



Annual Safety Report

April 1

2017

Introduction

The school campus is an important part of the local community that it serves. As in any community, it is important that all students, faculty and staff members realize that they should take every precaution to prevent assault and crime against themselves and others.

The administration of the Career Academy of Cosmetology recognizes that their campuses is a part of the community and experience the risks and threats of society as a whole. The Career Academy of Cosmetology has established programs and systems involving personnel, procedural methods and physical means in order to provide as safe an environment on campus as possible. However, each individual must take action to utilize these crime prevention techniques.

Crime Prevention & Safety Tips

Personal Safety/Precautions to Take While Walking:

- Always be aware of your surroundings.
- Try to stay in well-lit areas.
- Walk on the sidewalk; avoid doorways, bushes and alleys.
- Wear clothes and shoes that give you freedom to move.
- Don't walk alone at night and always avoid areas where there are few people.
- Use caution in parking lots.
- Don't hitchhike or accept rides with strangers.
- Carry your purse securely in your grasp.
- Look around when getting off a bus.
- Cross the street if someone suspicious is following you.
- Call the police if you feel that someone is following you or acting suspiciously.
- Walk into an open business if you become suspicious of someone while walking.
- Be careful when people stop and ask you for directions; always reply from a distance.
- Be suspicious. Looking behind you may discourage an attacker.
- If you are in trouble, attract help in any way that you can. Scream; yell for help, or yell, "fire"!
- Keep your head. Stay as calm as possible, think rationally and even evaluate your options.
- If ever attacked, go to a safe place and call the police. The sooner you make the report, the greater the chances of the attacker will be caught.

Home Safety/Precautions to Take at Home:

- Check the identification of any sales or service people before letting them in.
- Don't let any stranger in your home when you are alone.
- Never give the impression that you are alone if strangers telephone or come to the door.
- If you come home to an open door or see signs of forced entry, don't go in. Call the police from the nearest phone.
- Secure sliding glass door locks.
- Don't hide spare keys in mailboxes, planters or under doormats.

Vehicle Safety/Crime Prevention in the Car:

- Close all windows; lock all doors and then take the keys with you.
- Never hide a second set of keys anywhere on your car.
- Never leave your car's engine running, even if you will only be gone for a minute.
- Park in well-lighted areas.
- Activate any antitheft devices you have.
- Push or recline your passenger seat forward; if you return to your car and the passenger seat has been returned to the normal position, chances are someone has entered your car.
- Always check the back seat before getting in.
- Always lock your doors while driving.
- Always keep your car in gear while stopped at traffic signals or stop signs.
- Never leave your purse, personal items or shopping bags in plain sight in your car; keep them in your trunk.
- Make sure your car is in good working order and has plenty of gas before you drive.

Office Security:

- Keep your purse, wallet and other valuables in a secure location, such as a locked desk or filing cabinet.
- If you work at night, avoid working alone.
- Keep all outside doors locked.
- Walk with other employees to and from your car.
- If you are entrusted to a key to a specific area, never loan it to anyone. Keys are easily lost, stolen or duplicated.

General Campus Safety and Security Policies

There are two important elements in creating and maintaining protective programs and systems; an understanding by students and employees of campus crime and safety hazards, as well as methods of communication and action to reduce or eliminate security and safety threats and hazards.

Therefore, it is the policy of the Career Academy of Cosmetology that all students and employees on the Career Academy of Cosmetology campus are to report safety hazards and criminal acts or incident occurrences known to them. The Career Academy of Cosmetology does not hire campus police. Campus security and safety are the responsibility of the campus staff, faculty, and administrator.

Access to San Joaquin County Office of Education Facilities

All Career Academy of Cosmetology students and staff have been issued identification badges which they may be asked to produce if there is a question about their authorization to be in a specific area. Those who need to be on campus outside of regularly scheduled work hours must be authorized for that date and time by the Career Academy of Cosmetology administration.

Keys/Access Badges

Keys are provided to individual staff members on a need-to-enter- basis as determined by the appropriate supervisor. Lost keys and access badges must be reported immediately to one's supervisor.

Keys and access badges must never be loaned to other staff members or students. The Career Academy of Cosmetology administrator will confiscate any keys which have not been specifically issued to a particular individual.

