



# American Institute of Medical Technology

## Campus Safety Policy

# Section I: AIMT Security

The following information has been prepared to increase American Institute of Medical Technology community awareness of current programs that exist to protect its members' safety and well being. The information is intended to provide a general description of AIMT campus safety policies; it is not, however, intended to serve as a contractual agreement between AIMT and the recipient. Additionally, AIMT will disseminate and publicize for each of its campus locations, crime statistics from the most recent calendar year and the three preceding calendar years.

## 1.1

### *AIMT Safety Declaration*

American Institute of Medical Technology is strongly committed to crime prevention. AIMT considers the personal physical safety of its students, faculty and staff necessary for a successful learning environment. The campus, like all other communities, are not immune to crime. Similarly, students, faculty and staff are members of AIMT community and citizens of the state in which they reside. Therefore, they are expected to obey not only the laws of their state but also the rules and regulations of the Institute. Members of AIMT community are encouraged to take personal responsibility for their conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on campus. The cooperation and involvement of students, faculty and staff in campus safety is essential to minimize criminal activity. AIMT affirms the notion that a well-informed campus community helps create a safety conscious public. Pursuant to federal law, AIMT will publish and distribute annually the crime statistics for the most current academic year and the three preceding academic years.

# Section II: Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

## 2.1

### *Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics*

#### 2.1.1

### *Notice of Reporting and Disclosure of Annual Campus Safety Policies and Annual Crime Statistics to Current Students, Faculty and Staff*

All current students, faculty and staff will be provided through printed or electronic publications, a notice that contains a brief description of AIMT Campus Safety Policies and Annual Crime Statistics.

- The notice will disclose that the Institute's annual crime statistics are available on a Web site as part of AIMT's Annual Safety Report.
- The notice will contain the exact electronic Web site address.
- The notice will state that anyone is entitled to a paper copy of the information upon request.

### **2.1.2**

#### ***Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics to Prospective Students, Faculty and Staff***

The Institute or the Campus Director will provide a notice to prospective students, faculty and staff disclosing that AIMT's Campus Safety Policies and Annual Crime Statistics are available on a web site as part of the annual safety report for AIMT.

- The notice will contain the exact electronic Web site address.
- The notice will state that anyone is entitled to a paper copy of the information upon request.

### **2.1.3**

#### ***Published Notice of AIMT's Campus Safety Policy and Annual Crime Statistics***

American Institute of Medical Technology Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. You can obtain a copy of this report by contacting Student Services or by accessing the following Web site:

[www.aimt.edu](http://www.aimt.edu)

The Annual Security Report will be provided to current students and employees no later than October 1<sup>st</sup> via United States Postal Service, campus or electronic mail.

## **2.2**

### ***Reporting and Disclosure of Annual Crime Statistics and Sex Offender Registry***

#### **2.2.1**

##### ***AIMT's Distribution of Annual Crime Statistics***

In accordance with the definitions used in the Uniform Crime Reporting System of the U.S. Department of Justice, FBI, as modified by the Hate Crimes Statistics Act, AIMT will publish annual crime statistics. These statistics will be accessible to all current students, faculty and staff. Upon request, prospective students, faculty and staff will be informed of the availability of the annual crime statistics and will be given an opportunity to request a copy of the report.

### 2.2.2

#### *Statistics Concerning Liquor, Drug and Weapons Possession*

Statistics concerning liquor, drug and weapons violations are annually released to the Institute's community. These statistics will also be reported in accordance with federal regulations and the FBI Uniform Crime Reporting program. This reporting will only include violations reported to the local police that result in a criminal arrest. All arrests and disciplinary referrals for liquor, drug and weapons violations are reported separately within the Institutes crime report form. The crime report form has two separate categories for these violations to include whether there was an arrest or disciplinary action associated with the crime.

