

**Annual Security Report  
(ASR - 2018)**

**Pennco Tech Blackwood Campus Location:**

**99 Erial Road  
Blackwood, NJ 08012  
856-232-0310**

## **Preparation and Distribution of the Annual Disclosure of Crime Statistics**

Pennco Tech officials prepare the annual security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Full text of this report can be located on our web site [WWW.Penncotech.edu](http://WWW.Penncotech.edu) . We are required to publish and distribute an annual security report by Oct. 1 to all enrolled students and all employees. We provide notice of the published report through our student/staff portal, and Email. The annual security report is prepared in cooperation with the local law enforcement agencies surrounding our campus and on-campus housing facility. The report contains crime statistics and various policy statements. The statements accurately reflect how the policies are currently implemented.

Each year, and before October 1, an e-mail notification is made to all enrolled students and all employees that provide a web URL to the annual security report. Copies of the report may also be obtained upon request by all students enrolled or prospective, and all current or prospective employees from any of Pennco Tech's officials, or from the office of Career Services.

All prospective students and employees will be given an information sheet along with their applications, which contains a web URL for the annual security report to provide awareness of contents and location of the report.

All new students and employees will sign a letter of acknowledgment form on their first day of school or employment, which contains a web URL for the annual security report to affirm their awareness of contents and location of the report.

## **Preparing the annual disclosure of Crime Statistics**

All Campus Security Authorities are required to maintain and complete incident reports for all crimes or suspicious activities that take place on campus. All reports and an annual local police report containing records of arrests are collected, reviewed yearly, and disclosed in Pennco Tech's annual security report by October 1.

## **Reporting and Responding to a Crime or Emergency**

If you fall victim to a crime, observe a crime or suspicious activity, or witness an emergency in progress, immediately notify the one of the **Campus Security Authorities** listed below, and/or the local police department.

1. School Director- Gordon W. Ernst, Jr
2. Director of Education- Craig Sigafos
3. Director of Student Services- Nicholas Gibbons
4. Evening Education Administrator- Nicholas Gibbons, Ron Sjolander

Give your name and describe the situation and/or suspect noting as many details as possible. If a vehicle is involved, describe the vehicle and give the licenses plate number if possible. Await the arrival of a school director and/or police. Details of criminal activities occurring on school property reported to school officials will be forwarded to the proper authorities.

All information concerning victims' and witnesses' identity is held in confidence. If you suspect a crime is in progress, notify a school director and/or police authorities immediately. If you are mistaken neither you nor the "suspect" will be penalized.

## **Timely Warnings**

In a case where any reportable *Clery Act* crime has occurred, the campus community will be alerted by one of messaging systems utilized by the Campos Security Authorities, School Director, or Acting School Director. The messaging systems used, and determinants used in choosing which notification system is;

1. Student Portal-For crimes committed that don't pose an immediate threat that would warrant the initiation of emergency response procedures.
2. E2Campus-For Crimes that pose an immediate threat and require an emergency response

*Note: Pennco Tech also maintains an open line of communication with the Local police department to help further develop insight into situations that may warrant a timely warning.*

### **List and titles of each person to whom a crime will be reported**

Campus Security Authorities are the designated officials responsible for the reporting of all campus crimes that occur within the campus geographical setting. The Campus Security Authorities listed below will act in concert with the School Director or Acting School director for the purposes of issuing timely warnings to the campus community when a *Clery Act* crime has been committed and require a statistical disclosure.

*Campus Security Authorities-Contact # 856-232-0310(Front Office)*

5. School Director- Gordon W. Ernst, Jr
6. Director of Education- Craig Sigafos
7. Director of Student Services- Nicholas Gibbons
8. Evening Education Administrator- Nicholas Gibbons, Ron Sjolander

### **Security of and Access to Campus Facilities**

All school staff and students are responsible for the security of the school community. Our intent is to promote a safe, problem-free environment for staff and students, and to enforce all school policies and procedures.