Crime Reporting Procedures

The proper reporting procedure for everyone, in the event of any concern, is to contact Career Academy of Cosmetology Coordinator/Principle at (209)468-9105 during normal hours. If the campus Coordinator/Principle is not on campus and cannot be reached, Career Academy of Cosmetology employees having significant responsibility for students and campus activities are considered Campus Security Authorities and can initiate a 911 call and immediately notify the Career Academy of Cosmetology Administrator.

In all instances of criminal occurrence, loss of property, assault, threat, injury, or attempted crime, the Career Academy of Cosmetology Coordinator/Principle must be contacted as soon as possible to facilitate proper reporting and resource utilization and to record the occurrence for further study and preventive action.

Name	Office Number	Email
Julie Jansen Administrator	209-468-9105	jjansen@sjcoe.net
Alex Suliven Career Academy of Cosmetology Instructor	209-468-4963	asuliven@sjcoe.net
Sabrina Casas Career Academy of Cosmetology Instructor	209-953-3401	sscacas@sjcoe.net
Marlene Avila Staff Secretary	209-953-3401	mavila@sjcoe.net
Jordyn Rich Night Clerk/Marketing	209-229-4256	jrich@sjcoe.net
Rebecca Sanchez Student Account	209-207-5794	resanchez@sjcoe.net
Debbie Wright Admission/Student Services	209-229-4256	dwright@sjcoe.net

The Career Academy of Cosmetology students participate in off campus community site internship opportunities with participating business affiliates. Each business affiliate assumes security for the safe operation of their business. The Career Academy of Cosmetology instructional staff communicates with the business affiliates regarding incidents involving The Career Academy of Cosmetology students. All incidents are documented by instructional staff and/or support personnel.

Procedures for Reporting Non-Emergencies

A non-emergency incident is one that does not involve a crime in progress; does not pose an imminent threat to life, bodily injury or major property damage or loss; and does not require the immediate dispatch of a police unit: Pickpocketing, theft from and automobile, criminal damage to property, auto theft and other offenses in which the offender is no longer at the scene.

The non-emergency number for the location of The Career Academy of Cosmetology campus is located in the table below. Call the police non-emergency number for the following options:

- Ask a question concerning police services.
- File a police report immediately over the telephone.
- Make an appointment to file a police report.

<u>Campus</u>	<u>Non-Emergency Police Department</u>
Career Academy of Cosmetology	(209)937-8377

Campus Safety and the Clery Act

This report is published in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” that requires U.S. colleges and universities that participate in federal student financial aid programs to disclose information about crime on and around their campuses.

Who was Jeanne Clery?

Jeanne Clery was a 19-year-old Lehigh University freshman who was raped and murdered in her dorm room on April 5, 1986. Her parents later found out about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other victims of campus crime and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990." From more information on the "Clery Act" go to www.securityoncampus.org

Annual Disclosure of crime Statistics

The Career Academy of Cosmetology provides annual crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act. These Statistics include reports from the school, other school officials, and law enforcement agencies surrounding the Career Academy of Cosmetology, if the police agencies supply the data.

Each year, the availability of the report is announced through social media, email, and postings in classrooms. Students, instructional and support staff are provided with the Web link to access this report. In addition, hard copies are available at the Main Campus.

Sex Offender Registrant Information

Effective October 28, 2008, state law requires institutions of higher education to provide the campus community with information on where they may obtain information on registered sex offenders in the State of California. It also requires sex offender registrants who are already required to register in the state to provide notice, as required under state law, to each institution of higher education for which the person is currently enrolled as a student, full or part-time employee (with or without compensation), or those participating in a vocation.

In the state of California, convicted sex offenders must register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community.

Public information regarding sex offenders in California may be obtained by viewing the Megan's Law website at <http://www.meganslaw.ca.gov>

Requirement for viewing: Upon entering the website, you must read the disclaimer and agree to the terms and conditions.

Violence Against Women/Sexual Assault Policy

The Violence Against Women Act was developed and passed as a result of advocates and professionals from the battered women's movement, sexual assault advocates, victim services field, law enforcement agencies, prosecutors' offices, the courts, and the private bar associations urging Congress to adopt significant legislation to address domestic and sexual violence. Since its original passage in 1994, VAWA's focus has expanded from domestic violence and sexual assault to also include dating violence and stalking.

The Career Academy of Cosmetology recognizes that sexual assault is a serious issue and will not tolerate sex offenses in any form. The Career Academy of Cosmetology will investigate all allegations of sexual assault, sexual misconduct, harassment, exploitation, or intimidation and take appropriate disciplinary, criminal, or legal action.

