

# **OHIO TECHNICAL COLLEGE**



## **2022 ANNUAL SECURITY REPORT**

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

## Overview

Ohio Technical College (OTC) strives to maintain an environment that is safe for all students, employees and visitors. We encourage everyone to accept responsibility for their own security as well as to 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 Campus Security Director Glenn Bodiford at (440-465-0642) 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 by the local police department and the campus Security Department.

On October 1<sup>st</sup> 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 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 memorandum. When appropriate, students will receive immediate directions from 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 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 .....	440-465-0642
Security Office (Direct Dial) .....	800-322-7000 ext.110
Dean of Students .....	216-881-1700 ext. 124

#### 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 multiple cameras throughout the campus. Cameras monitor many of the shops, building entry 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 in coordination with 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, electronic lock access at the student west entrance, and secured gates in 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 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 multiple building doors to enhance the building's protection.

### **Policy: Campus Law Enforcement**

Ohio Technical College (OTC) has a private security force which consists of officers holding the Ohio Peace Officer Training Academy Certificate issued by the State of Ohio Attorney General's Office. The OTC Campus Security Department is headed by a Director of Security who reports to the VP 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 only. Campus Security Officers are not sworn police officers and do not have any official

arresting powers. However, 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 which take place on the property of Ohio Technical College are reported directly to Campus Security. OTC policy designates the Campus Security Department as the protective and enforcement apparatus for the college. Faculty, staff, and students who wish to report unlawful activity or any emergency should contact the Campus Security Department immediately.

When appropriate, Campus Security will report 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 a potentially 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 action plans, to ensure the safety of all faculty, staff, and students.

#### **Policy: Safety Advisory Committee.**

Ohio Technical College maintains a campus safety advisory committee composed of the Campus Security Director, Dean of Students, Facilities Manager and VP-Operations. 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, 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 maintains policies designed for staff and students in reference to substance/ alcohol abuse and sexual harassment/assault, as well as additional training for students and staff. The college continues to improve procedures designed to better protect people and property including use of wireless radios, a campus-wide SMS text system, and updates to its CCTV monitoring system, adding new wireless cameras with smart phone access during the prior year. Our Security Officers monitor CCTV (many feeds of which are recorded) and make use of available body cameras to assure accurate records of various interactions.

### **Policy: Illegal Alcohol Possession and Use**

All employees and students are notified that the unlawful purchase and consumption of alcohol by 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 (excluding legally approved medical 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 (excluding legally approved medical 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 grounds may be prosecuted to the fullest extent of the law.

When deemed necessary for a student or employee to seek treatment for an 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., Student Services office, or pick up brochures readily available in local program centers. (See Substance Prevention Program)

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### **A description of any drug or alcohol-abuse education programs, as required under section 120(a) through (d) of the HEA.**

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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 abuse 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. The Drug Policy is provided to all new hires, and all new students, each of whom is required to confirm that they have read and understood the Drug Policy. The Policy is also printed in the School Catalog for easy reference.

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**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.**

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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. 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 college will take appropriate actions to mitigate ongoing concerns upon student request.

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

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Any student, staff member, or visitor that believes they are a victim of sexual assault 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 officials. If the accused is a student, the accused may be suspended from the program until a full investigation is complete. If termination is the prescribed penalty, 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.

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**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.**

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

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**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.**

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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 into the buildings. Upon notification of an emergency, Campus Security will determine the nature of the emergency in progress and employ appropriate messaging which may include public announcement, activation of the school's Text Messaging System, and in-person notification(s). The Emergency Evacuation Plan is attached to this Report.

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 a 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 peers with contacting local authorities.

If a parent or spouse reports a student missing, an OTC official will contact the Department Head for the student's program to confirm the student's attendance. If the student has been absent, an OTC official will assist the family with contacting local authorities.



# Safety & Security Statistics

The following data regarding Criminal Offenses, Hate Crimes, Arrests, Disciplinary Actions and Violence Against Women Act (“VAWA”) has been reported to the US Department of Education.



**Total Occurrences - Criminal Offenses**

	2019		2020		2021	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Murder/Non-negligent manslaughter	0	N/A	0	N/A	0	0
by Negligence	0	N/A	0	N/A	0	0
Rape	0	N/A	0	N/A	0	0
Fondling	0	N/A	0	N/A	0	0
Incest	0	N/A	0	N/A	0	0
Statutory rape	0	N/A	0	N/A	0	0
Robbery	0	N/A	0	N/A	0	0
Aggravated assault	1	N/A	0	N/A	0	0
Burglary	0	N/A	0	N/A	0	0
Motor vehicle theft	0	N/A	0	N/A	0	0
Arson	0	N/A	0	N/A	0	0