Access to school facilities is limited to enrolled students, visiting prospective students, and guest of the school. "Suspect" individuals should be reported to any school staff member. After normal school hours, all buildings are closed and secured. The on campus residential facility is locked 24 hours a day. Each resident has their own key for access to both the building and their room. An outside security agency electronically monitors all main facilities for fire and burglary.

### **Campus Law Enforcement Authority**

The campus security authorities are not Law enforcement and do not have the ability to make an arrest. All crimes or suspicious activities are to be reported directly to local law enforcement-Bristol Police Department contact # 856-228-4500.

Pennco Tech does not have any agreements with other outside agencies to enforce law, nor does it have a memorandum of understanding. Pennco does work closely with local law enforcement in their reporting of any illegal activities and encourages the campus community to contact the local law enforcement authorities if a crime has been committed.

Pennco Tech does not have any pastoral or professional counselors on campus for which any crimes can be disclosed on a voluntary or confidential basis for inclusion in the annual disclosure of crimes statistics.

### **Personal Security and Responsibilities**

Information on campus security procedures and practices are presented to all students on their first official day of class. The information concerning campus security is also available for all prospective and current students and is also available to employees on the official Pennco Tech web site under consumer information. The security procedures and practices are also available on the Student and Staff portal.

### **Crime Prevention and Security Procedures Awareness**

All members of the campus community whether new students or staff, are advised of campus security and procedures and sign a letter of acknowledgement. This program is designed to emphasize their responsibilities and encourage individual responsibility for their own personal security, the security of their personal property, and the security of others. Our internal awareness and reporting network through our Campus Security Authorities should reduce or eliminate security problems.

In September and in releasing the PenncoTech's Annual security report and annual fire safety report, a designated table will display all crime and fire statistics, crime prevention awareness materials, and campus security procedures. This material will be presented and made available by one of the Campus Security Authorities during a scheduled career fair.

### **Off Campus Locations of Student Organizations**

Pennco Tech does not have any officially recognized student organizations off Campus.

### **Possession, Use, and Sale of Alcoholic Beverages**

The unlawful possession, use, and sale of alcoholic beverages are prohibited on campus. Any violation of state underage drinking laws will be reported to and enforced by the Gloucester Twp, NJ Police Department. Those who are violation may also be subject to immediate termination of enrollment or employment.

### **Possession, Use, and Sale of Illegal Drugs**

The unlawful possession, use, and sale of illegal drugs are prohibited on campus. Any violation of federal or state laws concerning the unlawful possession, use, and sale of illegal drugs laws will be reported to and enforced by the Gloucester Twp, PA Police Department. Those who are violation may also be subject to immediate termination of enrollment or employment.

### **Drug and Alcohol Abuse Education Program**

The *Drug-Free Schools and Communities Act Amendments of 1989* and the *Drug-Free Workplace Act of 1988* require that as a condition of receiving funds under any federal program, we must implement a program to prevent the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees.

Pennco Tech's Education team provides an overall coordination of the Drug-Free School Program. The drug and alcohol abuse education program consists firstly by bringing about the awareness of the Drug and Alcohol Abuse Prevention Program (DAAPP). All new students and staff will be made aware of the DAAPP on their first day of class or employment and will sign a letter of acknowledgment to affirm their awareness.

In September and before October 1, an e-mail notification that provides a web URL to the information regarding Pennco Tech's DAAPP will be sent to all enrolled students and all employees. In addition, a designated table will display the DAAPP education literature alongside the crime and fire statistics, crime prevention awareness materials, and campus security procedures. This material will be presented and made available by one of the Campus Security Authorities during a scheduled career fair.

All prospective students and employees will be given an information sheet along with their applications, which contains a web URL to information regarding Pennco Tech's DAAPP, to provide awareness of the program.

All new students and employees will sign a letter of acknowledgment form on their first day of school or employment, which contains a web URL to information regarding Pennco Tech's DAAPP, to affirm their awareness of the program.

