ITT Technical Institute
Safety and Security Policies

PURPOSE

The ITT Technical Institute issues, on an annual basis, a Safety and Security Policies and Crime Statistics Report (the “Report”). The Report discloses (a) information about the School's safety and security policies and procedures, and (b) statistics concerning the number of particular crimes reported to the School and local law enforcement agencies as occurring on the School’s premises or public property adjacent to the School.

The information contained in the Report is distributed pursuant to 20 U.S.C. § 1092 and 34 C.F.R. § 668.46. The Report serves to inform the School’s students, prospective students, employees and prospective employees of the existence and enforcement of the School’s safety and security policies. In addition, the Report is issued to aid in the prevention of crimes from occurring at the School.

SCOPE

In its mission to provide a quality postsecondary education and the services that can help a diverse student body to prepare for career opportunities in various fields involving technology, the School offers a community-focused, technically-oriented education to the local citizenry. As a part of a diverse and vibrant community, the School recognizes there is no risk-free environment. Each person must assume responsibility for his or her own safety both on-campus and off-campus. The School strives to offer its students and employees a secure and safe environment and to comply with the requirements of the various federal, state and local building codes, and the Board of Health and Fire Marshal regulations.

SAFETY AND SECURITY EDUCATION

Matters concerning safety and security, as well as student conduct, are addressed in the Administrative Policies section of the School’s Catalog and Student Handbook. These documents discuss the School's safety and security policies and should be retained and periodically reviewed to reinforce the reader’s understanding and knowledge of the School’s safety practices and security procedures. The Student Handbook also offers students various security tips against theft and other crimes, encourages students to be alert to strangers and warns students to become security conscious.

The School conducts an annual substance abuse program, which also serves to inform students and employees of the School’s security policies. This program and the policies contained in the School’s Catalog and Employee Handbook are intended to encourage students and employees, respectively, to be responsible for their own safety and security and to be considerate of the safety and the security of others.

As required by the Drug Free Schools and Communities Act, the School has implemented an annual mandatory training program for both students and employees that involves the annual distribution to each student and employee of: (a) the standards of conduct prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol; (b) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; (c) a description of available drug and alcohol counseling, treatment or rehabilitation services in the community; (d) a description of the sanctions imposed for violating the School’s student conduct policy, employee policies and federal or state drug laws; and (e) a description of the federal penalties and sanctions for the illegal possession of a controlled substance. The unlawful possession, use or distribution of drugs or alcohol by a student violates the School’s student conduct policy. Any use, distribution or possession of alcoholic beverages on the School’s premises or at organized School events by a student also violates the School’s student conduct policy. The unlawful possession, use or distribution of drugs or alcohol by an employee while working or on the School’s premises violates the School’s policies.

It is the School’s policy to prohibit the possession, use or distribution of alcoholic beverages and/or illegal
drugs on School premises (including parking areas) or at any student function sponsored by the School. Furthermore, the School will take appropriate disciplinary action against any student or employee found to be under the influence of alcohol or illegal drugs while on School premises or at any student function sponsored by the School. Any violation of this policy by a student is sufficient grounds for expulsion or termination of the student from the School and referral for prosecution to the local law enforcement agencies. Any violation of this policy by an employee is sufficient grounds for suspension or termination of the employee’s employment at the School and referral for prosecution to the local law enforcement agencies. The School offers help to students suffering from substance abuse. The School Director or his or her designee serves as a Substance Abuse Prevention Program Coordinator at the School and can refer students to an applicable agency for assistance.

BUILDING AND FACILITY ACCESS

Access to the School’s facilities is controlled. Currently enrolled students are required to enter and exit School building(s) through designated student doors. The lobby entrance is only for the use of School guests and visitors. Students are required to notify the Education Supervisor's office if they have any guests visiting the School. All visitors and guests must enter the School building(s) through the lobby entrance and are required to sign a visitor log. No visitor or guest may tour the School without being accompanied by a School employee. No visitor or guest may attend a student's class without prior permission from the instructor or the Education Supervisor. The School’s facilities are protected with an intrusion alarm system during the non-operating hours. Security considerations required by the School in the protection of its facilities dictate that designated personnel activate the intrusion alarm system upon exiting the building(s).

The School does not operate or sponsor any on- or off-campus student housing, including fraternities and sororities. Even though the School does maintain a list of potential student housing accommodations within the vicinity of the School, the student is solely responsible for his or her housing arrangements, as well as his or her security and safety. The School does not recognize, operate or sponsor any off-campus student organizations.

STUDENT CONDUCT

Each student enrolled at the School must conduct himself or herself in accordance with the School's rules, regulations, policies and procedures as stated in the School’s Catalog, the student's Enrollment Agreement and the School’s Student Handbook. Any student who engages on or off the School's premises in any of the types of misconduct delineated in the School’s Catalog will be subject to discipline by the School, which may include, without limitation, suspension and/or termination from the School. The School has no responsibility or obligation whatsoever with respect to any altercations or disputes between students, whether on or off the School's premises, or for any damages or injuries arising therefrom.

