



MTI COLLEGE

Campus Safety and Security Campuswide

Policy:

Campus safety and security are vital to a threat-free learning and working environment. As members of the MTI campus community, students and employees share the responsibility of being vigilant and reporting any safety or security concerns, or incidents involving criminal or threatening behavior.

Security and Access

MTI's campus facilities are designed with student, employee and visitor safety in mind. The campus grounds are illuminated and a contract security guard patrols the facilities during evening class hours. During normal business hours, the College is open to students, employees, contractors, guests, and invitees. During non-business hours, access to College facilities is by key or by a representative of campus administration. In the case of periods of extended closing, the College will admit only those people with prior approval to all College facilities.

Emergencies may necessitate changes to any posted schedules. Areas identified as safety concerns, if any, are examined to determine if there are measures which could be taken to make improvements. Security issues such as lighting, landscaping, locks, alarms, and communications are reviewed with safety concerns in mind.

Campus Law Enforcement Authority

MTI College does not have a campus security department. Local law enforcement does patrol the areas near campus but there is no written agreement or contract providing for this service. In the afternoons and evenings, the College does contract with Smart Guard Company to station an unarmed individual with limited campus security responsibility in the parking lot to monitor access to the lot. This helps deter auto accessory thefts and vandalism, which are the primary crime activities on campus. This individual also walks the campus and can escort students or faculty to their cars upon request. This individual does not have arrest authority and does not issue parking citations. All crime victims and witnesses are strongly encouraged to immediately report any crime to campus safety authorities because prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. MTI College does not have a memorandum of understanding with any law enforcement agency.

Off-Campus Criminal Activity

MTI College does not operate any off-campus student organization facilities. Also, since the College does not have a campus security department, no college personnel would generally be involved in investigating an off-campus offense committed by one of our students. Such an investigation would be left to the local sheriff's department.

Voluntary Confidential Reporting

MTI College does not have campus pastoral or professional counselors on staff and therefore does not have procedures to encourage such counselors to inform those they counsel how to report a crime confidentially or voluntarily. Victims and/or witnesses of an on-campus crime are encouraged to report the incident to the college, even if the victim does not wish to report it to local law enforcement. The college will maintain the confidentiality of the parties involved in the incident within the limits of its overall obligation to maintain a safe, nondiscriminatory environment for all students and employees. Reporting on-campus incidents and crimes helps the college protect the future safety of yourself and others. With such information, the college 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 community to potential danger. Reports filed in this manner are counted and disclosed

in the annual crime statistics for the college. Please note: The identities of the parties involved in the incidents listed on the annual crime statistics disclosure are withheld by the college.

Timely Warnings and Emergency Notification

In order to enable members of the campus community to protect themselves when certain crimes are committed within our campus geography, MTI College will alert the campus community in a timely manner in order to aid in the prevention of similar crimes. In situations where the reported Clery crime constitutes an on-going or continuing threat in the judgment of the campus director, director of operations, CFO, or the President of MTI College, a campus-wide “timely warning” will be issued. The warning will be issued through the College e-mail system to students, faculty, and staff; will be announced on the telephone intercom system; and/or will be posted on the campus bulletin boards, as appropriate. Depending on the circumstances of the crime or when a situation does not pose an immediate on-going threat, notification may be sent after-the-fact to inform members of the campus community with the intent to increase awareness of campus safety.

Anyone with information warranting a timely warning should report the circumstances to the campus director, director of operations, the CFO, or the evening dean by phone at (916) 339-1500 or in person at the main building front desk located at 5221 Madison Avenue, Sacramento, Ca.

Clinical and Externship Sites

Students assigned to clinical or externship sites are provided with the externship site’s safety management plan and phone numbers to call in case of emergency.

Security Awareness and Crime Prevention Programs

At the beginning of each term during new student orientation, basic campus safety and security issues are discussed. Students are referred to the student handbook and other handouts which provide information, including but not limited to reporting on-campus crimes or emergencies, weapons on campus, safety and security tips, individuals acting suspiciously, and graduate and visitor expectations. Students participate in a discussion regarding the Clery Act and Title IX prohibitions against sexual harassment, violence and discrimination. Along with the presentation, students receive a handout entitled Safety on Campus – Sexual Harassment, Violence and Discrimination Prevention. The handout explains MTI’s policy and commitment to maintaining a campus environment free from sexual harassment, violence and discrimination. Similar information is discussed with new employees during the new hire orientation. Each year, existing employees are required to review MTI’s Sex Discrimination and Sexual Misconduct Complaint and Grievance policy and the Safety on Campus handout in conjunction with their annual performance review. In addition, students and employees are provided with the Annual Campus Security report on a yearly basis.

Students, faculty, and staff are encouraged to be aware of their surroundings and to hold themselves accountable for their own safety as well as the safety of others. The following safety and security-related policies are available to students and employees online, in the student handbook, and individually in hardcopy upon request:

- Reporting On-Campus Crimes or Emergencies
- Weapons on Campus and Personal Safety
- Campus Expectations for Graduates and Visitors
- Safety and Security Tips

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

MTI College 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 proceeding conducted by the College against the individual who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, MTI College will provide the results of the disciplinary proceeding to the victim’s next of kin, if so requested.

Sex Offender Registration

In accordance with the Campus Sex Crimes Prevention Act of 2000, MTI College provides a link to the State of California Department of Justice Sex Offender Registry. Information regarding registered sex offenders may be accessed at: <http://meganslaw.ca.gov/sexreg.htm>

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state about registered sex offenders may be obtained. It also requires sex offenders who must register in any state to provide notice to each institution of higher education where the person lives, works, or attends school.

The Family Educational Rights and Privacy Act (FERPA) was amended to make it clear that institutions may disclose information received through state registration and community notification programs, even if the sex offender is a student.

Reporting Annual Disclosure of Crime Statistics

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act, MTI College is required to disclose crime statistics for the previous three calendar years as part of a campus security report to be published annually by each institution. These statistics are gathered from campus safety, local law enforcement, and other school officials (e.g. campus director, director of operations, chief financial officer, evening dean, director of admissions, etc.) who have significant responsibility for campus safety. All the campus crime statistics must be reported by location. Since MTI College has no on-campus residence halls or non-campus buildings, the locations used are on campus or on public property (streets adjacent to campus and sidewalks bordering both sides of such adjacent streets). The geographic reporting area used for reporting crimes, arrests, and disciplinary referrals is Madison Avenue to the south, the MTI property line to the west and the north, and Hemlock Street to the east. These statistics, which are reported annually to the U.S. Department of Education, cover a three year period.

Each year, MTI College's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee and is available to prospective students and employees at their request. Employees and students receive an individual notice of the report's availability, including a brief description of the information contained in the report, the direct link to the report, and a statement that the College will provide a paper copy upon request. This same notice is included in the materials given to prospective students and in new-hire orientation. The report may also be found on the Institution's public website, located at: <http://www.mticollege.edu> In addition, copies of the report may be obtained by contacting the director of financial aid at MTI College, 5221 Madison Avenue, Sacramento, CA 95841, or by calling (916) 339-1500.

Procedure:

Please contact the director of operations, campus director or CFO if you have questions or would like clarification.