The program's description is cross referenced from the DAAPP's publication;

1. DAAPP Awareness initiatives
2. All new students and staff members must watch a video presentation of the effects of drug and alcohol addiction
3. Student advisement and health-risks literature for alcohol abuse and drug addiction are available through our student services department
4. Standards of Conduct and Disciplinary Sanctions consistent with applicable laws by local, state, and federal governments are imposed to prevent violations of drug or alcohol related incidences.
5. Require the student/employee to complete an appropriate rehabilitation program upon re-entry if deemed necessary.
6. Pennco Tech will conduct a Biannual Review on its DAAPP to determine the strength of its effectiveness.

### **Local, State, and Federal Legal Sanctions**

#### *Alcohol & the Law*

(Source-<http://www.lcb.state.nj.us/NJLCB/Education/AlcoholandtheLaw/index.htm>)

Drivers who are under the influence of alcohol pose a serious threat not only to themselves, but to all Pennsylvanians. The PLCB Bureau of Alcohol Education tries to stop drunk driving before it happens. The root causes of drunk driving - dangerous drinking and underage drinking, are themselves major social issues that can be prevented through education and collaboration among multiple stakeholders. Underage drinking and driving is an area of special concern.

The PLCB BAE has a zero-tolerance stance on underage drinking. Because teenagers are inexperienced at driving as well as drinking, teenagers who drive after drinking illegally are extremely dangerous to themselves, their passengers, and other drivers on the road. People over 21 years old who choose to drink alcohol should be in control of both their alcohol consumption and their choice of transportation. Those who serve alcohol can be trained by our Responsible Alcohol Management Program (RAMP) to recognize patrons who have had too much to drink, and to stop serving them alcohol. We also have educational materials which provide information on Blood Alcohol Content (BAC) and how the body breaks down alcohol, so that people can make informed decisions about their alcohol intake.

#### *Illegal Drugs and the Law*

(Source <http://www.drugpossessionlaws.com/NewJersey/>)

### **New Jersey Drug Possession Laws & Penalties**

The charge and potential sentence you face for a possession charge depends on the drug you are caught with. Though New Jersey drug laws appear to be simple at first glance, like other criminal laws they are complex and can be confusing.

#### **Marijuana Possession**

Marijuana possession charges in New Jersey vary in severity depending on how much marijuana you are accused of having.

If the charge involves 30 grams or less of pot, you will be charged with a misdemeanor and sentenced up to 30 days in jail and \$500 in fines. However, if this is your first offense, it's quite possible to get probation without a verdict, avoiding the possibility of a permanent criminal record.

If you are caught with more than 30 grams of marijuana, you will face up to one year in jail and \$5,000 in fines.

If you have multiple similar convictions on your record, these potential penalties can be doubled.

New Jersey – Possession of Other Drugs

## Federal Drug Possession Laws & Penalties

### Federal Trafficking Penalties – Marijuana As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity*	<ul style="list-style-type: none"> <li>- Not less than 10 years, not more than life.</li> <li>- If death or serious injury, not less than 20 years, not more than life.</li> <li>- Fine not more than \$4 million individual, \$10 million other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>- Not less than 20 years, not more than life.</li> <li>- If death or serious injury, not less than life.</li> <li>- Fine not more than \$8 million individual, \$20 million other than individual.</li> </ul>
100 kg to 1,000 kg or 100-999 plants	Marijuana Mixture containing detectable quantity*	<ul style="list-style-type: none"> <li>- Not less than 5 years, not more than 40 years.</li> <li>- If death or serious injury, not less than 20 years, not more than life.</li> <li>- Fine not more than \$2 million individual, \$5 million other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>- Not less than 10 years, not more than life.</li> <li>- If death or serious injury, not less than life.</li> <li>- Fine not more than \$4 million individual, \$10 million other than individual.</li> </ul>
50 to 100 kg	Marijuana	<ul style="list-style-type: none"> <li>- Not more than 20 years.</li> <li>- If death or serious injury, not less than 20 years, not more than life.</li> <li>- Fine not more than \$1 million individual, \$5 million other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>- Not less than 30 years.</li> <li>- If death or serious injury, not less than life.</li> <li>- Fine not more than \$2 million individual, \$10 million other than individual.</li> </ul>
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50 to 99 plants	Marijuana		
Less than 50 kg	Marijuana	<ul style="list-style-type: none"> <li>- Not more than 5 years.</li> <li>- Fine not more than \$25,000 individual, \$1 million other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>- Not less than 10 years.</li> <li>- Fine not more than \$500,000 individual, \$2 million other than individual.</li> </ul>
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

