

## **DEL-MAR-VA BEAUTY ACADEMY CAMPUS CRIME PROGRAM**

### **SECURITY POLICY:**

The School Directors and teachers have been appointed as the School Security Force to enhance the safety of the students and employees of Del-Mar-Va Beauty Academy. Reports of criminal offenses should be reported to a member of the Security Force, which will be documented and made available to students, prospective students, and employees of the institution. The information will be collected and reported in conjunction with the crime statistics provided by local police to the Department of Education annually. Current crime statistics are provided to students prior to enrollment and updated in October while attending.

#### **I. Reporting Crimes and Other Emergencies**

Students and employees are encouraged to report crimes, suspicious activities, injuries or other security issues to the proper authorities at the school. In the event that the person witnessing the event is not in the immediate vicinity to a staff member of DBA, that person shall call 911 or activate the police alarm on the alarm key pad located in the front area of the school. DBA has security cameras located throughout the school,, therefore activity is monitored and a potential crime will be recorded for accuracy for the police department. In the event a vehicle is involved, the person reporting the crime should observe, model, make, color and identifying marks on the vehicle. This critical information will assist the law enforcement authorities in an investigation.

##### **Timely Warning**

In the event that a situation arises on or in the immediate vicinity of the campus, the Security Force member will determine whether a campus-wide timely warning will be issued. A description of crime or incident, time, date, location, reported offense, description of suspect and other pertinent information will be included in the notification. Personal safety information will be provided to assist members of the institution in protecting themselves from becoming a victim of a crime similar in nature. The warning will be shared utilizing text messages and e-mail to students, faculty and staff. In the event the nature of the emergency is severe, a decision will be made to utilize other methods of an alert system.

##### **Confidential Reporting Procedure**

A confidential report process will be recommended for a victim of a crime who does not desire to pursue action either within the school or local justice agencies. The information

will be used to provide accurate statistics involving the DBA campus and will be included in the annual statistics for the institution.

### Whistleblower Policy

A safeguard for individuals reporting a crime and identifying the perpetrator is in place by The Higher Education Opportunity Act. The school director will be assigned to communicate directly on the progress of the individual reporting the allegations. Concerns regarding personal retaliation or unfair treatment linked to the allegation will be monitored and responded to.

## **II. Campus Emergency Response Evacuation**

In the event a threat or emergency exists that impacts the staff and students of the institution, an alert will be activated and some form of action will be initiated. This procedure will be tested at least twice a year.

### Evacuations

In the event it becomes necessary to evacuate, students and staff are to evacuate quickly, and in a calm and orderly manner to a safe area. Staff will assist visitors to the safe area and the building and interior doors will remain unlocked. In a situation where evacuation of the entire campus occurs, students and staff will use personal vehicles, if possible to remove themselves to a location given to them at the time of evacuation to check roll. The alarm system will be activated at the first sign of a threat.

## **III. Missing Student Notification**

A student 18 years or older will be provided an opportunity to designate an individual to be contacted if they are officially reported missing. If said student has not designated an emergency contact person, the institution will contact local police. If the student is under the age of 18 and is determined to be missing, the parent or legal guardian will be notified within 24 hours.

## **IV. Security and Access to Campus Facilities**

Students and staff of the institution have access to all facilities on the campus. The institution has security cameras throughout the building and all visitors must report to the front desk and are not allowed to wander throughout the facility.

## **V. Campus Law Enforcement Policy**

The School Security Force does not provide services outside the boundaries of campus property. The school works closely with local and state agencies when violations of federal, state, or local laws involving students occur.

### **City, State, and Federal Police**

The institution has access to the local police department, sheriff's department, and state police department. Local policies and laws regarding confidentiality of records are forwarded, however the school reserves the right to provide law enforcement agencies information involving a criminal investigation. The school encourages anyone who witnesses or is the victim of a crime to notify the local police. Assistance in contacting police may be arranged through the designated person at the school.

## **VI. Security Awareness Programs**

Safety programs are conducted a orientation for each class and continue throughout the year. Safety policies are provided at employee orientation for new employees. Fire prevention and safety is also the responsibility of the School Director. The school complies with state of Maryland fire codes and also has a fire alarm system that is monitored by the Alarm Monitoring Company. Fire extinguishers are located throughout the facility and students and staff receive instruction in the operation. The School Director has the authority to monitor all persons on school property to determine legitimate presence and to escort unauthorized persons off the premises, report suspicious or criminal activity to law enforcement, and control the actions of persons violating school rules or local, state, or federal laws. Cooperation with all local, state, and federal law enforcement agencies will be maintained if necessary.

Students and staff are encouraged to be responsible for their own security and the security of others. Good sound judgement and simple precautions should be used to avoid becoming a victim, ie, walking in pairs, reporting suspicious activity, and locking vehicles and personal property.

## **VII. Crime Prevention Programs**

Crime Prevention material is located through the facility and in the directors office.

