

# Annual Security Report and Safety Policies

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990. This law required all institutions participating in Federal Student Aid programs to publish and distribute to all current students and employees an annual report of security policies and crime statistics. The law was amended in subsequent years. The 1998 amendments renamed the law "*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*" (Clery Act) in memory of a student who was slain in her dorm room in 1986. The Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law. VAWA includes the most recent amendments to the Clery Act.

## **Preparation of the Annual Campus Safety and Security Report and Crime Statistics Disclosure (Report)**

Valley College of Medical Careers ("VCMC") is dedicated to providing a safe and healthy environment for students and staff as well as any visitors to our campus. VCMC prepares, submits and publishes this report annually in compliance with the Clery Act, which requires schools to disclose information about the following categories of crimes occurring on or around their campus:

1. Primary crimes (including murder and non-negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft and arson)
2. Arrests for liquor law violations and illegal weapons possession
3. Hate crimes recorded by category of bias
4. Dating violence, domestic violence and stalking crimes

The Report is prepared by the Director in cooperation with the appropriate police department district for statistics and the institution's "Daily Incident Log."

## **Annual Notification of the Report**

The Report is posted on VCMC's website at [www.vcmc.edu](http://www.vcmc.edu) annually, each October 1, the report is distributed via email to all current students and employees. Paper copies of the report may also be obtained through the Admissions Department. Prospective students and employees are provided with a notice of the availability of the report, including the exact URL for where the report is posted, a description of its contents and a statement that the institution will provide a paper copy of the report upon request. Any interested party may obtain a copy of the report from the VCMC website.

## **Campus Access and Security**

VCMC is located in an office building complex, which provides public access to other tenant businesses and their visitors. Parking lots are lighted at night as are building entrances. The normal exercise of personal awareness of surroundings in any public area is recommended while on campus during daylight and evening hours.

Only students, employees and other parties having business with this institution should be on institutional property (2<sup>nd</sup> floor) where instruction takes place. Staff, faculty, students and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify the purpose of their visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. When the school closes for the night, the school's official or evening instructor will inspect each room to see that it is empty and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

VCMC does not have its own campus law enforcement or security department. Administrative and faculty personnel have enforcement authority regarding all school policies and procedures, work closely with state and local law enforcement agencies regarding the reporting of criminal activity, and promote accurate and prompt reporting of all crimes to the appropriate law enforcement agencies, who have jurisdiction on campus. There is no written memorandum of understanding between VCMC and the local law enforcement agencies.

### **Campus Security Authorities**

VCMC's policy designates the following individuals as Campus Security Authorities (CSA):

- Campus Director
- Director of Student Services
- Director of Admissions
- Director of Financial Aid
- Program Directors

In the event of criminal activity or behavior, any employee of VCMC may be notified. As Campus Security Authorities, these members of the college's administration receive training annually. Campus Security Authorities do not have the authority to arrest persons.

### **Title IX Coordinator**

Incidents triggering potential Title IX, or sexual discrimination implication, including sexual violence, will be reported to the Title IX Coordinator: Stephanie Calnek, Director of Student Services/Title IX Coordinator, (818) 883-9002, 8839 Topanga Canyon Blvd. 2<sup>nd</sup> Floor, West Hills, CA 91304.

### **Reporting of Criminal Activity**

VCMC advises and encourages all students, faculty and associates who witness or personally experience crime while on campus to report their observations or experience to the nearest Campus Security Authority in-person or via and to local law enforcement. VCMC will respond to each report in an appropriate manner that is consistent with state and federal laws and regulations. In the case of an emergency, students, faculty and associates are advised to dial 9-1-1.

Prompt reporting to VCMC will assist in achieving a timely and appropriate response and ensure inclusion in the annual crime statistics reporting and disclosure. VCMC will assist victims in reporting the incident to the local police agency, if the victim so chooses. All reported incidents shall be recorded in VCMC's Daily Incident Log at 8399 Topanga Canyon Blvd., 2<sup>nd</sup> Floor, West Hills, CA 91304. The log includes the date, time, location, incident reported, and a disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

Information regarding any crimes committed on the campus or leased/attached properties (parking lots) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime, and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.