As soon as possible, the victim of a sexual assault should report the incident to the local police, and/or instructional staff or support staff. The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering or disposing of any damaged clothing or other items that are present after and/or during the assault. Victims are encouraged to call any law enforcement agency by dialing 911 after a sexual assault, for a crime investigation, referral, or transport for medical treatment, and a referral to crisis counselling and legal advocacy.

Law Enforcement Officers are trained in the proper identification, collection and preservation of evidence, which is essential to the successful prosecution of most sex offenses. It is crucial that the police department be contacted as soon as possible. Reporting the crime to law enforcement also allows action that may prevent further victimization, can lead to the apprehension of the suspect, and provides the opportunity to have the incident documented for more accurate statistical recording.

The victim of a sexual assault may request a change in their academic situation. The Career Academy of Cosmetology Coordinator/Principle should be contacted to assist and discuss options.

If the victim does not wish to make a report with the police, they are encouraged to consider filing a confidential report with The Career Academy of Cosmetology for purposes of inclusion in the annual disclosure of crime statistics. The information can enhance campus safety by allowing The Career Academy of Cosmetology to keep a more accurate record of crimes, helping to determine whether a pattern exists, and alerting the campus to potential danger.

Precautions to Take Against Sexual Violent Crimes:

- Avoid becoming intoxicated in public and at parties.
- Always keep your eye on every beverage you drink.
- Do not give out person information or your daily schedule to a stranger online.
- Acknowledge and understand that consent to sexual activity can be withdrawn at any time.
- Communicate your sexual and relationship boundaries clearly. No does not mean “yes”. Be firm in your choice.
- Be cautious if a person habitually tends to negate your opinions and feelings.
- Be cautious with anyone who displays hostility towards a gender or tends to verbally degrade and stereotype an entire gender.
- If you feel uncomfortable during a date but have no transportation, call a cab, friend, and family member or use public transportation.
- Avoid going into secluded areas with your date until you have known the person for some time.
- Always let someone know who you are going with and your itinerary. Check in with family and friends until you get to know your date.
- A person should never make you feel obligated to engage in a sexual act simply because they paid for drinks/dinner/entertainment.
- Do not go to an apartment, house, or hotel room if you do not know the person well, and don't let them follow you to your home.
- Don't be afraid to leave an uncomfortable environment.
- Do not be afraid to make a scene if you feel threatened by an acquaintance.
- When going out with friends, watch out for one another.
- Do not personally engage in or allow anyone in your presence to engage in sexual behavior with a highly intoxicated, high or unconscious individual.

Victim and Community Resources	Web Site Resources
San Joaquin County Victim Witness	(209)468-5200
24 hour Sexual Assault Services 760-568-9071	Offenders: www.meganslaw.ca.gov
National Sexual Assault Hotline 1-800-656-HOPE(4673)	State Crime Victim's Compensation Program: www.boc.ca.gov
National Domestic Violence Hotline	Community Services 2-1-1: 1-800-799-SAFE(7233)
Domestic Violence Advocacy Project (legal aid)	1-888-805-6455 1-800-226-4257
Victims of Crime Resource 1-800-842-8467	Victims of Crime Resource Center www.1800victims.com
Victims of Crime Compensation 1-800-777-9229	Community Counseling Center www.shelterfromthestorm.com

Disciplinary Actions Against Those Who Commit Sexual Assault

A student suspected of an alleged sex offense is subject to both criminal prosecution and disciplinary action. Disciplinary action can be initiated even if criminal charges are not pursued. Both accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and both shall be informed of the outcome.

Hate Violence

The Career Academy of Cosmetology places a great emphasis on the value of diversity, assessing one's culture and the celebration of difference. However, the reality is that anyone at any time can be the target of a hate crime or a bias motivated incident. The United States Constitution and federal law guarantees rights for all persons regardless of their ethnicity, national origin, religion, gender, sexual identity, disability, or political/religious beliefs.

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate bias motivated incident, you are encouraged to report the occurrence to The Career Academy of Cosmetology Administrator, instructional or support staff. Reporting note: The Department of Education collects only hate violence statistics that were manifested by the crime of: murder, manslaughter, sex offenses, theft, robbery, aggravated assault, simple assault, burglary, motor vehicle theft, arson, vandalism, crimes involving bodily injury and acts of intimidation.