### 2.2.3

#### *Procedure for Gathering and Disclosure of AIMT's Annual Crime Statistics*

The Student Services Authority sends communication to local law enforcement on an annual basis via the "Letter to Local Police" to obtain crime statistics for their campus for the previous calendar year.

### 2.2.4

#### *Sex Offender Registry*

The Institute's Sex Offender Registry provides for the tracking of convicted sex offenders enrolled at or employed at this university as reported to this institution.

## Section III: Safety Awareness and Crime Prevention

### 3.1

#### *Campus Security*

The institution does not employ campus security personnel but does have indoor surveillance cameras installed. We encourage our employees and students to immediately report any suspected criminal activity or other emergency to a school official and/or in the event of an emergency, to directly contact local law enforcement agency by calling 911.

## 3.2

### *Crime Prevention Measures*

Part of crime prevention is individual safety consciousness and awareness of personal environment. AIMT suggests the following crime prevention measures, which can contribute to the safety and security of the AIMT community.

- Lock your car.
- Take and keep your car keys with you at all times.
- At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Do not bring any kind of weapon onto campus property.

The carrying of weapons on campus, at campus-sanctioned events or when meeting with campus personnel is prohibited and subject to disciplinary action. This policy is not applicable to students who are law enforcement officers required by law to carry firearms 24 hours a day.

If anything makes you feel unsafe or threatened, **dial 9-1-1**.

Faculty, staff, and students are encouraged to report all crimes that occur on reportable campus property to their local and state police department.

## 3.3

### *Timely Warning Notifications to the Campus Community*

Administrative Authorities are responsible for alerting the campus community of a particular crime or trend of crimes in order to help safeguard the individuals within these areas and/or their property from further harm or damage.

- Administrative authorities will release Timely Warning Notifications as necessary to warn the campus of crimes or events considered to be a potential threat to students, faculty and staff.
- Posting Timely Warning Notifications is necessary if there has been a serious crime or systematic pattern of crimes and/or series of threats that may put any member of the campus community at risk. This decision should be made after consultation with the Campus Director and local law enforcement. Campuses are encouraged to report any trend of crimes to the local law enforcement agencies, as appropriate.

Student Services must post Timely Warning Notifications in visible, accessible areas on campus at which the serious crime or systematic pattern of crimes and/or series of threats have occurred.

### **3.4**

#### ***Safety and Access to AIMT Campus Facilities***

AIMT goals are to provide a campus environment that is as safe and secure as possible. Additionally, classrooms and administrative offices not in use will generally remain locked. Only employees and faculty members have access to secured administrative, institutional facilities, and private program areas. These areas are not accessible to students, outside guests, or other unauthorized individuals.

### **3.5**

#### ***Maintenance on AIMT Campus***

The Student Services Administrator must resolve any campus maintenance issues that could give rise to potentially unsafe situations, or conditions that have the potential to enhance criminal activity. The Student Services Administrator will notify the appropriate individual or company responsible for facilities management at the site.

The Paradigm Reality management personnel are responsible for repairing the campus facilities. This includes defective doors and locking mechanisms. In addition, exterior lighting is an important part of the institute's commitment to campus safety. All members of the campus community are encouraged to report any known problems or hazards to his or her Student Services Administrator. Prompt reporting enhances campus safety for all concerned.

### **3.6**

#### ***Safety Programs***

AIMT will have at least an annual safety program encouraging the campus community to look out for themselves and one another.

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. When time is of the essence, information is released to the campus community through security alerts posted prominently throughout campus.

Examples of programs may include CPR/AED, Crime Prevention Programs, Self-Defense and Protection, and Local Police and Fire Departments Demonstrations. Programs will vary by campus based on their individual needs. These programs when applicable will focus on increasing security awareness and educating individuals about the subject of crime prevention. Information regarding upcoming security awareness and crime prevention programs will be available as scheduled.

