

OHIO TECHNICAL COLLEGE



CAMPUS SECURITY 2017 REPORT

in Accordance with the Clery Act, section 34 CFR and the Higher Education Act section 485.

Overview

Ohio Technical College (OTC) strives on maintaining an environment that is safe for all students, employees and visitors. We encourage everyone to accept responsibility for their own security as well as the support the well-being of others. 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 Patrick Wilson at 216.645.9689 or stop by the security office located next to the front desk.

Policy: Preparation of the Annual Security Report

When preparing for the crime statistics disclosure, the Security Director sends a letter to the local police department requesting information pertaining to the required crime statistics for locations adjacent to the campus. The Security Director also summarizes the crimes reported on campus from the previous year to prepare the Crime Statistics for dissemination.

The Director will then submit the statistics to the compliance office for the completion of the campus safety and security survey. The survey reflects information provided from the local police department and the campus Security Department.

On October 1st of each year, the Director of Security disseminates 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.

Ohio Technical College's Annual Security Report is prepared and distributed in accordance with the Campus Security Act of 1990 and all related policies issued by the U.S. Department of Education (34 C.F.R. §668.46)

Policy: Timely Warning Reports

In the event that a crime, considered to be a threat to the OTC students, employees or visitors, is reported to campus security or the Cleveland police department, a timely warning will be issued to all staff and faculty via text, email and/or memo. The students will receive immediate directions by their 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: Private and Confidential Crime Reporting

Staff, students and visitors that have witnessed a crime being committed should report the crime and other emergencies to the campus security and/ or key administrative personnel immediately

for the purpose of making timely warning reports. It is OTC's policy to allow victims or witnesses to report crimes on a voluntary and confidential basis for inclusion in the annual security report.

The following list of individuals can be contacted by any individual seeking to report a crime.

On Campus Numbers

Security Director.....	216-645-9689
Security Office	216-881-1700 ext. 116
Dean of Students	216-881-1700 ext. 101

Off Campus Numbers

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

Policy: Security of and Access to 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. Additional security measures include electronic access through the front door and secured gates in all parking lots.

Policy: Security Considerations Used in the Maintenance of Campus Facilities

All Faculty, Staff, and Students are required to display the OTC ID badge at all times while on campus. Security officers are instructed to escort anyone not displaying their badge off campus immediately. During the evening classes, appointed Supervisor 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 enhance the building's protection.

Policy: Campus Law Enforcement

Ohio Technical College (OTC) has a private security force in which consist of Ohio Peace Officer Training Academy Certified security officers by the State of Ohio Attorney General's Office. The OTC Campus Security Department is headed by a Director of Security whom reports to the director of Operations. Campus Security Officers are trained in CPR and First Aid. Campus Security Officers are employed by OTC to protect the people, property and assets of the college and all of its subsidiaries only. Campus Security Officers are not sworn police officers

and do not have any official arresting powers in general. Campus Security Officers do have the right to detain individuals on OTC property if they are deemed to have broken college rules and or municipal, state or federal laws.

All crimes and emergencies in which take place on the property of Ohio Technical College (OTC) and any of its subsidiaries are reported directly to Campus Security. OTC policy designates the Campus Security Department as the protective and enforcement apparatus for the college and all of its subsidiaries. Faculty, staff, and students who wish to report unlawful activity and or any emergency should contact Campus Security Department immediately.

Subsequently the Campus Security Department will report any unlawful activity to municipal authorities for assistance and/or investigation. OTC policy dictates that an incident report be completed by both the campus security officer and the reporting individual upon notification of an unlawful act on campus. The Director of Security will in turn 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.

Policy: Safety Advisory Committee.

Ohio Technical College has adopted written rules requiring subsidiaries to establish campus safety advisory committee. The committee's responsibilities include; reviewing current campus security policies and procedures and making recommendations to improve them. In addition the committee also reviews current policies, plans and procedures for; educating the campus community, including security personnel and those persons who advise or supervise students, about sexual harassment, sexual assault, substance abuse prevention, alcohol abuse prevention, campus safety initiatives, campus security initiatives, campus health initiatives, crime prevention initiatives and behavioral modification initiatives. Also the committee is tasked with reviewing policies in reference to educating the campus community about personal safety and crime prevention, reporting procedures, referring complaints to appropriate college authorities, counseling students and responding to safety and security inquiries from concerned persons within the community.

Policy: Campus Security Procedure Program

Ohio Technical College has in place a definitive training apparatus designed for staff and students in reference to substance/ alcohol abuse and sexual harassment/ assault. In addition the college has made great strides implementing new procedures designed to better protect the people property and assets of the college. One of the procedures include; a new communication and CCTV monitoring center designed to effectively monitor interior and exterior activity and report such activities to officer in a timely fashion. Also the college has hired new Security Officers which are stationed at critical entry/ exit points to ensure access control and safety.

Policy: Illegal Alcohol Possession and Use

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.

Policy: Illegal Drug Possession and Use

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 narcotics, depressants, stimulants, hallucinogens and cannabis. The following non-prescription substances are strictly prohibited:

- Opium,
- Heroin,
- Morphine
- Chloralhydrate
- Barbiturates
- Methaqualone
- Cocaine (crack)
- Amphetamines
- LSD
- Mescaline
- PCP
- Peyote
- Psilocybin
- MDMA
- Marijuana
- 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 Substance Prevention Program)

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 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.

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 official. 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 non forcible 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.

Cleveland Police Department (216) 621-1234

Registered Sex Offender Search <https://appgateway.drc.ohio.gov/OffenderSearch>

Policy: 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.

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.

