO NOT try to save valuables. REMAIN CALM. Once you are outside, proceed to the recommended Assembly Area and report the status of accountability to the Area Leader. Instructors will be responsible for accountability for every student in their class. *If a student is not present at the Assembly Area, DO NOT reenter the building.* Instructors should report all missing students to the Area Leader upon confirmation. Campus Security will be the last people out of the building so immediate notification of unaccounted staff or students is paramount to the success of the evacuation process. After Emergency Services has deemed the premise clear to re-enter, Campus Security should subsequently inspect the building to ensure it is safe to re-enter.

*\*Special attention should be given to high risk areas such as chemical storage, volatile substances, paint storage and equipment.\**

After all areas of building have been inspected by Security, the staff and students will be given the directive to re-enter the building in an orderly fashion



### **Instructors:**

Accountability for your students is required and should be your number one priority in an emergency situation. In the event of an Emergency Evacuation, grab your class roster, proceed to the nearest exit, proceed to the recommended Assembly Area, take attendance, and report to the Area Leader. Update the Area Leader if accountability status changes. I.E. a student who you reported missing is accounted for. When given the signal by the Director of Security and or Director of Operations, instructors may direct the students to re-enter the building in an orderly fashion, perform a final head count of students based on the roster, and resume classes.

*\* If any injuries are sustained during the emergency event and or subsequent evacuation, instructors should be previously trained in basic first aid and administer it appropriately until emergency medical units arrive.\**

### **Admissions:**

Accountability for your visitors is required and should be your number one priority in an emergency situation. In the event of an Emergency Evacuation, proceed to the nearest exit, proceed to the recommended Assembly Area, and report to the Area Leader. Update the Area Leader if accountability status changes. I.E. a visitor who you reported missing is accounted for.

### **Department Heads, Supervisors, and other Management:**

Accountability for your staff is required and should be your number one priority in an emergency situation. In the event of an Emergency Evacuation, proceed to the nearest exit, proceed to the recommended Assembly Area, and report to the Area Leader. Update the Area Leader if accountability status changes. I.E. a staff member who you reported missing is accounted for. At the conclusion of the emergency event, department heads should confer with all instructors to ensure that all students are accounted for and that no injuries were sustained during the event or evacuation process.

*\*If any injuries were sustained during the emergency event and or subsequent evacuation, the department head should complete an incident report for insurance and liability purposes.\**

**Area Leaders:**

In the event of an Emergency Evacuation, you will report to your designated Assembly Area immediately. Staff will be reporting the status of accountability to you which then you will report the status to Campus Security. Timely reporting is essential to minimizing injury or death.

**Campus Security:**

Officers on site of the emergency will monitor the evacuation, check bathrooms, assist Area Leaders, and report the status of accountability to the Director of Security. Once accountability is established, the Director of Security will report to the Fire Department and assist in any way they deem necessary. Once an emergency is cleared, a full report will be available to everyone through the Campus Security Department. All reports will be disseminated to staff and students unless dissemination would interfere with an ongoing investigation.

**NOTE\*\*** OTC occupies multiple buildings, therefore, each building will have its own Evacuation Route maps. This plan is for Evacuation Procedures and should be followed by all buildings.



# OHIO TECHNICAL COLLEGE

*Campus*



Ohio Technical College currently occupies nine (10) buildings. Along with the buildings, OTC has six (6) Parking Lots that are designated for staff and students. Every building has its own name to identify where you are located on campus. Along with signage, every building is also painted Diesel Blue to identify campus buildings. Below is a list of all buildings and parking lots, as well as Entry doors and designations. *There are many Bay Doors and other Emergency Exit Doors that are not designated for visitors or students to use.*

