



## **Jeanne Clery Act**

### **Crime Awareness and Campus Security**

**Annual Report  
2014-2015**

Distributed by: School Director  
Date: Oct 1, 2015

**Table of Contents**

**I.     Introduction..... 2**

**II.    Campus Security and Reporting Crimes..... 2**

**III.   Crime Prevention ..... 5**

**IV.    Sex Offence Policy ..... 10**

**V.     Violence Against Women Act (VAWA) Policy ..... 15**

**VI.    Campus Sexual Assault Victim’s Rights..... 20**

**VII.   Drug & Alcohol Policy ..... 22**

**VIII.   General Application/Usage of Terms..... 24**

**IX.    Crime, Security and VAWA Resources ..... 25**

**PC AGE - Campus Security Information..... 26**

**Appendix..... 26**

- Authorized Security Official
- Campus Security
- Community Resources
- Sex Offender Registries
- Campus Crime Statistics

## I. Introduction

Federal Public Law 102-26 (Jeanne Clery Act) and its extension in Public Law 110-315 of the Higher Education Opportunity Act of 2008 requires all schools participating in federal student aid programs to publish an annual security report that discloses security policies and procedures and campus crime statistics. The institution must make this report available to the campus community to include prospective and enrolled students as well as faculty and staff. In addition, the school must annually report to the U.S. Department of Education its campus crime statistics which are made available to the public at: <http://ope.ed.gov/security/>. Additional information about the Clery Act can be found at the U.S. Department of Education website: <http://ed.gov/admins/lead/safety/campus.html>.

PC AGE Career Institute (PC AGE) is committed to maintaining a safe and secure environment for students and staff. PC AGE prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. This Annual Report establishes policies and procedures for all PC AGE Career Institute campuses and provides guidelines and advice that can contribute to this aim and encourage trust and effective communication in our educational community. The **Appendix** provides information on our campus crime statistics. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Education Rights and Privacy Act of 1974 (FERPA).

## II. Campus Security and Reporting Crimes

Crime awareness, prevention, and risk reduction starts with effective communication. Students and staff are encouraged to report dangerous conditions, suspicious activity and criminal acts on or near campus to the appropriate authorities. This section provides guidance for reporting crimes and emergencies.

### *Authorized Security Officials*

The School Director is the school official to whom all reports related to actual or potential criminal activity should be directed. The School Director has in turn designated other managers to serve in his/her absence. The **Appendix** to this report provides the name and contact information of the School Director and designated manager(s).

### *Campus Security*

The School Director or designee with security responsibilities, are available on campus or easily accessed through the main reception desk. The reception desk also maintains emergency contact numbers for police, fire and medical emergencies. Information about campus specific security services can be found in the **Appendix** to this report and can also be obtained through the School Director or designee. Students are encouraged to learn more about these services, particularly if attending class before or after normal business hours. PC AGE works closely with local authorities and the landlord to ensure facilities are safe.

### *Reporting Crimes*

Should a student or staff member be a victim of a crime, witness a crime or become aware of potential criminal activity including threats, a report should be immediately filed with the School Director or designee. If assistance is required from the local police, the School Director or designee will make the contact. In an emergency situation, 9-1-1 should be called immediately. Full details will be recorded and maintained in the campus security file and action will be taken, including notification of local authorities. Students or staff members providing the report will be expected to cooperate with any further investigation, arrest or disciplinary action. Victims will be encouraged to report any crimes to the local authorities in an accurate and timely manner. Contact information for local authorities is available in the **Appendix** to this report.

**Confidentially:** If a victim or witness requests confidentially or asks that the complaint not be pursued, PC AGE still must take reasonable steps to investigate and respond to the complaint within the parameters of such a request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the complainant must realize that PC AGE's ability to respond may be limited. When a complainant insists that his or her name or other identifiable information not be revealed, PC AGE must evaluate that request in the context of its responsibility to provide a safe and non-discriminatory environment for all students and employees. If PC AGE cannot ensure confidentiality, the complainant will be so informed. If PC AGE cannot take disciplinary action against the alleged perpetrator because the complainant insists on confidentiality, PC AGE may pursue other steps to limit the effects of the alleged conduct and prevent its occurrence.

PC AGE will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### ***Timely Warning***

Should a dangerous situation arise due to actual or potential criminal activity, campus officials will provide timely notice to students and staff. This includes situations involving the commission of a crime on or near campus such as robbery, theft from vehicles, sexual assault, threats of violence and similar activities. Anyone with information warranting a timely warning should report the circumstances to the School Director or designee, who is responsible for issuing a warning.

When school officials are notified of such actual or potential criminal activity from students, staff, police or nearby merchants or offices, notices will be promptly and visibly displayed at entrances to the campus and in student common areas. These notices will provide relevant information and encourage vigilance and common sense precautions. Students in school at the time will also be notified by staff members who will visit classrooms and lounges. Employees will be notified via email and postings in staff/faculty common areas.

### ***Emergency Response and Evacuation Procedures***

PC AGE has developed procedures to ensure proper testing, evaluating, and communication of the response plan in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

An **"immediate" threat**, as used here, encompasses an imminent or impending threat, such as a fire occurring in the school building. Some other examples of significant emergencies or dangerous situations are:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

The School Director, or designee, is responsible for making decisions and initiating procedures regarding potential emergency situations. In addition, each campus will utilize, and make public to students and staff, an Emergency Response & Evacuation Procedure to be utilized in the event of an emergency or dangerous situation. A copy of this procedure can be obtained from the School Director. The plan is tested and evaluated annually, at a minimum, for the safety of all students and employees. The School Director is responsible for maintaining documentation of the annual tests.

### *Annual Disclosure of Campus Crime Statistics*

The Clery Act requires that schools and colleges maintain records of crimes reported to campus officials and/or local police authorities. This includes on-campus reports as well as reports of crimes on public property adjacent to the campus as reported to the School Director or designee and, if available, to local law enforcement agencies. Statistics are compiled by type of crime and reported annually to the U.S. Department of Education. Schools are further required to make available to current and prospective students and employees statistics covering the last three calendar years of reporting. The **Appendix** to this handbook contains reported crime statistics for the campus.

In addition to compiling data on reports of criminal offenses, schools and colleges must also report incidents of hate crimes and arrests or referrals for disciplinary action for liquor law violations, drug abuse violations, and weapons violations (carrying or possession). As part of the Violence Against Women Act (VAWA) schools also must report on dating violence, domestic violence and stalking incidents.

Annually, no later than October 1<sup>st</sup>, current students and employees will be provided with a notification that the Annual Report has been posted to the PC AGE website. Students or employees may request a hard copy of the complete report by visiting the School Director, who will maintain a hard copy in his/her office at all times. Prospective students will be provided with the notification upon enrollment and prospective employees will be notified of the information during the application/hiring process.

Crime definitions and campus crime reporting methodology are available through the U.S. Department of Education website. This site also provides access to the campus crime statistics for all U.S. schools and colleges. <http://www2.ed.gov/admins/lead/safety/campus.html#data>

### **III. Crime Prevention**

The best way to deal with crime and reduce risk is to prevent it. Everyone can play a part by using common sense precautions, maintaining vigilance and cooperating with others. This section of the report provides basic advice for crime prevention and risk reduction, and how to access further general crime prevention resources.

