

MILAN INSTITUTE
MILAN INSTITUTE OF COSMETOLOGY

DEPARTMENT :	ALL		
FUNCTION :	CAMPUS SECURITY POLICIES		
POLICY NO. :	CD 220A	EFFECTIVE: 12/15/2012; REVISED 7/1/13, 5/14/14, 8/3/15 , 2/1/16, 7/20/16, 9/30/19	

Overview

In compliance with the Jeanne Clery Act, by October 1 of each year, a school must publish and distribute its annual campus security information including crime statistics, emergency action plans and other campus safety policies. Each year, distribution of the report is made to all enrolled students, faculty and staff directly through campus or electronic mail. Copies of the report may also be obtained by contacting the Campus Director or online at <http://milaninstitute.edu/consumer-and-clery-information/> . All prospective employees may obtain a copy from the Campus Director, Human Resources or online at <http://milaninstitute.edu/consumer-and-clery-information/>.

From the regs:

All public and private postsecondary institutions that participate in any of the Title IV programs must comply with the HEA. Title IV institutions have signed Program Participation Agreements (PPAs) with the U.S. Department of Education (the Department) to administer these financial assistance programs.

CD 220A outlines specifics of the following:

- Definitions
- Unfounded crimes
- crime statistics report
- campus accessibility
- how to report a crime and an emergency
- maintaining a daily crime log (if applicable)
- issuing timely warnings
- Emergency Action Plans
- guide to emergency situations
- information on sex offenders

Reference Materials

<https://www2.ed.gov/adms/lead/safety/handbook.pdf>

Definitions

Please note that all *criminal* definitions are per the Federal Bureau of Investigations Uniform Crime Reporting Program.

Crimes that Must be Logged on Campus Crime Log (if applicable) AND Included in Annual Crime Statistics

- **Murder**: the willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.
- **Negligent Manslaughter**: The killing of another person through gross negligence
- **Non-negligent manslaughter**: the willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.
- **Aggravated Assault**: an 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 other means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Sex Offenses**: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - A. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - B. **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - C. **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent
 - D. **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 the consent of the victim. (This includes the offenses of rape, sodomy, and sexual assault with an object as converted from data submitted via the National Incident-Based Reporting System [NIBRS].) Attempts or assaults to commit rape by force or threat of force are also included; however, statutory rape (without force) and other sex offenses are excluded
- **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
- **Burglary**: the unlawful entry of a structure to commit a felony or theft. To classify an offense as a burglary, the use of force to gain entry need not have occurred.
- **Car Theft**: the theft or attempted theft of a motor vehicle
- **Arson**: any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc
- **Hate Offenses**: crimes that manifest evidence of prejudice based on race, religion, sexual orientation, gender, gender identity, national origin, disability or ethnicity

From the regs: For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias. Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property

The first seven offenses are defined and discussed in the Criminal Offenses section earlier in this chapter. In addition to those offenses, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your Clery Act statistics only if they are Hate Crimes. In addition to those offenses, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your Clery Act statistics only if they are Hate Crimes.

Additional definitions: 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. Please also see our Anti-Bullying Statement located in the school catalog.

Remember, it is the perception of the offender, not the perception of the victim that determines whether a crime is classified as a Hate Crime.

See the 2016 Handbook for Campus Safety and Security Reporting for more details.

- Sexual Assault: any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling and attempted rape. It includes acts against people who are unable to consent either due to age or lack of capacity.
- Domestic Violence: includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, by a person with whom the victim shares a child in common, or anyone else protected under domestic or family violence law.

From the regs: To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- Dating Violence: means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction. Requires a romantic or intimate relationship and excludes mental abuse. Determination of whether a dating relationship existed or not will be made upon the reporting individuals characterization of the relationship. Milan will always err on the side of assuming that the victim and the perpetrator were in a dating relationship.

From the regs: Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

- Stalking: means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
- Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

From the Regs: Do not classify as a Drug Abuse Violation possession of a small amount of marijuana in states that have decriminalized this conduct, meaning that the conduct is no longer a criminal offense. Referrals that occur for this decriminalized conduct should not be counted for Clery Act reporting purposes.