\* Includes Hashish and Hashish Oil

(Marijuana is a Schedule 1 Controlled Substance)

**Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

<p><b><u>21 U.S.C. 844 (a)</u></b> 1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.</p>	<p><b><u>21 U.S.C. 853(a)(2) and 881(a)(7)</u></b> Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: Crack.)</p>
<p>After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000 or both.</p>	<p><b><u>21 U.S.C. 844a</u></b> Civil fine of up to \$10,000 (pending adoption of final regulations).</p>
<p>After 2 or more prior drug convictions: at least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000 or both.</p>	<p><b><u>21 U.S.C. 853a</u></b> Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.</p>
<p>Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both if:</p>	<p><b><u>18 U.S.C. 922(g)</u></b> Ineligible to receive or purchase a firearm.</p>
<p>[a] 1st conviction and the amount of crack possessed exceed 5 grams. [b] 2nd conviction and the amount of crack possessed exceed 3 grams. [c] 3rd or subsequent crack conviction and the amount of crack possessed exceed 1 gram.</p>	<p><b><u>Miscellaneous</u></b> Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.</p>
<p><b><u>21 U.S.C. 881(a)(4)</u></b> Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceals a controlled substance.</p>	<p><b><u>Note:</u></b> These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.</p>

## Federal Trafficking Penalties Appendix A

CSA	Penalty		Quantity	Drug	Quantity	Penalty	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I and II	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	10 - 99 g or 100 - 999 g mixture	METHAMPHETAMINE	100 g or more or 1 kg* or more mix	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			100 - 999 g mixture	HEROIN	1 kg or more mixture		
	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years, not more than life	500 - 4,999 g mixture	COCAINE	5 kg or more mixture	If death or serious injury, not less than 20 years, not more than life.	If death or serious injury, not less than life.
			5 - 49 g mixture	COCAINE BASE	50 g or more mixture		
	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual	0 - 99 g or 100 - 999 g mixture	PCP	100 g or more or 1 kg mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
			1 - 10 g mixture	LSD	10 g or more mixture		
			40 - 399 g mixture	FENTANYL	400 g or more mixture		
			10 - 99 g mixture	FENTANYL ANALOGUE	100 g or more mixture		
	Drug	Quantity	First Offense		Second Offense		
	Others**	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.		Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.		
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million other than individual.		Not more than 10 years. Fine not more than \$500,000 individual, \$2 million other than individual.		
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million other than individual.		Not more than 6 years. Fine not more than \$500,000 individual, \$2 million other than individual.		
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 other than individual.		Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 other than individual.		

\* Law as originally enacted states 100 g, Congress requested to make technical correction to 1 kg.

\*\* Does not include marijuana, hashish, or hash oil. (See separate chart.)

## **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

### **21 U.S.C. 844(a)**

1st Conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1st Conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

### **21 U.S.C. 853(a) (2) and 881(a) (7)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

### **21 U.S.C. 881(a) (4)**

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

### **21 U.S.C. 844a**

Civil fine of up to \$10,000 (pending adoption of final regulations).

### **21 U.S.C. 853a**

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

### **18 U.S.C. 922(g)**

Ineligible to receive or purchase a firearm.

### **Miscellaneous**

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

*Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.*

# Sex Offense Policy, Procedures and Programs

## Sexual Assault Prevention Program

All members of the campus community whether new students or staff, as well as prospective students will have access to this notification which highlights the programs, policies, and procedures utilized for the prevention of sexual assault.