#### ***What is Crime Prevention?***

Crime prevention is defined as “*the anticipation, the recognition, and the appraisal of a crime risk and the initiation of action to remove or reduce it.*” The first step in crime prevention is to realize that in order to prevent crime or becoming a crime victim, we must accept that crime prevention is a shared responsibility. It is not a school problem or a police problem. It is a societal problem that can only be properly addressed by the entire campus community. On a school campus that includes students, faculty, staff, visitors and neighbors. Therefore, campus safety is truly a shared responsibility.

Three elements must be present for a crime to occur: desire, ability, and opportunity. This is also known as the crime triangle. A person may “want” to commit a crime, and have the “ability” to commit a crime, but if we deny them the “opportunity,” then no crime can be committed. Historically, the primary goal of crime prevention has been to apprehend criminals. Although this goal is still important, the goal of preventing crime and also reducing the cost of crime has taken on significant importance. Our goal is to help individuals prevent crime by helping them become aware and to make decisions in their everyday lives to reduce the opportunity for crime to occur, whether on campus or not.

Schools throughout the United States are concerned about providing campus settings that are safe and secure. Understanding campus crime prevention and how you can personally increase your chances of having a safe and enjoyable college experience will mutually benefit you and your campus.

#### ***Security Awareness and Crime Prevention Programs***

Students are provided the opportunity to participate in a Security Awareness and Crime Prevention program which includes a discussion of basic crime prevention and risk reduction strategies for incoming students. In addition, on an annual basis, PC AGE provides training to employees on security procedures and practices as well as basic crime prevention and risk reduction.

#### ***Personal Risk Reduction Safety Tips***

The following are general safety and security tips provided by the International Association of Campus Law Enforcement Officers. Tips relating to sex, drug and alcohol offenses are addressed in sections IV and V of this report.

#### **Know how to contact campus staff and the police**

- Know the telephone number of your school and local police precinct.
- Keep the emergency phone numbers near your phones (stickers, magnets, etc.).
- Program emergency phones numbers into your personal cell phone.

### Walking around or near campus

- Familiarize yourself with the layout of the campus. Survey the campus while classes are in session and after dark to see that academic buildings, walkways, facilities, and parking lots are adequately secured and well-lighted.
- Plan the safest route to your destination; choose well-lighted, busy pathways and streets.
- Share your class schedule with your parents and trusted friends and give them your telephone numbers.
- At night, stick to well-lighted areas whenever possible and avoid alleyways or “short cuts” through isolated areas.
- Travel in groups and avoid going out alone at night.
- If you are being followed, change direction and go to the nearest business or home; knock on the door, and request that someone call the police. Note the description of the person following you.
- Walk near the curb and avoid shrubbery or other places of potential concealment.
- Tell a friend or roommate where you are going and what time you expect to return.
- Stay alert to your surroundings and the people around you.
- Carry your purse or backpack close to your body and keep a firm grip on it; carry your wallet in an inside coat pocket or your front pant pocket.
- Keep your keys separate from your purse or backpack.
- Don’t overload yourself with bags or packages and avoid wearing shoes that restrict your movements.
- Walk with a confident stride; keep your head up and look around.
- If a motorist stops and asks for directions, keep your distance from the car.
- Dress in clothes and shoes that will not hamper movement.
- Report suspicious activity or noises immediately.

### Motor Vehicle Safety

- Park in well lighted areas, where your vehicle is visible; avoid parking next to vans or trucks.
- Keep all items out of sight, especially valuables. Remove or place CD players/cases, etc. in the trunk.
- Service your vehicle regularly to avoid breakdowns.
- Keep your vehicle locked at all times.
- Consider “The CLUB” or an alarm system.
- When leaving your car for service, remove your other keys.
- Have your key ready when you approach your car. Before getting in, check inside and under your car to make sure no one is hiding.

### When Driving

- Carry a cell phone.
- Never let fuel level get below ¼ tank.
- Drive on well-traveled streets and keep your car in gear while it is stopped.
- Always be aware of your surroundings and check your rear view mirror often.
- Keep doors locked and windows shut and keep valuables out of sight; either covered or in the trunk.
- If your car breaks down, open the hood and stay inside. If someone stops to help, do not open your window or door, but have him or her call for assistance.
- If you suspect you are being followed, drive to a well-lit public area and call the police.
- Beware of people who yell, honk, and point at your car as if something is wrong; if your car breaks down, stay inside and lock the doors. If anyone approaches to help, crack the window and ask them to call the police. Ask uniformed people to show identification.

- Beware of people who motion and ask you to stop and lend assistance; if you want to assist someone whose car has broken down, go to the nearest phone or use your cell phone and call the police.
- If a person with a weapon confronts you and wants your vehicle, give it up. No car is worth being injured or losing your life over.

### Using Public Transportation

- Try to avoid isolated bus or train stops and times when few people are around.
- Stay away from the curb until bus/train arrives.
- If possible, sit near the driver and notify him or her of any problems.
- A crowded bus is a prime target for pick pockets; carry your bags close and carry your wallet in your coat or front pant pocket.
- If someone is bothering or harassing you, move to another seat location and/or tell the person in a loud voice to “STAY AWAY”.
- Remain on the bus/train if you are uncomfortable with getting off.

### If you sense trouble

- Move away from the potential threat if possible; cross the street and increase your pace.
- Join a group of people nearby.
- If a threatening situation is imminent and people are close by, yell, scream or do whatever you can to get their attention. Remember, dialing 911 and or/activating a fire alarm are both part of the personal safety system. 911 calls are free from most pay phones.
- If you are facing an armed criminal, you may minimize the risk of injury to yourself if you comply with the criminal's demands. However, if your life is in immediate danger, use any defense you can to get away.
- Dial 911 immediately and give a description of the suspect.

### If you are attacked

- Go with your instincts, but be realistic about your ability to fight off someone; your instinct may be to run, scream, kick, hit or bite.
- If a weapon is displayed, don't resist. Give up your property and save your life.
- Do what you are told and don't make any sudden moves.
- Try to remember as many details as possible and alert the school or the police as soon as possible.
- Your goal should be to get to safety and survive; cooperate if resisting may lead to harm.
- Remember every situation is different; you are the only one who can decide the appropriate course of action.
- Constantly play the “what if” game to think about what you would do in a particular threatening situation. This will help prepare you to respond instinctively when a threat is encountered.
- After an event, never feel guilty about what you did or did not do.

### Active shooter (workplace or school violence)

If you are involved in a situation where someone has entered the area and started shooting; the following are a list of actions that are recommended:

- If possible exit the building/area immediately, but only if it can be done safely.
- Notify anyone you may encounter to exit the building immediately.
- Notify Public Safety or Police.
- Give the following information:
  - a) Your name
  - b) Your phone number
  - c) Location of the incident (be as specific as possible)



- d) Number of shooters
- e) Identification of shooter
- f) Number of persons who may be involved
- g) Your location

If exiting the building/area is not possible, the following is recommended:

- Go to the nearest room or office.
- Close and lock the door.
- If unable to lock the door, use a wedge device or something heavy to block the door; a belt or other objects may be able to wedge the door shut.
- Cover the door windows.
- Depending upon the shooters location, exit out the window quietly and quickly.
- Stay low, move away from the door, keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Notify the police.
- Wait for the Police to assist your exit from the building.
- If you are trapped with the shooter, you need to decide whether to:
  - Stay still and play dead.
  - Run for an exit in a zigzagging pattern, or
  - Attack the shooter.

