

MY FUTURE. MY CHOICE.
TRI-RIVERS

CAREER CENTER



ANNUAL SECURITY REPORT

2016

**Tri-Rivers Career Center /
Center for Adult Education**

**In compliance with:
The Jeanne Clery Disclosure of Campus Security Policy
and Campus Crime Statistics Act**

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ANNUAL SECURITY REPORT

Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that postsecondary schools participating in Title IV financial programs publish an annual security report that details the school's safety and security policies and provides statistical information on crimes that have occurred on campus and on public property that is immediately adjacent to school-owned buildings and property.

The information and statistics contained in this publication are being presented in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act with the goal of keeping our students and staff safe and informed.

Tri-Rivers Career Center publishes this information to inform both students and staff of incidents of crime and to educate them in effective crime and safety measures that can be taken to allow them to make informed decisions relative to their safety.

The crime statistics reported reflect reportable incidents that have occurred on the Tri-Rivers Career Center campus (2222 Marion – Mt. Gilead Road), at our expansion facility (1563 Marion – Mt. Gilead Road), or on public property adjacent to the campus.

If you have questions about any of the information contained within this report, please contact the Adult Education Business Office, 740-389-4682, Ext. 5500.

Important Numbers

EMERGENCY – POLICE/FIRE	911
MARION COUNTY SHERIFF	740-382-8244
1 ST CONSOLIDATED FIRE DEPARTMENT (MAIN CAMPUS)	419-845-3332
MARION TOWNSHIP FIRE DEPARTMENT (EXPANSION FACILITY)	740-387-5404
TRI-RIVERS CAREER CENTER – MAIN CAMPUS	740-389-4681
TRI-RIVERS CAREER CENTER – EXPANSION FACILITY (ADULT ED BUSINESS OFFICE)	740-389-4682, EXT 5500
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Building Security Policy

Adult Education Classes held at the main Tri-Rivers Campus located at 2222 Marion - Mt. Gilead Road will follow the Tri-Rivers Career Center Main Campus Building Security Policies. Classes held at the 1563 Marion – Mt. Gilead Road expansion facility located adjacent to Marion Technical College and The Ohio State University Marion Campuses are in a leased facility that includes the Adult Education Business office, conference/training rooms, and classrooms. This facility shares parking with the two college campuses. Tri-Rivers Center for Adult Education business office will be open to students, employees, contractors, and guests when classes are held. Normal business hours for the Adult Education office are:

Monday	7:00am to 4:30pm
Tuesday thru Thursday	7:00am to 8:00pm
Friday	7:00am to 3:30pm

Summer Hours (mid-June thru mid-August)

Monday thru Thursday	7:00am to 4:00pm
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Christmas and Spring Break – Limited Office Hours as Posted

During non-business hours, access to Tri-Rivers Center for Adult Education is by identification card, if issued, or by admittance via the facilities staff. Emergencies may necessitate changes to any posted schedules.

Power Outage - Blackout

In the event of a power outage - emergency exit lighting should come on:

- A. Remain calm and be patient but do not leave your room.
- B. If power is not restored, school personnel will assist students in exiting the building.

Fire Drills

Periodic drills will be held throughout the year. Specific instructions are posted in each room. Students shall follow the specific instructions.

In the event of a fire or fire drill, all persons must exit the building. Instructions are posted to the right of the entry door in every classroom. Each instructor will review them with his/her students. Leave all lights on and rooms unlocked and doors shut. Exit the building as rapidly and as orderly as possible. Students will report in with staff in an assigned area 150 feet away from building. Students will remain in the assigned outside retention area until the conclusion of the fire drill.

Once all students and staff are accounted for the “All Clear” signal will be given. At which time our Alarm Systems Company will be called to report the conclusion of the drill.

Tornado/Severe Weather

Periodic drills will be held throughout the year. Specific instructions are posted in each room. Students shall follow the specific instructions.

- A. Teachers will be informed via the tornado warning signal that a tornado alert is in effect. In the event that electricity has been lost, THREE LONG BLASTS of an air horn will be used to signal a tornado alert.
- B. Teachers will then take students to the assigned areas as indicated on the building maps posted in their rooms.
- C. Students taken to assigned areas will be asked to take a “protective position”—hands over the head in a seated position. They are to remain quiet at all times.
- D. A tornado drill will be conducted prior to the tornado season, which is April 1 thru July 31.
- E. Information regarding tornados will be disseminated by the National Weather Service according to the following:
 - a. **Tornado Watch:** means no funnel clouds have been sighted, but conditions are right for a tornado.
 - b. **Tornado Warning:** means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.
- F. In the event of a tornado warning, students will be moved to safer areas of the building as indicated in individual building plans.
- G. Teachers will be informed via tornado warning signal that a tornado alert is in effect.
- H. Teachers will take students to the assigned areas. Teachers will take class rosters with them so roll can be taken when the students are assembled.
- I. Students will be seated on the floor. They are to remain quiet at all times.

IF TIME DOES NOT PERMIT EVACUATION TO SAFE SITE:

- A. Stay away from windows and outside doors.
- B. Get beneath heavy furniture or have students sit with their backs to the wall of an interior hallway with their knees against their chests, their heads between their knees, and their arms over the tops of their heads.
- C. When a tornado strikes a building, the building should be inspected as soon as the tornado passes. The results of the building inspection and a consideration of both internal and external conditions should determine if it is advisable to remain in the building or vacate.
- D. In the event of Tornado Damage, the Adult Education Director, Chief Instructional Officer, or Designee, shall immediately contact the Superintendent giving advisement of the situation.

Timely Warning/Notification System and Lockdown

Tri-Rivers Center for Adult Education has a system in place for notifying the campus community when there is a matter of urgency that requires immediate attention. The center has the capability to send a text message to the cell phones of students who have given their number. In addition, all programs have call chain procedures; and the staff is part of the one call system. The center's website is also utilized for posting messages of importance. As part of Emergency protocol, the center has procedures for Lockdown of facilities.

An Announcement will be immediately given:

“Attention all teachers, staff, and guests! Attention all teachers, staff, and guests! Due to a school emergency, we are initiating a LOCKDOWN. Please secure all classes until further notice. Crisis Response Team, please check your areas and report to the designated meeting location.”

