

Crime Awareness, Campus Security, and Fire Safety Report – 2017-2018

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” was enacted by Congress and signed into law in November 1990, and amended in 1992, 1998, 2000, and 2008. This law requires us to provide statistics regarding the incidence of crime on our campus and information on our policies and procedures for maintaining a safe and secure environment for students, employees, and visitors while they are on campus.

Sofia University is committed to providing a safe learning and working environment for its students, faculty, staff and visitors. Safety is a community wide effort, which requires awareness and diligence. On the campus of Northwest Career College, we take care to minimize potentially unsafe situations through our policies and procedures as well as encouraging everyone to take responsibility for their own security.

Procedures for Reporting Crimes

Life-threatening Emergencies: Any life-threatening emergency is to be reported to local authorities by dialing 911. Additionally, students reporting the emergency should then notify faculty or staff if not already informed.

Criminal Actions: Criminal actions occurring on campus should be immediately reported to the School Director or COO, and/or local police. The School Director or his designee maintains a log of all criminal activity reported in accordance with the Clery Act. Sofia University works with local law enforcement as needed. There is no written memorandum of understanding between Sofia University and the Palo Alto Police Department.

Major offenses including but not limited to rape, domestic violence, dating violence, stalking, murder, aggravated assault, robbery, auto theft, etc. are reported to Metro and joint investigative efforts between the college and with the local agencies are initiated to solve these serious felony crimes. The prosecution of all criminal offenses is conducted at the Municipal or Justice Courts levels.

Response to Reports

Sofia University responds to reports of emergencies and criminal actions, as it deems appropriate under the circumstances. Sofia University may contact local law enforcement authorities, emergency medical services, local fire departments, or other outside agencies or entities.

In the case of a major offense, Sofia University will conduct an investigation into any activities that occurred on campus by reviewing available video tapes and time clocks and speaking to

staff and student witnesses to determine the facts of the offense and determine the institution's response to the crime. The institution will use the standard of "beyond a reasonable doubt" in determining whether or not disciplinary action is required under the Student Code of Conduct.

Timely Warning Reports

A timely warning to the campus community is distributed regarding any of the listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes.

The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. Campus officials may also utilize the school website, campus bulletin boards, or its social media pages to post relevant warnings, updates and advisories. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

Crime Alert Emails disseminated to the Sofia University campus population include a description of the crime, date and approximate time of occurrence, the location and a description of the suspect. Incident Resolution Emails disseminated to the Northwest Career Sofia University population include the same information as the Crime Alert Emails, as well as information on the resolution if applicable.

Annual Disclosure Preparation

The School's Director or COO or his designee maintains a log of all criminal activity reported on campus. This activity log is reviewed each year and used to prepare the annual crime statistics listed in this report.

Campus Safety Features

Sofia University maintains video cameras around the hallways, and at every entrance. Notice is given in writing at the entrance to the campus.

Sofia University maintains staff at the front desk from 8:00 a.m. to 6:00 p.m. Monday through Thursday and to 5:00 p.m. on Fridays while classes are in session to monitor all visitors to the campus.

Sofia University maintains a policy that no students are left on campus after classes end without a staff member present. The facility is locked and all students are in their cars before the final staff member leaves the campus.

Sofia University maintains a well-lit parking lot from dawn to dusk in addition to safety lights throughout the campus.

Sofia University maintains landline phones throughout the campus should one be needed in case of an emergency.

Personal Security Recommendations

Sofia University reserves the right to refuse access to anyone acting in a disorderly or disruptive fashion and to request that such persons leaves the premises. Sofia University expects students, faculty, and staff to take appropriate precautions to ensure their own safety and the safety of others. Students, faculty, and staff are responsible for their own personal possessions. Staff or faculty members have been trained to report all known or suspected criminal activities to the Director of Chief Operating Officer.

Sofia University recommends that students and staff take the following precautions to protect themselves and their property:

1. Report immediately any suspicious people or activity you observe to an instructor or other staff member
2. Tell an instructor or staff member if a stranger confronts you
3. Lock your office when you leave
4. When parking, lock your vehicle and remove valuables from plain view
5. Avoid carrying large amounts of cash or valuables
6. Don't leave purses, backpacks, computers, phones, or other personal items unattended
7. Write your name in several places on your textbooks
8. Lock up bicycles with high-quality locks
9. Walk in groups of at least two people at night
10. Always report all criminal incidents and losses of property

A summary of this report is reviewed at new student orientations to encourage students to be responsible for their own security and the security of others and to assist the institution in the prevention of crimes on campus.

Confidential Crime Reporting

The institution respects the privacy of its students and faculty and maintains confidentiality with regard to the reporting of crimes that occur on campus whenever possible. Crimes

reported confidentially are logged in the campus crime log in the same manner as other crimes. However, if a crime is reported confidentially and there was only one witness to the criminal activity, the institution will encourage the witness to release the institution to pursue appropriate sanctions in accordance with the student or employee Code of Conduct.

Campus Security Personnel

There are no designated campus security personnel with law enforcement authority. All complaints regarding criminal activities requiring law enforcement are directed to the Palo Alto Police Department. This includes enforcement of state under-age drinking laws and federal and state drug laws.

Monitoring of Off Campus Criminal Activity

There are no officially recognized student organizations and therefore no off-campus meeting location where crime is monitored or reported.

Drug and Alcohol Policy

Sofia University has a zero tolerance policy with regard to the possession, use, and sale of alcoholic beverages and illegal drugs. Sofia University reserves the right to dismiss any student from the school who violates this policy. Employees who violate this policy will be subject to disciplinary action, up to and including discharge.

Additional information regarding this policy can be found in the institution's Drug and Alcohol Abuse Prevention Program, located in the Consumer Information section of the institution's website.