#### Describing a suspect or a vehicle

- Date, Time, Location, Direction of Travel, Weapon
- Suspect Information
  - Male/Female
  - Adult/Juvenile/Approximate Age
  - Race
  - Height/Weight
  - Hair Color
  - Eye Color
  - Mustache, beard, sideburns or other facial hair
  - Tattoos, scars or other identifying marks
  - Gait, limp or amputations
  - Clothing such as hat, glasses, shirt type/color, pants type/color, shoes
- Automobile Information
  - Make/Model
  - Color
  - Year
  - Body style (2-door, 4-door, convertible, truck, etc.)
  - License plate number
  - Distinguishing features (spoiler, racing stripes, tinting, damage, etc.)

#### Cyber Security

- Never give your password to anyone.
- Provide your social security number only to secure sites you trust.
- Change your passwords regularly.
- Do not allow others access to your email account.
- Do not put personal information or photos on your web page and do not give personal information that can identify where you live to social networking sites.
- Never leave your computer/laptop unattended.
- Engrave markings on your computer.

- Do not download files sent to you by strangers or click on hyperlinks from people you don't know.
- Computer phishing is a crime. Phishers attempt to fraudulently acquire credit card details and other sensitive personal data via bogus emails or pop-up windows. It may look like a legitimate email from a legitimate institution, but beware of unsolicited requests for information.
- Financial or payment institutions will never request that you send them personal sensitive data via email or pop-up windows.
- If you receive a suspicious looking email from any bank, lending, or payment institution, it is best to delete and not respond. If, by coincidence, you have an account with the entity mentioned in the email, call your legitimate institution using the number on your physical bill.
- Make certain that all your personal information is deleted from your computer prior to disposing of it.

#### Cell Phone Protection

- Carry your phone with you whenever possible and make sure it is in a safe place whenever you leave it behind. If you are leaving your phone in your car, be sure it is hidden from view.
- Request a personal identification number.
- Use the "lock" feature on your phone.
- Report a stolen cellular telephone immediately to the cellular telephone carrier and police.
- Check your monthly bills carefully, and report unfamiliar calls to your cellular phone company.
- Do not give out your electronic serial number or even your phone number to strangers, including callers who represent themselves as technicians testing your line.
- Keep your subscriber agreement, which includes your electronic serial number, in a secure location.

#### IV. Sex Offence Policy

PC AGE takes sexual harassment and criminal sexual offenses seriously and has policies and procedures covering student-student, student-employee and employee-employee situations. This handbook covers the general policies. The school employee handbook discusses the topic as an aspect of the terms and conditions of employment for faculty and administrative staff. The Clery Act requires schools to have policies regarding sex offenses, programs for sex offense prevention and information available to students concerning community sex offender registries.

##### *Sexual Assault and other Criminal Sex Offenses*

The FBI's National Incident-Based Reporting System (NIBRS) edition of the *UCR* defines a sex offense in general as *any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Rape is defined as Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.* (<https://www.fbi.gov/about-us/cjis/ucr/ucr>) Sex crimes are further defined by the FBI as forcible and non-forcible:

- **Sex Offenses—Forcible** is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses:
  - 1) **Forcible Rape** is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
  - 2) **Forcible Sodomy** is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - 3) **Sexual Assault With an Object** is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
  - 4) **Forcible Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."
- **Sex Offenses—Non-forcible** are incidents of *unlawful, non-forcible sexual intercourse*. Only two types of offenses are included in this definition:
  1. **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  2. **Statutory Rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.

## ***Sex Crime Prevention***

Be aware that there are no perfect protection strategies and there is no way to predict all possible situations. These safety tips are intended to reduce, not eliminate, the risk of assault. Becoming informed about sex crimes is also very important.

- The primary responsibility for any sexual assault rests with the offender and not the victim.
- Knowledge is power. Though many sex offenders are NOT known to law enforcement, you can educate yourself about those known offenders who reside in your city or county.
- Remember that most sexual assaults are committed by someone that the victim knows. Up to 90% of sex offenders are known to their victims and include relatives, friends and authority figures. If you feel uncomfortable in someone's presence, trust your feelings and take steps to distance yourself from him or her. Don't be afraid to make a scene if necessary. Tell someone!
- Avoid high-risk situations. Be observant and aware of your surroundings. Avoid poorly lit areas where an attacker might hide. Identify safe people in your neighborhood that you or your children can go to if you need help. Be thoughtful and use good judgment in choosing your friends and partners. Be careful of your use of alcohol and drugs; you are more vulnerable to attack if you are intoxicated. Do not leave your food or drink unattended at a party or in a public place. Don't be embarrassed to use security staff at work or when shopping, to walk you to your car. Do not pick up hitchhikers or stop to help a stranger in a stalled vehicle; use a phone in a safe location to call for help. Be cautious about making personal contact with those you meet on the Internet or in other similar environments.
- Do not harass the offender. The purpose behind community notification is to reduce the chances of future victimization of persons by this offender. The information presented through this notification should assist you and your family in avoiding situations that allow easy victimization. Initiating contact with the Sexually Violent Predator can increase the risk of you or your family being victimized or may drive the offender underground, placing others at greater risk.
- Sex offender characteristics
  - Most offenders commit multiple crimes against multiple types of victims with whom they have varying types of relationships (adults, children, male, female, known and unknown.) This behavior is known as crossover.
  - Sex offenders rarely commit just one type of offense. Many offenders have NO criminal history or sex crime history of any kind.
  - There is no such thing as a "typical" sex offender; however all tend to be manipulative, deceptive, and secretive. Sex offenders come from all backgrounds, ages, income levels and professions.
  - The majority of offenses are committed by someone the victim knows.
  - Sexual deviancy often begins in mid to late adolescence.
  - Sex offenders do not usually commit their crimes impulsively. They usually employ careful planning and preliminary steps that, if interrupted, can prevent an actual crime.
  - The vast majority of sex offenders are male; only 20% of child sex offenses are committed by women.
- Know the facts about sex offending. Information provided below is from the Rape, Abuse and Incest Network (<https://www.rainn.org/statistics>).
  - 44% of victims are under age 18, 80% are under age 30.
  - Every 107 seconds, another American is sexually assaulted, each year there are about 293,000 victims of sexual assault.
  - 68% of sexual assaults are not reported to police.
  - 98% of rapists will never spend a day in jail or prison.
  - Approximately 4/5 of assaults are committed by someone known to the victim.

- 47% of rapists are a friend or acquaintance.
- 82% of sexual assaults were perpetrated by a non-stranger.
- 1 out of every 6 American women has been the victim of an attempted or completed rape in her lifetime.
- About 3% of American men — or 1 in 33 — have experienced an attempted or completed rape in their lifetime.
- Approximately 50% of all rape/sexual assault incidents were reported by victims to have occurred within 1 mile of their home or at their home.
- 43% of rapes occur between 6:00pm and midnight.
- In 1 in 3 sexual assaults, the perpetrator was intoxicated — 30% with alcohol, 4% with drugs.

### Bystander Intervention

Sexual violence prevention through Bystander Intervention starts with education; making individuals aware of the important role they can play to prevent a sexual assault on another person. The bystander approach to the problem of sexual violence prevention on campuses and other communities involves informing students, faculty members and school administrators how to intervene in situations that involve sexual violence. This method takes steps toward a broader community approach to prevention.

The bystander method gives all PC AGE members a specific role, which they can identify with and adopt in preventing the problem of sexual violence. This role includes interrupting situations that could lead to assault before it happens or during an incident, speaking out against social norms that support sexual violence, and having skills to be an effective and supportive ally to survivors.

### ***Sexual Assault Awareness and Prevention Programs***

PC AGE provides information on sexual assault awareness and prevention to all new students during their time at our school. Additional resources on sexual assault awareness and prevention can be found in the School Director or designee's office.

