



Crime Awareness and Campus Security

Ecotech Institute – Denver

1400 South Abilene Street

Aurora, CO 80012

Phone – 877-326-5576

Table of Contents

<u>Topic</u>	<u>Page no.</u>
Reporting Crimes and Other Emergencies	2
Security and Maintenance of and Access to Campus Facilities	2
Policies concerning campus law enforcement	3
Policies and procedures encouraging reporting of all crimes	3
Programs to inform students and employees about campus safety procedures	3
Programs to inform students and employees about crime prevention	4
Policy concerning monitoring and recording student off-campus criminal activity through local police	4
Alcohol and Drug Policy	4
Description of drug or alcohol abuse education programs	5
Sexual assault programs to prevent sexual offenses and procedures if any offense occurs	5
Information on a student's option to notify law enforcement authorities	5
Notification to students of on-and-off campus sex offender victim services	5
Notification that school will assist victim with changes in academic and living arrangements if desired and if available	5
Procedures for disciplinary action for alleged sex offenses	5
Sanctions the school may impose following a final determination of a sex offense disciplinary proceeding	5
Statement advising campus community where law enforcement agency information provided by state concerning registered sex offenders may be obtained	5
Disclosure of Crime Statistics	6

Disclosures and Consumer Information
Crime Awareness and Campus Security

The safety of students, faculty, staff, and visitors is an important concern of the institution. This brochure has been prepared to increase your awareness of campus security programs and to provide information to protect your safety.

Our campus security program is an ongoing process that includes the development and enforcement of regulations, procedures, and practices to provide a reasonable level of security for employees, students, and visitors.

Administration and supervisory personnel are responsible for the incorporation of the security principles and procedures. Each member of the faculty, staff, and student body is responsible for following campus regulations and shall comply with federal, state, and local laws related to security matters while on the campus or in the course of representing or conducting institutional business.

Reporting Crimes and Other Emergencies

Timely warnings

It is the policy of Education Corporation of America to take the safety of our employees, students and community very seriously. We will use our best judgment in confirming an emergency or dangerous situation, determining the necessary content of the notification, and without delay, initiate the notification system described below. Notification will be initiated only if it is determined that notification will not compromise the safety of or ability to assist a victim or respond to an emergency.

Timely warnings and emergency notification will be issued in response to certain crimes. Examples of these crimes are listed in the crime statistics of this report. Any threat to the health or safety of employees or students will be followed by immediate emergency notification. Procedures for these notifications are outlined in the Emergency Notification and Raid Alert System Procedures.

Reporting crimes on a voluntary, confidential basis

Anyone may report a crime on a voluntary and confidential basis to the campus Director or Academic Dean. For your safety and due to the seriousness of some crimes, please be sure to indicate any confidential information as these crimes are reported.

Preparing the annual security report

The Institution annually publishes this campus security report in compliance with the Crime Awareness and Campus Security Act of 1990. Statistics are collected throughout the year and are reported by October 1 of each year. This report constitutes the Institution's program to inform students and employees about security procedures and practices. It also includes campus crime statistics.

Titles of persons or organizations to which crimes should be reported

If you are sexually assaulted, you may seek assistance by contacting the Director or Dean, faculty, staff, and the local sexual assault hotline at (800) 656-4673. Because evidence of sexual assault and attacker's identity may be left on the victim's body, do not wash in any way until you have been examined in a hospital. The hospital staff will collect evidence, check for injuries, and deal with the possibility of sexually-transmitted diseases.

A victim who wishes to file a formal or informal complaint of sexual assault against a student should notify the Director or Dean.

Security and Maintenance of and Access to Campus Facilities

Academic buildings are open to students and staff during prescribed hours as long as students comply with the rules and regulations of the Institution. Students must wear school identification badges at all times while on the school grounds. Appointments are made through the receptionist at the campus. The campus is not open to the public. All visitors must register at the front desk and are subject to the rules and regulations of the Institution. Visitors must be accompanied by a staff or faculty member.

The maintenance staff coordinates its activities with College administrators. Maintenance staff are not available on an emergency basis and generally do not deal with safety concerns of the Institution. A College official must be notified.

Policies concerning campus law enforcement

The Dean or designee provides security support information for the Institution. The Dean provides information in the areas of parking, traffic control, fire prevention, safety, and enforcement of all applicable regulations. Security guards are on duty during the hours designated to meet the needs of each campus (check with the receptionist for hours). The security guards and College officials do not have the authority to make arrests.

Policies and procedures encouraging reporting of all crimes

All victims of crimes that occur on the campus or persons observing crimes to property of persons, suspicious activities, or accidents should report these incidents to the Director or Dean located in the administration offices of the Institution at (877) 326-5576.

The Director or Dean provides to all victims of crimes that occur on campus the opportunity to report the incidents to the local police department. If a victim declines to report the matter to the local police, the incident will be handled as an institutional matter. Victims and witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual report by contacting the Dean. The Institution reserves the right to treat an offense as a disciplinary matter whether or not it is being investigated by a policy agency.

Programs to inform students and employees about campus safety procedures

It is the policy of Education Corporation of America to take the safety of our employees, students and community very seriously.

Various programs are designated to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own and other's security.

Special security bulletins will be distributed if a need arises to advise students, faculty, and staff of community crime patterns and suspect information.

ECA has implemented an emergency notification and rapid alert system at all Virginia College, Golf Academy of America, and Ecotech Institute campuses. With this program, we have the ability, either from an individual campus or from the ECA offices, to send broadcast alerts to all members of each campus community or to any subgroup within the campus. We can send these alerts via any combination of email, text message, telephone call, and facsimile messages, depending on the contact information that each member of the campus community has provided.