- Liquor Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- Illegal Weapons Possession: Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

From the regs: Regarding Drug Abuse, Liquor Law and Weapons Violations do not include violations of your institution's policies that resulted in persons being referred for disciplinary action if there was no violation of the law.

Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Unfounded Crimes

Beginning with the reports due in 2015, institutions have been required to include in the Web-based survey and the annual security report statistics for the total number of crime reports that were “unfounded” and subsequently withheld from crime statistics during each of the three most recent calendar years. For *Clery Act* purposes, the standard for unfounding a reported crime is very high. You may classify a crime as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

Crime Statistics Reporting

In compliance with the Jeanne Clery Act, a school must publish and distribute its annual campus security report by October 1 of each year. The annual security report provides information regarding campus security policies, emergency action plans and crime statistics for the three calendar years preceding the year in which the report is disclosed. Crime statistics include reports from school officials and local law enforcement.

From the regs: The Clery Act requires institutions to disclose statistics for reported crimes based on where the crimes occurred, to whom the crimes were reported, the types of crimes that were reported, and the year in which the crimes were reported.

The campus crime statistics report includes the following offenses:

Criminal Offenses: Criminal homicide, including murder/negligent and non-negligent manslaughter, aggravated assault, sex offenses, robbery, burglary, car theft, and arson.

Hate Offenses: Murder/non-negligent manslaughter, all forcible sex offenses including forcible rape, aggravated assault, arson, negligent manslaughter, and simple assault that show evidence of prejudice based on race, religion sexual orientation, disability or ethnicity (as prescribed by the Hate Crimes Statistics Act)

Violence Against Women: Incidents of sexual assault, domestic violence, dating violence, and stalking.

Violations of Liquor & Drug Laws: Arrest for violations of liquor and drug law violations, and illegal weapons

possession; and persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons violations.

Reports of crimes that are deemed unfunded by law enforcement officials will be noted in the Campus Crime Log (if applicable) and may be removed from the Annual Security Report.

Campus Accessibility

The campus is open to all students, staff and applicants for admission during normal business hours as stated in the school catalog. Due to security reasons, the school does not normally allow students or staff to have individuals visit them on campus. In cases of emergencies or special circumstances such visitations may be allowed with prior approval of the School administrators.

School personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at the school.

The School makes every effort to maintain the facilities with special emphasis on health, safety, and security. The maintenance staff is on campus daily and can be contacted through the administrative offices. We request students and staff to report any health, safety or security issues to the Campus Director.




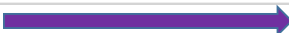
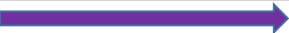



How to Report a Crime or Emergency

Students, staff and members of the community are encouraged to immediately report any activities that are criminal or suspicious to the Campus Director or Education Leader on site. Allegations of criminal activities will be referred to the local Police Department. These activities include all those listed in item below. Please see the definitions area of this document for more details.

From the regs: Under the Clery Act, a crime is “reported” when it is brought to the attention of a campus security authority, the institution’s police department or campus safety office, or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn’t matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution.

What you must include, therefore, are statistics based on reports of alleged criminal incidents.

Other emergency activities or situations will be referred to the appropriate School Official or public agency. These activities or situations include:

Situation		Reported To
Illness or Physical Injury		Fire Department or Paramedics
Threat of Suicide		Law Enforcement
Fire, Explosion, Accident		Fire Department and Law Enforcement
Sexual Assault, Domestic Violence, Dating Violence & Stalking		Law Enforcement
Liquor or Drug Violations		Law Enforcement
Weapons Violations		Law Enforcement
Disruptive Behavior		Campus Director or Education Leader in Charge
Bullying		Campus Director or Education Leader in Charge

Confidential Reporting Procedures

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Director or Education Leader and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

If you are a victim of a crime and do not want to pursue action within the school system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Director or Education Leader can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking the steps to ensure the future safety of yourself and others. With such information, the school can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the school.