### ***Reporting a Criminal Sex Offense; Disciplinary Actions***

Procedures for reporting criminal sex offenses are the same as for campus crime in general. Should a student or staff member be a victim of a crime, witness a sex-related crime or become aware of potential criminal activity including threats, a report should be immediately filed with the School Director or his/her designee. Full details will be recorded and maintained in the campus security file and action will be taken including notification of police authorities. Students and/or employees are advised to preserve physical evidence to support their complaint in the event they wish to pursue criminal action. Students or staff members providing the report will be expected to cooperate with any further investigation, arrest or disciplinary action and will encourage victims to notify police authorities. School personnel will assist the student/employee in notifying local authorities, if the student requests the assistance. Contact information for local authorities is available in the **Appendix** to this report.

Timely warning and other procedures and policies relating to campus security in general (See Section I) are applicable in criminal sex offenses, including disciplinary actions. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; the accuser and accused are informed of the outcome of any disciplinary hearing. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

### ***Medical and Counseling Resources***

Many community-based services provide resources for medical, counseling, mental health and other services to victims of sexual assault. PC AGE does not provide on-campus counseling services but can refer students to appropriate organizations. Contact information for available local resources is provided

in the **Appendix** to this policy or by contacting the School Director.

### ***Sex Offender Registries***

The Clery Act requires schools to advise the school community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The **Appendix** contains information related to registries for offenders located near the PC AGE campus. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited.**

### ***Sexual Harassment***

Sexual harassment of a non-criminal nature is not tolerated at PC AGE. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational experience;
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or
- Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with an individual's academic performance by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may occur in a variety of relationships, including employees harassing students, students harassing students, students harassing employees, or may even involve other persons having business the school or visiting the office or educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. PC AGE's policy on sexual harassment prohibits the following kinds of conduct:

- Unwelcome sexual flirtations, advances or propositions;
- Unwelcome actions, words or comments based on an individual's gender;
- Sexually suggestive or offensive personal references about an individual;
- Subtle pressure or requests for dates or sexual activities;
- Unwanted physical conduct or contact, including touching, pinching, brushing the body, and impeding or blocking one's movement;
- Sexually explicit or offensive jokes and references, pictures and photographs, suggestive objects, verbal comments, leering or whistling.

The initial course of action for a student who feels that he/she is being sexually harassed is to inform the harasser that their conduct is not welcomed and must stop. However, in some circumstances this course of action might not be feasible, might be feasible but unsuccessful, or the individual might be uncomfortable dealing with the matter in this manner. To encourage persons experiencing alleged sexual harassment to come forward, PC AGE provides several channels of communication for formal or informal complaint resolution.

### ***Informal Complaint Resolution, Information and Advising***

Anyone may seek information or advising on matters related to sexual harassment, without lodging a formal complaint. Persons who feel they are being harassed or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with instructors or other members of the school's management at their location.

When the informal resolution process is used, typically, the third party will meet privately with each person involved; try to clarify their perceptions and attempt to develop a mutually acceptable

understanding that can insure that the parties are comfortable with their future interactions. Other processes, such as a mediated discussion among the parties or with the School Director or designated official, also may be explored in appropriate cases. Possible outcomes of informal complaint resolution include explicit agreements about future conduct, changes in teaching or classroom assignments and/or other relief, where appropriate. While not a requirement, filing a written complaint is strongly encouraged for the matter to be formally investigated. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing.

#### Formal Complaint Resolution

Formal complaints of sexual harassment should be reported first to the School Director. He/She will be responsible for thoroughly investigating the complaint. During the course of the investigation, the School Director will meet with and hear the complainant, the respondent, and witnesses identified by each party. To the extent possible, complaints will be handled confidentially, with the facts made available only to those who have a compelling need to know for purposes of investigation or resolution.

The School Director will make a determination as to whether there was a violation of policy and will inform the complainant and the accused student or employee of the final disposition of the complaint. The School Director will decide what corrective action will be taken or whether any discipline will be imposed. Appropriate discipline may range from an oral reprimand up to and including termination/dismissal from school or employment or any other appropriate remedial action. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and accuser and accused are informed of the outcome of any disciplinary hearing.

If results of the grievance are not satisfactory to the complainant, the individual may contact the President at [zk@pcage.edu](mailto:zk@pcage.edu) or by phone at (201) 761-0144.

#### Appeal of Formal Complaint Resolution and Disciplinary Action

Either the complainant or person accused may file a written appeal to the President within five days of any decision concerning the resolution of the complaint. The written appeal must state in detail the reason(s) for the appeal. The President will review the School Director's written record of the investigation, as well as their determination and may either affirm, amend, or return the recommendation for further investigation and deliberation by the designated school official.

The President's review and decision will be the final decision. Written records relating to a finding that sexual harassment has occurred may be placed in the accused student or employee's official file.

- Non-Reprisal: No employee, student, or member of the public may be subjected to restraint, interference, coercion or reprisal for action taken in good faith to seek advice about sexual harassment matters, to file a sexual harassment complaint, or to serve as a witness or otherwise assist in the investigation of sexual harassment complaint.
- False and Malicious Accusations: A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action, up to and including termination/dismissal from school.

Note: School Sanctions do not preclude the accuser from seeking off-campus adjudication through the criminal justice system. Campus Sex Crimes Prevention Act (CSCPA). The Disclosure of Education Records Concerning Registered Sex Offenders is permitted under FERPA (20 U.S.C Sec 1232g); and the Wetterling accessing the New Jersey Sex Offender Registry operated by the New Jersey State Police. Address Follows: [http://www.njsp.org/info/reg\\_seoffend.html](http://www.njsp.org/info/reg_seoffend.html)

## V. Violence Against Women Act (VAWA) Policy

### *Purpose of Policy*

- 1) To comply with requirements of Title IX and the Violence Against Women Act, and the Violence Against Women Reauthorization Act of 2013. *42 USC 13701. Pub. L. 113-4.*
- 2) To define the nature of dating violence, domestic violence, and stalking that is prohibited at PC AGE.
- 3) To set forth the manner in which allegations of misconduct (listed in item 2.) will be addressed by PC AGE.
- 4) To provide resources for victims and those accused of prohibited conduct listed in item 2.

### *To Whom the Policy Applies*

This Policy is incorporated in PC AGE's Crime Awareness and Campus Security Policy and Procedures and applies to all students, administrators, faculty, staff and individuals at and/ or utilizing PC AGE educational facilities.

### *General Statement*

PC AGE is committed to maintaining a safe learning environment that is free of acts of violence, sexual misconduct, and stalking behavior that undermines the character and purpose of PC AGE and to create a campus climate that supports and rewards educational and career advancement on the basis of ability and performance. All students and employees of PC AGE are subject to this policy and are also encouraged to report any incidents of sexual assault, violence, and stalking of which they become aware that compromise the well-being of individual or the PC AGE community. PC AGE prohibits crimes of dating violence, domestic violence, sexual assault, and stalking.