We will use the alert system to notify relevant members of the campus community of important announcements, such as last-minute school closings caused by weather events or power outages, and of emergency situations, such as bomb threats or security breaches. We will choose the mode of notification best suited for dealing with the particular issue at hand.

The effectiveness of this alert system depends to a large extent on the validity and accuracy of the emergency contact information on file. We encourage students, faculty and staff to ensure that their contact information is continuously up to date.

Certain emergencies or situations could require that the larger community be notified as well. This notification will be distributed by various means to the area of the community that could be affected. The same care and procedures will be followed as those stated above for the campus community.

Annual testing of emergency and evacuation procedures will be conducted to ensure that all necessary parties are notified as intended. These annual test will be fully documented, describing the exercise, time, date and whether the test was announced or unannounced.

Questions regarding this alert system should be directed to John Nelms, the ECA Director of Business Continuity and Security Operations. Mr. Nelms can be reached at by email at John.Nelms@ecacolleges.com.

Programs to inform students and employees about crime prevention

The Institution supports programs that offer educational information and victim assistance in areas such as acquaintance rape and sexual assault. Brochures related to local community-supported programs are available to students, faculty, and staff.

An escort program is available for faculty, staff, and students through the Institution by contacting the receptionist.

Community experts and local police agencies may give presentations and provide resources on occasion. Requests for presentations should be submitted to the Dean.

Policy concerning monitoring and recording student off-campus criminal activity through local police

The Institution cooperates with outside law enforcement agencies and exchanges criminal information. Students, faculty, staff, and visitors are encouraged to report criminal offenses to the local police department in addition to reporting them to College officials. The College will assist students in notifying local law enforcement if requested. The local police department, local county sheriff's department, and other local police agencies, state agencies, and federal law enforcement agencies have criminal jurisdiction on this campus.

Alcohol and Drug Policy

The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by state law and campus regulations. The Institution prohibits the use, possession, manufacture, sale, or distribution by its students, faculty, or staff of any illegal drug. All federal and state drug laws will be enforced.

The Drug-Free Workplace Act of 1988 applies to all employees of the College. Any employee who is found guilty of an offense involving a controlled substance on the premises or property owned or controlled by the Institution shall be subject to disciplinary action, including termination, or will be required to satisfactorily participate in an approved drug assistance rehabilitation program.

The College may conduct unannounced searches for illegal drugs or alcohol in College facilities. Employees are expected to cooperate in the conducting of such searches. Searches of employees and their personal property may otherwise be conducted when circumstances or workplace conditions justify them.

Searches of College facilities and property can be conducted at any time and do not have to be based on reasonable suspicion.

The College may require a blood test, urinalysis, or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol or where circumstances or workplace conditions justify it.

An employee's consent to a search or a drug and alcohol test is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

Description of drug or alcohol abuse education and treatment programs

Although there are no on-campus drug or alcohol education or treatment programs, you may visit <http://www.soberrecovery.com/links/treatmentcentersbystate.html> to receive a list of programs by state. Programs can vary in the type of treatment offered. Should you need specific information on local treatment or education programs, please contact the academic dean on your campus (877) 326-5576.

Sexual assault programs to prevent sexual offenses and procedures if any offense occurs

After reporting a sexual assault, a student victim may request changes in their academic situation. The student may seek assistance from the Director or Dean. The Institution will make those changes if they are reasonably available. Counseling for victims of sexual assault is not available on campus. Counseling is available through local rape crisis centers.

Information on a student's option to notify law enforcement authorities

The Institution cooperates with outside law enforcement agencies and exchanges criminal information. Students, faculty, staff, and visitors are encouraged to report criminal offenses to the local police department in addition to reporting them to College officials. The College will assist students in notifying local law enforcement if requested.

The local police department, local county sheriff's department, and other local police agencies, state agencies, and federal law enforcement agencies have criminal jurisdiction on this campus.

Notification to students of on-and-off campus sex offender victim services

Community experts and local police agencies may give presentations and provide resources on occasion. Requests for presentations should be submitted to the Dean.

If you are sexually assaulted, you may seek assistance by contacting the Director or Dean, faculty, staff, and the local sexual assault hotline at (800) 656-4673.

Notification that school will assist victim with changes in academic and living arrangements if desired and if available

After reporting a sexual assault, a student victim may request changes in their academic situation. The student may seek assistance from the Director or Dean. The Institution will make those changes if they are reasonably available. Counseling for victims of sexual assault is not available on campus. Counseling is available through local rape crisis centers.

Procedures for disciplinary action for alleged sex offenses

Possible sanctions against a student found guilty of sexual assault may include expulsion. Refer to the Student Disciplinary Code in the Student Handbook.

A faculty member, staff member, or student who commits a sexual assault may be charged with a violation of the Sexual Harassment policy by the Institution. The policy explains which administrator the victim should contact to obtain an informal consultation or to file a formal complaint.

The accuser and the accused perpetrator are entitled to the same opportunities to have others (i.e. witness or advocate) present during a campus disciplinary proceeding alleging sexual assault.

Sanctions the school may impose following a final determination of a sex offense disciplinary proceeding

Possible sanctions against a student found guilty of sexual assault may include expulsion. Refer to the Student Disciplinary Code in the Student Handbook.

Statement advising campus community where law enforcement agency information provided by state concerning registered sex offenders may be obtained

U.S. Congress passed Megan's Law in May of 1996. While some states had laws prior to this date, as of the passing of this law, every state is required to and has implemented some form of Megan's Law. This law was passed as an amendment to the Jacob Wetterling Crimes against Children Act. Due to this law, every state is required to have procedures developed to notify the public when a sex offender is released into their community.

Information regarding sex offenders provided by each state's law enforcement agency can be found at <http://www.fbi.gov/hq/cid/cac/registry.htm> and clicking on the state of interest.