



# **Campus Security Information**

Pittsburgh Career Institute  
421 7<sup>th</sup> Avenue  
Pittsburgh, PA 15219

**April 2017**

Pittsburgh Career Institute (PCI) attempts to provide students and employees with a safe and secure environment in which to study and work.

### **CAMPUS SECURITY AUTHORITY**

PCI employs a Full Time Security Officer who checks credentials, maintains a daily crime log, and heads the Emergency Response Team (ERT). PCI security cannot arrest individuals, though PCI will contact local police to report criminal activity.

Students and staff should report all security concerns to the CSA/ERT, who will determine if a timely warning should be issued to students and staff.

Campus Security Authorities and Authorized Officials Include:

**President/Sr. Leader of (School/Facility)**

(Patti Yakshe)

**Physical Security Contact**

(Buzz Yakshe)

**Facilities Manager**

(Massaro Properties)

**Safety Officer #1**

(Cynthia Smith)

**Safety Officer #2**

(Ernie Junstrom)

**Communications Liaison**

(Patti Yakshe)

**Administrative Secretary**

(Cindy Smith)

In addition to the officials listed, the President/CEO may designate any staff member as an authorized official, as necessary.

## **Reporting a Crime**

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the President's Office or any CSA, which include school security staff, faculty, and administrative staff, when the victim of a crime elects to or is unable (physically/mentally) to make such a report. The President's Office is located on the 3<sup>rd</sup> floor of the school. Other emergencies should also be reported to the President's Office. Regular business hours for the school 8:00 a.m.– 5:30 p.m. Monday-Friday. If the crime has been committed after regular business hours, it should be reported to the front desk, CSA, or security guard. If the crime has been committed when the school is closed, it should be reported to the President's Office, or CSA as soon as possible after school is open. In addition to reporting the crime to the President's Office, the crime should be reported to local law enforcement authorities.

The local police department for the school is:  
Pittsburgh Police Station  
200 Ross Street, Floor 8  
Pittsburgh, PA 15219.

The local Police Department may be reached at 412-323-7800. In an emergency, the local Police Department may be contacted by dialing 911.

The security personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as parking and building access, are followed. They do not, however, have arrest authority. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters. The school does not have a written agreement with state or local law enforcement agencies to investigate alleged criminal offenses.

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

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter

confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

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

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The President's Office should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

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

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

### **Emergency Response and Evacuation Procedures**

If an on-going threat is posed related to a reported crime, a campus safety alert will be issued in a timely manner to the school community via the school emergency notification system. Campus safety alerts can be distributed in various ways, as deemed appropriate for the situation. Most commonly, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, an announcement will be sent to the school community in multi-modal format (E-mail, Voice Mail, Text, Short Message Service) with information and instructions.

Emergency Response Guides are posted at the school in each classroom and by each phone. The Emergency Response Guide provides guidelines and procedures for various emergency situations, including but not limited to medical emergencies, violent crime in progress, evacuations, fire, and weather emergencies. The school also maintains an Emergency Response Operations Plan. The school may also test emergency response and evacuation procedures periodically through drills or exercises. Please contact the President's Office or Campus Security for more information.

## **Sexual Assault and Related Crimes**

In the event of sexual assault, dating violence, domestic violence or stalking, please be aware of the procedures that should be followed:

- It is important to preserve any evidence of the assault that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- Go to a place where it is safe from further attack and notify the police or a campus security authority
- obtain immediate medical attention
- seek professional counseling

The school strongly advocates that a victim of sexual assault, dating violence, domestic violence or stalking report the incident in a timely manner. Victims may report a sexual assault, or incidents of dating violence, domestic violence and stalking to the President's Office, or to any CSA. Victims of sexual assault, *dating violence*, *domestic violence and stalking* also have the option of notifying local law enforcement. If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the school President's Office will provide information on off-campus agencies that provide services to victims of a sex offense. Local or state organizations that provide services to victims of sex offenses include:

### **The Center for Victims of Violence and Crime**

5916 Penn Avenue  
Pittsburgh, PA 15206  
Business Phone: (412) 482-3240  
Hotline: (412) 392-8582  
Fax: (412) 482-3242  
Website: <http://www.cvvc.org>

### **Pittsburgh Action Against Rape**

81 South 19<sup>th</sup> Street  
Pittsburgh, PA 15203  
Business Phone: (412) 431-5665  
Hotline: (866) 363-7273  
Fax: (412) 431-0913  
Website: <http://www.paar.net/>

The school encourages students and employees to take advantage of the materials and programs that promote awareness of sex offenses such as rape, forcible fondling,

statutory rape and incest, as well as programs to prevent dating violence, sexual assault and stalking available through the school and/or local community agencies.

