

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113- 4), which, among other provisions, amended section 485(f) of the Clery Act. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act and VAWA. Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during the hours of 9:00am, to 9pm Monday through Thursday and Friday through Sunday from 9:00am to 4:30pm. School facilities are secured during times the school is not open for business with locked doors and a motion sensing alarm system.

**Geography:**

The Main Campus of Access Careers is situated in Hempstead, Long Island, New York. Hempstead is part of Nassau County which is located east of New York City. Previously the entire Long Island region was known as Nassau. However, later the region was bifurcated into two separate counties namely Nassau and Suffolk County. As of 2008, Nassau County was the second richest county per capita in the State of New York and 10th richest in the entire nation. Hempstead is the largest out of the three towns in Nassau County. There are twenty two incorporated villages completely or partially in this town. According to 2000 census, Hempstead's combined population was 755,924 which make it not only the most populous town in the State of New York but also the largest Township in the United States. If Hempstead was to be incorporated as one city, it would be the 14th most populous city in the nation. Access Careers occupies a multiple tenant building.

The first floor landing and stairwell is all public property, where the stairwell from the second floor and up is not used by the school or its students. Part of the second floor is used for business by the school. The rear of the building contains a public parking lot. The entrance to the campus building is always locked and students need to be buzzed in. Access Careers has a recorded video surveillance camera system and can be viewed at any time /anywhere by management. Students are asked not to stay in the building except during the hours of the school's operation.

These hours are as follows:

Monday through Friday from 9am to 9pm

Saturday & Sunday from 9am to 4:30pm.

Access to all facilities including offices, classrooms, lounges, and libraries is by key only when classes are not in session. Students are asked to remain in their classrooms or in the lounge areas during class breaks. A member of the administrative staff must accompany prospective students when they tour the school. Strangers are not permitted to loiter in any area of the school. Students, faculty and staff are asked to notify the administration immediately if they see a suspicious person or activity at any time. The Person responsible for the collection of crime data is the School Director or Evening Director or Evening Supervisor. All crime data is compiled by the School Director. Last updated 3/18/18

**Crime Statistics:**

Persons responsible for the collection of crime data is the School Director and or Evening Director. All crime data is compiled by the Evening Director. All reported crimes on our Clery geography are included in the annual security report listed below and those statistics are provided to the department through the annual Web-based data collection. The Web-based data collection is completed by the School Director. All records associated with the statistics are scanned and stored securely. A good faith effort is made to include the Local Police Department data. Letters requesting specific data are sent to the Local Police Department via certified mail. The Local Police Department has received the letter yet has not provided this data or acknowledged the intent to compile and provide this data to Access Careers.

**Campus Security Authorities:**

All aspects of security on campus is handled by the following individuals, including handling emergencies and reporting of offenses and the gathering of crime statistics: (34 CFR 668.46(a))

Evening Director: Steven Weinstein

Director: Jaspreet Sawhney

The above mentioned personnel are empowered to enforce Access Careers's school regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct. If it is an absolute emergency dial 911. When necessary, Access Careers will press charges against the criminal violators. Documentation is kept in the student's file. Updated: 3/18/18.

**Statistics from Law Enforcement Agencies:**

A good faith effort is made to collect crime statistics from law enforcement for all crimes committed in the immediate vicinity of our Clery geography. If any information is provided to Access Careers, it is included within the crime statistics and noted as "off campus public property". (34 CFR 668.46(c)(9)) Access Careers personnel communicates regularly on the scene of incidents that occur in and around the campus area. The staff also works closely with investigative effort, reports, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between our local police department and the school. The school contacts the local law enforcement precinct every year via conventional mail and requests crime statistics for our Clery geography, as of yet we have received no response.

**The Daily Crime Log:**

Because neither of Access Careers's campuses have campus police or security departments, a daily crime log is not required to be maintained. (34 CFR 668.46(f))

**Emergency Response and Evacuation Procedures:**

Access Careers has long standing emergency response plans and evacuation procedures detailed at length as one of the requirements for continuing accreditation with the Council on Occupational Education. All plans without delay take into account the safety of the community, determine the content of the notification, and initiate the notification procedure without compromising the efforts to assist a victim or mitigate the emergency. Maps of the evacuation route of egress are located in every room. A log is kept in the front Administration Office of all emergency and fire drills.