Danger Immediate - Procedures

- A. Students, staff, and guests proceed to the nearest lockable room as quickly as possible. Staff directs students to drop and take cover. Students and staff who are outside on school grounds do not enter building. Classes are suspended until further notice.
- B. Doors to labs and classrooms are locked. **Do not allow anyone to enter your area.** External school doors may be locked at some point.
- C. Students move to a wall out of site of the door. Stay away from windows, and be silent. Silence all cell phones and remain silent throughout the lockdown.
- D. Staff will inform students that an emergency situation exists and they should not move until further notice.
- E. Due to immediate danger, priority is given to “drop and cover.” Instructors take attendance when possible and communicate to Adult Education Director, Chief Instructional Officer, or Designee via telephone or email of missing students. A Designee will be appointed to try to locate missing students.
- F. Lights are turned off.
- G. Remain calm.
- H. Listen carefully for further instructions.
- I. Do not allow anyone to leave the room or area unless directed by authorities.

NOTE: NO ONE SHOULD BE VISIBLE. DO NOT ANSWER DOOR OR OPEN ANY DOORS UNTIL THE “ALL CLEAR” SIGNAL HAS BEEN GIVEN OR UNTIL STAFF IS GIVEN VERBAL INSTRUCTIONS BY THE APPROPRIATE AUTHORITIES.

Hazardous Material Management

Tri-Rivers Center for Adult Education's policy is to ensure the safety of its students, staff, and visitors should a hazardous material emergency occur.

- A. In the event that the school is notified of the hazard by a hazardous material handling agency, the school will follow the directions of the agency who notified the school of the hazard.
- B. In the event a hazardous materials emergency occurs in the school vicinity but not inside the school, the following procedures shall be instituted:
 - 1. Notify the Fire Department (911) and let them know we have people in building.
 - 2. Keep students and staff indoors.
 - 3. School staff shall immediately close all doors so that air intake will cease and close all windows.
 - 4. Contact maintenance to turn off all exhaust fans, ceiling vents, and any other source of outside air until the authorities arrive.
 - 5. No one from the school shall leave the premises without permission from the emergency officials.
 - 6. On-site sheltering will be provided unless determined otherwise by Emergency officials.
 - 7. If an evacuation is ordered by emergency officials, adult students will be released to their own cognizance and/or vehicles.

Unauthorized Persons

All visitors to Tri-Rivers Center for Adult Education are to stop at the front office (secondary) or receptionist (post-secondary) desk and register. All visitors will be issued a Visitor Pass with name, time of visit, and name of person in the building they will be visiting.

An unidentified person may come onto school premises. All facilities should have postings on all entrances stating that: "All visitors must report to front office (secondary) or receptionist (post-secondary) immediately upon entering the building."

If any questions about a person's identity or authorization to be on school premises arise, adhere to the following guidelines:

- A. Introduce yourself as a staff member, ask for their name, and assist the person to the office or receptionist.
- B. Do not antagonize the person if they refuse to cooperate.
- C. The Adult Education Director, Chief Instructional Officer, or Designee will determine the level of alert and initiate proper procedures.
- D. Inform the office or receptionist of an unidentified or otherwise unauthorized person's whereabouts and/or activities.

If the visitor poses a potential threat to students and/or staff, the following precautions may be taken:

- A. Announce Lockdown for unauthorized and threatening visitor.
- B. Lock all room doors.
- C. Instruct all available staff to report to the area.
- D. Contact the Sheriff or local law enforcement officials when the person refused to comply with instructions given.
- E. Report any and all suspicious types of actions.
- F. Carefully note physical description, speech traits, and clothing type/colors to assist in identifying the person(s).

Hostage Situation

Tri-Rivers Center for Adult Education strives to protect students in hostage situations by maintaining the safety of all parties included. The center works to control the situation by means of the authorities and prevent harm to the hostage(s).

In the event of a hostage situation, Tri-Rivers Center for Adult Education will try to prevent the abductor(s) from taking the hostage(s) mobile by:

- A. Avoid speaking to the abductor unless the abductor demands to speak to someone.
 - 1. Do not promise or refuse anything, but respond that you will have to check with others in authority.
 - 2. Do not trade hostages.
 - 3. Avoid recommending an interim negotiator.
 - 4. Document all that is said by the hostage takers.
- B. Assess the situation by:
 - 1. Location of the incident.
 - 2. Weapons involved? Types? Amounts?
 - 3. Number of perpetrators.
 - 4. Identification of perpetrators.
 - 5. Injuries.
- C. Contact the Adult Education Director, Chief Instructional Officer, or Designee who will inform the Superintendent.

Student Abduction

Tri-Rivers Center for Adult Education is committed to student safety. The Center outlines ways to maintain personal safety on and off campus. We encourage students and employees to be aware of their responsibility for their own security and the security of others. Student abduction occurs when someone is taken away by force or cunning; kidnapping. Tri-Rivers Center for Adult Education has the following procedure for when abduction is certain:

- A. Notify the Sheriff Department or 911.
- B. Notify the Adult Education Director, Chief Instructional Officer, or Designee; and they will notify the Superintendent's office.
- C. Contact the Student's family.
- D. Establish a description of the student's clothing for the day from the teachers.
- E. Provide the Sheriff with a picture and description of the student.
- F. Try to obtain a description of the abductor.

Weapons in the Building

A student shall not possess, handle, transmit (either on person or in a vehicle), conceal, or use as a dangerous weapon any instrument capable of causing harm to another person. Tri-Rivers Center for Adult Education will work to ensure the safety and security of anyone involved and possibly diffuse the situation.

Dangerous weapons include, but are not limited to:

- A. **Firearms**—includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes any explosive, incendiary, or poison gas including bombs, both homemade and of the firework type, missiles, mines, and military ordinance, including bullets and shells.
- B. **Knife**—the definition of a knife includes, but is not limited to, a sharp blade cutting instrument.

If weapons are suspected to be in a school safety zone or if a student has made verbal threats of having a weapon, call the Sheriff or 911 and indicate the suspicion.

If weapons are encountered in a school safety zone or on an individual, call the Sheriff or 911.

In all situations, notify the Adult Education Directors, Chief Instructional Officer, or Designee at the first available time, identifying the call as an emergency to the receptionist. The call will be monitored by the receptionist until the Director or Adult Education, Chief Instructional Officer or Designee is located.

Physical intervention is generally not recommended except as a last resort. If at all possible, report the situation and allow police or law enforcement officials to intervene if weapons are involved or suspected.

A. General Procedures

1. Assess the situation by getting the following information:
 - i. What is (are) the weapons?
 - ii. Where is (are) the intruder (s)?
 - iii. Can the intruder (s) be identified?
 - iv. Has anyone been injured?
2. Contact the Adult Education Director, Chief Instructional Officer, or Designee.
3. The Adult Education Director, Chief Instructional Officer, or Designee will call 911.
4. Perform the Lockdown procedures as necessary.
5. Disperse spectators to nearest secure area.