### *Policy Statement*

- 1) **Dating Violence:** Within PC AGE, dating violence is defined as violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship.
- 2) **Domestic Violence:** Within PC AGE, domestic violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse of the victim, committed by a person with whom the victim shares a child in common, committed by a person who is cohabitating with or has cohabitated with the victim as a spouse, committed by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state (where the PC AGE educational facility is located), or committed by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws in which the PC AGE educational facility is located.
- 3) **Sexual Assault:** As defined in Section IV, Sex Offense Policy; A Sexual Assault offense as any sexual act directed against another person forcibly and/or against that person's will; or not forcibly or against a person's will where the victim is incapable of giving consent.
- 4) **Stalking:** Within PC AGE, stalking is defined as (a) to follow, pursue or repeatedly commit acts with



the intent to kill, injure, harass or intimidate the victim; (b) to place under surveillance with the intent to kill, injure, harass or intimidate the victim; (c) in the course of, or as a result of such following, pursuit, surveillance, or repeatedly committed acts, to place the person in reasonable fear of the death of, or serious bodily injury to the victim; or (d) to cause substantial emotional harm to the victim, a member of the immediate family of the victim or the spouse or intimate partner of the victim.

- 5) **Confidentiality:** Within PC AGE, confidentiality means PC AGE will not enter information provided to PC AGE into a shared database or provide this information to any related entity except as stated in III.C.
- 6) **Consent:** Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity. Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of “no” should not be understood to mean there is consent.
- 7) **Perpetrator:** Within PC AGE, a perpetrator is a person who commits an act of dating violence, domestic violence or stalking against a victim.
- 8) **Victim:** Within PC AGE, a victim is a person/complainant who is the victim of domestic violence, dating violence, or stalking under this Policy, and who has timely and fully completed certification notification per III.A.

### ***Certification and Confidentiality***

- 1) **Certification:** A person who is claiming victim status shall provide PC AGE’s School Director (a) documentation signed by the victim and an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking or the effects of the abuse, in which the professional attests under penalty of perjury to the professional’s belief that the incident(s) in question are bona fide incidents of abuse; or (b) a federal, state, local police or court record.
- 2) **Failure to Provide Certification:** If a complainant (victim) decides to not provide a complete and accurate certification of the incident, and the student or employee does not contact the School following the incident; PC AGE will consider the victim as exercising their option to not notify the School, and not seek assistance from law enforcement and/or School authorities. The person’s action to not notify PC AGE school authorities under this Policy will release PC AGE from any and all responsibility and liability for/to the student/employee.
- 3) **Confidentially:** If a complainant requests confidentially or asks that the complaint not be pursued, PC AGE still must take reasonable steps to investigate and respond to the complaint within the parameters of such a request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the complainant must realize that PC AGE’s ability to respond may be limited. When a Complainant insists that his or her name or other identifiable information not be revealed, PC AGE must evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students and or employees. Thus, PC AGE will weigh the request for confidentially against the following factors:
  - a) the seriousness of the alleged behavior/conduct
  - b) the complainant’s age
  - c) whether there have been other complaints about the same individual
  - d) the alleged perpetrators’ rights to receive information about the allegations under the Family Educational Rights and Privacy Act (FERPA), *20 U.S.C. §1232G; 34 C.F.R. PART99.15*If PC AGE cannot ensure confidentiality, the complainant will be so informed. If PC AGE cannot take disciplinary action against the alleged perpetrator because the complainant insists on confidentiality, PC AGE may pursue other steps to limit the effects of the alleged conduct and prevent its occurrence.

### ***Reporting an Incident of Dating Violence, Domestic Violence, and Stalking***

- 1) **PC AGE Campus:** Victims or anyone else who is aware of the occurrence of such an incident, are encouraged to report such offenses as soon as possible, whether the incident investigated took place on or off campus, to local Law Enforcement Authority, the School Director, or another campus official listed on the **Appendix**.
- 2) **Referral to Police:** A victim of dating violence, domestic violence, or stalking has the option to report the incident to the appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking and enforcing a no contact, restraining or similar court order and has the right to be assisted by PC AGE in exercising this option. Victims will be encouraged to notify police authorities. School personnel will assist the student/employee in notifying local authorities, if the student requests the assistance. A criminal investigation into an allegation of dating violence, domestic violence, or stalking does not relieve, or substitute for, PC AGE's duty and authority to conduct its own prompt review of a complaint; PC AGE will not wait for the conclusion of a criminal investigation or proceeding to begin its own investigation and resolution of an alleged violation. Furthermore, because the standards for criminal proceedings differ from those used in campus disciplinary actions, conduct that may not be subject to criminal prosecution or sanctions may still be addressed by PC AGE's disciplinary process, and/or a finding of "not guilty" in a criminal case does not preclude a finding of responsibility in a campus disciplinary proceeding for violating PC AGE policy. Students and/or employees are advised to preserve physical evidence to support their complaint.
- 3) **Retaliation:** PC AGE will take steps to prevent/address any form of retaliation against the complainant.

### ***Specific Rights Afforded to Complainants***

- 1) The right to a prompt and equitable investigation and resolution of a complaint.
- 2) The right to file a complaint with appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking and enforcing a no contact, restraining or similar court order.
- 3) The right to be assisted by PC AGE in seeking assistance from local law enforcement.
- 4) The right to request and receive a change in his/her classroom situation if such a change is reasonably available.
- 5) The right to be referred to off-campus counseling, mental health or other student services for victims of dating violence, domestic violence, or stalking offenses.
- 6) The right to file a complaint on campus and to avail him/herself of the process for doing so including, but not limited to, the following:
  - a) adequate, reliable, and impartial investigation of complaints;
  - b) an equal opportunity to present relevant witnesses and other evidence;
  - c) an equal opportunity to be accompanied by an advisor (who may be an attorney);
  - d) an equal opportunity to appeal the process.
- 7) The Family Education Rights and Privacy Act (FERPA) permits a school to disclose to the student victim information about the sanction imposed upon a student, or employee, who was found to have engaged in volatile behavior when the sanction directly relates to the victim. Furthermore, a postsecondary institution is required to simultaneously provide written notification of the final results of a disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether the institution concluded that a violation was committed.

### ***Resolution of a Report of Dating Violence, Domestic Violence, or Stalking***

PC AGE will provide a prompt, fair and impartial response to information related to an incident of dating violence, domestic violence or stalking. Any conduct that may be in violation of this policy will be investigated and addressed in a timely manner, typically within 60 calendar days. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and accuser and accused are informed of the outcome of any disciplinary hearing. In addition, officials overseeing the disciplinary proceedings will be properly trained and do not have a conflict of interest or bias for or against the accuser or accused.

### Investigation and Resolution

- 1) **Step One: Investigation.** An investigator will conduct a prompt, thorough and impartial investigation of the complaint in the manner he or she deems necessary. The parties to the complaint each will have an opportunity to be heard and will be kept informed of the status of the investigation as deemed appropriate. As circumstances warrant, preliminary administrative actions (e.g. interim suspension, restricted access to campus facilities, no contact orders, academic modifications, etc.) may be taken to preserve the safety and well-being of those involved and/or the campus community. The investigator will normally be a school administrator designated by the School Director. If results of the complaint are not satisfactory to the complainant, they can contact the School Director.
- 2) **Step Two: Informal Resolution.** With the consent of the complainant and the alleged perpetrator, and if PC AGE deems the circumstances to warrant doing so, a matter may be resolved through non-disciplinary interventions (e.g., educational, counseling, changes in academic accommodations, administrative actions). A complainant has the right, however, to end the informal process at any time and begin the formal complaint process. Mediation, even on a voluntary basis, is not an appropriate means of resolving a dating violence, domestic violence or stalking complaint.
- 3) **Step Three: Formal Student Complaint Action (if initiated).** Should informal resolution be inappropriate or unattainable, the matter will be referred to the appropriate student complaint process, or to local law enforcement authorities.