Daily Crime Log

Federal law requires that schools that have campus police or a security department maintain a daily crime log. If the school does not have a dedicated security person or department, a log is not required.

From the regs: On the other hand, your institution is not considered to have a security department and, therefore, is not required to maintain a crime log if you only have

- *local law enforcement personnel who patrol on or near your campus, but the local law enforcement agency does not have a written agreement or contract with your institution for these services;*
- *an individual or individuals with limited responsibility for campus security (e.g., someone monitoring access to a campus building by checking student IDs) but who does not perform other security services; or*
- *security personnel employed or contracted by a landlord from whom your institution rents classroom space.*

Federal law requires that schools who are required to have a crime log maintain a daily log, written in a form, that can be easily understood, recording all crimes reported to campus leadership or local law enforcement. The purpose of the daily crime log is to record all **criminal incidents** and **alleged criminal incidents** that are reported to the campus police or security department.

From the regs: you must update your log within two business days of the crime report. You must make the log available to the public during business hours.

Crimes occurring on campus are to be documented by the Campus Director (or Education Leader in charge if Campus Director is unavailable) in the Campus Crime Log (If applicable) with a brief narrative sent to Compliance.

From the regs: You must disclose statistics for reported Clery Act crimes that occur (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on noncampus buildings or property that your institution owns or controls.

Under the Clery Act, public property encompasses the following:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. The first is public

property within your campus. An example is a public road or public bike path that runs through the campus. The second area is public property that immediately borders and is accessible from the campus. In many cases this property consists of a public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street

VAWA (Violence Against Woman Act) Crimes occurring both on and off campus that are reported must be documented in the Campus Crime log (if applicable) AND be documented in Diamond D>Registrar>Student Notes by selecting the “VAWA” note type. Crime logs will be forwarded to Compliance each January for the preceding year.

Issuing a Timely Warning

It is the responsibility of the Campus Director or Education Leader in Charge to work through the following steps in the event of a situation:

- The Campus Director or Education Leader in Charge will contact law enforcement and apprise them of the situation.
- If in the judgment of the local police department, the situation constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.
- The warning will be issued by notification from the office of the Campus Director and announced to all student, faculty and staff following the notification process as outlined in each individual campus’s emergency action plan (varies by campus)
- The notification will be posted on the student, faculty and staff bulletin boards.
- Anyone with information warranting a timely warning should report the circumstances to the Campus Director or Education Leader.

Events that qualify for a timely warning include but are not limited to:

- Homicide
- Manslaughter
- Sex Offenses
- Threats to the Safety of the school or students
- Robbery
- Burglary
- Assault
- Arson
- Hate Crimes
- Any other crime deemed to represent a threat to the public

Emergency Action Plan

An Emergency Action Plan for each campus is posted and distributed to all students and employees. The plan is also available 24 hours a day at <http://milaninstitute.edu/consumer-and-clery-information/> and then by selecting the applicable campus. The plan outlines emergency and evacuation procedures, contacts and phone numbers for assistance in case of an emergency. The plan is reviewed on at least an annual basis and is tested on at least an annual basis.

Emergency Guide

Below is a guide with recommended course of actions for various threats to the campus:

Active Shooter

Run or Evacuate

- If you can and you deem it safe, Get Out and get to a safe place.
- Attempt to evacuate
- Have an escape route and plan
- Leave your belongings
- Keep your hands visible

Hide

- Find a place to hide. Find protection.
- Block entry and lock doors
- Remain quiet and silence your cell phone or pager
- Close the blinds, turn off the lights, remain quiet, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- If possible and safe to do so, report the location of the assailant.

Threat of Shooter or Other Threat to Harm

In the event you receive or overhear a threat of shooting or other mass threat, contact Emergency Services by dialing 911 immediately. For security reasons, it is best to (when possible) avoid using a cell phone or two-way radio when reporting the threat. Do not activate any firearms. In the event that the threat is received by phone, keep talking to the caller as long as possible and listen carefully, try to gather any pertinent information that you can gather from the call including caller ID. Follow ALL instructions that are given to you by Emergency Services and/or authorized personnel. If evacuation is required, do so calmly and respond to your assigned meeting place so that an accurate count of the buildings occupants can be made.