Staff and students will also have access to this notification through the staff and student portal. All new students and staff will be made aware of the programs, policies, and procedures utilized for the prevention of sexual assault on their first day of class or employment and will sign a letter of acknowledgment to affirm their awareness.

To Further the awareness and prevention of sexual assault on campus, all students will watch a sexual assault awareness educational video within their first week of school.

In September and in releasing the PenncoTech's Annual security report, designated table will display all the institutions sexual assault prevention brochures, literature, and other resources available to aid staff and students in the awareness of sexual assault prevention.

## Violence Against Women Act (VAWA) Amendments to Clery

On October 20, 2014, the United States Department of Education published the final regulations for the Violence Against Women Act amendments to the Clery Act. The regulations expand rights afforded to campus survivors of sexual assault, domestic violence, dating violence, and stalking. (Source- <http://clerycenter.org/article/vawa-amendments-clery>)

## Sexual Assault Definitions

(Source-[www.federalregister.gov/articles/2014/10/20/2014-24284/violence-against-women-act](http://www.federalregister.gov/articles/2014/10/20/2014-24284/violence-against-women-act))

- *Fondling*—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Show citation box
- *Incest*—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape*—Sexual intercourse with a person who is under the statutory age of consent.
- *Rape*-The 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.

## Sexual Offense Definitions

### What is stalking?

(Source-<http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-information#what>)

While legal definitions of stalking vary from one jurisdiction to another, a good working definition of stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking is serious, often violent, and can escalate over time.

- Some things stalkers do:

- Follow you and show up wherever you are.
- Send unwanted gifts, letters, cards, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or online search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.
- Posting information or spreading rumors about you on the Internet, in a public place, or by word of mouth.
- Other actions that control, track, or frighten you.

### **What is Dating Violence?**

(Source-<https://www.victimsofcrime.org/help-for-crime-victims/get-help-bulletins-for-crime-victims/bulletins-for-teens/dating-violence#what>)

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

#### **Controlling behavior may include:**

- Not letting you hang out with your friends
- Calling or paging you frequently to find out where you are, whom you're with, and what you're doing
- Telling you what to wear
- Having to be with you all the time

#### **Verbal and emotional abuse may include:**

- Calling you names
- Jealousy
- Belittling you (cutting you down)
- Threatening to hurt you, someone in your family, or himself or herself if you don't do what he or she wants.

#### **Physical abuse may include:**

- Shoving
- Punching
- Slapping
- Pinching
- Hitting
- Kicking
- Hair pulling
- Strangling

#### **Sexual abuse may include:**

- Unwanted touching and kissing
- Forcing you to have sex

- Not letting you use birth control
- Forcing you to do other sexual things

### **What is Domestic Violence?**

(Source-<http://www.helpguide.org/articles/abuse/domestic-violence-and-abuse.htm>)

Domestic violence and abuse can happen to anyone, yet the problem is often overlooked, excused, or denied. This is especially true when the abuse is psychological, rather than physical. Noticing and acknowledging the sign of an abusive relationship is the first step to ending it. No one should live in fear of the person they love.

If you recognize yourself or someone you know in the following warning signs and descriptions of abuse, reach out. There is help available.

### **Your Inner Thoughts and Feelings**

#### **Do you:**

- feel afraid of your partner much of the time?
- avoid certain topics out of fear of angering your partner?
- feel that you can't do anything right for your partner?
- believe that you deserve to be hurt or mistreated?
- wonder if you're the one who is crazy?
- feel emotionally numb or helpless?

### **Your Partner's Belittling Behavior**

#### **Does your partner:**

- humiliate or yell at you?
- criticize you and put you down?
- treat you so badly that you're embarrassed for your friends or family to see?
- ignore or put down your opinions or accomplishments?
- blame you for their own abusive behavior?
- see you as property or a sex object, rather than as a person?