B. Administration

1. Collect as much information as possible about the incident.
2. Notify sheriff or law enforcement officials, if not already done.
3. Announce lockdown procedure.
4. Clear all hallways and secure facility.
5. Notify Superintendent.
6. Call the families of the students affected, if necessary.
7. Work closely with law enforcement to effectively coordinate the situation.

C. Teachers/Staff

1. Assist with collecting information as necessary.
2. Follow Lockdown procedures.
3. Follow other established procedures as required.
4. Assist with the clearance of hallways and security of common areas.
5. Keep students away from doors and windows.
6. Keep any students/visitors that were already outside of the building in a safe area outside during Lockdown procedure.

D. Receptionist

1. Assist Adult Education Director, Chief Instructional Officer, or designee with crisis procedure as necessary.
2. Remain by the telephone.
3. Stand by to assist with communication as needed.

Search and Seizure

Cabinets, desks, and other such property while on campus are provided to students as a convenience for their use and carry no exception of privacy for the students who use them. The search of a student and his/her possessions, including vehicles, may be conducted at any time. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination. Random searches may include the assistance of dogs trained to detect the presence of drugs.

Mass Injury

In the event of mass injuries to student and/or staff, the building administrators will:

1. Call 911.
2. Notify the Superintendent's office. The Superintendent or designee shall communicate with the media. Staff should be prepared to deal with parents/spouses checking on the safety of their children or spouse.
3. Notify individuals with proper training who can perform first aid including triage.
4. Move uninjured persons to designated areas to be supervised by staff.

Media Management

In a crisis, it is imperative to disseminate accurate, objective information. All contact with media should come directly from the Superintendent or Designee. In a crisis, a media representative(s) may arrive at the school without prior notification. Access may be denied to the news media and the school does not have to allow cameras in the building. Depending upon the circumstances, the decisions are made by the Director of Adult Education and Chief Instructional Officer in conjunction with the Superintendent.

A. Release of Information to News Media

Utilizing the media to inform students, staff, parents/ guardians and the general public regarding critical information is certainly an efficient tool. However, certain precautions should be taken to ensure accurate information is disseminated. If an emergency involves some type of criminal conduct, the release of certain information could very well impede the investigation by local law enforcement.

1. The Superintendent/Designee will authorize the release of information to the media.
2. The Superintendent/Designee will approve and distribute the news release.
3. Prior to news release the Superintendent/Designee will discuss with local safety officials the content of said release.
4. To ensure their safety, media personnel may not be permitted access to the building.
5. The Superintendent/Designee may provide access to a safe location for the members of the media if it is warranted.
6. The Superintendent/Designee will provide the media with factual updates.

Medical Emergency

All emergencies must be reported to the Adult Education Director or Chief Instructional Officer.

At the beginning of each Program (for full-time students) and/or each Class (for part-time students) students will fill out an Emergency Medical Form providing information including whom to call in case of an emergency. This information will be kept on file with individual program coordinators as well as on the student tracker data system. Without this information, the school can take no action in case of a medical emergency. **It is the student's responsibility to update the Emergency Medical Form as necessary during their training period.**

Staff will follow these guidelines in providing emergency first aid when required. Staff are encouraged to recognize the limits of their responsibility.

- A. Call 911.
- B. The staff member is to remain with the injured student or staff member and protect him/her from further harm.
- C. Notify the Adult Education Director or the Chief Instructional Officer and the student's emergency contact.
- D. DO NOT MOVE the injured person or allow him/her to walk. Bring assistance and necessary aid to him/her. Only if absolutely necessary to prevent further injury, move injured person using correct immobilization and transportation techniques.
- E. Administer prompt and basic first aid that is within skill level.
- F. Remember to use universal precautions.
- G. Clear the area of students who may congregate during an accident.
- H. Send a copy of the student's emergency medical form with the squad.
- I. Follow up with family contacts regarding the outcome of significant injuries.

PLEASE NOTE: All persons assisting with medical emergencies are encouraged to obtain current training in CPR and basic first aid.

Attempted Suicide/Death

Suicide is the act of intentionally causing one's own death. Suicide occurs as a result of despair. This despair is often attributed to a mental disorder such as depression, bipolar disorder, schizophrenia, borderline personality disorder, alcoholism, or drug abuse. Stress factors such as financial difficulties or troubles with interpersonal relationships may play a role. Tri-Rivers Center for Adult Education is committed to assisting students and will work to place them in contact with professionals who can help them with any personal situations that they may encounter. Should an incident of suicide or death occur, Tri-Rivers Center for Adult Education has the following procedures in place.

A. Immediate Actions

1. Obtain as much information regarding the situation as possible. Contact the Adult Education Director, the Chief Instructional Officer, and the Superintendent.
2. If the situation occurred at school:
 - i. Call 911
 - ii. Administer first aid if possible
 - iii. Check for Emergency Medical Form on file if a student or staff member
 - iv. Notify emergency contact
 - v. People designated by Adult Education Director or Chief Instructional Officer should keep people away from area until authorities arrive
 - vi. Do not tamper with the scene
 - vii. Notify the Adult Education Director or Chief Instructional Officer as to the nature of crisis and needs
3. If situation occurs outside of school, the Superintendent will notify staff with information and directions.

B. Follow up (within 24 hours)

1. The Adult Education Director or the Chief Instructional Officer should hold a staff meeting at the end of the day or prior to the next school day. (Discuss and inform staff of confirmed details of event, what to tell students, etc.)
2. The Adult Education Director or the Chief Instructional Officer shall contact the family of the deceased to offer assistance.
3. Provide additional support to close friends and staff members as needed, such as a meeting to debrief.

C. Dealing with students

1. The Adult Education Director or Chief Instructional Officer, with assistance from mental health personnel, should provide information to staff on how to respond to student reactions and questions and how to share information with them.
2. Share with staff concerns related to specific students.
3. Utilize designated classroom time to share accurate information with students.
4. Recognize that students will need to vent and process information.
5. State facts and allow time for group discussion, update information regularly to quell rumors and to keep students informed of funeral arrangements, etc.

6. Designate a place and a time for friends of the deceased to meet.
7. Maintain a calm atmosphere.
8. Be careful not to glamorize a suicidal act.

D. Additional follow-up

1. Establish support groups for teachers who may need assistance.
2. Provide a resource person for staff who may need to express frustrations and feeling in a non-judgmental atmosphere.
3. Identify all literature, films, and educational materials that can be used to help process the event.
4. Provide resources to students/parents, staff to utilize for further assistance with dealing with the event.
5. Schedule follow up staff meetings as needed to continue to identify students who may need extra support.