### Standard of Evidence

PC AGE utilizes the preponderance of the evidence (i.e. it is more likely than not that dating violence, domestic violence, or stalking occurred) when reviewing a complaint.

### Disciplinary Sanctions

The specific sanctions available to the adjudicating body may differ depending on the circumstances of the matter being addressed. In general, however, sanctions imposed upon students or employees determined to have violated this policy can include a range of sanctions including, but not limited to, warning, censure, education/counseling, disciplinary probation, suspension, dismissal or termination of employment from PC AGE.

### Notification

When the conduct involves allegations of a crime of violence, a postsecondary institution is required to simultaneously provide written notification of the final results of the disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether the institution concluded a violation was committed

### ***Medical and Counseling Resources Available to Victims/Complainants and Bystanders***

Many community-based services provide resources for medical, counseling, mental health, victim advocacy, legal assistance, and other services to victims of sexual assault, dating violence, domestic violence, and stalking whether or not the incident occurred in a PC AGE facility. PC AGE does not

provide on-campus counseling services but can refer students to appropriate organizations. Additional information can be obtained from the Director of Education. Contact information for available local resources is provided in the **Appendix** to this policy.

***Sexual Assault Awareness and Prevention Programs***

PC AGE Institute provides information on sexual assault awareness and prevention to all new students during new student orientation. Additional resources on sexual assault awareness and prevention can be found in the Institutional Effectiveness' office.

## **VI. Campus Sexual Assault Victims' Rights**

A private educational institution in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the educational institution community in achieving these ends. The boundaries of personal freedom are limited to applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual contact, respect for the individual and human dignity are of paramount importance.

The following Rights shall be accorded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in its respective state, and in circumstances in which the victim or alleged perpetrator is a student at such an institution, and/or when the victim is a student who has been sexually assaulted in an off-campus setting.

### ***Human Dignity Rights***

Victims have the Right.....

- to be free from any suggestion that they must report the crimes to be assured of any other right guaranteed under this policy;
- to have allegations of sexual assault treated seriously;
- to be treated with dignity;
- to be free from any suggestions that victims are responsible for the crimes against them, including the right to be free from any pressure from anyone to:
  - report crimes if the victim does not wish to do so;
  - report crimes as lesser offenses than the victim perceives the crime to be;
  - refrain from reporting crimes;
  - refrain from reporting crimes to avoid unwanted personal publicity.

### ***Rights to Resources on and off Campus***

Victims have the Right.....

- to be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities;
- to be informed of and assisted in exercising:
  - any rights to confidential or anonymous testing for sexually transmitted infections, human immunodeficiency virus, and /or pregnancy;
  - any rights that may be provided by law to compel and disclose the results of testing of alleged perpetrators for communicable diseases.

### ***Campus Judicial Rights***

Victims have the Right.....

- to be afforded the same access to legal assistance as the alleged perpetrator;
- to be afforded the same opportunity to have others present during campus disciplinary

- proceeding that is allowed the alleged perpetrator;
- to be notified of the outcome of the sexual assault disciplinary proceeding against the alleged perpetrator.

### ***Legal Rights***

Victims have the Right.....

- to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
- to receive full and prompt cooperation and assistance from campus personnel in notifying the proper authorities;
- to receive full, prompt, and victim-sensitive cooperation from campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

### ***Campus Intervention Rights***

Victims have the Right.....

- to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of the victims by their alleged perpetrators;
- to be notified of the options for and provided assistance in changing academic situations if such changes are reasonable available.

### ***Statutory Mandates***

Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual School Director to examine resources dedicated to the services required to implement the Bill of Rights and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation. Nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

## **VII. Drug & Alcohol Policy**

PC AGE participates in the federal government's Drug-Free Schools and Campuses Act and maintains a drug-free and alcohol-free environment at all campuses. Any place our services are performed, whether at this site or other sites, is declared a drug-free environment. Each student and employee has an inalienable right to work and/or attend school at facilities that are safe, secure and peaceful. Students and members of the faculty and staff have the right to know about the dangers of drug abuse, what help is available to help combat drug problems, and our organization's policy. To protect against drug abuse and to maintain our status as a "responsible source" for the award of federal financial aid for our students under the Drug-Free Schools and Campuses Act, the following is our policy.

### ***PC AGE Drug and Alcohol Policy***

It is the policy of PC AGE that any person found to be in the possession of, under the influence of, using, selling, manufacturing, offering for sale, or trading drugs or alcohol (whether or not for monetary gain) on our campuses or at our school functions may be subject to disciplinary action up to and including dismissal/termination. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to school disciplinary action, criminal prosecution, fine and imprisonment. PC AGE reserves the right to require a student or employee to be subjected to a drug test at any time. We recognize drug and/or alcohol abuse may be an illness for which treatment and rehabilitation programs are available. Volunteering to participate in a treatment program is not to be construed as discipline. However, volunteering will not grant immunity to any prior or future documented instances of abuse which would normally result in some type of discipline.

*We believe this policy to be in the best interest of all students, associates, and the community at large, and will strictly enforce this policy.*

This policy is also published in PC AGE's school Public Disclosure Information on our website and in our school catalog. The policy outlines our drug abuse policy, legal sanctions, health risks, disciplinary sanctions and information on drug and alcohol counseling, treatment or rehabilitation services available locally and nationally, criminal law associated with drugs and alcohol, drug and alcohol abuse and its prevention and the specific requirements of the federal act. Upon enrollment, all new students are required to sign an affidavit stating that he or she has received our school catalog.

### ***Penalties for violating the policy***

It is the policy of PC AGE to dismiss, suspend or place on probation status any student who has been in possession of, used, sold (with or without exchange of money), or been under the influence of drugs and/or alcoholic beverages. Any of these can be determined to have taken place either by direct observation or through results of a doctor's examination. If any drug-related criminal activity is witnessed on or adjacent to school grounds, or on a school sponsored clinical site, authorities will be notified immediately.

It is at the discretion of the campus administration whether a student will be dismissed outright or placed in a probation status. If probation status is elected, it will begin on the date of the first offense

and continue until the student graduates or is terminated for any reason. If a student is found to have committed a second offense before he/she leaves the school, that student will be automatically terminated. Any termination for drug/alcohol-related activities may be rescinded only by direct appeal of the student to the administration; re-instatement is at the discretion of the School Director.

Should a student be convicted of a drug-related crime in the community beyond the school, the U.S. Department of Education requires that he/she notify the school within five days. The school must enforce disciplinary action or permit a leave of absence in order for the student to participate in an authorized rehabilitation or treatment program.

### ***Substance Abuse Prevention Services and Education Program***

PC AGE has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, referrals and school disciplinary actions. This handbook contains information about drug and alcohol abuse prevention as well as a list of resources. Local resources for individual campuses are available in the **Appendix**. Additional resources can also be found at the U.S. Department of Education's Higher Education Center for Alcohol, Drug Abuse and Violence Prevention at <http://www.higheredcenter.org/prevention>.



## VIII. General Application/Usage of Terms

**Awareness Programs** within PC AGE are defined as programs and/or policies designed and implemented to bring awareness to students, faculty members, administrators and other individuals in PC AGE facilities of PC AGE's Violence Against Women Act policies and procedures.

**Bystander Intervention** within PC AGE is defined as informing students, faculty, administrators, and other persons utilizing a PC AGE facility; to make a commitment as a bystander to intervene safely in both direct and indirect methods in situations that involve sexual violence, and without placing themselves as a bystander in jeopardy.

