



CAMPUS CRIME & SECURITY POLICIES

The following Policies have been developed and adopted by Unitek College in order to comply with all aspects of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as “The Clery Act”). The Clery Act requires all colleges that participate in federal financial aid programs to keep and disclose information about certain crimes on and near their respective campuses. Compliance is monitored by the United States Department of Education.

Development, Disclosure and Implementation of Security Policies

Office Responsible:	Program Development
Area Information is located:	Security Binder at Front Desk
Date Document was last updated:	March 8, 2011
Date Policy and Procedure was last updated:	March 8, 2011

Campus Safety Team – Roles & Responsibilities

Unitek College’s Safety Team is responsible for preparing for and responding to reports of criminal actions and other emergencies occurring on campus. This team consists of the following staff:

- Facilities Manager
- Security Officers
- Director of Special Projects
- Human Resources Manager
- Executive Vice President

If a situation arises that, in the judgment of a member of our Safety Team constitutes the occurrence of a Clery Act crime, a campus-wide “timely warning” will be issued to the entire campus community. The warning will be issued by a member of the Campus Safety Team (through the college’s speakerphone announcement system and staff e-mail system).

The Safety Team may, depending on the nature of the crime, post a notice regarding the crime in visible areas of the campus such as lounge areas, hallways, and doors. All crime victims and witnesses, or anyone with information warranting a timely warning are strongly encouraged to immediately report the crime to the campus Safety Team and the local police department (the phone number for which is displayed in the Emergency Contact sheet posted in each classroom and in lounge areas).

The Safety Team prepares a report annually to comply with the Clery Act. This report is prepared using data collected by the Fremont Police department as well as internally by Unitek College’s Safety Team. Each year an e-mail notification is made to all enrolled students and employees providing information on how to access this report on the web. Hard copies of the report may also be printed by the Safety Team upon request.

Students, employees, and campus visitors may report criminal offenses to anyone at Unitek College, but are specifically encouraged to members of the Safety Team. Unitek College does not have a procedure or system in place allowing the reporting of crimes on a voluntary, confidential basis.

Facilities:

Public access to the main entrances of campus buildings is unrestricted during business hours. Within the campus certain areas are always only accessible by electronic badge or keys, and these areas include: employee and executive offices, storage rooms, and rooms controlled by staff from the Information Systems, Facilities, or Maintenance departments.



After business hours Unitek College employees front–desk security personnel who monitor the coming & going of any staff, students, or visitors.

Unitek College has no recognized student organizations with off-campus locations.

All of Unitek College’s staff charged with Campus Security duties are non-commissioned, with no authority to arrest other than a Citizen’s Arrest. Unitek College’s Director of Special Projects maintains direct communication with local police & fire authorities.

Unitek College encourages accurate and prompt reporting of all crimes to campus security staff as well as to the appropriate local public safety agencies.

Information about general or specific security procedures and practices is disseminated to the students and employees via:

- Student and employee handbooks
- Bulletin boards
- New Hire Orientation meetings
- Classroom announcements
- Campus web pages

Programs designed to inform students and employees about the prevention of crimes include, but are not limited to:

- Educational seminars delivered by Unitek College staff or by local public safety professionals on topics such as identity theft, personal property theft, violent crimes, and personal safety.
- Training videos on the above-mentioned topics

Drug/Alcohol Policy

Unitek College prohibits the possession, use and sale of alcoholic beverages by students on campus. Unitek College also prohibits the possession of alcohol (or containers meant to hold alcohol) by students or staff under 21. The possession, use, and sale of illegal drugs are regulated at Unitek College’s campus in accordance with: (1) the Drug-free Schools Act, (2) the Drug-free Workplace Act, (3) applicable provisions of California state law, and (4) applicable provisions of U.S. federal law. Unitek College does not host any drug or alcohol abuse education programs.

Sex Offense Policy

Unitek College does not host educational programs specific to sexual offenses.

A victim of sexual assault or sexual offense should give first priority to personal safety by immediately seeking assistance at the nearest hospital (Kaiser Fremont, Washington) and/or by calling 911. If personal safety is not an immediate concern, the victim should notify the nearest Unitek College staff member, who will in turn notify Unitek College’s Safety Team. A member of the Safety Team will respond by involving local law enforcement and/or healthcare professionals as required, and will take steps to preserve any evidence of a criminal offense.

All students may contact local law enforcement, local health professionals, or Unitek College staff at any time for purposes of reporting sexual offenses. Unitek College employees are required to assist students in notifying appropriate authorities if such a request is made by a student.

Upon notification of a sexual offense, Unitek College’s staff will make available to the alleged victim a list of off-campus counseling, mental health, and other services for victims of sex offenses.