## **VIII. Drug and Alcohol Regulations**

The unlawful possession, use, or distribution of alcohol or drugs by employees on School property, or as part of any school activity is prohibited. The Family Educational Rights and Privacy Act as amended in 1998 enables institutions to release to parents of minor

students, information concerning alcohol or drug-related disciplinary violations. Students documented for an alcohol violation may be referred to substance abuse programs outside the School. Illegal drugs and drug paraphernalia are prohibited on the school campus. The possession, sale, manufacture, or distribution of any controlled substance is in violation of School regulations and illegal under both state and federal laws. Any employee or student engaging in such illegal action will be subject of disciplinary procedures which could result in sanctions, including termination of employment, suspension or expulsion from school, and criminal prosecution.

## **IX. Sexual Assault, Rape or Misconduct**

Sexual assault is a crime and is also an issue of justice. Del-Mar-Va Beauty Academy does not tolerate sexual assault or misconduct in any form or to any degree. The school provides resources available for referral to students reporting sexual assault or misconduct. It is the goal of the school to provide an environment where incidence of assault and misconduct are avoided through preventative measures and training. The school encourages prompt reporting of assault, cooperation with law enforcement to assist in the apprehension of perpetrator and protection of the rights of the victim.

### **Violations**

An act that has occurred which may not be criminally prosecuted under state or federal law may still violate the policies of the school, therefore internal discipline will be enforced. These violations are limited to conduct occurring on campus.

### **Rape**

Rape is any sexual penetration with any object or sexual intercourse without consent. attempted rape is also prohibited under this policy.

### **Sexual Exploitation**

Sexual exploitation occurs when a student takes nonconsensual or abusive sexual advantage of another for his/her own benefit or for the benefit of anyone other than the one being exploited, that does not constitute rape, sexual assault or sexual harassment.

Examples are:

1. prostitution
2. videotaping without knowledge and consent
3. inducing incapacitation with the intent to rape or sexually assault

## Consent

Consent is informed consent which is freely and actively given. Consent which is obtained through the use of fraud, force, threats, intimidation, or coercion is ineffective consent. minors, mentally disabled persons , and physically incapacitated persons are incapable of giving consent.

## Sexual Harassment

At Del-Mar-Va Beauty Academy, sexual harassment includes unwelcome sexual advances, sexual demands, request for sexual favors, sexual comments, gestures or other physical actions of a sexual nature.

## Procedure for Assault Victims

The institution encourages students to report incidences of rape, sexual assault, and sexual misconduct off campus. Resources for trained professionals and support services are available to assist students impacted by sexual offenses. If a student is in immediate danger, they should dial 911.

Depending on the student's wishes and the circumstances, the school director will facilitate the following services which include,

- Obtaining medical attention at a hospital
- Filing a Confidential Crime Report
- Filing an Incident Report with the School Security Force
- Filing a Criminal Report with local Police
- Contacting Clergy
- Issuance of a Timely Warning alert to campus community

In the event the student tells a staff member about a sexual offense, the staff member must report to the School Director. The School Director consults with the student to determine his/her wishes for support services.

## Reporting Options

A student who has been sexually assaulted has reporting options. They are encouraged, but not required to file a report.

Options are:

### 1. Confidential Crime Report

This report does not contain victims name or offender. It is kept on file for purposes of the Jeanne Cleary reporting disclosure requirements. The Confidential Crime Report allow the institution to track report incidents of sexual assault, however it does not constitute an incident report, police report, or student conduct report. The school will not pursue further action.

### 2. Incident Report

Student may always file a standard formal Incident Report, which includes the name of the student filing and the name of the alleged offender, if known. Upon the filing of the report, the school will immediately notify the local police department. Upon the finding of responsibility, the school will take disciplinary action against the offender. Further action is assumed by local Maryland Laws. After filing the report, the student has the option to take no further action with respect to the investigation, however the student will be advised that the school may still take action against the offender as the school has the responsibility to protect students and staff.

### 3. Criminal Report

Sexual assault and rape are against the law in the State of Maryland and may be prosecuted and Maryland Criminal and/or Civil Statutes. Students who have been sexually assaulted are encouraged to call 911 to report the incident. Filing a criminal report with the local police is different than filing an incident report with the school. The police will determine a course of action to follow the report.

### Confidentiality

Students have the right to report or not report a rape, sexual assault, or other sexual misconduct. The school recommends that students contact a school official as soon as possible. The school is required by law (Jeanne Cleary Act) to report incidents, confidentiality may prohibit the school from disclosing a victim's name. The student identity will be protected unless student agrees otherwise. Victims of sexual assault may desire confidentiality, therefore the school respects their decision and encourages them to seek professional help through local resources, provided by the school.

Statistical information must be reported regarding type of incident and general location, on or off campus, for inclusion in the annual crime statistic report, no names will be used. The school reserves the right to investigate and pursue resolution of an incident to protect students and staff of the institution.

#### Disciplinary Process

Following an Incident Report filed by a student alleging sexual misconduct, disciplinary action will be taken. In case of rape and sexual assault, accused person, if responsibility is found, dismissal from school is enforced.

#### **X. Sex Offender Registration**

In compliance with the Campus Crime Prevention Act of 200, members of school community may search the following registries for registered sex offenders:

Maryland Sex Offender Public Website at:

<http://www.dpscs.state.md.us/sorSearch/>