**Timely Warning Policy:**

The issuance of Timely Warnings is made by the School Director's. When it is appropriate, Access Careers will issue immediate notification of security issues via the School Text Alert system. The School Text Alert system is an alert system that provides Access Careers the opportunity to contact students, staff, faculty or any combination thereof immediate real time notification via an sms message. Notifications may also be disseminated by the Access Careers website. [www.accesscareers.net](http://www.accesscareers.net) or via Access Careers Facebook Page (34 CFR 668.46(e)) FERPA does not protect records from being released without consent in an emergency situation when that information is needed to protect the health and safety of others. (34 CFR 99.31(b)(6) and 99.36).

**Personal Safety**

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to the School Director.
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended in the classroom or other areas of the campus.

As Access Careers becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus with the Director.

**Reporting a Crime**

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the Director. Other emergencies should also be reported to the Director. If a crime has been committed when the school is closed, it should be reported to the Director as soon as possible after school is open. In addition to reporting the crime to the Director, the crime should be reported to local law enforcement authorities. In an emergency, the local Police Department may be contacted by dialing 911.

All school personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as break time and building access, are followed. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters.

The School Director will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the School Director's Office are included in the annual campus crime statistics. All crime reports will be investigated. In addition, the school requests from the local Police Department crime information not reported to the school School Director's Office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential incident report. The purpose of a confidential incident report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

Access Careers does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. Access Careers will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities. This includes acts of violence against women.

Access Careers will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The school Director should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

- both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and
- both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situations. (34 CFR 668.46(b))

### **Sexual Assault and Related Crimes**

In the event of a sexual assault or domestic violence, please be aware of the following:

- preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- go to a place where it is safe from further attack and notify the police
- obtain immediate medical attention
- seek professional counseling
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If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the Student Advisor will provide information on off-campus agencies that provide services to victims of a sexual offense.

The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school Student Services office. All of these matters remain confidential.

### **Registered Sex Offenders**

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: [www.nsopr.gov](http://www.nsopr.gov). Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

### **Disciplinary Proceedings**

Access Careers will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Publication of Procedures:**

Emergency response and evacuation procedures are provided to each student and employee at the time of enrollment or hire. These plans and procedures are evaluated by the students, staff and faculty and are updated as necessary for our accrediting committee.

### **Public Safety Awareness & Crime Prevention Programs**

All members of the school community are encouraged to attend crime prevention seminars that are conducted by the Policy Department in the school's local area. The Handbook for Campus Safety and Security Reporting version 2016 is available on line from the Department of Education: <http://www2.ed.gov/admins/lead/safety/handbook.pdf> Access Careers uses this document as a guideline for the creation and revision of their Campus Security Policy.

### **Annual Security Report**

#### **Policy Statements**

1. Timely warnings are discussed in this section.
2. The annual disclosure is prepared by the Director and disseminated to the students and staff via a campus text alert with a direct link to the ASR that is uploaded to the school website.
3. Access Careers maintains a DAAPP that is distributed to all students during enrollment and all employees during the time of hire.
4. The institution upon written request will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18 United States Code, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.
5. The emergency response and evacuation procedures are discussed in our Health & Safety Plan Timely Warnings.
6. The school is a commuter campus with no housing. All missing persons notifications shared with the school will be disseminated at the request of the family member who has notified us to the rest of the student body.
7. The institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy. Legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community.
8. The institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The institution is not a resident campus therefore we cannot provide relocation assistance of any kind.
9. Access Careers will assist the victim in contacting law enforcement and work with law enforcement for any accusation that a law has been violated. Access Careers does not have police staff or law enforcement on campus to handle investigating crimes. The Policy Department will be contacted immediately when a person states that a crime has occurred.
10. Any student violating the law on school property will be terminated from the school.
11. All contact information for law enforcement and sex offender registry are located in the safety packet distributed during student / employee orientation. The NYS Sex Offender Registry is located online at: <http://www.criminaljustice.ny.gov/nsor/>
12. Access to the campus is controlled by a video buzzer security system. The school also has a video surveillance system that covers the entrance to the school and the stairwell.
13. There are no campus security personnel. The Local Policy Department will be contacted at all times when a crime or situation needs to be controlled that can lead to a crime or may have the potential of being a crime. The Local Policy Department will have 100% cooperation of all employees at the school and all information that the Local Policy Department requires including video will be furnished.
14. There are no off-campus locations. All crimes committed by a student off campus will jeopardize their continued enrollment at the school.
15. The school does not provide on-campus housing and thus is not mandated to maintain a fire safety log.

**Crime Statistics for our School for the Past Three Years**

The following criminal offenses occurred during the calendar years listed.