For any student who has reported being the victim of a sex offense, Unitek College will take care to address and implement any reasonable and appropriate changes to the student's academic situation that are requested by the student.

For any on-campus disciplinary proceedings in cases of sex offense allegation, the accuser and the accused are entitled to the same opportunities to have an advisor and witnesses present during the proceeding, and both the accuser and the accused are to be informed of the outcome of any campus disciplinary proceeding brought alleging a sex offense.

Following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses, Unitek College may impose one or more of the following sanctions:

- Restitution: Compensation to the injured party, payment for damages and/or other costs.
- Disciplinary Probation: Written notification from Unitek College confirming that the activity in question is unacceptable and that if continued or other inappropriate behavior follows, more severe action may be taken.
- Delay in Awarding Degrees: The University reserves the right to delay the awarding of any degree in instances where a complaint remains pending against a student.
- Suspension: Requires that the student not be present on any property owned or leased by Unitek for a specified period of time. A student's graduation date will be adjusted upon readmission according to the length of the suspension.
- Dismissal: In addition to the requirements of suspension, requires that the student's academic relationship with Unitek be ended immediately.

Students may access and search a registry of sex offenders in California here: www.meganslaw.ca.gov

Campus Security Authorities

Office Responsible:	Security Officer
Area Information is located:	Security Log Binder at Front Desk
Date Document was last updated:	3/8/2011
Date Policy and Procedure was last updated:	3/8/2011

Specific positions recognized by Unitek as Campus Security Authorities include CEO, CFO, HR Manager, Director of Special Projects, IT Manager, and Operations Manager. This list of campus security authorities is subject to modification and is not intended to be all inclusive, due to changes that may occur in staff responsibilities within the school.

Unitek will annually notify in writing all appropriate staff that they are campus security authorities and explain what is required of them, including definitions of *Clery Act* crimes, relevant geographic locations, an explanation of the types of arrests and referrals for Disciplinary Action that apply to the *Clery Act*, and templates of the incident report forms.

Also to be emphasized is the importance of the campus security authority's role in providing crime reports on an immediate basis to the individual(s) responsible for issuing timely warnings. Training will be provided as needed for what to do when a crime is reported to them. The Director of Special Projects is responsible for overseeing campus security authorities. The Program Development Coordinator is responsible for collecting and reviewing crime reports for inclusion in the annual security report and the Web-based report to ED.



Obtaining Statistics from Local Police Agencies

Unitek annually compiles statistics for specific crimes (see below) on or adjacent to school property as required by the Clery Act based on copies of releasable crime reports purchased from the Alameda County Superior Court - Fremont Hall of Justice, District Attorney's office. Unitek obtains this information in hard-copy paper format by completing the "Application for Release of Information" request form or by visiting the Records Unit Monday through Friday, 8:00 a.m. to 5:00 p.m. The main point of contact at the Records Unit is Agnes Livingston, though anyone in that department can provide a crime report. A copy of all "Application for Release of Information" forms completed and submitted by Unitek is kept in a binder by the Safety Team, along with the crime reports received. The person responsible for obtaining these statistics is Unitek's Director of Special Projects. Below are the crimes for which Unitek compiles statistics annually:

Criminal Homicide:

Murder
Negligent & Non-Negligent Manslaughter

Sex Offenses:

Forcible
Non-forcible
Robbery
Aggravated Assault
Burglary
Arson
Motor Vehicle theft

Arrests for:

Liquor law violations
Drug-related violations
Weapons possession

Disciplinary Referrals for:

Liquor law violations
Drug-related violations
Weapons possession

Hate crimes:

Simple Assault
Intimidation
Destruction/Damage/Vandalism of Property
Pocket-Picking
Purse Snatching
Shoplifting
Theft from Building
Theft from a Coin Operated Machine or Device
Theft from Motor Vehicle
Theft of Motor Vehicle Parts or Accessories
Other Larceny / Theft

Crimes motivated by a type of bias or prejudice will be recorded as Hate Crimes according to the type of bias involved: Race, Gender, Religion, Sexual Orientation, Ethnicity, or Disability. Crimes that are not among the crime categories above but result in bodily injury and are motivated by one of the six categories of bias mentioned above shall also be reported.

Timely Warnings

Office Responsible:	Registrar
Area Information is located:	Student Information System
Date Document was last updated:	3/8/11
Date Policy and Procedure was last updated:	3/8/11

In order to keep the campus informed about safety and security issues, Unitek will alert the entire campus community in a timely manner to aid in the prevention of specific crimes. Timely warnings may be issued for threats to property or to personal safety, and will typically be issued by the registrar via campus-wide email system and/or phone announcement system. Timely warnings may also be issued on bulletin boards and handouts/flyers.