### **Making a Confidential Report**

If you are the victim of a crime and do not wish to pursue action within VCMC's system or the criminal justice system, you may still want to consider making a confidential report for the annual security report. With your permission, any of the Campus Security Authorities listed above 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 steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, faculty or staff; 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 of the college.

### **Pastoral and Professional Counselors**

VCMC does not provide on-campus professional or pastoral counseling services. However, staff or students whose well-being is negatively impacted by challenging circumstances are encouraged to seek off-campus professional and/or pastoral guidance. A professional or pastoral counselor is not required to report crimes for inclusion in the annual disclosure of crime statistics, but as a matter of VCMC's policy, they are encouraged to do so. Professional or pastoral counselors, as they deem appropriate, may counsel individuals on the procedures to report crimes on a confidential and voluntary basis for inclusion in the annual crime statistics. The decision to provide this information to the person being counseled is entirely within the counselor's professional discretion.

### **Timely Warnings Notice**

The Clery Act requires that a timely warning be issued for any Clery Act crime that occurs on or near a campus that has been reported to the CSA or local police agencies, and is considered by the institution to

represent a serious or continuing threat to students and employees. The Director of Student Services (or in her absence, a designee from VCMC's Administration Department) will evaluate the circumstances and determine the need and mechanism for implementation of any timely warning notification. Each incident will be evaluated on a case-by-case basis. Factors considered include: the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The Director of Student Services (or in her absence, a designee from VCMC's Administration Department) will issue timely warnings in a manner that is timely, includes the information about the crime that triggered the warning, and that will aid in the prevention of similar crimes. Timely warnings typically may include the following information, if known:

- Statement of the incident
- The nature and severity of the threat
- Location(s) and person(s) who might be affected
- Any connection to previous incidents
- Physical description of the suspect(s)

### **Emergency Notification and Evacuation Procedures**

While the issuance of timely warnings is predicated on receiving a report of a crime as defined by the Clery Act, emergency notifications are triggered by a far broader range of potential threats — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on campus. VCMC's Administration Department, which is comprised of VCMC's leadership team, responds to on campus emergency situations (e.g., earthquake, fire, life-safety issues), determines when further emergency response resources may be required, and contacts the appropriate emergency response agency. Taking into account the scope of the emergency and the safety of the community, VCMC's Administration Department will, without delay, determine when an emergency notification alert is issued, which segments of the campus community receive the notification alert and the content of the message. The Director of Student Services (or in her absence, a designee from VCMC's Administration Department) initiates the emergency notification system. VCMC's Administration Department will determine how much information is appropriate to disseminate at different points in time. An emergency notification alert may not be issued if, in the professional judgment of the responsible authorities, doing so would compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency. VCMC may or may not post updates during an emergency on its website at [www.vcmc.edu](http://www.vcmc.edu).

The decision to immediately evacuate buildings will be made by VCMC's Administration Department. VCMC has various systems in place for communicating information quickly that may include text messaging, telephone, email and/or verbal directives that will be used for notification to evacuate.

In general, VCMC students and staff should plan ahead for possible evacuations, and know the closest evacuation routes from their classroom or work area. Evacuation maps are posted in each classroom and throughout the buildings in compliance with building and fire codes. Evacuation drills are conducted at a minimum of once per year.

In the case of potential violence on campus, the emergency notification system will be initiated to include specific instructions on what to do. Students and staff may be instructed to stay where they are or to move to another location.

If the evacuation alarm is sounded, never assume it is a false alarm. Leave the building immediately via the nearest stairwell or exit. Do not go to the restrooms. Do not use the elevators.

In the case of a fire, building evacuation will begin immediately upon sounding of the alarm without waiting for the order from campus authorities. Leave the building immediately via the nearest stairwell or exit.

When outside, report to the staff member assigned to that evacuation area. They will communicate with VCMC's Administration Department so everyone is accounted for.

Faculty members must ensure that all students in attendance that day have evacuated and are accounted for and report their status to VCMC's Administration Department assigned to their evacuation area.

Department heads must ensure all staff members and any visitors who are present that day are accounted for and report their status to the designated Floor Warden assigned to their evacuation area.