Sexual Harassment or Assault

Sofia University has a zero tolerance policy with regard to harassment or sexual assault of any kind towards students or staff members. Any person who believes he or she has been the subject of any kind of harassment, including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature should immediately report such incidents to the School Director or other school official. Additionally, the institution will provide assistance in notifying law enforcement agencies if requested.

Sofia University reserves the right to dismiss any student from the school who violates this policy. Employees who violate this policy will be subject to disciplinary action, up to and including discharge. Both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings, and both must be informed of the

outcome of any disciplinary proceeding.

The crime definitions from the Uniform Crime Reporting Handbook with regard to consent are as follows:

- **Consent:** Positive, unambiguous and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is mentally or physically incapacitated. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity.
- **Domestic Violence:** “Domestic violence” means a “felony or misdemeanor crime of violence committed by:
 - a current or former spouse or intimate partner of the victim,
 - a person with whom the victim shares a child in common,
 - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
 - any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”
- **Dating Violence:** “Dating violence” means “violence committed by a person:
 - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and
 - the frequency of interaction between the persons involved in the relationship.”
- **Stalking:** “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - fear for his or her safety or the safety of others; or
 - suffer substantial emotional distress.”
- **Rape and Acquaintance Rape:** The carnal knowledge of 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. Includes violence against a person who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length, type and frequency of interaction between the persons involved in the relationship.

Sexual Assault Prevention

Sofia University strongly encourages students to be actively involved in sexual assault prevention via the crime prevention recommendations presented in this report. Additionally, sexual assault prevention is included in the discussion of this report conducted during new student orientations. Bystander Intervention is encouraged among students to prevent sexual assault.

Examples of Bystander Intervention include:

1. Confronting people who seclude, hit on, try to make out with, or have sex with people who are incapacitated;
2. Speaking up when someone discusses plans to take sexual advantage of another person;
3. Interjecting yourself into a conversation where another person seems unsafe;
4. Refusing to leave the area (or call police) if a person is trying to get you to leave so they can take advantage of another.

In a situation involving imminent threat or danger to the health or safety of any individual(s), students are generally expected:

1. To contact emergency officials by calling 911 to report the incident;
2. To remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so; and,
3. To meet with school or law enforcement officials in cooperation with any subsequent investigation.

Sofia University will consider the taking of responsible action in an emergency situation when determining the appropriate response for alleged policy violations that may have occurred by the reporting student prior to or during the emergency situation.

Information regarding Registered Sex Offenders

Law enforcement agency information provided by the State of California concerning registered sex offenders can be found online at https://www.meganslaw.ca.gov/SexOffenders_SummaryOfLaw.aspx. In order to conduct a geographical search for registered sex offenders, you can visit the website and enter the applicable information. Please note, the information provided is intended for community safety purposes only and should not be used to threaten, intimidate, or harass anyone listed in this registry

Victim Services

Victim advocates in Palo Alto can be reached by contacting the Palo Alto Police Department.

The institution will make reasonable accommodations whenever possible to assist in the continuation and completion of the victim's educational program.

Missing Student Notification

The institution does not provide on-campus housing and therefore does not maintain policies regarding missing student notifications.

Emergency Response and Evacuation Procedures

Sofia University, will, without delay, and taking into account the safety of the community, determine when students and staff must be notified of an emergency and will notify students and staff of the emergency, unless such notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In the event of an actual emergency, students and employees will be notified in the following ways:

1. The campus community will be notified by e-mail. Students and staff should take responsibility for regularly checking their e-mail.
2. A school representative will personally visit each classroom, lab, and office; will advise those present of the nature of the emergency; and will instruct those present as to what action they should take. Possible actions may involve waiting for further information, moving to another part of the building, or evacuating the building.

The Director or COO are ultimately responsible for assessment of the situation and determining appropriate actions in response to the emergency, although faculty and staff members are encouraged to use appropriate discretion if they encounter an emergency situation and act accordingly.

In the event of an emergency or situation that will affect the community at large, the Director, COO or another designated employee will notify local authorities by calling 911.

If an immediate threat is not clearly evident, and it appears intervention will not escalate the situation, school officials may request that a perpetrator leave the building or take other appropriate action to diffuse the emergency situation.

Emergency response and evacuation procedures are reviewed and table top exercises are conducted in annually during a schedule staff and faculty meeting. These procedures are discussed with employees during their orientation if hired after the annual meeting. Evacuation routes in the event of a fire or other emergency are posted within every room in the building. If an evacuation route is altered due to the emergency in question, this information will be

communicated via email notification and the verbal announcements made in each classroom. Evaluations, after action, and corrective action reports, which are designed for assessment, and evaluation of emergency plans and capabilities are completed after each drill.

Crime Statistics

Criminal Offense	2015	2016	2017	Location	Hate Crime
Murder/Non-negligent Manslaughter	0	0	0		
Negligent Manslaughter	0	0	0		
Forcible Sex Offenses (including rape)	0	0	0		
Domestic Violence	0	0	0		
Dating Violence	0	0	0		
Stalking	0	0	0		
Non-forcible 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		
Simple Assault	0	0	0		
Larceny-Theft	0	0	0		
Intimidation	0	0	0		
Destruction/Damage/Vandalism of Property	0	0	0		

Violations

Violation	2015	2016	2017	Arrested? (Y or N)	Referred for Campus Disciplinary Action? (Y or N)
Liquor Law Violation	0	0	0		
Drug Law Violation	0	0	0		
Weapons Law Violation	0	0	0		

Fire Safety Report

The institution does not provide on-campus housing and therefore does not maintain independent policies regarding fire safety.