### **Your Partner's Controlling Behavior**

#### **Does your partner:**

- act excessively jealous and possessive?
- control where you go or what you do?
- keep you from seeing your friends or family?
- limit your access to money, the phone, or the car?
- limit your access to money, the phone, or the car?
- constantly check up on you?

### **Your Partner's Violent Behavior or Threats**

#### **Does your partner:**

- have a bad and unpredictable temper?
- hurt you, or threaten to hurt or kill you?
- threaten to take your children away or harm them?
- threaten to commit suicide if you leave?
- force you to have sex?
- destroy your belongings?

## **Procedures Students should follow if a Sex Offense/Assault Occurs**

(Including offenses of Sexual assault, Domestic violence, Dating Violence, and Stalking in accordance with “Violence Against Women Reauthorization Act of 2013”)

### **If you are a witness, or would like to report a sexual offense,**

1. Contact a Campus Security Authority Immediately. (*If you are witnessing a sex offense in action, Call 911*)
2. Remember as much detail as you can.
3. **Preserve Evidence**-For the purposes of investigating authorities, preserving evidence may be essential to the proof of a sexual offense.

### **If you are a victim of Rape,**

1. Call the police – if on campus see a Campus Security Authority. The (CSA) will then assist you in notifying local police.
2. Do not shower, bathe, douche, or throw any clothing away.
3. Call a friend or relative if you need additional support as well
4. Seek medical attention and counseling.

## **Counseling and Student Support Services**

Pennco Tech does not have Counseling Services on campus. Student Services and support materials are available in both the Education office and Career Services Center to properly advise and direct students in cases of crisis management. The school has available the phone numbers of counseling centers for victims of sexual assault. Anyone needing this information should contact any Campus Security Authority.

Police	911
A Women’s Place 24 HR Hotline	800-220-8116
Network of Victim Assistance 24 HR Hotline	800-675-6900
National Domestic Violence Hotline	1-800-799-SAFE

## **Change of Academic/Living Situation**

If the victim of a sexual offense requests changing academic and/or living situation after an alleged sexual assault, the school is obligated to accommodate.

## **Reporting a Sexual Offense**

Any employee or student who believes she or he has been the victim of a sexual offense (non-emergency) should report the incident directly to a Campus Security Authority. The CSA will then report the incident to the School Director. The School Director will then request that the complainant write a description of the alleged offense. The complaint will be signed and dated by the complainant and the School Director to acknowledge receipt. The School Director will then make a copy of the complaint and give the copy to the complainant.

## **Procedures for the Investigation of a Sexual Offense**

The School Director accompanied by the other Campus Security Authorities shall conduct a prompt and thorough investigation of the alleged incident. The investigation shall include:

1. An interview with the complainant, to establish the basic facts and identify witnesses and physical evidence, if any. A detailed written complaint must be obtained.

2. An interview with the alleged offender, to allow the alleged offender an opportunity to admit, deny, or explain each factual allegation in the complainant's statement and identify witnesses or physical evidence, if any. The alleged offender will be instructed not to discuss the incident or the complaint with the complainant, or interview any witnesses. Witnesses will be informed that any confidential matters that are discussed must remain confidential.

### **Prohibition of Retaliation**

Any conduct, which could reasonably be perceived as retaliatory, such as accosting, calling or writing to the complainant, or encouraging third parties to harass the complainant because of her/his complaint shall be considered an independent violation of the policy.

### **Procedures for Disciplinary Action**

If after an investigation, it has been determined that a sex offense has occurred, an informal hearing will take place. An informal hearing will be conducted by the School Director in the company of the reporting Campus Security Authority, and at least the Accused. It is important to note that during the informal hearing, both the accuser and the accused have a right to have others present.

Pennco Tech will disclose to the alleged victim and the accused of the sex offense of the results of any disciplinary proceedings conducted by the institution against a student or employee. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided to the next of kin of the alleged victim.