Vandalism/Damage

A student shall not vandalize or cause damage to public or private property. This includes defacement. Such activities may place student on probation or be dismissed.

A. Theft

A student shall not steal, conspire to steal or benefit from the theft of any item or have unauthorized possession of any item. Such activities may place student on probation or be dismissed.

B. Other Violent Acts/Attacks

Students shall not commit or be involved in violent acts that occur at or on school property or any other school program or activity. The acts included are those that 1) would be criminal offenses, and 2) result in serious physical harm to persons or property.

Students shall not verbally or physically attack a board of education member, employee of the board of education, or another student, nor shall students behave in such a manner as to cause physical injury to any person on school premises.

Gang

A student shall not engage in gang related activities including but not limited to: writing in gang language or symbols on notebooks/book covers/papers, showing colors/wearing gang apparel, initiations, intimidations, and recognizing other gang members. Student's behavior that initiate, advocate, or promote activities which threaten the safety of well-being of persons or which are disruptive to the school environment will not be tolerated. Any student wearing, carrying, or displaying gang paraphernalia or exhibiting gestures which symbolize gang membership will be subject to disciplinary action. Students participating in gang activities are subject to expulsion/dismissal.

Crime Reporting

Tri-Rivers Center for Adult Education encourages students and employees to promptly report crimes on campus to the Adult Education Director, the Chief Instructional Officer, and local law enforcement agencies on a voluntary basis. Local enforcement can be called directly through the Sheriff's office or 9-1-1. Furnish all pertinent information when reporting an incident.

Local law enforcement will conduct the appropriate investigation and file the necessary report(s). Follow-up pursuits will include efforts to identify responsible parties, recover stolen property, recommend appropriate legal action, pursue code of conduct action with the Adult Education Director or Chief Instructional Officer, and encourage restitution when feasible.

Tri-Rivers Center for Adult Education maintains an excellent working relationship with Marion County Sheriff's Department and assistance is provided in a prompt and professional manner when requested. The Sheriff's Department regularly provides current information and data concerning criminal activity in and around the Tri-Rivers Center for Adult Education campus and campus events. The law requires that all crimes to any campus security authority be included in the center's statistics and evaluated relative to its timely warning policy.

Crime Reporting Protocol

A. Against a person's property

Based on an understanding with local law enforcement authorities, crimes against another person's property committed on school grounds or at school events will be reported to the appropriate law enforcement agency.

B. Non-criminal potentially violent behavior

1. Individuals who may be suspected of potentially violent behavior shall be referred to the Adult Education Director or the Chief Instructional Officer for intervention.
2. If, after intervention, it is concluded a potential for violent behavior exists, the Adult Education Director or the Chief Instructional Officer will be advised and will proceed on a case by case basis.
3. School administrators will be given management prerogative in dealing with potentially violent student offenders.
4. In any event, the safety of the students and employees in the building shall be considered paramount in importance.

Bomb Threat and Explosion Policy

I. Purpose

To establish procedures and responsibilities which will be used in the event that a bomb threat is detected at any Tri-Rivers Center for Adult Education Employee, Building, or Facility.

II. Policy

It is the policy of Tri-Rivers Center for Adult Education that all bomb threats are to be considered valid and taken seriously until proven otherwise. Safety of the students, employees, building, and facilities will take precedence over normal activities. A student shall not be in possession of, set off, or threaten to set off an explosive device. Ammunition of any kind is considered an explosive device and is prohibited on school property.

III. Procedure/Protocol

*****Follow procedure on Bomb Threat Report Form to document information about the call*****

A. Responsibilities

1. All bomb threats directed towards any Tri-Rivers Center for Adult Education employee, building, facility, or event, whether received in the mail or by phone by any department, will be immediately reported to the Sherriff's Department @ 911.
2. The responsibility for investigating a bomb threat rests with the Sheriff's Department.
3. The Sherriff's Department will notify the Fire Department.
4. If the Sheriff's Department deems it necessary, evacuation will be conducted in accordance with the Tri-Rivers Center for Adult Education's Emergency Evacuation Plan.

B. When the bomb threat is received over the telephone. (Use Bomb Threat Form)

1. Keep the caller on the line as long as possible.
2. Write down all the information obtained from the caller in the EXACT words. The bomb threat record form should be used to record all information. Copies of the form should be kept near ALL phones. Complete the form as soon as possible.
3. Trace the origin of the call by dialing *69 immediately upon termination of the bomb threat call.
4. Call 911 and notify the Sheriff immediately, then notify Adult Director at 5525 or the Director of Operations at 5513.

C. Investigation

1. The Sheriff's Department will interview the person (s) receiving the bomb threat and determine the legitimacy of the threat.
2. Depending on the nature of the information obtained, the decision will be made to either conduct a preliminary search of the facility or to immediately begin evacuation procedures.
3. Preliminary searches will be overseen by the Police Department with the assistance of appropriate maintenance, custodial and/or personnel familiar with the area or facility.
4. Preliminary searches are to be conducted without undue disturbance of normal routines or activities for that area. No attempt will be made to alert the public of the problem until circumstances dictate otherwise.
5. In the event that suspicious items are located anywhere in the facility, evacuation procedure will be implemented.

6. All suspected bombs and/or suspicious objects will be dealt with in accordance to the procedures established by the appropriate bomb/ordinance disposal team called to the scene by the Sheriff's Department.

D. Evacuation

Shall be conducted in accordance with The Tri-Rivers Center for Adult Education's Emergency Evacuation Plan.

E. When the bomb threat is received in written form:

1. Avoid further unnecessary handling of materials.
2. Save all materials including envelope or container.
3. Notify the Adult Education Director or Director of Operations Immediately.
4. Notify the Superintendent.

F. Upon Notification of a bomb threat, the Adult Education Director or Director of Operations will:

1. Notify the Sheriff's Department.
2. Notify the Fire Department (if Sheriff directs)
3. Notify the Superintendent

G. Evacuation and Re-Occupation

1. The decision to evacuate the building or location will be at the discretion of the school officials after consulting with the sheriff and fire officials.
2. The decision to reoccupy the building or location will be at the discretion of school officials after consulting with the sheriff and fire officials.
3. Any unusual items noted upon evacuating should be reported to the sheriff and fire officials.
4. Classroom doors should be left open upon leaving the classroom.
5. Students should be reminded to walk in the center of the hallway so they will not inadvertently hit locker doors (if in secondary building) or light switches. Likewise, students should bring with them items they carried into the room prior to evacuation.
6. Teacher should bring class rosters to take attendance if necessary.
7. Once outside the building student and staff should move as far away from the building as possible.

