



ANNUAL SECURITY REPORT
2016-2017

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 Brian Kilbane at 216.881.1700 ext 125 or stop by the security office located next to the front desk.

Policy 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/or 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.

Policy for preparing the annual disclosure of crime statistics;

When preparing the crime statistics disclosure, the Director of Campus Security 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 Director of Campus Security 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.

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. 125
Dean of Students	Bruce Shields216-881-1700 ext. 101
Director of Technical Ed	Michael Peth.....216-881-1700 ext. 124

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Off Campus Numbers

Emergency (via cell only) 911
Police Dept216-621-1234
Fire Dept216-664-6664

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. The appointed Department Heads maintain campus buildings. The buildings are locked/unlocked daily by the appointed Department Heads followed up by the Facilities Manager and Campus Security. There is a front entrance that always remains locked 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 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 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.

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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 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 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.

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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.
- 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/Eastern Campus 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.

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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.

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

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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.



Safety and Security Statistics

Ohio Technical College - Safety and Security Survey

TOTAL OCCURANCES – CRIMINAL OFFENSES

	2013		2014		2015	
	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	2	N/A	1	N/A
Burglary	0	N/A	0	N/A	0	N/A
Motor vehicle theft	1	N/A	0	N/A	0	N/A
Arson	0	N/A	0	N/A	0	N/A

TOTAL OCCURANCES – HATE CRIMES

	2013		2014		2015	
	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

	2013		2014		2015	
	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	1	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

	2013		2014		2015	
	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

	2013		2014		2015	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
	N/A	N/A	N/A	N/A	0	N/A



Substance Abuse and Alcohol Prevention Program



Compliance Department

Ohio Technical College

SUBSTANCE ABUSE & ALCOHOL PREVENTION

PROGRAM

Intent:

It is the intent of the Ohio Technical Colleges Substance Abuse and Alcohol Prevention Program is to provide a campus free of unlawful drug and alcohol use.

Policy Statement:

In compliance with the Drug-Free Schools and Communities Act Amendments (P.L.I01226) set forth by the United States Department of Education, Ohio Technical College/ Eastern Campus has established a definitive Substance Abuse & Alcohol Prevention Program.

Policy:

It is the policy of Ohio Technical College/Eastern Campus that this Substance Abuse and Alcohol Prevention policy be accessible to all students of the college and will be enforced impartially on a consistent basis.

Procedure:

- A. In the event of a reported incident of substance and or alcohol abuse the student should notify the Campus Security Department or a Campus Security Authority Representative and complete a Confidential/ Voluntary Incident Report.
- B. The Campus Security Official will in turn take custody of the Voluntary/Confidential Incident Report.
- C. Campus Security official will notify the Director of Technical Training or the Dean of Students of the incident.
- D. The Campus Security official will perform a baseline investigation of the incident as stated.
- E. The findings of the baseline investigation will be forwarded to the Director of Technical Training or the Dean of Students for final determination of the incident
- F. The Campus Security Department will comply with the findings and directives issued by the Director of Technical Education or the Dean of Students.
 1. Directives may include referral of the student/staff member to outpatient therapy and/or counseling.
 2. Directives may include disciplinary measures including suspension, termination from the college, and/or arrest.
- G. The findings and conclusions of the investigation will be kept confidential as between the parties above.
- H. The Director of Security will determine the category of the incident and is tasked with forwarding it to the Compliance Department within 24 hours if he or she deems the activity to be a Clery reportable crime.

1. *The Campus Security Department will enter all pertinent information onto the Daily Crime Log for Clery verification purposes.*
- I. Note: If the Director of Security, Director of Technical Education or Dean of Students deems that the reported incident needs to be forwarded to the municipal police for investigation, under state law he or she is obligated to do so.**



Crime Prevention and Awareness Program

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.

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.

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.

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).

SERVICES OFFERED BY THE CAMPUS SECURITY DEPARTMENT

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.

CRIME PREVENTION TIPS

GENERAL SAFETY TIPS

1. Campus Security Department:
 - A. (216) 645-9690
 - B. (216) 881-1700 ext 100
 - 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

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.

AVAILABLE CRIME INFORMATION

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.

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 Adnministrators:
<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>



Sexual Harassment and Assault Prevention Program



Compliance Department

Ohio Technical College

Sexual Harassment & Assault Prevention Program

Intent:

It is the intent of the Ohio Technical Colleges Sexual Harassment & Assault Prevention Program to describe and give guidance to the Campus Security Department and the campus community on Sexual Harassment & Assault policies and procedures at Ohio Technical College/ Eastern Campus.

Policy Statement:

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), 20 U.S.C. 1092 (f), and the Violence Against Women's Act (2014) Ohio Technical College/ Eastern Campus has established a Sexual Harassment & Assault Prevention Program which applies to all staff and students at Ohio Technical College/Eastern Campus.

Policy:

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

Procedure:

- A. In the event of a report including; sexual assault, sexual harassment, domestic violence, dating violence or stalking, the student should be advised to report this event to the Campus Security Department and or a Campus Security Authority Representative immediately and complete a Confidential/Voluntary Incident Report.
 1. The Campus Security Representative and or the Campus Security Authority Representative should be aware of any injuries that could have taken place as a result of the event.
 - a. Notify Security Central.
 - b. Campus Security officer will triage injury if appropriate and possible.
 - c. Campus Security will call for emergency services.
- B. After the completion of the Voluntary/Confidential Incident Report, the Campus Security Authority representative will notify the Director of Security and or a Campus Security Officer whom is on duty.
- C. The Campus Security Official will in turn take possession of the Voluntary/Confidential Incident Report.
- D. Campus Security official will notify the Director of Technical Training or the Dean of Students of the incident.
- E. The Campus Security official will perform a baseline investigation of the incident as stated.

- F. The findings of the baseline investigation will be forwarded to the Director of Technical Training or the Dean of Students for final determination of the incident
- G. The Campus Security Department will comply with the findings and directives issued by the Director of Technical Education or Dean of Students.
 - 1. Directives may include referral of the student/staff member to outpatient therapy and/or counseling.
 - 2. Directives may include disciplinary measures including suspension, termination from the college, and/or arrest.
- H. The findings, conclusions and information regarding the findings of the investigation will be kept confidential between the parties above.
- I. The Director of Security will determine the category of the incident and is tasked with forwarding it to the Compliance Department within 24 hours if he or she deems the activity to be Clery reportable crime.
 - 1. *The Campus Security Department will enter all pertinent information onto the Daily Crime Log for Clery verification purposes.*
- J. Note: If the Director of Security, Director of Technical Education or Dean of Students deems that the reported incident needs to be forwarded to the municipal police for investigation, under state law he or she is obligated to do so.**



Policies

- Sexual Harassment
- Drug Free



POLICY ON SEXUAL HARASSMENT

It is the policy of the Ohio Technical College/PowerSport 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 Department, Security Department, 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 the 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.



OHIO TECHNICAL COLLEGE/POWER SPORT INSTITUTE

I understand that the Ohio Technical College/Ohio Technical College - East supports a drug free learning environment and, as a student or employee, I agree to support that policy. I further understand that OTC/OTC-EAST 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 51st 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:

Low	Impaired judgment, which significantly decreases the ability to drive a car, Making a greater likelihood to get into an accident.
Low to Moderate	Increased aggressiveness, including spouse and child abuse.
Moderate to High	Impairment in higher functions affecting memory and learning abilities.
Very High	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.



Emergency Evacuation Plan

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.