<b>CRIMINAL OFFENSES</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder:/Non-negligent manslaughter: willful killing of one human being by another	0	0	0
Negligent manslaughter: The killing of another person through gross negligence.	0	0	0
Forcible sex offenses (including forcible rape) Forcible is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Forcible Rape is the carnal knowledge of a person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)	0	0	0
Non-forcible sex offenses: Unlawful non-forcible sexual intercourse	0	0	0
Robbery: the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.	0	0	0
Aggravated assault: the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.	0	0	0
Burglary: unlawful entry of a structure to commit a felony or theft.	0	0	0
Motor vehicle theft: theft or attempted theft of a motor vehicle.	0	0	0
Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.	0	0	0
<b>VIOLATIONS</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possession violations	0	0	0

**Hate Crimes**

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. The school reports all hate crime statistics separately for the categories of criminal offenses listed in the chart above. Additionally, hate crimes statistics are also reported separately for the following offenses:

- Larceny-theft: is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- Simple Assault: is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation: is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destructive/Damage/Vandalism of Property: Is to willfully or maliciously destroy, damage, deface or otherwise injury real or personal property without the consent of the owner or the person having custody or control of it.

There were no reported hate crimes for the years 2015, 2016, or 2017.

**Residential Facilities:** Our school does not have any school-operated residential facilities for students.

**VAWA Offenses on Campus**

Crime	2015	2016	2017
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

**ARRESTS on Campus**

Crime	2015	2016	2017
a. Weapons: Carrying, possessing, etc.	0	0	0
b. Drug Abuse Violations	0	0	0
c. Liquor Law Violations	0	0	0

**ARRESTS on Public Property**

Crime	2015	2016	2017
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	2015	2016	2017
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	2015	2016	2017
a. Total Unfounded Crimes	0	0	0

Access Careers publishes the following policies on it's website [www.accesscareers.net](http://www.accesscareers.net). Students are informed and asked to acknowledge that they have been informed of the following Policies and Plans upon enrollment.

- Plan for Assuring the Routine and Emergency Health and Safety of Employees, Students, and Guests
- Plan for the Adequacy and Improvement of all Physical Facilities and Technical Infrastructure
- Procedure for Reporting and Investigating Incidents and Accidents
- Safety and Lockdown Procedure

### **Crime Definitions**

The Clery Act requires us to disclose three general categories of crime statistics (34 CFR 668.46(c)) As per the Clery Act, we have classified crimes based on the FBI's Uniform Crime Reporting Handbook. For sex offenses we use definitions from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. We classify hate crimes according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. According to the Hierchacy Rule 34 CFR 668.48 (c)(7) only the most serious offense is counted when multiple offenses have been committed during a single incident except in the case of hate crimes. No personally identifiable information is disclosed in the disclosure of crime statistics (34 CFR 668.46(c)(5) The crime definitions are as follows:

#### **GROUP A OFFENSES**

- Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Arson: any willful or malicious burning or attempt to bur, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.
- Burglary: the unlawful entry of a structure to commit a felony or a theft.
- Disability: a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- Ethnicity / National Origin: a preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.
- Forcible Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- Forcible Rape: the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
- Forcible Sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental of physical incapacity.
- Gender: a preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- Hate Crimes: (34 CFR 668.46(c)(3)) a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.
- Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.
- Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. Justifiable homicide: the killing of a felon by a peace officer in the line of duty, or the killing of a felon during the commission of a felony, by a private citizen are not included in this definition.se
- Negligent Manslaughter: the killing of another person through gross negligence.
- Race: a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by a descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- Religion: a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being.
- Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Sex Offenses Non-Forcible: unlawful, non-forcible sexual intercourse.
- Sex Offenses-Forcible: any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- Sexual Assault with an Object: the use of an object of instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or

against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia.

- Sexual Orientation: a preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent.

#### GROUP B OFFENSES

- Larceny – Theft: the unlawful taking, carrying, leading, or riding away from property from the possession or constructive possession of another. Constructive Possession: is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- Simple Assault: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction / Damage / Vandalism of Property: to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Arrests: (34 CFR 668.46(c)(viii)(A) and (B) )for the "Clery Act" purposes is defined as persons processed by arrest, citation or summons.
- Referred for Disciplinary Action: the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

#### **HELP WITH SEXUAL ASSAULT, HATE CRIMES AND DOMESTIC VIOLENCE**

If you wish to seek resources off-campus, the following list will help you find resources in your community.

The National Center for Victims of Crime – Tel: 202-467-8700

National Organization for Victim Assistance – Tel: 800-879-6682

U.S. Department of Justice, Office for Victims of Crime – Tel: 800-363-0441

National Domestic Violence Hotline – Tel: 800.799.SAFE