H. Search of the Building and Location

1. The Sheriff and fire officials will organize persons familiar with the building or location to ask for assistance. An announcement will be made that during the search, all portable radios, pagers, cellular phones, and other communication devices are to be turned OFF.
2. The purpose of the search is just to identify suspicious objects, or anything that doesn't belong.

3. Under no circumstances should anyone move, jar, or touch a suspicious object or anything attached to it. The removal or disarming of a bomb or suspicious device must be performed by professionals trained in explosive ordinance removal and disposal.
4. An immediate evacuation of ALL personnel shall be ordered upon discovery of a suspicious device. The Sheriff and fire officials shall identify the danger area and block it off. Entrance controls shall be established by the Sheriff and fire officials acting in concert. Only bomb squad personnel or their designee shall be permitted to re-enter the building or location where the suspicious device was located.
5. The removal of a suspicious device will be left to the discretion of the local law enforcement agency. Local safety forces shall make the contact with the bomb squad officials.
6. In the event of inclement weather, emergency exit corridors (if in post-secondary building) or large areas such as the auditorium, multi-purpose room or Agricultural building (if in secondary building) will be searched first. If the areas are deemed to be safe, students will be sent to these hallways while the rest of the building is searched.
7. If no unusual or suspicious devices are found, students will be returned to their regular classrooms. The decision to reoccupy the building rests with local school officials after consulting with safety forces.
8. Under severe weather conditions, when it is necessary to evacuate student from the building, students will be moved to the Agricultural building or Construction building (if in secondary building) or to Marion Technical College or OSUM (if at 1563 Marion – Mt. Gilead Road post-secondary building) or as a precaution.
9. If there is a series of bomb threats, the procedures outlined in these steps shall be followed. The school administration shall make decisions on evacuation, searches, etc., unless it requests that the law enforcement agencies take control. Law enforcement agencies will be notified when the decision NOT to evacuate is made.

I. In the event of an **EXPLOSION**

1. Call 911 immediately. Evacuate the building using the fire evacuation procedure unless conditions warrant special instructions such as moving to a safe area rather than evacuating the building.
2. Assist any injured persons.
3. Notify the Superintendent.
4. Secure the area until safety officials arrive.

J. Reporting to the media.

1. In the event of a bomb threat, the Superintendent of Schools or Designee shall be the spokesperson to the media. In the event of an explosion or the occurrence of other criminal activity, the sheriff and fire officials shall act in concert with the Superintendent in the release of information to the news media.

Hate Crimes

Tri-Rivers Center for Adult Education forbids any offense, and any other crime involving bodily injury reported to local law enforcement agencies that manifest evidence that the victim was intentionally selected because of the perpetrator's bias.

Categories of bias are:

- Race
- Gender
- Religion
- Sexual orientation/gender identity
- Ethnicity/national origin
- Disability

In addition to the standard list of Clery reported crimes, the following are considered hate crimes when there is evidence that the offense was committed with bias against a protected class:

- Larceny
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

C. Notification of Affected Students

1. Individuals who may be suspected of violent behavior against certain known individuals shall be referred to the administrator for intervention.
2. If, after intervention, it is concluded a potential for violent behavior exists, the administration will be advised and will proceed on a case by case basis.
3. School administration shall be given authority to notify local law enforcement authority as to the potential for violent behavior against certain individuals.
4. The administration in concert with the local law enforcement authorities may exclude individuals from school property.

Sexual Misconduct & Dating Violence

Tri-Rivers Center for Adult Education is committed to maintaining an environment free from sexual misconduct (including sexual harassment and sexual assault/rape) and all forms of sexual intimidation, exploitation, and dating violence including stalking and domestic violence. In its goal to create a learning environment for all students, employees, and visitors which is fair and free of coercion, the center has adopted a sexual harassment policy with accompanying procedures as the basis for community education and complaint resolution.

Sexual misconduct CANNOT and WILL NOT be tolerated at Tri-Rivers Center for Adult Education. Sexual misconduct is a form of discrimination in violation of the center's policy and Title VII of the Federal Civil Rights Act of 1964 (as amended). Title IX of the 1972 Educational Amendments and Section 4112 of the Ohio Revised Code. Students, staff, and visitors at Tri-Rivers Center for Adult Education have a right to an environment free of sexual misconduct, not only by persons of authority, but by any Tri-Rivers Center for Adult Education Employee, student, or visitor.

Sexual misconduct constitutes a serious threat to the interaction and exchange necessary for educational and personal development. Sexual misconduct is not only a clear violation of the center's policy; but it is a form of discrimination and is illegal.

Consent is defined as voluntary, positive agreement between participants to engage in specific sexual activity.

Definitions

Sexual Assault Rape: 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 consent of the victim.

Sexual Harassment: "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. When:

- a) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment/exchange for grades or promotion.
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions/exchange for grades or promotion affecting the individual; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work/school performance or creating an intimidating, hostile or offensive working environment."
- d) VERBAL CONDUCT OF A SEXUAL NATURE includes improper and undesired comments or jokes about a person's body, clothing, or gender.
- e) PHYSICAL CONDUCT OF A SEXUAL NATURE means improper and undesired touching, patting, pinching, leering, and brushing up against a person's body, even sexual assault.

Domestic Violence: Domestic violence and emotional abuse are behaviors used by one person in a relationship to control the other. Partners may be married or not married; heterosexual, gay, or lesbian; living together, separated or dating.

Examples of abuse include:

- name-calling or putdowns
- keeping a partner from contacting their family or friends
- withholding money

- stopping a partner from getting or keeping a job
- actual or threatened physical harm
- sexual assault
- stalking
- intimidation

Violence can be criminal and includes physical assault (hitting, pushing, shoving, etc.), sexual abuse (unwanted or forced sexual activity), and stalking. Although emotional, psychological and financial abuse are not criminal behaviors, they are forms of abuse and can lead to criminal violence. The violence takes many forms and can happen all the time or once in a while.

Dating Violence: According to 42 USCS § 13925 (8), the term dating violence means “violence committed by a person:

- A. who is or has been in a social relationship of a romantic or intimate nature with the victim;
- B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship.
 - b. The type of relationship.
 - c. The frequency of interaction between the persons involved in the relationship that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.

Stalking: A “willful course of conduct” involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested. This conduct includes:

- Following or appearing within the sight of another.
- Approaching or confronting another individual in a public or private place.
- Appearing at the work place or residence of another.
- Entering or remaining on an individual's property (trespassing).
- Contacting by telephone, mail, or e-mail (harassing communications).
- Getting other people to harass on their behalf.
- Leaving notes on cars, in mailboxes.