**Total Occurrences - Hate Crimes\***

	2019		2020		2021	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Murder/Non-negligent manslaughter	0	N/A	0	N/A	0	0
by Negligence	0	N/A	0	N/A	0	0
Rape	0	N/A	0	N/A	0	0
Fondling	0	N/A	0	N/A	0	0
Incest	0	N/A	0	N/A	0	0
Statutory rape	0	N/A	0	N/A	0	0
Robbery	0	N/A	0	N/A	0	0
Aggravated assault	0	N/A	0	N/A	0	0
Burglary	0	N/A	0	N/A	0	0
Motor vehicle theft	0	N/A	0	N/A	0	0
Arson	0	N/A	0	N/A	0	0
Simple assault	0	N/A	0	N/A	0	0
Larceny-theft	0	N/A	0	N/A	0	0
Intimidation	0	N/A	0	N/A	0	0
Destruction/damage/vandalism of property	0	N/A	0	N/A	0	0

\* As no occurrences are reported, Category of Bias information is not shown.

## Total Occurrences - Arrests

	2019		2020		2021	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Weapons: carrying, possessing, etc.	0	N/A	0	N/A	0	0
Drug abuse violations	0	N/A	0	N/A	0	0
Liquor law violations	0	N/A	0	N/A	0	0

## Total Occurrences - Disciplinary Actions

	2019		2020		2021	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Weapons: carrying, possessing, etc.	0	N/A	0	N/A	0	0
Drug abuse violations	0	N/A	0	N/A	0	0
Liquor law violations	0	N/A	0	N/A	0	0

## Total Occurrences - VAWA

	2019		2020		2021	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
Domestic violence	0	N/A	0	N/A	0	0
Dating violence	0	N/A	0	N/A	0	0
Stalking	0	N/A	0	N/A	0	0

## Total Unfounded Crimes

	2019		2020		2021	
	On campus	Public Property	On campus	Public Property	On campus	Public Property
	0	N/A	0	N/A	0	0

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# SUBSTANCE ABUSE AND ALCOHOL PREVENTION



# Drug Free Policy

## OHIO TECHNICAL COLLEGE

I understand that the Ohio Technical College supports a drug free learning environment and, as a student or employee, I agree to support that policy. I further understand that 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 or as part of its activities.

For Conditions of this statement, the Ohio Technical College workplace includes:

- 1374 East 51<sup>st</sup> St., Cleveland, 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 code of conduct, the employee or student will be immediately terminated and referred to the proper authorities.
- 3) Extreme cases may be treated differently and will be judged strictly on an individual basis, solely up to the discretion of the President.

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

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

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

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

#### C. LEGAL SANCTIONS

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

#### D. TREATMENT

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



## **SUBSTANCE ABUSE & ALCOHOL PREVENTION PROGRAM**

### **Intent:**

It is the intent of the Ohio Technical Colleges Substance Abuse and Alcohol Prevention Program 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 has established a definitive Substance Abuse & Alcohol Prevention Program.

### **Policy:**

It is the policy of Ohio Technical College 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 officials 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 other school official 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.



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**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 department's 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.

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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 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.



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

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### **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. 110.

### **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 a necessary basis.

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## ***CRIME PREVENTION TIPS***

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### **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. (440-465-0642) (440-465-0548)
  - b. (216) 881-1700 Ext. 110.

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## **CAMPUS CRIME PREVENTION- INFORMATION**

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### **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 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 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, the Title IX coordinator, Cara Kirtley or the School Counselor.

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.

- Never sexually harass anyone at Ohio Technical College.
- 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 PREVENTION PROGRAM

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**Intent:**

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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.

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**Policy Statement:**

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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.

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**Policy:**

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It is the policy of Ohio Technical College 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.

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**Procedure:**

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- 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 officers 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 who is on duty.
- C. The Campus Security Official will in turn take custody of the Voluntary/Confidential Incident Report.
- D. Campus Security officials 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

# Ohio Technical College

## Emergency Evacuation Plan

### Evacuation

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. Security or Authorized Official will announce verbally.
3. The college will send a Text Message to all affected individuals/classes.

\*\*Campus Security must be notified immediately of an emergency event, whether it be potential or real. Contact Campus Security at 216-881-1700 EXT 110 or (440-465-0642).

Immediately upon notification of an emergency, Campus Security will act quickly to determine the nature of the emergency in progress. Campus Security, Facilities Manager and/or Security Central should be the only people to notify the Fire Department, otherwise use your best discretion. **NOTE:** *The more people we have on the phone, the greater the chance of inundating the phone system and possibly delaying the transmittal of important information.*

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 the 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 the 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 and lead your students 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 our Facilities Director, 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, you and your visitors should 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 interferes with an ongoing investigation.

### **Emergency Drills:**

OTC conducts periodic drills which vary among fire, tornado, and active shooter drills. Subsequent to each drill, the administration reviews the performance of each constituency and cites any problems that need to be addressed prior to the next drill.