Bomb Threat

In the event you receive or overhear a bomb or other mass threat, contact Emergency Services by dialing 911 immediately. For security reasons, it is best to (when possible) avoid using a cell phone or two-way radio when reporting the threat. Do not activate any fire alarms. In the event that the threat is received by phone, keep talking to the caller as long as possible and listen carefully, try to gather any pertinent information that you can gather from the call including caller ID. Follow ALL instructions that are given to you by Emergency Services and/or authorized personnel. If evacuation is required, do so calmly and respond to your assigned meeting place so that an accurate count of the buildings occupants can be made.

Explosion

If there is an explosion, take immediate cover under the nearest tables, desks or other objects that will protect you from falling glass and debris. Do your best to stay calm and once it is safe to do so, evacuate the building and go to your assigned meeting place so that an accurate account of the building's occupants can be made. If others around you need assistance and you can SAFELY do so, assist them in exiting the building. Use caution when opening doors or exiting the windows of the building. As soon as possible, contact Emergency Services by dialing 911 and tell them as much information as possible including the location of the explosion, other locations in the building where injured people may be and any injuries you have observed. Follow all instructions given to you by Emergency Services and/or other authorized personnel.

Hostage Situation

Immediately remove yourself from any danger. Remain calm and contact Emergency Services by dialing 911 as soon as you can do so SAFELY. Be prepared to give as much information as possible to Emergency Services

including your name and phone number, the location, number of possible hostages, number of possible hostage takers, physical descriptions of the hostage takers, and any possible injuries and the types of weapon being used.

Intruder on Campus

If you come across or learn of an intruder or someone who is threatening the safety of individuals on campus, immediately contact Emergency Services by dialing 911 as soon as you can do so safely. In addition, remove yourself from danger, and if it is safe to do so get to a SAFE ZONE. Do not approach the person. Be prepared to give a full description of the individual, as well as his or her location.

Suicide or Threat of Suicide

In the event that a person expresses suicidal thoughts or attempts suicide, do not leave the person alone if you can SAFELY remain with them. Contact Emergency Services by dialing 911. Remain calm. If weapons are present, leave the area immediately. DO NOT touch any weapons or other items that the person may consider using or has used, to ensure your personal safety. Advise Emergency Services of all possible weapons or other items if you can do so SAFELY. Show support to the person without being judgmental. Follow all directions given to you by Emergency Services and/or other authorized personnel.

Theft/Robbery

In the event of a burglary or robbery in a classroom contact Emergency Services by dialing 911 immediately. A robbery is the attempt to take something by using force. If this occurs, report items missing along with a description of the perpetrator. If a student reports a mugging or robbery to you, contact Emergency Services by dialing 911 immediately. A burglary occurs when no one is present or no force is used while belongings are taken from the classroom or other campus property. Report items missing and suspicious persons to Emergency Services.

Suspicious Package

If you discover a suspicious package or substance, do not touch the item. Remain calm and immediately leave the area, and warn others of the possible danger. If physical contact is made with the package or substance, wash all affected areas of the body as soon as possible. DO NOT use a cell phone near the area. Once you can safely do so, contact Emergency Services and advise them of the situation. Provide any information you can recall regarding the location of the item, size, description, etc. Follow all instructions given to you by Emergency Services and/or other authorized personnel.

Weapon on Campus

If you observe a weapon on campus, you should remain calm and immediately contact Emergency Services by dialing 911. DO NOT TOUCH THE WEAPON. If the situation warrants, remove yourself from the area in which the weapon is located. Advise Emergency Services of your exact location and a description of the weapon. Follow all instructions given to you by Emergency Services and/or other authorized personnel.