Procedures

If an individual is the victim of sexual misconduct, such individual is strongly encouraged to report incidents to the Adult Education Director, located in the Adult Education Office, 740-389-4682 x 5525, Public Safety, and/or Human Resources. If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on campus may be lodged with the Adult Education Office. The Office will then make immediate contact with the local law enforcement agency in order to ensure a prompt and thorough investigation of the occurrence. If the victim is uncertain about reporting an instance of sexual misconduct, Tri-Rivers Center for Adult Education’s official recommends the victim to talk with someone about it. The Adult Education Office has counselors readily available and any conversation had with them is considered a privileged and confidential communication. The advocates are able to notify Office officials without disclosing any personally identifiable information about the victim.

Bystander Intervention

Any individual that observes or is made aware of an incidence of dating violence, domestic violence, sexual assault, or stalking occurring on campus is strongly encouraged to report the incident immediately to the Adult Education Office Director, 740-389-4682 x 5525. If the situation necessitates an immediate police presence, please call 911. Additional safe measures include:

- Notify an Adult Education Official.
- Avoid using violence.
- Be honest and direct when trying to diffuse the situation.
- Recruit the assistance of others around you.
- Keep yourself safe at all times.

What to do if you are Sexually Assaulted

In case of a sexual assault, it is extremely important that physical evidence be preserved.

1. Find a place of safety away from your attacker and call 911 IMMEDIATELY. (If possible, ask a trusted friend to stay with you). Remember it is NOT your fault you were attacked.
2. Document everything you can remember about the assault and assailant (physical description, location of the attack, etc.).
3. Preserve evidence of the attack. While you want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing. If possible, take pictures of any visible bruises or injuries you may have.
4. If the incident occurred on campus, immediately report the information to any Adult Education official, 740-389-4682, x 5500, or dial 911. The Adult Education Center's official will assist the victim in notifying the local law enforcement agency and reporting process.
5. Seek medical attention. Even if you do not think you are injured, it is important to test for STDs and pregnancy. You may ask the hospital to conduct a rape kit exam, and if you think that you have been drugged, collect a urine sample for analysis by a lab.
6. For survivors of sexual assault seeking counseling and support, Adult Education officials have identified the following resources:
 - a. Turning Point
24 Hours Every Day
PO Box 875
Marion, OH 43302
740-382-8988 or 800-232-6505
Services Offered: Info and Referrals, Domestic Violence Shelter, Hotline, Post-Shelter Services, Court Advocacy, Transitional Housing, Protection Order Assistance, Transportation, Victim Compensation Assistance, Prevention Education, Case Management, and Support Groups

- b. Marion General Hospital
1000 McKinley Park Drive
Marion, OH 43302
740-383-8677
Services Offered: Info and Referrals, sexual assault exam (rape kit)
- c. Marion County Sheriff's Office (Tim Bailey, Sherriff)
889 Marion Williamsport Road
Marion, OH 43302
740-382-8244
- d. Legal Aid Society
150 Oak Street
Marion, OH 43302
740-382-2162
- e. Marion Area Counseling Services
320 Executive Drive
Marion, OH 43302
740-387-5210
- f. Victim Assistance Program
333 West Center Street
Marion, OH 43302
24 Hour 740-383-2273
740-387-4401

Institutional Protective Measures

When a sexual assault victim contacts the Adult Education Director, the Marion City Police will be notified. The victim may choose for the investigation to be pursued through the criminal justice system. Law enforcement officers will guide the victim through the available options and support the victim in his/her decision.

Tri-Rivers Center for Adult Education will assist survivors of sexual misconduct and dating violence with any class schedule adjustment(s) deemed necessary. On-Campus No-Contact Orders prohibiting communication (in person, via telephone, text message, social media, etc.) amongst all parties will be enforced. If survivors need additional measures, the Adult Education Center will provide parking accommodations in a designated parking lot, safety escorts to and from the parking lot in efforts to facilitate changes in working conditions as it relates to on-campus employment.

Tri-Rivers Center for Adult Education proceedings are detailed in the Board of Education Policy and Adult Education Student Handbook available on the Website at www.tririvers.com. A copy of the Adult Education Student Handbook may be obtained from the Adult Education Office. Both the victim and accused will be informed of the outcome of any hearing.

A student found guilty of violating Board of Education Policy through sexual misconduct could be dismissed from the School as well as possibly face criminal prosecution in the state courts.

Information regarding registered sex offenders in the vicinity of Tri-Rivers Center for Adult Education.

The Campus Sex Crimes Prevention ACT (CSCPA) of 2000 is a federal law that provides tracking of convicted sex offenders enrolled at, or employed by institutions of higher education. This is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. Federal law requires state law enforcement agencies to provide institutions of higher education with a list of registered sex offenders who indicate that they are enrolled at or employed by those institutions.

In addition, a list of all registered sex offenders in the vicinity of Tri-Rivers Center for Adult Education may be accessed through the following link:

<http://www.icrimewatch.net/index.php?AgencyID=55176&disc=55176>

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Drug-Free Environment Policy

Purpose: Tri-Rivers Center for Adult Education has an ethical and professional duty to our student and to the community to provide an environment which maintains high standards of safety, health, and efficiency. The use, sale, transfer or possession of controlled substances or alcohol by students creates a potential for harm. This policy provides guidelines to deal with actual or potential situations in a systematic manner. A signed agreement to abide by this policy constitutes a condition of admission by the Tri-Rivers Center for Adult Education for full-time students. This policy is in accordance with Tri-Rivers Career Center Substance Abused and Alcohol Policy for Employees and Students.

Furthermore, the Tri-Rivers Center for Adult Education will assist in referring the chemically dependent or abusive student to rehabilitation. The school acknowledges chemical dependency (alcoholism and/or drug addiction) as a treatable disease and takes a supportive stance in dealing with students so impaired.

It is the responsibility of all students to conduct themselves in a manner consistent with Tri-Rivers Career Center's standards promoting an environment free from any threat to person, property, or reputation as a result of drug or alcohol use, sale, transfer or possession.

