

## **JEANNE CLERY DISCLOSURE OF FARIS TECHNICAL INSTITUTE, INC. SECURITY POLICY**

A School Security Force, composed of Faris Technical Institute staff, has been appointed to enhance the safety of both the students and the employees of Faris Technical Institute (FTI or the School). The School Security Force at the campus is the Vice-President and the President of Facilities. All reports of criminal offenses should be made to a member of the School Security Force.

The School Security Force keeps track of all campus crime reports so that statistics can be made available to all students, prospective students, and employees as of October 1 of each year. The report will be submitted to the Department of Education on an annual basis. The campus crime statistics will cover the three most recently completed calendar years and is attached as Appendix A. Current information is also contained in the School's Student Handbook.

Below lists the current campus policies of FTI as they relate to campus security.

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

All students and employees are encouraged to report crimes, suspicious activities, injuries or other security problems to the proper authorities at the School. The local police department in Nederland is authorized by FTI to prevent, investigate, and report any violations of state or Federal law and/or School regulations on campus. Student behavior that violates state or federal law and/or School regulations may also be investigated and reported by authorized staff of the School.

Any student, faculty member, or employee of FTI should directly report any potential criminal act or other emergency to a member of the School Security Force, or if a member is not in the immediate vicinity, to any staff member of FTI, who shall immediately notify a member of the School Security Force. Callers should dial (409) 722-4072 in Nederland for immediate assistance. Upon receipt of the call, police officers are dispatched to the location if necessary, an investigation is conducted, and appropriate action is taken. The 911 emergency number should be called for any and all life-threatening emergencies.

#### **Those reporting must be as detailed as possible when providing a physical description of a suspect or perpetrator:**

- Physical description should include height, weight, build, facial hair, complexion, jewelry, and tattoos
- Vehicle description should include make, model, color, and approximate year of manufacture, marker plate, state of origin, and any notable damage to the vehicle

Do not disturb any crime scene so as to preserve any physical evidence that may exist.

### **Timely Warning**

In the event that a situation arises, either on or off campus, that, in the judgement of the School Security Force, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid members of the FTI community in protecting themselves from becoming victims of a similar crime. The warning will be distributed to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods of notification including broadcasts on the local television network and posting of flyers entitled “Security Alert” on building entrances.

### **Confidential Reporting Procedures**

Victims of crime who do not wish to pursue action within the School or criminal justice system can provide a confidential report. A “Confidential Report Form” for victims to complete and submit can be found in Appendix B attached. The report will assist in providing an accurate record of the number of incidents involving the FTI community and determine any patterns that may exist, while allowing the School Security Force to alert the community to any potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution.

### **Whistleblower Policy**

The Higher Education Opportunity Act (HEOA) established safeguards for whistleblowers by prohibiting retaliatory action against any individual with respect to the implementation of any provision of the Clery Act.

The Vice-President or President of the School will be assigned to communicate directly and regularly on the progress of the inquiry with the individual raising the allegations. The Vice-President or President will respond to any concerns about personal retaliation or unfair treatment linked to the raising of such allegations.

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

An Emergency Management Plan has been developed by the School Security Force as part of its ongoing effort to protect FTI students, faculty, and staff. The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations.

FTI consists of two classrooms. An announcement will be made in each classroom. Emergency notifications will be made without delay in situations where a clear and active (e.g., in progress) threat or emergency exists that impacts the campus and where it is recommended that the recipients take some form of action in response to the active threat or emergency.

## **Evacuations**

Instructions to evacuate will be issued by the School Security Force as described above. Students, faculty, and staff are to evacuate quickly, in a calm and orderly fashion to a safe area. Students, faculty, and staff should remain calm and assist handicapped persons or those in need to not turn off lights or equipment or lock doors to a room or building. If community members observe something unusual or suspicious, they should not touch it and notify a member of the School Security Force. Students, faculty, and staff should remain in a safe area until receiving notification to return to the facility.

In situations where FTI is forced to evacuate the campus, the School Security Force will notify the public that campus is closed and that traffic will not be allowed to enter.

If the emergency occurs on a day and time prior to the start of classes, notification of all members of the School community will occur according to normal weather closing policies and procedures. In addition, notification will be made to all staff members.

Evacuation will be performed by personal vehicles if possible, and students, faculty and staff are directed to their homes or other safe havens.

## **III. Missing Student Notification Procedures**

Students age 18 or above, including emancipated minors, will be provided the opportunity during each registration process to designate an individual to be contacted by FTI in the event the student is officially reported as missing. If the missing student is 18 or older, or an emancipated minor, and has not identified an emergency contact, FTI will contact the local Police Department. FTI will continue to assist all outside agencies in the investigation as needed.

FTI is required to notify the custodial parent or legal guardian no more than 24 hours after a student **under the age of 18** is determined to be missing.

Any questions or concerns regarding a student who is missing or appears to be missing should be referred to the School Security Force.

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

Students, faculty and staff of the School have access to academic and administrative facilities on campus. The general public may attend certain events on campus with their access limited only to the facilities in which these events are held.