### **Sanctions Imposed**

When it has been determined that a sexual offense has occurred, the following disciplinary actions shall be taken commensurate with the offense and may result in the following actions,

1. Written reprimand
2. Suspension
3. Change of academic/living situation
4. Termination of enrollment or employment.

*Note: In determining the action to be taken, any prior history of student or employee conduct shall be taken into consideration.*

### **Information on Registered Sex Offenders**

Access to information about **Sex Offenders**, classified as sexually violent predators must be available to the public over the Internet under Megan's Law. Although you can get sex offenders list information directly from almost all state government web sites, you'll probably find it easier to do a free search of the **National Alert Registry** [www.nationalalertregistry.com](http://www.nationalalertregistry.com) where all you need to do is enter a zip code to receive a listing for a particular area.

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

Emergency planning is critical to the health and welfare of members of the Pennco Tech community. Its purpose is to provide a response to threats. This plan outlines the general areas of

responsibility for responding to emergencies. Detailed emergency procedures are contained in The Pennco Tech Emergency Action Plan and individual department emergency response plans, which will be executed, as appropriate, during emergency situations.

Anyone who becomes aware of a life-threatening emergency on campus should call 911 and report the situation to local authorities and then ensure a Pennco Tech employee is informed of the distress.

Administrative decisions that relate to confirming emergency or dangerous situations, such that would call for a decision to initiate emergency response procedures are made by the School Director, Acting School Director, or the Director of Maintenance.

*Confirmation Process and Initiation Procedures of an emergency or dangerous situation*

1. Anyone on or off campus who becomes alerted to a dangerous or life threatening situation should report the incident to any member of the Pennco Tech staff.
2. Pennco Tech staff members will assess the emergency for information and a determination of the nature of the threat so as to inform a Campus Security Authority.
3. The threat assessment will then be forwarded immediately to the School Director, or Acting School Director to determine what segments of the campus community that should be notified for an emergency response.
4. Once there is confirmation of an emergency, content of the notification response, and segment to be notified is established, the **E2-Campus Emergency Notification system** will be activated to alert the campus community for emergency response procedures.

At this time the school will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If the School Director or Acting School Director determines the emergency situation information needs to be communicated to the Larger Community that person will contact the local authorities and/or media outlets as needed.

At a minimum, the Pennco Tech Emergency Response and Evacuation Procedures Program will be tested annually. This test may be announced or unannounced based on the type of event the school is trying to simulate. Pennco Tech also maintains an open line of communication with the Local police department to help further develop insight into situations that may warrant an emergency response.

**Test History of Emergency Response and Evacuation Procedures**

<b>Description of the Exercise</b>	<b>Date / Time</b>	<b>Announced/Unannounced</b>
Lock-Down-Active Shooter simulation: Full Campus lockdown drill to assess readiness factors in case of emergency	12/17/15 10:15 am	Announced
Fire Drill- Full campus: All staff and students were able to evacuate the buildings within 3 minutes	1/26/16 9:30am	Unannounced
Fire Drill- Full campus: All staff and students were able to evacuate the buildings within 3 minutes	6/6/16 1:00 pm	Unannounced

**Missing Students Policy and Procedure**

The missing students’ policy and procedure has been developed in order to assist in locating

Pennco Tech students' living in Pennco Tech-owned, on-campus housing, who based on the facts and circumstances known to Pennco Tech are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports on a campus environment result from a student changing his routine without informing his roommate and/or friends of the change. Anyone who believes a student is missing should report their concern to a Campus Security Authority. Every missing student report generated by a campus security authority will be reported to the Local Police Department and followed up with an immediate investigation once a student has been reported missing within 24 hours. Depending on the circumstances presented to the School Director, or acting School Director, parents of a missing student will be notified. In the event that parental notification is necessary, the School Director, or acting School Authority will place the call.

At the beginning of each academic year, residential students will be given the option to provide a person or persons contact information in the event of an emergency, or if he/she is reported missing while enrolled at Pennco Tech. Residential students will be advised that this emergency contact information will be confidential and reserved for local police departments and School official use only.