If you observe a *person(s)* with a weapon on campus, DO NOT APPROACH the person(s) with the weapon. Remain calm and contact Emergency Services by dialing 911 as soon as it is SAFE to do so. Provide all available information to Emergency Services including your name, phone number, and a description of yourself, a description of the person with the weapon, the types of weapon (if you know) and the number of weapons you have observed as well as any other information that could be pertinent. Follow all instructions give to you by Emergency Services and/or other authorized personnel.

Sexual Assault

Follow the instructions as outlined in the CD220C- Violence Against Women policy.

Stalking/Intimate Partner Violence (IPV)

If a student/staff member reports to you that he/she believes that he/she is in an abusive relationship or is being stalked, he/she may be in either imminent danger or not immediately at risk. Stalking and domestic violence is a serious crime.

If the victim believes he/she is in imminent danger: locate a safe place: police, residence unknown to assailant, domestic violence shelter, church, or public place. Call 911.

If the victim believes he/she is not immediately at risk: offer options to call Law Enforcement, WellConnect and off campus victim service agency. These entities will explain protection/restraining orders, stalking laws (vary state by state), documentation of events, contingency/escape planning.

Policy Statement Addressing Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor: An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor.

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Security Awareness Programs

During the Enrollment for New Students and Orientation for Employees, the School provides information and instruction including:

- Campus Security Plan
- Crime Prevention
- Drug Free School Policy
- Sex Offense Awareness/Prevention
- Alcohol and Drug Abuse
- Abuse Treatment Centers
- Facility Floor Plan and
- Campus Emergency Evacuation Procedures
- School Emergency Procedures
- Crime Reporting Procedures
- Reporting Procedures for Emergencies
- Security Personnel
- Bullying

- Violence Against Women

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Crime Prevention Programs

Crime Prevention Programs on personal safety and theft prevention may be arranged at the discretion of the Campus Director.

Criminal Activity Off Campus

The institution does not have any off-campus student organizations.

Alcoholic Beverages

The campus has been designated “Alcohol free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the school. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age is illegal. It is also a violation of the school’s Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior school approval.

Illegal Drugs

The campus has been designated “Drug free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the school. Violators are subject to disciplinary action including but not limited to termination from their program of study, criminal prosecution, fine and imprisonment.

Alcohol and Substance Abuse Information

An Acknowledgment of The Controlled Substance Policy and Notice to all Employees and Students must be updated, signed, and placed in the file of each student and employee for each year of attendance or employment.

Sex Offenses

New students receive educational material including a brochure on preventing sexual assault, during orientation to promote the awareness of rape; acquaintance rape; and other forcible and non-forcible sex offenses.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The institution strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Campus Director, Education Leader or staff personnel. Filing a report with the school will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will

- ensure that a victim of sexual assault receives the necessary medical treatment and test, at no expense to the victim

- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to medical/legal exam)
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

A victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. In notifying the Campus Director, Milan will assist the student in notifying the appropriate authorities, if the student requests the assistance of personnel. The police department will guide the victim through the available options and support the victim in his or her decision. Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Program of the Police Department.

Both parties have the same opportunities to have others present during the hearing and that both parties shall be informed of the outcome of any institutional disciplinary proceeding regarding a sexual offense. A student found guilty of violating the conduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the school. Student victims have the option to change their academic after an alleged sexual assault, if such changes are reasonably available.

The school will take the following actions upon receiving notice of conviction for a sexual offense:

- Terminate employment of the employee or the schooling of the student, or
- Require such employee or student to participate satisfactorily in a sex offense assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

Sex Offender Registration

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person employed, carries a vocation, or is a student.

REGISTERED SEX OFFENDER

DATABASE WEBSITES

State of Idaho:

www.isp.state.id.us/identification

Bureau of Criminal Identification

State of California:

www.caag.state.ca.us

California Registered Sex Offender Database

State of Texas:

<https://records.txdps.state.tx.us>

Texas Dept. of Public Safety – Crime Records Service

State of Nevada:

www.nvsexoffenders.gov

Nevada Department of Public Safety