## Section IV: Reporting Criminal Activities

American Institute of Medical Technology encourages all individuals to report criminal activity to local law enforcement authorities. However, it is the discretion of the individual to contact local law enforcement authorities if the individual is a victim of criminal activity. It is AIMT's practice to file Incident and Crime Reports for all criminal incidents and to contact local and state police when situations warrant the campus to do so.

American Institute of Medical Technology does not have a campus police authority. Individuals are encouraged to report all incidents and criminal activity to Student Services. The Student Service Administrator is an individual who has been specified on at AIMT as an individual to which students, faculty and staff should report criminal offenses.

Therefore, no security personnel is monitoring any student organization that is held unofficially off-campus. However, when any officially recognized student organizations meet on-campus and have an incident, they report emergency and non-emergency criminal activities by following the recommendations found within procedures 4.1 and 4.2.

### **4.1**

#### ***Reporting Emergency Criminal Activities***

In emergency situations, **first dial 9-1-1.**

**9-1-1** calls are answered **24 hours a day, 7 days a week, 365 days every year.** The local police, fire or medical departments will respond immediately.

Thereafter, report the criminal offense to the Student Services Admin.

### **4.2**

#### ***Reporting Non-Emergency Criminal Activities***

In non-emergency situations, promptly report criminal offenses to the Student Service Administrator. In addition, all campus community members are encouraged to report crimes to their local and state police department.

### **4.3**

#### ***Anonymous/Confidential Reporting of Crimes***

AIMT encourages students, faculty and staff to report all criminal activity that has occurred at AIMT. The report of the criminal activity may be anonymous and the person may request confidentiality. The campus community may also contact their local Silent Witness or Crime Stopper program to report information.

## Section V: Reportable Offenses

All crimes that have been reported to the Student Service Administrator and that fall within FBI crime definitions will be included in AIMT's Annual Security Report. Reportable crimes are not limited to FBI-defined offenses.

### 5.1

#### *List of FBI-Defined Reportable Offenses*

The following list of crimes is compiled in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act.

- Aggravated Assault
- Arson
- Burglary
- Drug Abuse Violations
- Hate Crimes
- Liquor Law Violations
- Motor Vehicle Theft
- Murder and Manslaughter
- Rape, Forcible and Non-Forcible Sexual Offenses
- Robbery
- Weapons Possessions

### 5.2

#### *Additional Offenses Reported Internally*

- Bomb Threats
- Destruction/Damage/Vandalism of Property
- Intimidation
- Larceny Theft
- Menacing
- Simple Assault
- Stalking
- Terroristic Threatening/Intimidation
- Theft
- Wanton Endangerment

### 5.3

#### *Hate Crimes*

Crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

### 5.4

#### *Reportable Locations and their Definitions*

- **On Campus:** Any building or property owned by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes. These buildings include residential halls, any building or property that is owned by the institution but controlled by another person, those frequently used by students and those that support institutional purposes such as a food or retail vendor.
- **Non Campus:** Includes any building (or property) owned or controlled by student organizations recognized by the school; and any building or property owned or controlled by the school, that is not within the same reasonable contiguous area.
- **Public Property:** Public property is defined as the area that is within the same reasonably contiguous geographic area of the school; or is adjacent to a facility owned or controlled by the school, and the facility is used by the school in a manner related to the institution's educational purpose.
- **Local Police crime statistics (as applicable)** Statistics that were reported by local and state police should be reported in this category if they were not included already in the campus crime statistics as reported by the Campus Security Authority.

## Section VI: AIMT Cooperation with Law Enforcement Agencies

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American Institute of Medical Technology campuses advocate and support a close cooperative working relationship with federal, state and local law enforcement agencies. This cooperation includes reinforcing all levels of law enforcement agencies, as circumstances warrant. AIMT does not currently maintain contracts for local police and law enforcement agencies; however, campuses are required to contact the appropriate police authorities annually for crime reporting purposes as well as in the event of an emergency on campus that requires their involvement.