If a residential student is under the age of 18, he/she will be advised that their Custodial Parent or Guardian will be contacted immediately following the report of their missing. All residential students including those under the age of 18 will also be advised that the Local Police department will be notified of their missing, unless the Local Police department was the entity who made the determination that the student is missing.

### **Procedures for determining if a student is missing within 24 hours**

Upon notification from any entity that a student may be missing, Pennco Tech may use any or all of the following resources to assist in locating the student.

- a. Call and text the student's cell phone and call any other numbers on record.
- b. Go to student's residence room
- c. Talk to the student's roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
- d. Secure a current student ID, and or a photo of the student from a friend.
- e. Send the student an email.
- f. Complete a full campus search including an inspection of all residential rooms.
- h. The Campus Security Authority will also check the Pennco Tech parking lot for the presence of the student's vehicle.

### **Procedures for Notification**

If after an exhaustive search of the campus has completed and the student is still determined to be missing, the following steps will be implemented;

- a. Within 24 hours, regardless of whether the student is 18 and the student is still missing, the Local Police Department and contacts provided by the student will be notified.
- b. The Campus Security Authority Reporting the Incident will complete a missing persons incident report containing the following information;
  1. The name and relationship of the person making the report.
  2. The date, time and location the missing student was last seen.

3. The general routine or habits of the suspected missing student including information provided by friends who live or work off campus, and any recent changes in behavior or demeanor.
  4. The missing student's cell phone number (if known by the reporter).
- c. The Campus Security Authority completing the report will contact the School Director in order to update him on the situation and to receive any additional advice

### **Crime Statistics Submission to ED**

All crime statistics from this annual security report and the annual fire safety report are submitted annually before October 1 to be posted in the Web-based survey at the following web site- <http://www.ope.ed.gov/security>

### **Clery Act Crime Statistics**

The following grids display the three most recent years of Campus Crime Statistics in Accordance with the Jeanne Clery Act including Primary Clery Crimes, Liquor Law Violations, Drug Law Violations, Weapons Violations, VAWA Crimes, and Hate Crimes.

## Campus Crime Statistics in Accordance with the Jeanne Clery Act

(Note: Pennco Tech does not own any Non-Campus buildings for the purpose of reporting any Clery Act Crimes)

<b>Primary Clery Crimes Report</b>					
<b>OFFENSE</b>	<b>Year</b>	<b>ON-CAMPUS PROPERTY</b>	<b>ON-CAMPUS STUDENT HOUSING FACILITIES</b>	<b>PUBLIC PROPERTY</b>	<b>UNFOUNDED</b>
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>SEX OFFENSES</b>					
<b>RAPE</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>FONDLING</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>INCEST</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>STATUTORY RAPE</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>ROBBERY</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>BURGLARY</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>ARSON</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>					
<b>LIQUOR LAW ARRESTS</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<b>LIQUOR LAW REFERRALS FOR DISCIPLINARY ACTION</b>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

**Primary Clery Crimes Report-(Continued)**

**DRUG LAW VIOLATIONS**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	PUBLIC PROPERTY	UNFOUNDED
DRUG LAW ARRESTS	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
DRUG LAW REFERRALS FOR DISCIPLINARY ACTION	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

**WEAPONS POSSESSION VIOLATION**

ILLEGAL WEAPONS POSSESSION ARRESTS	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
ILLEGAL WEAPONS POSSESSION REFERRALS FOR DISCIPLINARY ACTION	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

**SEXUAL OFFENSE CRIMES REPORTED IN ACCORDANCE WITH (VAWA) AMMENDMENTS TO THE CLERY ACT**

**VAWA CRIMES REPORT**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	PUBLIC PROPERTY	UNFOUNDED
DOMESTIC VIOLENCE	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
DATING VIOLENCE	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
STALKING	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

**HATE CRIMES**

Hate crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected

YEAR	Category of Bias	Crime	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	PUBLIC PROPERTY
2015	No Hate Crimes Reported				
2016	No Hate Crimes Reported				
2017	No Hate Crimes Reported				