CRIME REPORT

The crime statistics included in the Report are obtained from reports of crimes occurring:

(a) in any building or on any property owned or controlled by the School within the same reasonably contiguous geographic area of the School and used by the School in direct support of, or in a manner related to, the School’s educational purposes;
(b) in any building or on any property within or reasonably contiguous to the geographic area of the School that (i) is owned by the School but controlled by another person, (ii) is frequently used by students and (iii) supports the School’s purposes;
(c) in any building or on any property owned or controlled by a student organization that is officially recognized by the School;
(d) in any building or on any property owned or controlled by the School that is (i) used in direct support of or relation to the School’s educational purposes, (ii) frequently used by students and (iii) not within the same reasonably contiguous geographic area of the School;
(e) on any public property (including thoroughfares, streets, sidewalks and parking facilities) that is
within the same reasonably contiguous geographic area of the School or (ii) immediately adjacent to and accessible from a facility owned or controlled by the School, if the facility is used by the School in direct support of or a manner related to the School’s educational purposes.

The School obtains reports of crimes from students, other persons and local law enforcement agencies. A formal police report or investigation is not necessary in order for a reported crime to be included in the crime statistics in the Report. All crimes reported in any calendar year will be included in the crime statistics included in the Report for that calendar year, regardless of the calendar year in which the crime actually occurred.

The School does not have a campus police or security department of any kind. Security personnel at the School have no relationship with any state or local law enforcement agency and have no authority to arrest anyone. The School’s students and employees, and others visiting the School, whether victims or witnesses of crimes, are encouraged to voluntarily, promptly and accurately report all criminal activity to School officials and the appropriate law enforcement agencies. Students and others are directed to report occurrences involving crimes on the School’s premises to the School Director or Dean, or, in case neither one of these individuals is available, to any other School employee. Upon receipt of any report of a medical or criminal emergency, the School may offer to contact medical and/or security professionals for the persons affected. Following a reported incident involving a crime, the School may require the reporting student to confirm in writing the details of the crime and may contact and apprise local law enforcement agencies. The School does not have any policies or procedures that:

(a) allow victims or witnesses to report crimes on a voluntary confidential basis; or
(b) encourage pastoral counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the crime statistics contained in the Report.

The crime statistics for each of three previous calendar years are included in the Report. On or before October 1st of each year, the Report is distributed or made available to the School’s students, prospective students, employees and prospective employees. Since the School does not recognize, operate or sponsor any off-campus student organizations, the School does not monitor or record through local law enforcement agencies any crimes occurring at off-campus locations of any student organization.

**SEX HARASSMENT AND SEX OFFENSES**

It continues to be the policy of the School that sexual harassment of students or applicants for enrollment in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, a display in the School of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of the School shall threaten or insinuate, either explicitly or implicitly, that a student’s or applicant’s refusal to submit to sexual advances will adversely affect that person’s application, enrollment, grades, studies or educational experience at the School. Similarly, no faculty member or other employee of the School shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person’s race, age, disability, religion, national origin, color or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person’s race, age, disability, religion, national origin, color or any other protected status that is sufficiently pervasive or severe to: (a) unreasonably interfere with a student’s education at the School or a student’s admission to a program offered by the School; or (b) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he or she is a victim of prohibited harassment (including, but not
limited to, any of the conduct listed above) by any student, applicant, faculty member or other School employee, or visitor or invitee of the School in connection with the educational experience offered by the School should, as described in the Student Complaint/Grievance Procedure, bring the matter to the immediate attention of the School Director at the phone number specified in the School’s Catalog. A student or applicant who is uncomfortable for any reason in bringing such a matter to the attention of the School Director, or who is not satisfied after bringing the matter to the attention of the School Director, should report the matter to the National Operations Director, ESI (800) 388-3368. Any questions about this policy or potential prohibited harassment should also be brought to the attention of the same persons. The School will promptly investigate all allegations of prohibited harassment in as confidential a manner as the School deems reasonably possible and take appropriate corrective action, if warranted.

The School conducts an annual campus sexual assault program intended to aid in the prevention of sex offenses. This program entails the distribution and review of the School’s Student Handbook (which contains policies and information on the prohibition of sex offenses) and promoting the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. Sex offenses covered under the School's policy include any sexual act directed against another person forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent due to his/her youth or temporary or permanent mental or physical incapacity.

The School has developed and implemented procedures to follow when a sex offense is reported. The School encourages victims of sex offenses to preserve evidence for the proof of a crime. The School will, in addition to providing information regarding assistance, resources and options for action available to the victim, inform victims of sex offenses of their right to report the matter directly to local law enforcement agencies, and the School (if requested) will assist the victim in notifying these agencies.

The School coordinates help to victims of sex offenses. School officials have available information regarding off-campus counseling, mental health facilities and other services for victims of sex offenses. In addition, the School apprises all students that the School will change a victim's academic situation after a reported sex offense and of the options for that change, if the change is requested by the victim and is reasonably available.

The School will promptly investigate all reported sex offenses in as confidential a manner as the School deems reasonably possible. Upon completing this investigation, a School official will notify the accused and the accuser that the School will conduct a disciplinary hearing to determine appropriate action. Before the disciplinary hearing is held, the accused and the accuser are informed of their rights to have others present at the proceeding.

The accused and the accuser shall be informed of the School's final determination and any sanction that is imposed against the accused following the completion of a disciplinary hearing concerning the sex offense. Sanctions that may be imposed against a student or employee that the School determines to have violated the School's sex offense policy may include, without limitation, suspension or expulsion from the School or termination of employment at the School.