**Ongoing Prevention and Awareness Campaigns** within PC AGE is defined as ensuring PC AGE's Jean Clery Act, Crime Awareness and Campus Security Policy and Procedures pamphlet is freely disseminated and made available to all students, faculty members, administrators and other individuals utilizing PC AGE facilities.

**Primary Prevention Programs** within PC AGE is defined as PC AGE Programs implemented to increase personnel safety; prevention of crimes of a sexual nature; to educate individuals on procedures and policies to improve awareness of conditions/situations that might instigate an individual to commit a crime. PC AGE's Jeanne Clery Act, Crime Awareness and Campus Security Policy and Procedures pamphlet is PC AGE's primary source for Prevention Programs.

**Risk Reduction** within PC AGE is defined as the Personal Safety Tips listed in Section II, Crime Prevention contained in PC AGE's Jeanne Clery Act, Crime Awareness and Campus Security Policy and Procedure pamphlet.

## IX. Crime, Security and VAWA Resources

- National Crime Prevention Council (NCPC): [www.ncpc.org](http://www.ncpc.org)
- The White House’s “1 is 2 Many” dating violence prevention website: <https://www.whitehouse.gov/1is2many>
- U.S. Department of Justice, Office on Violence Against Women. Information and resources are available from the Department of Justice's Violence Against Women Office to stop domestic violence, sexual assault, and stalking: <http://www.justice.gov/ovw>
- <http://www.collegedrinkingprevention.gov/>
- <http://www.womenshealth.gov/publications/our-publications/fact-sheet/sexual-assault.html>
- National Sexual Assault Hotline (operated by RAINN). To be connected to the rape crisis center nearest to you, dial 1-800-656-HOPE (4673) National Sexual Violence Resource Center (NSVRC): <http://www.nsvrc.org/>, 1-877-739- 3895
- <https://www.notalone.gov/>
- Violence against Women Information: <http://www.womenshealth.gov/violence-against-women/index.html>
- State sexual assault coalitions are valuable resources to find services in your area. These coalitions provide lists of all the local rape crisis centers and often run statewide hotlines. Local crisis centers and service providers also frequently have hotlines. Some of these programs may not be included in the Service Locator Map, and your state coalition may be able to provide you with additional information.
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- National center for victims of crimes: <http://www.victimsofcrime.org/home>
- <http://www.justice.gov/ovw/sexual-assault>
- <http://www.justice.gov/ovw/dating-violence>

**Disclaimer:** *The opinions expressed on these websites do not necessarily reflect the views, positions or policies of PC AGE. PC AGE does not endorse any private organization or its business, products or services listed herein.*

**PC AGE - Campus Security Information**  
**Appendix**

Public Law 102-26 (Jeanne Clery Act) requires that schools disclose security procedures and crime statistics to prospective and enrolled students. The following information and data refer to the campuses of PC AGE Career Institute.

	Jersey City Campus	Iselin/Metropark Campus	Parsippany Campus	Passaic Campus
Address	2815 Kennedy Blvd, 3 <sup>rd</sup> floor Jersey City, NJ 07306	120 Wood Ave South, Ste 511 Iselin, NJ 08830	1259 Route 46 E, Bldg. 4C Parsippany, NJ 07054	625 Main Ave, 4 <sup>th</sup> floor Passaic, NJ 07055
Campus Phone	201-761-0144	732-287-3622 X10	973-588-4712	973-777-0596
Police	201-547-5477	732-634-7700	973-263-4300	973-365-3900

The goal of the PC AGE Management Team is to provide members of the school community with a safe and pleasant environment in which to live, work and learn. Specifically we strive to protect life and property, prevent crime on campus. We also seek to promote crime prevention education throughout the campus. However, no agency can function effectively without the cooperation of concerned and responsible members of the academic community. We depend on you to call and alert us whenever you observe suspicious activities.

Help us help you! For any campus safety service, please call the campus directly or President/School Director at our Main campus 201-761-0144.

***Authorized Security Officials and Reporting a Crime***

The School Director at the main campus (Jersey City) serves as the campus security coordinator. All reports related to campus crimes, drug/alcohol offenses and sexual harassment should be directed to Ms. Erva Grant (201-761-0144 or [ervag@pcage.edu](mailto:ervag@pcage.edu)). In her absence, reports should be filed with Mr. Humberto Hilario (201-761-0144 or [humbertoh@pcage.edu](mailto:humbertoh@pcage.edu)).

***Campus Security***

To promote personal safety and the protection of property, campus facilities are secured during and after business hours. Students are encouraged to report lock problems, lighting problems, or other security concerns as soon as possible. The parking lot is well lit with the use of LED lighting. The front desk is open from 8:30am-6pm Monday through Friday.

***Community Resources***

The following agencies and community resources may be contacted in relation to criminal activity, victim's services, domestic abuse, drug and alcohol treatment and other issues:

Agency	Contact Information
Emergency Assistance	911
<a href="#">National Domestic Violence Hotline</a>	(800) 799-7233

24 Hour Domestic Violence Hotline	(800) 773-2424
<a href="#">NJ Alcohol and Drug Committee</a>	(973) 504-6369
Violence Against Women	<a href="http://www.ovw.usdoj.gov">www.ovw.usdoj.gov</a>

***Sex Offender Registries***

To locate sex offenders in your community, go to: the National Sex Offender Internet Registry at <https://www.nsopw.gov/>.

***Campus Crime Statistics***

Required Clery Act reporting statistics for the three most recent reporting years are on the following pages.

*\*the school does not have any on-campus student housing facilities or non-campus buildings or property.*

Although PC AGE has been fortunate in not experiencing any crimes in the past, you should be aware that crimes can occur on campus. The PC AGE Management wishes to remind our students and employees that safety and security is a shared responsibility. Part of this responsibility involves the prompt reporting of crimes or suspicious conditions so that we may investigate and take appropriate corrective measures. Collectively, we can be successful in improving safety and security. All of our incident reports are classified and coded by crime so we may provide the crime statistics that follow. We solicit information from the local Police for incidents that may have happened on adjacent public property or non-campus buildings or properties as defined below. Our Crime Prevention section also uses this information basis to determine if an advisory should be issued to the campus community or if extra preventive attention is warranted.

**Criminal Offences Reporting Table for PC AGE Jersey City Campus  
Geographic Location: 2815 Kennedy Blvd, 3<sup>rd</sup> Floor, Jersey City, NJ 07306**

Offence	Year	On-campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0
	2013	0	0
	2012	0	0
Manslaughter by Negligence	2014	0	0
	2013	0	0
	2012	0	0
Rape	2014	0	0
	2013	0	0
	2012	0	0
Fondling	2014	0	0
	2013	0	0
	2012	0	0
Incest	2014	0	0
	2013	0	0
	2012	0	0
Statutory Rape	2014	0	0
	2013	0	0
	2012	0	0

Robbery	2014	0	0
	2013	0	0
	2012	0	0
Aggravated Assault	2014	0	0
	2013	0	0
	2012	0	0
Burglary	2014	0	0
	2013	0	0
	2012	0	0
Motor Vehicle Theft	2014	0	0
	2013	0	0
	2012	0	0
Arson	2014	0	0
	2013	0	0
	2012	0	0

VAWA (Violence Against Women Act) Offences Reporting Table

Offence	Year	On-campus Property	Public Property
Domestic Violence	2014	0	0
	2013	0	0
	2012	0	0
Dating Violence	2014	0	0
	2013	0	0
	2012	0	0
Stalking	2014	0	0
	2013	0	0
	2012	0	0