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SAFETY AND SECURITY STATISTICS

Ohio Technical College - Safety and Security Survey

TOTAL OCCURANCES – CRIMINAL OFFENSES

	2014		2015		2016	
	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	2	N/A	1	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

	2014		2015		2016	
	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

	2014		2015		2016	
	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	1	N/A	0	N/A	0	N/A
Liquor law violations	0	N/A	0	N/A	0	N/A

TOTAL OCCURANCES – DISCIPLINARY ACTIONS

	2014		2015		2016	
	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

	2014		2015		2016	
	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



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 workplace or as part of its activities.

For Conditions of this statement, the Ohio Technical College 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.



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/ PSI has established a definitive Substance Abuse & Alcohol Prevention Program.

Policy:

It is the policy of Ohio Technical College/Power Sport Institute that the 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 Purchasing Coordinator 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 Purchasing Coordinator 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 Purchasing Coordinator without question.
 - 1. Disciplinary Measures could include; outpatient therapy, counseling, suspension, termination from the college and or arrest.
- G. The finding and or conclusion of the investigation will be kept confidential between the parties above and information regarding the findings of the investigation.
- 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 it to be 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 Purchasing Coordinator deems that the reported crime 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



OHIO TECHNICAL COLLEGE

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 monitors procedures and programs to promote safety and security at the college. 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 themselves and their property, the Campus Security Department with approval from the Compliance Department develops and makes available to the college community a variety of educational programs and materials.

The following programs are 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. Substance and Alcohol Awareness Program:

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.

2. Sexual Harassment & Assault Program:

The Sexual Harassment and Assault Program is designed to educate 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.

SERVICES OFFERED BY THE CAMPUS SECURITY DEPARTMENT

1. ESCORT SERVICE

The Ohio Technical College Campus Security Department offers both staff and students an escort on foot or in a vehicle if they need to walk around campus during business hours. To arrange for an escort, call security at (216) 881-1700 ext 125 or (216) 645-9690.

2. OTHER EDUCATION AND COUNSELING SERVICES

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

SAFETY TIPS: *GENERAL*

1. Be aware of your surroundings and the demographics of the community.
2. Travel in groups at night whenever possible, especially when walking to a fast food restaurant or the store.
3. Use lighted walkways and main streets such as Superior or St. Clair, even if it means going out of your way.
4. Walk briskly, with your head up, and with assurance. Do not walk against buildings
5. Do not wear dangling jewelry when navigating around campus. Keep purses, backpacks, and wallets close to the body, and do not leave them unattended.
6. Do not struggle if someone attempts to take your property, let them have it.

SAFETY TIPS: *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 your becoming a target for crime.
4. Keep keys in hand to avoid unnecessary delay upon reaching your car.
5. Call for an escort if needed.

SAFETY TIPS: *REPORT SUSPICIOUS ACTIVITY OR PERSONS*

1. Report suspicious incidents, activities, or persons to Campus Security immediately. *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.*
2. Never hesitate to contact Campus Security with any suspicion regarding your own or someone else's safety.

SAFETY TIPS: *KNOW WHO TO CONTACT*

1. It is strongly advised to program the Campus Security contacts numbers into your phone.
 - a. (216) 645-9690
 - b. (216) 881-1700 ext 125

CAMPUS CRIME PREVENTION- INFORMATION

CRIME PREVENTION BOARDS AND POSTINGS

You can stay up-to-date on security alerts for 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 the board. The Campus Security Department displays information regarding Campus Security services and crime prevention programs and distributes crime prevention literature during various campus events throughout the year.

CRIME DATA

The Campus Security Department maintains Incident Log, which describes the nature of the crime, date the crime was reported, date 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 dispatch center is equipped with a CCTV system that monitors strategic areas around campus. These cameras are constantly monitored by Security Central on a 24 hour basis. In addition Ohio Technical College Campus Security Officers are equipped with Body Cams which are used to record and document emergency events in addition to training scenarios.

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**SEXUAL
HARASSMENT
AND ASSAULT
PREVENTION
PROGRAM**



POLICY ON SEXUAL HARASSMENT

It is the policy of 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 unwelcomed 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 unwelcomed 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 any act of sexual harassment that he/ she has witnessed.

Rules to Follow

Outlined below are several rules to follow while you are a student or employee at Ohio Technical College/PowerSport Institute:

- Never sexually harass anyone at Ohio Technical College/ PowerSport Institute.
- If you feel you are being harassed, inform the harasser 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.



SEXUAL HARASSMENT & ASSAULT PROGRAM

Intent:

It is the intent of the Ohio Technical Colleges Sexual Harassment & Assault 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/ PSI.

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/ PSI has established a Sexual Harassment & Assault Program which applies to all staff and students at Ohio Technical college/PSI.

Policy:

It is the policy of Ohio Technical College/Power Sport Institute 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 or condoned.

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 cognoscente of any injuries that could have taken place as a result of the event.
 - a. Notify Security Central.
 - b. Campus Security officer will treat injury if able.
 - c. Campus Security will dispatch 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 custody of the Voluntary/Confidential Incident Report.
- D. Campus Security official will notify the Director of Technical Training or the Purchasing Coordinator 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 Purchasing Coordinator 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 the Purchasing Coordinator without question.
 - 1. Disciplinary Measures could include; suspension, termination from the college and arrest.
- H. The finding and or conclusion of the investigation will be kept confidential between the parties above and information regarding the findings of the investigation.
- 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 it 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 or the Director of Technical Education deems that the reported crime needs to be forwarded to the municipal police for investigation, under state law he or she is obligated to do so.

**OHIO
TECHNICAL
COLLEGE**



EMERGENCY EVACUATION PLAN



Emergency Evacuation Plan

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

1. The sounding of the audible Fire Alarm.
2. Mass text alert will be sent out by security staff
3. Verbal announcement by the security staff

**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 spread 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.