- #1 PRESTOLITE: 1374 East 51<sup>st</sup> Street**  
Visitors and staff may use the Main Entrance located on E. 51<sup>st</sup>. This door is monitored by the Front Office and has electronic locks. Students may use three (3) entrances depending on where they park. Students that park in the North Lot will use the North Student Entrance. Students that park in the West Lot/E.49<sup>th</sup> will use the West Student Entrance. Students that park in the South Lot will use the South Student Entrance.
- #2 BRENNER CENTER/PALCISKO BUILDING: 5100 St. Clair Avenue**  
Visitors, staff, and students may use the Main Entrance located in the East Lot on E. 51<sup>st</sup>. This will be the only door for entry/exit unless there is an emergency.
- #3 EDELBROCK ACADEMY: 1448 East 51<sup>st</sup> Street**  
Visitors, staff, and students may use the front entrance located on E. 51<sup>st</sup>. A second entrance may be used if students park in the South Lot.
- #4 WELDING: 5009 Superior Avenue**  
Visitors, staff, and students may use the Shop Man Door located in the Welding Lot.
- #5 NEDRICH BUILDING: 4829 Superior Avenue.**  
**Under Construction.** No occupancy at this time.
- #6 NEDRICH ANNEX: 1448 East 49<sup>th</sup> Street**  
Students, staff, and visitors may use the front entrance located on E. 49<sup>th</sup>. This will be the only door for entry/exit unless there is an emergency.
- #7 NORTH COAST LITHO: 1444 East 49<sup>th</sup> Street**  
Students, staff, and visitors may use the front entrance located in the Litho parking lot on E.49<sup>th</sup>. This will be the only door for entry/exit unless there is an emergency.
- #8 HIGH PERFORMANCE BUILDING: 1390 East 49<sup>th</sup> Street**  
Students, staff, and visitors may use the front entrance located on E. 49<sup>th</sup>. A second entrance may be used if students park in the High Performance Lot.
- #9 SPEAR BUILDING: 4814 St. Clair Avenue**  
Students, staff, and visitors may use the Shop Man Door entrance located on Sorg Ct. This will be the only door for entry/exit unless there is an emergency.
- #10 DILLION BUILDING/RESOURCE CENTER: 4830 St. Clair Avenue**  
Students, staff, and visitors may use the Man Door, located next to the Hudson Courts entrance, to enter the Resource Center. This door is monitored by the librarian and has electronic locks. Students, staff, and visitors may gain entry to the Dillon Building by using a Man Door located inside the Spear Building.
- A EAST LOT:**  
This lot can be accessed from E. 51<sup>st</sup> and is currently designated for staff only. Staff that park in this lot may access Main Campus via Front Office and City Desk.
- B NORTH LOT:**  
This lot can be accessed from E. 51<sup>st</sup> and E. 49<sup>th</sup>. The E. 51<sup>st</sup> entrance/exit is designated for staff and visitor use only. Staff and visitors that park in the North lot may access Main Campus via Front Entrance and City Desk via East Lot. The 49<sup>th</sup> entrance/exit is designated for students. Students that park in the North Lot may access Main Campus via North Student Entrance.
- C WEST LOT:**  
This lot can be accessed from E. 49<sup>th</sup> and is currently designated for students. Students that park in this lot may enter Main Campus via West Student Entrance. Students may also enter the High Performance Building, Spear, Dillon Building, North Coast litho, and Nedrich Annex via E. 49<sup>th</sup> entrances.
- D SOUTH LOT:**  
This lot can be accessed from E. 51<sup>st</sup> and E. 49<sup>th</sup>. The E. 49<sup>th</sup> entrance is currently designated for BMW staff and students. The E. 51<sup>st</sup> entrance/exit is currently designated for all students. Students may enter Main Campus via South Student Entrance and Edelbrock.
- E HIGH PERFORMANCE LOT:**  
This lot can be accessed from E. 49<sup>th</sup> and is currently designated for all students. Students that park in this lot can access High Performance, Main Campus via North/West Student Entrances, Spear, and Dillon Building.
- F WELDING LOT:**  
This lot can be accessed from Superior Ave. and is currently designated for Welding staff and students. Staff and students that park in this lot may enter Welding via shop man door.

**\*\*\*NOTE: East 51<sup>st</sup> Street has residents on the east side of the street. We encourage all staff and students to park in the designated parking lots to avoid illegal parking per Cleveland City Code and to avoid violating campus parking and motor safety policies. Cooperation is required and appreciated.**