Arrests and Disciplinary Referrals Reporting Table

Offence	Year	On-campus Property	Public Property
Arrests: Weapons, carrying, possessing, etc.	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Weapons, carrying, possessing, etc.	2014	0	0
	2013	0	0
	2012	0	0
Arrests: Drug abuse violations	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Drug abuse violations	2014	0	0
	2013	0	0
	2012	0	0
Arrests: Liquor Law Violations	2014	0	0
	2013	0	0

	2012	0	0
Disciplinary Referrals: Liquor Law violations	2014	0	0
	2013	0	0
	2012	0	0

Hate Crimes Reporting Table

<p><b>Hate Crimes</b>  There were no reported Hate Crimes for the years 2012, 2013 or 2014.</p>
---

Unfounded Crimes Reporting Table

<p><b>Unfounded Crimes</b>  There were no reported unfounded Crimes for the years 2012, 2013 or 2014.</p>
---

**Criminal Offences Reporting Table for PC AGE Iselin/Metropark Campus**  
**Geographic Location: 120 Wood Ave South, Ste 511, Iselin, NJ 08830**

Offence	Year	On-campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0
	2013	0	0
	2012	0	0
Manslaughter by Negligence	2014	0	0
	2013	0	0
	2012	0	0
Rape	2014	0	0
	2013	0	0
	2012	0	0
Fondling	2014	0	0
	2013	0	0
	2012	0	0
Incest	2014	0	0
	2013	0	0
	2012	0	0
Statutory Rape	2014	0	0
	2013	0	0
	2012	0	0
Robbery	2014	0	0
	2013	0	0
	2012	0	0
Aggravated Assault	2014	0	0
	2013	0	0
	2012	0	0
Burglary	2014	0	0
	2013	0	0
	2012	0	0
Motor Vehicle Theft	2014	0	0
	2013	0	0
	2012	0	0
Arson	2014	0	0
	2013	0	0
	2012	0	0

**VAWA (Violence Against Women Act) Offences Reporting Table**

Offence	Year	On-campus Property	Public Property
Domestic Violence	2014	0	0
	2013	0	0
	2012	0	0
Dating Violence	2014	0	0
	2013	0	0
	2012	0	0

Stalking	2014	0	0
	2013	0	0
	2012	0	0

Arrests and Disciplinary Referrals Reporting Table

Offence	Year	On-campus Property	Public Property
Arrests: Weapons, carrying, possessing, etc.	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Weapons, carrying, possessing, etc.	2014	0	0
	2013	0	0
	2012	0	0
Arrests: Drug abuse violations	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Drug abuse violations	2014	0	0
	2013	0	0
	2012	0	0
Arrests: Liquor Law Violations	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Liquor Law violations	2014	0	0
	2013	0	0
	2012	0	0

Hate Crimes Reporting Table

<p><b>Hate Crimes</b> There were no reported Hate Crimes for the years 2012, 2013 or 2014.</p>
--

Unfounded Crimes Reporting Table

<p><b>Unfounded Crimes</b> There were no reported unfounded Crimes for the years 2012, 2013 or 2014.</p>
--



**Criminal Offences Reporting Table for PC AGE Parsippany Campus**  
**Geographic Location: 1259 Route 46 East, Building 4C, Parsippany, NJ 07054**

Offence	Year	On-campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0
	2013	0	0
	2012	0	0
Manslaughter by Negligence	2014	0	0
	2013	0	0
	2012	0	0
Rape	2014	0	0
	2013	0	0
	2012	0	0
Fondling	2014	0	0
	2013	0	0
	2012	0	0
Incest	2014	0	0
	2013	0	0
	2012	0	0
Statutory Rape	2014	0	0
	2013	0	0
	2012	0	0
Robbery	2014	0	0
	2013	0	0
	2012	0	0
Aggravated Assault	2014	0	0
	2013	0	0
	2012	0	0
Burglary	2014	0	0
	2013	0	0
	2012	0	0
Motor Vehicle Theft	2014	0	0
	2013	0	0
	2012	0	0
Arson	2014	0	0
	2013	0	0
	2012	0	0

**VAWA (Violence Against Women Act) Offences Reporting Table**

Offence	Year	On-campus Property	Public Property
Domestic Violence	2014	0	0
	2013	0	0
	2012	0	0
Dating Violence	2014	0	0
	2013	0	0
	2012	0	0

Stalking	2014	0	0
	2013	0	0
	2012	0	0

Arrests and Disciplinary Referrals Reporting Table

Offence	Year	On-campus Property	Public Property
Arrests: Weapons, carrying, possessing, etc.	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Weapons, carrying, possessing, etc.	2014	0	0
	2013	0	0
	2012	0	0
Arrests: Drug abuse violations	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Drug abuse violations	2014	0	0
	2013	0	0
	2012	0	0
Arrests: Liquor Law Violations	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Liquor Law violations	2014	0	0
	2013	0	0
	2012	0	0

Hate Crimes Reporting Table

<p><b>Hate Crimes</b> There were no reported Hate Crimes for the years 2012, 2013 or 2014.</p>
--

Unfounded Crimes Reporting Table

<p><b>Unfounded Crimes</b> There were no reported unfounded Crimes for the years 2012, 2013 or 2014.</p>
--

**Criminal Offences Reporting Table for PC AGE Passaic Campus  
Geographic Location: 625 Main Ave, 4<sup>th</sup> Floor, Passaic, NJ 07055**

Offence	Year	On-campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0
	2013	0	0
	2012	0	0
Manslaughter by Negligence	2014	0	0
	2013	0	0
	2012	0	0
Rape	2014	0	0
	2013	0	0
	2012	0	0
Fondling	2014	0	0
	2013	0	0
	2012	0	0
Incest	2014	0	0
	2013	0	0
	2012	0	0
Statutory Rape	2014	0	0
	2013	0	0
	2012	0	0
Robbery	2014	0	0
	2013	0	0
	2012	0	0
Aggravated Assault	2014	0	0
	2013	0	0
	2012	0	0
Burglary	2014	0	0
	2013	0	0
	2012	0	0
Motor Vehicle Theft	2014	0	0
	2013	0	0
	2012	0	0
Arson	2014	0	0
	2013	0	0
	2012	0	0

**VAWA (Violence Against Women Act) Offences Reporting Table**

Offence	Year	On-campus Property	Public Property
Domestic Violence	2014	0	0
	2013	0	0
	2012	0	0
Dating Violence	2014	0	0
	2013	0	0
	2012	0	0

Stalking	2014	0	0
	2013	0	0
	2012	0	0

Arrests and Disciplinary Referrals Reporting Table

Offence	Year	On-campus Property	Public Property
Arrests: Weapons, carrying, possessing, etc.	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Weapons, carrying, possessing, etc.	2014	0	0
	2013	0	0
	2012	0	0
Arrests: Drug abuse violations	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Drug abuse violations	2014	0	0
	2013	0	0
	2012	0	0
Arrests: Liquor Law Violations	2014	0	0
	2013	0	0
	2012	0	0
Disciplinary Referrals: Liquor Law violations	2014	0	0
	2013	0	0
	2012	0	0

Hate Crimes Reporting Table

<p><b>Hate Crimes</b> There were no reported Hate Crimes for the years 2012, 2013 or 2014.</p>
--

Unfounded Crimes Reporting Table

<p><b>Unfounded Crimes</b> There were no reported unfounded Crimes for the years 2012, 2013 or 2014.</p>
--