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

The School Security Force does not provide services outside the boundaries of campus property, nor do any officially recognized student organizations exist off campus. The School has a professional relationship with local and state agencies when violations of federal, state, or local laws involving students occur.

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

In addition, the Department of Public Safety maintains a highly professional working relationship with federal law enforcement, the Texas Department of Public Safety, the Jefferson County Sheriff, and the City of Nederland Police Department. FTI follows all applicable policies and laws regarding confidentiality of records and reserves the right to provide police any information obtained as a result of a criminal investigation. FTI strongly encourages anyone who is the victim or witness to any crime to promptly report the incident to the School Security Force. It is the right of any member of the School community to contact the local Police Department to investigate any crime. Assistance in contacting the local Police Department may be arranged through the School Security Force.

There are currently no formal written agreements with federal agencies. An Annual Interview with the local Nederland Police Force states crime records.

## **VI. Security Awareness**

Safety awareness for students begins on the first day's orientation for each class and continues throughout the year. The safety policies are also provided at employee orientation for new employees.

The School Security Force is also responsible for designing fire safety policy and procedures and ensuring that FTI is in compliance with the fire safety codes of the state of Texas.

The School Security Force has the authority to: (i) check all persons on the school property to determine their legitimate presence, and to escort unauthorized persons to the proper office or off the school property; (ii) report any suspicious activity or criminal activity to their supervisor or local law enforcement; (iii) control the actions of persons violating School rules or local, state, or federal laws, as long as these actions by the School Security Force do not in themselves violate any local, state or federal laws, and (iv) cooperate with local, state or federal law enforcement should that become necessary.

All members of the FTI community play an important role in keeping the campus safe and are encouraged to alert the School Security Force of any criminal act, unsafe condition, or suspicious activity. While on School Property students are encouraged to be responsible for their own security and the security of others. Students, faculty, and staff should use sound judgement and take simple precautions to avoid becoming the victim of a crime, such as traveling in groups or pairs, staying or walking in well-lit areas, reporting suspicious activities or persons, locking vehicles or personal property and knowing where the School Security Force can be reached at any time.

## **VII. Drug and Alcohol Regulations**

FTI enforces drug and alcohol regulations as required in the Drug Free Schools and Communities Act of 1988 and amendments of 1989. The unlawful possession, use, or distribution of alcohol by employees on School property, or as part of any School activity, is prohibited. The Family

Educational Rights and Privacy Act (FERPA) as amended in 1998 enables institutions to release to parents of students under the age of 21 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 grounds of the School. The possession, sale, manufacture, or distribution of any controlled substance is in violation of School regulations and illegal under both state and federal laws. Therefore, any employee or student engaging in such illegal action will be subject to disciplinary procedures, which could result in sanctions, including termination of employment, suspension or expulsion from school, and criminal prosecution. In addition, the use and/or possession of weapons of any type, except those in possession of a bona fide law enforcement agency, are not permitted on campus.

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

#### **Statement of Intent**

FTI is committed to providing a learning environment free of all forms of abuse, harassment, or coercive conduct. FTI does not tolerate sexual assault or misconduct in any form or to any degree.

#### **What to do If You Have Been Assaulted**

FTI encourages students to report incidences of rape, sexual assault, and sexual misconduct. Trained professionals and support services are available to assist students and anyone else impacted by such events. Resources exist off campus. The wishes of the victim of an assault or misconduct will guide how incidents are handled.

If a student is in **IMMEDIATE DANGER**, they should get to a safe place and **dial 911** for the local Police Department. Similarly, if a student is hurt and in need of medical attention, they should dial 911.

If the student is not in immediate danger, they may either dial 911 for the local Police Department or speak to the Vice-President or President by calling (409) 722-4072. The Vice-President and President are trained to provide services and act as advocates for students who are victims of sex offenses. A victim's discussion with the Vice-President or President is confidential. The Vice-President or President will be able to review options with the victim and assist in facilitating contact with any other resource or service the victim may need and desire.

Depending on the student's wishes and the circumstances, the School Security Force will facilitate the following services which include, but are not limited to:

- 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 the local Police Department;
- Contacting a clergy member;
- Issuance of a “Timely Warning” alert to the campus community.

Often times, the first person a sexual assault victim will turn to is a friend or trusted member of the staff. If a student tells a staff member about the sexual offense, the staff member must tell the School Security Force. The Vice-President or President consults with the student to determine his/her wishes for support services.

### **Reporting Options**

When a student is sexually assaulted, he/she has reporting options. Victims of sexual misconduct are encouraged, but not required, to file a report. If a student elects to file a report, the student has reporting options available: (1) the filing of a Confidential Crime Report; (2) the filing of an Incident Report with the School Security Force; and (3) the filing of a Criminal Report with the local Police Department.

**Confidential Crime Report:** A student may file out or seek assistance in completing a Confidential Crime Report. A Confidential Crime Report does not contain the name of the victim or the offender. A Confidential Crime Report will be kept in the file of the School Security Force and recorded with the School Security Force for purposes of the Jeanne Clery reporting disclosure requirements. Confidential Crime Reports allow FTI to track reported incidents of sexual assault. Completing the Confidential Crime Reports does NOT constitute an incident report, a police report, or a student conduct report, and FTI will NOT initiate investigatory or student conduct proceedings. The victim will NOT be contacted by FTI unless the victim indicates a desire to be contacted.