# Section VII: Policies and Programs Concerning Alcohol and Drugs

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AIMT has adopted a “**Zero-Tolerance**” policy regarding the unlawful use, sale, possession and/or distribution of illegal drugs and alcohol.

The materials that follow are intended to help inform the entire campus community of the standards of conduct required with regard to illicit drugs and alcohol and the possible consequences of inappropriate behavior.

The following structures are in place to address Alcohol and Drug abuse issues:

- Polices are distributed annually to all employees, faculty and students through the employee/faculty/student handbooks as well as through the Consumer Information Report.
- Disciplinary sanctions are enforced through misconduct violations relating to the code of conduct.
- The Campus Safety policies are maintained on the school website, which is available to all students, faculty or employees at any time. These policies include required alcohol and drug prevention information.
- Students, faculty and employees are able to report instances of abuse through several communication channels.
- Students can report concerns to faculty, their local Student Service Administrator, or via their end of course survey.
- Faculty can report concerns to the Campus Director, the Student Service Administrator or can report concerns through their immediate supervisors, by contacting HR.
- An environment that is conducive to alcohol and drug abuse prevention has been established through the prohibition of alcohol and alcohol related advertising on campus.
- Employee benefits offer resources to assist alcohol and drug addiction related issues.

## 7.1

### *Alcohol and Drug Prevention and Counseling Services*

The following national toll-free telephone numbers are provided to assist any member of the college community who may have a drug or alcohol problem.

- **Al-Anon 1-888-425-2666**
- **American Council on Alcoholism 1-800-527-5344**
- **National Council On Alcoholism 1-800 NCA-Call (622-2255)**
- **National Institute On Drug Abuse Hotline 1-800-662-HELP (662-4357)**
- **National Institute on Drug Abuse Helpline 1-800-843-4971**

These various agencies can provide guidance and assistance in identifying a counseling, treatment, or rehabilitation program that meets individual needs.

For additional assistance in locating a treatment facility within the local area of a AIMT campus, contact the Student Services Administrator.

## 7.2

### *Health Risks of Alcohol and Other Drugs*

- Health risks when using alcohol or other drugs include both physical and psychological effects.
- The health consequences of drugs depend on the frequency, duration, and the intensity of use.
- For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis, or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.
- Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (a painful, difficult and dangerous symptom when stopping the use of drugs).
- Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.
- The consumption of alcohol or drugs by pregnant woman may cause abnormalities (such as Fetal Alcohol Syndrome, the third leading cause of birth defects) in babies.

## 7.4

### *Standards of Conduct*

The AIMT community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by the Institute. If an individual associated with AIMT is apprehended for violating any drug or alcohol related law when on AIMT property, or participating in an AIMT activity, the Institute will fully support and cooperate with federal and state law enforcement agencies.

## 7.5

### *Sanctions AIMT Will Impose for Alcohol or Drug Violations*

Any member of the AIMT community found consuming or selling alcohol or drugs on AIMT property shall be subject to discipline on a case by case basis.

- ◆ Discipline will be based on the seriousness of the situation.
- ◆ A case may result in dismissal from AIMT.
- ◆ In all cases, AIMT will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- ◆ AIMT has adopted a “zero tolerance” policy regarding underage drinking.

# Section VIII: Sexual Assault Policy and Prevention

American Institute of Medical Technology is committed to creating and maintaining a community in which students, faculty and staff can work and be present in an atmosphere free from all forms of harassment, exploitation or intimidation. All forms or attempts of sexual assault are regarded as serious offenses which may result in suspension, required withdrawal, or expulsion.

Victims should seek medical treatment immediately and get counseling. If they need assistance, they can contact the Student Administration who can assist with reporting the incident to the authorities, secure the area and contact local authorities for assistance with arranging medical transportation and evidence collection.

By calling 911, local law enforcement should respond to assist the victim in receiving medical treatment. The Campus can also assist the victim in changing an academic schedule following an incident of sexual assault.