Information about such materials and programs is available at the school by contacting the department of education.

The institution will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation and working situations. The institution will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus security authorities or local law enforcement. Institutions must keep information about these accommodations and any similar protective measures confidential.

The institution will protect the confidentiality of victims. Publicly available recordkeeping, such as mandatory Clery reporting, will be accomplished without the inclusion of identifying information, to the extent permitted by law.

### **Registered Sex Offenders**

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

### **Disciplinary Proceedings**

The school has disciplinary procedures in place to address allegations of dating violence, domestic violence, sexual assault, or stalking, which are detailed in the catalog. Under these procedures, when a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the institution will provide a written explanation of the student's or employee's rights and options.

The school will also disclose to both the alleged victim of a crime of violence or a non-forcible sex offense, and to the accused, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The school may impose sanctions, up to and including expulsion from the institution, following a final determination of a disciplinary proceeding involving alleged sexual assault or other sexual offense. Alleged victims have the option to change

their academic situations after an alleged sexual assault, if such changes are reasonably available.

### **DAILY CRIME LOG**

PCI's security officer maintains a daily crime log including the date the crime was reported, the nature, date, time, general location and disposition of the complaint. The log is available to the public except when doing so would jeopardize the confidentiality of the victim, the alleged perpetrator, or an ongoing investigation.

### **BUILDING ACCESS**

Students, employees, and the public can access PCI during normal business hours and other times by appointment.

Students, staff, and the general public must access the school via the front entrance. Students and staff must electronically sign in to PCI with their personal ID Card.

PCI locks all entries to the school when closed. PCI only issues keys to authorized individuals or to those responsible for opening the school in the morning and closing it at night.

### **Personal Safety**

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

- Report all suspicious activity to Campus Security Authorities (CSA) immediately. CSA include school security staff, faculty, and administrative staff.
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or where too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Carry your keys with you at all times and don't lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.
- Never admit anyone without a valid ID badge on campus/school premises.



As the school becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus at the department of education.

## **POLICY DISSEMINATION**

### Enrolled Students and Employees

PCI publishes its Annual Security Report and Campus Security Policy by June 30<sup>th</sup> of each year. This report is then emailed to all current students and staff.. This report is also available on the PCI website.

### Prospective Students and Employees

Prospective students and employees are made aware of the availability of the Annual Security Report and Campus Security Policy and are provided a statement of the report's availability, a description of its contents, and an opportunity to request a copy.

This report is also displayed in the PCI Learning Resource Center. Additionally, this report will be made available at any time to enrolled students and current employees, upon request. Requests can be made through the Admissions Department or the Library, both located on the 3<sup>rd</sup> Floor.

## **TIMELY WARNINGS**

PCI will provide a timely warning to the school community whenever the campus authorities have determined that a serious or continuing threat to students and employees exists. The following crimes, whether reported to the campus authorities or the police, are considered to represent a threat to students and employees:

- criminal homicide including (a) murder and non-negligent manslaughter, and (b) negligent manslaughter;
- forcible and non-forcible sex offenses;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests for violations of liquor and drug laws;
- arrests for illegal weapons possession;
- persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons violations; and

- crimes listed above or otherwise result in bodily injury that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability.

In addition to these examples, timely warnings may also be issued for other crimes that campus authorities have determined may pose a serious or continuing threat to the community, such as violent crimes or threats to persons or property. An example would be a kidnapping that has occurred on campus.

Instances such as these should be reported to a Campus Security Authority. The CSA will report to an Authorized Official who will issue the timely warning. Please refer to the "Campus Security Authority" section for a listing of these individuals.

Timely warnings will be determined on a case-by-case basis and will be based on the following:

- nature of the crime;
- continuing danger to the campus community;
- possible risk of compromising law enforcement efforts.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

1. Any and all members of PCI's administration, faculty, and staff will, and without delay, make a determination if there is a significant emergency or dangerous situation by evaluating the event and/or the environment to determine if there is a health or safety risk present. Significant emergencies and dangerous situations should be reported to an authorized official capable of notifying the proper authorities as well as other staff that will be needed during this event and initiating the notification system. The authorized officials with whom this information should be reported to are listed under "Authorized Officials."