**Incident Report:** Sexual assault is a crime and is a violation of the rules and regulations of FTI. As such, a student may always file a standard, formal Incident Report with the School Security Force. An Incident Report will include the name of the student filing the report and the name of the alleged offender, if known. Upon the filing of an Incident Report, the School Security Force will conduct an investigation which will include notifying the local Police Department. Upon a finding of responsibility, the School will take disciplinary action against the offender. The offender may also be prosecuted under Texas criminal statutes, and the victim may also sue the offender in a civil action. The results of these various actions are independent of each other. After the filing of an Incident Report, the student filing the report has the option to take no further action with respect to the investigation. In that instance, the student will be advised that the School may still take action regarding the alleged offender as the School has the responsibility to protect its students.

**Criminal Report:** Sexual assault and rape are against the law in the State of Texas and may be prosecuted under Texas criminal and/or civil statutes. In that respect, and in addition to the reporting options listed above, students who have been sexually assaulted are encouraged to contact the local Police Department directly by calling 911. Filing a Criminal Report with the local Police Department is different than filing an Incident Report with the School Security

Force. If a student files a Criminal Report with the local Police Department, the police will determine if a criminal investigation will occur and if the case will be referred for prosecution.

### **Confidentiality**

Students have the right to decide whether or not to report a rape, sexual assault, or other sexual misconduct. We recommend that students contact a School official as soon as possible. While FTI is required by law (e.g., the Jeanne Clery Act) to report incidents of sexual assault, confidentiality laws may prohibit us from disclosing a victim's name or any other personal or identifying information. This means that a student's identity will be protected unless the student agrees otherwise.

It is certainly understood that victims of sexual assault experience significant distress and may desire confidentiality. If a student desires confidential support following an incident, he or she is encouraged to seek out professional help through the local resources available and mentioned above. Students should be aware that School administrator must fulfill separate obligations as a matter of law. All personally identifiable information shall be kept confidential, but statistical information must be passed along to the School Security Force regarding the type of incident and its general location for inclusion in the annual crime statistic report, but no names will be used.

FTI will maintain the victim's confidentiality to the extent permitted by the law. However, FTI reserves the right to investigate and pursue resolution of an incident when it is deemed necessary to protect the interests of members of the campus community. In addition, School administrators must issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the School community.

### **Disciplinary Process**

FTI will initiate disciplinary action when an Incident Report is filed by a student alleging sexual misconduct. In most circumstances where rape or sexual assault is alleged, both the victim and the accused will meet separately with the Vice-President or President. When a determination of responsibility is made, the victim will be notified of the decision as well as sanctions assigned. In cases of rape and sexual assault, the typical sanction is dismissal or expulsion.

### **IX. Sex Offender Registration**

In compliance with the Campus Sex Crimes Prevention Act of 2000, members of the School community may search the following registries for information concerning registered sex offenders:

Dru Sjodin National Sex Offender Public Website at [www.nsopr.gov/](http://www.nsopr.gov/)

TXDPS Sex Offender Registry at  
[https://records.txdps.state.tx.us/DPS\\_WEB/SorNew/index.aspx/](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx/)

For further information about campus safety, please contact the Vice-President or President at

(409) 722-4072.

## CRIME STATISTICS REPORT

The crime statistics report includes crime statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus building or property and on public property for the following offenses:

- Criminal Homicide (murder and non-negligent manslaughter)
- Sex Offenses (forcible and non-forcible sex offenses)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests for Liquor Law Violations, Drug Law Violations and Illegal Weapons Possession (including persons referred for campus disciplinary action)
- Hate Crimes (Race, Gender, Religion, Sexual Orientation, Ethnicity and Disability of the victim)

### Campus Crime Statistics

2015 FTI Campus

Crime	On Campus	Non-Campus	Public Property
Criminal Homicide	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor, Drug and Weapons Possession	0	0	0
Disciplinary Action for Liquor, Drug and Weapons Violations	0	0	0
Hate Crimes	0	0	0



2014 FTI Campus

<b>Crime</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>
Criminal Homicide	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor, Drug and Weapons Possession	0	0	0
Disciplinary Action for Liquor, Drug and Weapons Violations	0	0	0
Hate Crimes	0	0	0

2013 FTI Campus

<b>Crime</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>
Criminal Homicide	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor, Drug and Weapons Possession	0	0	0
Disciplinary Action for Liquor, Drug and Weapons Violations	0	0	0
Hate Crimes	0	0	0

**CONFIDENTIAL CRIME REPORT**

**Describe the nature of the crime:**

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**Where did the crime occur:**

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**Provide the date and times associated with this crime:**

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**Please provide the suspect's name, if known:**

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**If unknown, please provide a detailed description:**

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**Would you like us to contact you? If so, please provide your necessary contact information:**

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