## 8.1

### *Definition of Sexual Assault*

The definition of “sexual assault” includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

## 8.2

### *Facts about Sexual Assaults*

Sexual assault can happen anywhere. In fact, according to the U.S. Department of Justice:

- A rape occurs every 2 minutes in America.
- One of every 4 rapes takes place in a public area or in a parking garage.
- 68% of rapes occur between the hours of 6 p.m. and 6 a.m.
- In 47% of rapes, the victim sustained injuries other than rape injuries.
- 75% of female rape victims require medical care after the attack.

## 8.3

### *Reporting a Sexual Assault*

The victim of a sexual offense has the right to:

Dial 911

- Report the incident to the appropriate police agency and pursue criminal charges
- Seek medical treatment as soon as possible, including the collection and preservation of evidence that is crucial to pursuing criminal prosecution
- If the incident occurred at an AIMT campus, the victim is also encouraged to report the assault to the Student Service Administration.

## 8.4

### *Preservation of Evidence of a Sexual Assault*

After a sexual assault, it is very important that the victim receive a medical examination. Trained medical Personnel will conduct a physical exam of the victim, but only if the victim gives permission. Keep in mind that although sexual assault is a criminal offense, police do not collect evidence of a personal nature from the victim's body. Preserving the evidence from the assault is important. Even if the victim does not wish to file a prompt police report or is certain he or she will not prosecute, evidence should be preserved so the victim has the opportunity to change his or her mind.

The following list of instructions is offered regarding the preservation of evidence:

- Do not change clothes until you have received medical attention. If the clothes are changed, those worn during the assault should be placed in a paper bag and taken along to the examination.
- Do not touch anything the suspect may have touched. Do not bathe (or shower) until you have received medical attention.
- While waiting for medical and law enforcement assistance, try to make mental notes of the incident.

## 8.5

### *Surviving Sexual Assault*

- The survivor of a sexual assault is urged to seek counseling shortly after the sexual assault has occurred.
- Victims of sexual assault may receive **FREE CONFIDENTIAL 24 HOUR** counseling by calling **RAINN (Rape Abuse Incest National Network)**
- **HOTLINE NUMBER 1-800-656-HOPE (4673) extension 1.**
- Trained counselors are available at the aforementioned numbers **24 hours a day, 7 days a week.** **RAINN** can also be reached through e-mail, at **info@rainn.org** . However, crisis counseling is not available through e-mail. The e-mail address is intended solely for questions or comments.

You can also visit the RAINN Web site at <http://www.rainn.org> .

Each campus is required to provide an annual safety education event to their campus community. This awareness program may cover any topic relevant to campus safety, to possibly include the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. However, each campus is at liberty to select their individual campus safety topic based on the needs of their campus community and activity within their surrounding areas.

## 8.6

### *Sanctions the College May Impose Following a Final Institutional Disciplinary Determination of Rape, Acquaintance Rape, or Other Sex Offense*

Sexual assaults violate the standards of conduct expected of every member in the campus community. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, AIMT will abide by and cooperate with local, state and federal sanctions. AIMT disciplinary action may include suspension or expulsion depending on the seriousness of the situation.

## 8.7

### *Change Academic Situation*

AIMT will change a victim's academic situation after a sex offense or alleged sex offense if those changes are requested by the victim and are reasonably available.

## 8.8

### *Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense*

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

In addition, both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

# Section IX: Sex Offender Registry

## 9.1

### *Reporting Convicted Sex Offenders*

The Campus Sex Crimes Prevention Act (CSPCA) (section 1601 of the Victims of Trafficking and Violence Protection Act of 2000-Pub. L. 106-386) provides minimum national standards for state sex offender registration and community notification programs. This act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education and to make this information available promptly to a campus police department or other appropriate law enforcement agency having jurisdiction where the institution is located.