Submitting Crime Statistics to the U.S. Department of Education

Office Responsible:	Financial Aid Director
Area Information is located:	Security Binder at Front Desk
Date Document was last updated:	3/8/11
Date Policy and Procedure was last updated:	3/8/11

Unitek annually submits its Campus Security Report upon receipt of the letter and certificate requesting it. Unitek also annually submits the crime statistics portion of the annual security report via the ED Web site (<http://surveys.ope.ed.gov/security>). The letter requesting the Campus Security Report must be sent to Unitek College's Financial Aid Director at 4670 Auto Mall Parkway, Fremont, CA 94538.

The Annual Security Report

Office Responsible:	Program Development
Area Information is located:	Posted to Student & Employee Portal & school website
Date Document was last updated:	10/2010
Date Policy and Procedure was last updated:	10/2010

Unitek publishes and distributes the Campus Security Report annually before October 1 to all enrolled students and all employees, and also provides notice, as appropriate, to all prospective students and employees.

Emergency Response/Evacuation

Office Responsible:	Human Resources
Area Information is located:	Emergency exit plans in hallways and near exits
Date Document was last updated:	2010
Date Policy and Procedure was last updated:	2010

In case of a significant emergency or dangerous situation, students and staff will be immediately notified through some or all of the following methods: fire alarms, campus emails, on-campus speakerphone alert, and the school website. All members of the campus community are urged to call 9-1-1 in case of any significant emergency or dangerous situation on campus. In addition, when possible, information about the emergency should be forwarded to the Reception Desk, the Operations Department, the MIS Department, or a member of Unitek's Emergency Response Team (ERT) which consists of the Director of Special Projects (Eli), the Director of Public Safety (Josh), and the Operations Manager.

Upon receiving information regarding a significant emergency or dangerous situation, the ERT (or staff assigned by the ERT) will, without delay and taking into account the safety of the campus community, assess the situation and determine who to notify (the entire campus community or a subset, local public police and fire authorities, local law enforcement, other public safety personnel), determine the content of the notification(s), and initiate the notification process. The ERT will delay or stop the issuing of a notification only in cases where issuing a notification would, in the judgment of the ERT, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.



Emergency evacuation procedures and exit routes are posted throughout the campus buildings. Unitek's Emergency Response and Evacuation Plan is made available to all members of the campus community via Unitek's website as well as within the annual Campus Security Report. The ERT tests and confirms emergency response and evacuation procedures on at least an annual basis, and maintains records of these tests which are stored by The Human Resources Department.

Fire/Bomb Threats:

- When the alarm sounds, DO NOT PANIC. Leave by the nearest exit or stairway.
- DO NOT USE ELEVATORS.
- All persons will evacuate to at least 150 feet from the buildings.
- Special precautions must be taken to ensure that persons who have impaired hearing are notified and persons with disabilities are assisted as appropriate.

Earthquakes:

- Special precautions must be taken to ensure that persons who have impaired hearing are notified and persons with disabilities are assisted as appropriate.
- If indoors, stay indoors. Take precautions:
- Get under a table or desk
- Stand in an interior doorway
- Kneel down in a corner of the room
- Hold your hands or books over your head
- Stay away from windows
- Wait until the earthquake is over
- *DO NOT USE ELEVATORS*
- If outside, move away from buildings and overhead utility wires. Once in the open, stay there until the earthquake is over. *DO NOT GO BACK INSIDE*

Assisting People with Disabilities during Emergencies:

Always *ask* someone with a disability how you can help *before* attempting to provide assistance. Ask how he or she can best be assisted and whether they are any special considerations or items that need to come with that person.

Blindness or Visual Impairment:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms (such as left, right, up, down)
- *DO NOT* grasp a visually impaired person's arm - ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd
- Give other verbal instructions or information as necessary

Deafness or Hearing Loss:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand
- Offer visual instructions to advise of the safest route or direction by pointing toward exits or evacuation maps

Mobility Impaired:

- It may be necessary to help clear the exit route of debris (if possible) so that the mobility impaired person can move to a safer area
- If people with mobility impairments cannot exit, they should move to a safer area, e.g.,
- Most enclosed stairwells



- An office with a door shut which is a good distance from the hazard (and away from falling debris in the case of earthquake)
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique or, if available, an evacuation chair
- Notify police or fire personnel immediately about any people remaining in the building and their locations
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators

Emergency Evacuation of People with Mobility Disabilities or Injured People:

Evacuating a disabled or injured person yourself is the LAST resort. Consider your options and risks of injuring yourself and others in an evacuation attempt. DO NOT make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people may have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. The following guidelines are general and may not apply in every circumstance:

- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs - evacuate the person NOT the wheelchair. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK people with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g., bending at the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs.

Because Unitek has no on-campus housing, no emergency or evacuation procedures exist for such facilities and Unitek has no missing student notification policy.