STATEMENT OF POLICY REGARDING ADULT STUDENTS

1. Students shall not possess, use, transfer, sell, conceal, or consume any alcoholic beverage or intoxicant or any controlled substances while attending school. Likewise, students shall not be under the influence by having consumed any alcoholic beverages or intoxicant or drug of abuse or controlled substance at a time before the students' arrival at school or at a school-sponsored or related event or activity. Examples of drugs of abuse or controlled substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, or other substances that could modify behavior. Drugs of abuse are more or other substances that could modify behavior. Drugs of abuse are more clearly defined in Chapter 3719 of the Ohio Revised Code under narcotics (3719.30 – 3719.36), hallucinogens (3719.40 – 3719.49) and glue (3719.50). Alcohol abuse is defined as any use of alcohol under the age of 21, unless meeting one of the

exceptions provided under Ohio law, or the presence of a positive alcohol level of 0.02 grams per 210L of breath while attending Tri-Rivers.

2. Student shall not possess, use, transfer, sell or conceal any drug of abuse or instrument of paraphernalia (for example, hypodermic needle, syringe, water pipe, roach clip, etc.).
3. Students shall not possess, deliver, attempt to deliver, or cause to be delivered and counterfeit (look-alike) drug and/or non- controlled substance which resembles a controlled substance or drug of abuse.
4. Tri-Rivers Center for Adult Education will permit the Legal use of medication or drugs prescribed by a licensed practitioner provided that such usage does not adversely affect the student's performance or endanger the health and safety of the student or others. Tri-Rivers Center for Adult Education reserves the right to define, "adversely affect" and may, at its discretion, place on probation any student that it deems may be adversely affected by the use of legally prescribed medications or drugs.
5. All staff members shall immediately report to the appropriate law enforcement agency, any time said staff member has reasonable suspicion of any inappropriate use of alcohol, an intoxicant, controlled substance, or dangerous drug.
6. A violation by a student of the Student Drug-Free Environment Policy may result in the decrease or suspension of financial aid and/or affect certification.

Adult Education Staff Member's Plan for Drug/Alcohol Abuse for Clinical Training Programs

Tri-Rivers Center for Adult Education provides a variety of programs in the health care and public safety services area. Because students in programs like LPN to RN Diploma Program, Practical Nursing, Nurse Aide, Home Health Aide, IV Therapy, Paramedicine, EMT Intermediate, EMT Basic, Patient Care Technician, are required to participate in clinical settings as a part of their curriculum, safety of the patient, high quality care and compliance of the clinical site rules/regulations is our first and foremost obligation. This policy coincides with the guidelines of our malpractice insurance.

In these programs, primarily due to patient safety, we reserve the right to:

1. Drug test students where this is a reasonable suspicion of improper use or
2. To institute a random drug testing program.

Reasonable suspicion may be a person who:

1. Exhibits some of the behaviors identified on the instructor referral form;
2. Is witnessed using drugs or in possession of drug paraphernalia;
3. Publicly makes statements about his/her drug use.

Testing may be done immediately at the local facility of the school's choice. If students are suspected of abuse and have been sent for testing, these students will be removed from classroom and clinical until the test results are returned to the school. These students will be given the opportunity for make-up in both grades and attendance *unless* the test results are *positive*.

If the results are positive, all grades will become zeros and no attendance will be recorded for the period from which the student was sent to testing through the time that the test results are received. If a student's drug test results indicate a positive, it will mean automatic removal of the student from any clinical participation with no alternative for make-up until a second test produces negative results. If a second test produces positive results, the student may be offered the opportunity to withdraw from the program or the student may be dismissed.

In the interim, because we are also concerned for student's safety and well-being, the student will be referred to rehabilitation and be required to provide proof of attendance and participation in that program. Further, the student may attend and participate in the classroom portion of the program, as long as the student is not involved in any way with the care of patients AND the student meets the grades and attendance requirements of the particular program.

Refusal of a student to participate in requested drug testing by the director of Adult Education or manager of a program area will mean automatic removal from clinical until a drug test is completed and results are negative. No credit for attendance or grades will be given during this period.

On any incident of chemical abuse:

- A. The student will be removed from the classroom, laboratory/clinical site and/or related classroom activities.
- B. Students who have been removed from the educational setting will be required to have an immediate drug and alcohol screening done at the facility of the school's choice. For the purpose of this paragraph, **immediate** means within one and a half hour from the time the student was removed from the classroom, laboratory/clinical site and/or related classroom activities.
- C. The program coordinator (preferably), along with one other staff member will inform the student that the drug policy has been enacted. A support staff member will secure PO # from the main office. An analysis form will be completed.
- D. The person listed as student emergency contact will be notified and be requested to drive the student to the facility of school's choice for drug and alcohol screening. In the event that the student is unable to reach his or her emergency contact person, the EMS will be notified for transport. Students will be advised against operating a motor vehicle. In the interest of safety, local authorities will be notified if the student to does so.
- E. The Tri-Rivers staff member will meet the student at the facility. A copy of the *analysis form* will be given to the personnel of the facility performing the drug and alcohol screening.
- F. Upon completion of the test, the designee (emergency contact person, family member/ friend) will transport the student home. If a taxi is called, it will be done at the student's financial expense. If the student insists on driving, the appropriate authorities will be notified.
- G. The program coordinator will document the incident on the behavior referral form and provide the director with a copy, also detailing course of action taken.
- H. The student may return to class on the next school day, but may not return to any part of training involved with patient care until the test results return with a negative result. Instructors will only be given information needed to deal with safety issues, or the student's attendance or grades.
- I. When the program coordinator or school official receives the results, the information will be shared with the student, with at least one other school official present.

Based upon the test results and the student's standing in the class, the appropriate action will be taken and documented, with a copy given to the director. Positive results will be placed in the student's file. This may include, but not be limited to, academic probation/warning, opportunity to withdraw or dismissal, referral to a treatment center, report to the local law enforcement authorities and loss of financial aid by the student.

Adult Education Staff Member's Action Plan for Drug Abuse for Non-Clinical Training Programs

Step 1 – On the first instance of chemical abuse:

- A. The student will be removed from the classroom, laboratory and/or related classroom activities.
- B. The instructor will inform the student the drug policy has been enacted. The instructor will seek safe transportation home for the student (family member, friend). If a taxi is called, it will be done at the student's financial expense. If the student insists on driving, the appropriate authorities – (sheriff or police) will be notified.
- C. The instructor will document the incident on the appropriate behavior referral form and provide the manager, counselor, or director with a copy.
- D. The counselor, manager or director will arrange a student conference to discuss the situation.
- E. The student may return to class only after the conference is held. The instructor will only be given information needed to deal with safety issues, or the student's attendance or grades. Any time missed in school work is a routine absence and may effect certification and/or financial aid.
- F. If the student does not comply with the procedure, he/she will be placed on probation until which time he/she complies.