Alcohol and Drug Use Policies/Prevention Information

The Career Academy of Cosmetology has established rules and regulations on the use and abuse of drugs and alcohol on The Career Academy of Cosmetology campuses and school events. The unlawful manufacture, distribution, dispensation, possession, or use of drugs and the abuse of alcohol are prohibited in and on The Career Academy of Cosmetology owned or controlled property and as part of any activities. No Career Academy of Cosmetology employee or student is to report to work or school while under the influence of drugs or alcohol. The Career Academy of Cosmetology Drug and Alcohol Prevention policies and resources can be found on the Career Academy of Cosmetology website, www.sjcoecac.org.

Emergency Notifications

The Career Academy of Cosmetology is committed to a safe educational and work environment for all students and staff. Timely communication is the event of an emergency is a priority. An emergency is an immediate threat to the health and safety of students or employees. Timely Notice is communication of an emergency situation is sufficient time to enable students and employees to take appropriate safety measures.

The Career Academy of Cosmetology's emergency communication response plan is comprised of the following communication components in which any or all may be utilized:

- Classroom announcements - in-house public address system.
- Telephone calls to home and cellular phones.
- Email to students and employees.
- Messaging posted on The Career Academy of Cosmetology website and Facebook page.
- Posting on campus bulletin boards.
- Classroom announcements.

The Clery Act requires that The Career Academy of Cosmetology campus provides a "timely warning" for the students and staff concerning the occurrence of a Clery crime that the school believes represents a continuing threat to the students and staff.

The amount and type of information that the school will disclose in a "timely warning" report will vary depending on the circumstance of each case. In general, whenever a report of a violent crime against a person or a major crime against property of The Career Academy of Cosmetology campus is received, and it is determined by administration that the report represents an ongoing threat to the safety of students and staff, the school administration must issue a Campus Crime Alert.

It should include the following details of the crime, if available:

- A succinct description of the incident.
- A physical description of the suspect, including gender and race.
- Composite drawing of the suspect, if available.
- Apparent connection to previous incidents if applicable.
- Race of the victim, if relevant.
- Injury sustained by the victim.
- Date and time the campus crime alert was released.

The warning will be distributed utilizing one or more of the following systems:

- Public address system.
- Posted fliers.
- Career Academy of Cosmetology website.
- Career Academy of Cosmetology Facebook accounts.
- Press release as authorized by the Career Academy of Cosmetology Executive Director.

Emergency Response and Evacuation Procedures

The Career Academy of Cosmetology Operation Plan provides the framework for an organized response to various human-caused and natural emergency situations including fires, hazardous spills, earthquakes, flooding, explosion, and civil disorders. In addition to the Emergency Operation Plan, campus Evacuation Guidelines, and a Campus Emergency Response Guidelines Quick List have been developed for specific programs and buildings, which provide specific evacuation procedures. It is recommended that students and staff members become familiar with these plans and procedures prior to an emergency.

Evacuation and practice drills are conducted each term in order for staff and students to practice what to do in the event of a real emergency. Evacuations are conducted as follows:

- To alert the campus that a hazard exists.
- To conduct an orderly and safe evacuation using a designated route.
- To ensure that the evacuation is conducted in a safe and orderly manner.

A fire alarm system is used to notify the campus of an evacuation.

Career Academy of Cosmetology

3314 Delaware Ave.

Stockton, CA 95204

Criminal Offenses Total Occurrences On-Campus	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including Forcible Rape)	0	0	0
Non-forcible Sex Offences (Include Only Incest & Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (Only Fires That Are Investigated By Law Enforcement And Determined to Be Arson)	0	0	0
Arrests On-Campus	2014	2015	2016
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions/Judicial Referral On-Campus	2014	2015	2016
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
Criminal Offenses Total Occurrences Public Property	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including Forcible Rape)	1	1	0
Non-forcible Sex Offences (Include Only Incest & Statutory Rape)	0	0	0
Robbery	2	7	13
Aggravated Assault	6	5	3

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Burglary	5	19	46
Motor Vehicle	4	15	34
Arson (Only Fires That Are Investigated By Law Enforcement And Determined To Be Arson)	0	3	12
Arrests Public Property	2014	2015	2016
Illegal Weapons Possessions	2	22	49
Drug Law Violations	3	10	19
Liquor Law Violations	0	1	1