### **Active Shooter Plans:**

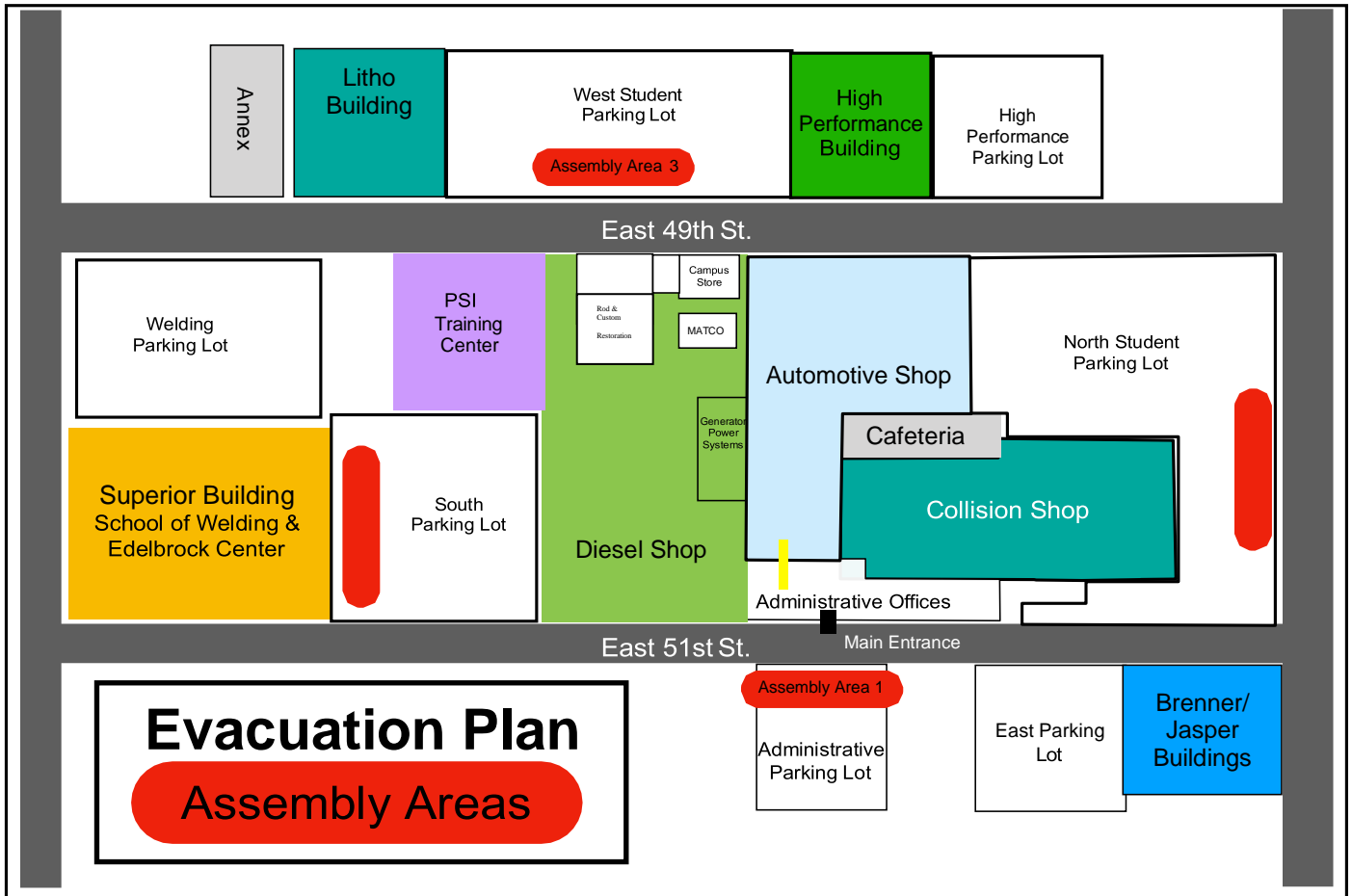
The college has established an active shooter plan following the recommendations of federal law enforcement. This plan is, for security reasons, not available to the general public. Rather, a summary of the Active Shooter Plan and illustrative video is made available internally to staff and students.

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



## When Notified to Evacuate Building:

- Calmly walk to the closest, safer exit door
- Once outside, proceed to your designated Assembly Area (see below)
- Give your name to the instructor in charge
- Do not re-enter the building until released by Security Officer or Official (maybe via text)



Department	Assembly Area #
Administrative Employees	1
Associate Degree Instructors	1
Auto/Diesel Technology	2/4
Automotive Technology	2
Training Center	3
Classic Car Restoration	3
Collision Repair	2
Custom Paint & Graphics	1

Department	Assembly Area #
Diesel Technology	4
Generator	4
High Performance & Racing	3
Powersport Student in Main Campus	1
Powersport Technician/Specialist	5
Rod & Custom Technology	3
Student in Assoc. Degree Classes	1
V-Twin Technician/Specialist	5

Assembly Area 2

Tools

Assembly Area 4