2. Generally, the notification system will be communicated campus-wide. However, an authorized official may determine that only segments of the campus community need to receive the notification. This determination will be made on a case-by-case basis and will depend upon the situation itself as well as the level of health and/or safety risk that is present.

3. The content of the notification will be determined on a case-by-case basis by an authorized official. The content will be determined based on the situation itself as well as the level of health and/or safety risk that is present.

4. Authorized officials will initiate the notification system unless doing so will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Any or all of the notification systems may be used. The determination as to which, if not all, notification systems will be used is based on the discretion of the authorized official.

Additional information can be found in PCI's "Emergency Operations Plan."

**Annual Security Report**

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

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

The following criminal offenses occurred during the calendar years listed.

CRIMINAL OFFENSES	ON CAMPUS			NONCAMPUS			PUBLIC PROPERTY			STUDENT HOUSING FACILITIES		
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013
Murder/Non-negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Sex Offenses	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Rape	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Forcible Fondling	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Statutory Rape	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Incest	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Robbery	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Burglary	0	1	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	1	N/A	N/A	N/A
Arson	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A

<b>ON CAMPUS: DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING</b>	<b>2015 Total</b>	<b>DOMESTIC VIOLENCE</b>	<b>DATING VIOLENCE</b>	<b>STALKING</b>
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses	0	0	0	0
Rape	0	0	0	0
Forcible Fondling	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft (Do not include theft <i>from</i> a motor vehicle)	0	0	0	0
Arson	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0

<b>NON CAMPUS: DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING</b>	<b>2015 Total</b>	<b>DOMESTIC VIOLENCE</b>	<b>DATING VIOLENCE</b>	<b>STALKING</b>
Murder/Non-negligent Manslaughter	N/A	N/A	N/A	N/A
Negligent Manslaughter	N/A	N/A	N/A	N/A
Sex Offenses	N/A	N/A	N/A	N/A
Rape	N/A	N/A	N/A	N/A
Forcible Fondling	N/A	N/A	N/A	N/A
Statutory Rape	N/A	N/A	N/A	N/A
Incest	N/A	N/A	N/A	N/A
Robbery	N/A	N/A	N/A	N/A
Aggravated Assault	N/A	N/A	N/A	N/A
Burglary	N/A	N/A	N/A	N/A
Motor Vehicle Theft (Do not include theft <i>from</i> a motor vehicle)	N/A	N/A	N/A	N/A
Arson	N/A	N/A	N/A	N/A
Murder/Non-negligent Manslaughter	N/A	N/A	N/A	N/A
Negligent Manslaughter	N/A	N/A	N/A	N/A

<b>PUBLIC PROPERTY; DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING</b>	<b>2015 Total</b>	<b>DOMESTIC VIOLENCE</b>	<b>DATING VIOLENCE</b>	<b>STALKING</b>
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses	0	0	0	0
Rape	0	0	0	0
Forcible Fondling	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft (Do not include theft <i>from</i> a motor vehicle)	0	0	0	0
Arson	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0

<b>VIOLATIONS</b>	<b>ON CAMPUS</b>			<b>NONCAMPUS</b>			<b>PUBLIC PROPERTY</b>			<b>STUDENT HOUSING FACILITIES</b>			<b>Referred for campus disciplinary action (Y or N)</b>
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	
Liquor law violations	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A	N
Drug law violations	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A	N
Illegal weapons possession violation	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A	N

### **Hate Crimes**

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias include the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability.

The school reports all hate crime statistics separately for the categories of criminal offenses listed in the chart above. Additionally, hate crimes statistics are also reported separately for the following offenses: larceny-theft, simple assault, intimidation and destruction/ damage/vandalism of property.

There were no reported hate crimes for the years 2013, 2014, or 2015.

### **Student Housing Facilities:**

Our school does not maintain school-operated student housing facilities.

### **Fire Safety Reporting:**

Our school does not maintain school-operated student housing facilities, and is not required to maintain a log of all fire related incidents.

### **Missing Persons:**

Our school does not maintain school-operated student housing facilities, and is not required to publish a missing student notification policy. However, students are encouraged to contact the local police if they have information about a missing person.