Step 2 – On the second instance of chemical abuse:

- A. The student will be removed from the classroom, laboratory and/or related classroom activities.
- B. The instructor along with one other staff member, preferably the counselor, manager or director who was involved the first time, will inform the student the drug policy has been enacted. The instructors will set-up a referral assessment appointment at a rehabilitation facility of the student's choice. This and all other treatment will be done at the student's expense. The date and time of the appointment will be documented by the instructor on the referral form. The instructor will seek safe transportation home for the student (family member, friend). If a taxi is called, it will be done at the student's financial expense. If the student insists on driving, the appropriate authorities will be notified.
- C. The instructor will document the incident on the appropriate behavior referral form and provide the program manager and director with a copy.
- D. In order to return to class, the student must comply with the referral agency's intake assessment. The student must sign a release with the referral agency to provide information to the program manager, counselor, and director. If an agency recommends inpatient, the student cannot return to class until he/she is released by the facility. If outpatient or a support group is recommended, a student may return to class as long as attendance is maintained as an out-patient or with a support group.
- E. The counselor, program manager, or director will maintain contact with the agency and document progress.
- F. If a student fails to comply with any of the above procedures in Step II, he/she will be placed on automatic probation until such time as steps are completed.
- G. Any time on probation is a routine absence and may decrease or suspend financial aid and/or effect certification.

Step 3 – Given that the referral agency has assessed a problem of substance abuse or chemical dependency, in the third instance of substance abuse of any student, it means automatic dismissal from the program.

- A. The student will be removed from the classroom, laboratory and/or related classroom activities.
- B. The instructor and one administrative personnel will again inform the student the drug policy has been enacted. An immediate conference will be held. The dismissal form will be completed and placed in the student's file.
- C. The student will not be allowed to return to that program or class. He/She will not be admitted to any other adult program at Tri-Rivers at any time, until written proof has been given by a rehabilitation facility that the student has completed a treatment program recommended by the facility, since the student's dismissal date at Tri-Rivers Career Center.

In any instance of chemical abuse, whether first, second, or third, the instructor has a duty to report any felony behavior to the proper law enforcement officials. This includes trafficking or possession of scheduling I and II controlled substances.

Tri-Rivers reserves the right to conduct drug testing if there is a reasonable suspicion of the inappropriate use of alcohol, an intoxicant, controlled substance, or dangerous drug, in any of the three steps outlined in non-clinical training programs.

CONSENT FOR DRUG AND ALCOHOL SCREENING POLICY

The form is to be completed and signed by all students enrolling in full-time training programs for employment, Health Care programs with clinical components, Public Safety Services Programs with clinical components, OR students who are eligible to receive any kind of financial aid.

CONSENT FOR DRUG AND ALCOHOL SCREENING POLICY

I acknowledge that I have received, read and understand the Tri-Rivers Center for Adult Education substance abuse/alcohol policy and I agree to abide by this policy. I realize that this policy and signed consent of this policy is a condition of admission and is mandatory before receipt of any financial aid monies.

Consent for Drug/Alcohol analysis – I have been informed that a drug and/or alcohol test will be performed and I certify that I agree to provide this specimen and that I have not altered it in any way to effect the test results.

I give my consent to Tri-Rivers Center for Adult Education, their designated representative – the director of adult education, the manager of the respective program, or the adult education counselor – and any laboratory that might be used, to perform the necessary tests or examination for drugs and/or alcohol. I further give my permission to the school’s representatives and any such laboratory to release the results of the tests and/or examinations to the appropriate representative at the school.

I understand that this testing will be done through Occupational Health. The initial requested testing will be done at the school’s expense. Any future or subsequent tests requested by the school will be done at the school’s expense, if the initial test was negative. If the initial test was positive, any future or subsequent tests will be paid by the student. I also understand that the person I listed as emergency contact and will drive me to the test site and transport me home. In the event that my emergency contact person is unavailable, a member of the law enforcement or EMS representative will drive me to the test site and return me to Tri-Rivers.

Student Signature/ Date

1.

**Campus Safety & Security Statistics as Reported for Compliance with The Jeanne Clery
Disclosure of Campus Security Policy and Campus Crime Statistics Act**

Criminal Offenses – On Campus	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	0	0	0
d. Rape		0	0
e. Fondling		0	0
f. Sex offenses – Non-forcible	0	0	0
g. Incest		0	0
h. Statutory rape		0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0
Criminal Offenses – Public Property			
n. Murder/Non-negligent manslaughter	0	0	0
o. Negligent manslaughter	0	0	0
p. Sex offenses – Forcible	0	0	0
q. Rape		0	0
r. Fondling		0	0
s. Sex offenses – Non-forcible	0	0	0
t. Incest		0	0
u. Statutory rape		0	0
v. Robbery	0	0	0
w. Aggravated assault	0	0	0
x. Burglary	0	0	0
y. Motor vehicle theft	0	0	0
z. Arson	0	0	0

- Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape, Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex Offenses – Nonforcible.
- As of the 2015 data collection, statistics for Sex offenses – Forcible and Sex offenses Nonforcible were no longer collected.

Hate Crimes – On Campus	Category of Bias for crimes reported in 2015								
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Criminal Offense	Category of Bias for crimes reported in 2014								
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense	Category of Bias for crimes reported in 2013								
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes – Public Property	Category of Bias for crimes reported in 2015								
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – Public Property	Category of Bias for crimes reported in 2014								
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Criminal Offense	Category of Bias for crimes reported in 2013								
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

- Prior to the 2010 data collection, Simple assault statistics were reported as Any other crime involving bodily injury.
- Larceny-theft, Intimidation, and Destruction/damage/vandalism of property statistics were not collected prior to the 2010 data collection.

VAWA Offenses – On Campus			
Crime	2013	2014	2015
a. Domestic violence		0	0
b. Dating violence		0	0
c. Stalking		0	0
VAWA Offenses – Public Property			
a. Domestic violence		0	0
b. Dating violence		0	0
c. Stalking		0	0
Arrests – On Campus			
Crime	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	1	0
c. Liquor law violations	0	1	0
Disciplinary Actions – Public Property			
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions– On Campus			
Crime	2013	2014	2015
a. Weapons: carrying, possessing, etc.	1	1	0
b. Drug abuse violations	4	3	2
c. Liquor law violations	1	1	2
Arrests – Public Property			
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Unfounded Crimes			
Crime	2013	2014	2015
a. Total unfounded crimes		0	0

- Statistics for Unfounded Crimes were not collected prior to the 2015 data collection.

Previous Year Statistics and Statistics from other Post-Secondary Educational Institutions may be found at the United States Department of Education’s Campus Safety and Security website:

<http://ope.ed.gov/campussafety/#/institution/search>