Each year, VCMC conducts emergency response exercises and a test of its emergency notification system. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution; they also provide opportunities for staff and students to practice the appropriate response in preparation for an actual emergency.

In the event of an actual emergency, VCMC disseminates information, as appropriate, to VCMC and the larger community using various methods including:

- Prepare message updates on VCMC's website; implementation of messaging is done by Student Services
- Publish messages on social media platforms including Twitter and Facebook; implementation of messaging is done by Student Services

### **School Evacuation Protocol**

1. Upon hearing the evacuation alarm and/or an announcement, all personnel and students must immediately leave the building.
2. Remain calm and walk. DO NOT RUN to the nearest exit. Do NOT use elevators.
3. There are two enclosed fire stairs leading to exits that are remote from each other.
4. If path is blocked, proceed to alternate exit.
5. Do not go back for valuables.
6. Assemble outside the building in a predetermined location (Lowe's parking lot). That location is a safe area outside the building away from exit discharge doors and far enough away so as not to interfere with emergency forces.

### **Evacuation of Persons with Special Needs**

VCMC receives a list of individuals who may require assistance during an evacuation, and will attempt to send someone to assist them in the event of an emergency. If you assist someone with exiting the building that has special needs, report the name and location of that person to the nearest staff member so everyone can be accounted for.

### **Informing Students and Staff about VCMC's Security Procedures, Practices and Crime Prevention**

New students and employees receive a copy of the Campus Emergency Procedures Guide as well as the Annual Security Report. VCMC conducts safety trainings throughout the year to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others. Additional safety and security information is also available through the Student Services office.

### **Student Housing**

VCMC does not control, monitor, recognize or in any way sponsor off-campus housing facilities. All VCMC students make their own off-campus housing arrangements. Students who are victims of crime or witness a crime at off-campus locations are strongly advised to immediately report the crime to the appropriate local law enforcement agency.

# **Campus Safety and Security Survey Completion Certificate**

The Campus Safety and Security data for  
**Valley College of Medical Careers**  
**449445**

were completed and locked on August 31, 2017.

Thank you for your participation in the 2017 data collection.

*This certificate was prepared on August 31, 2017.*

# 2017 Campus Safety and Security Survey

Institution: Valley College of Medical Careers (449445001)

User ID: C4494451

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- No.
- Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2. Does your institution have any noncampus buildings or properties?

- Yes  No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.



# Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property

Criminal offense	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - On campus

For the criminal offenses listed below first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion)

### Occurrences of Hate crimes

#### Category of Bias for crimes reported in 2016

Criminal offense	2016 Total	Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft (Do not include theft from a motor vehicle)</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

### Occurrences of Hate crimes

#### Category of Bias for crimes reported in 2015

Criminal offense	2015 Total	Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft (Do not include theft from a motor vehicle)</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Occurrences of Hate crimes

Category of Bias for crimes reported in 2014

Criminal offense	2014 Total	Category of Bias for crimes reported in 2014								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	
a. <u>Murder/ Non-neoligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."











# Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



# Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories:

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Non-campus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF POSTSECONDARY EDUCATION

July 2017

Dear Chief Executive Officer:

Institutions of postsecondary education that participate in the Federal student financial assistance programs have been required by section 485(f) of the Higher Education Act of 1965, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), to provide the Secretary with campus crime statistics since 1990 and with fire statistics since the Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008 reauthorizing the Higher Education Act of 1965 (HEA), as amended.

Under the Clery Act, institutions must provide crime and fire statistics for the prior three years to the Department. As in prior years, your institution must provide this data through a Web-based system that can be accessed only by a designated member of your staff. We strongly urge you to appoint someone who is familiar with campus safety and security procedures to serve in this capacity as the Campus Safety Survey Administrator (CSSA) and to forward the enclosed materials and instructions to that person promptly.

For your convenience, the name of your institution's CSSA for last year's collection is shown on the enclosed Registration Certificate along with the new ID and password for this year. The CSSA may enlist the aid of other staff members to complete the survey. However, all communications for this survey will go to the CSSA and that person will be responsible for your institution's data submission during the August 23, 2017 to October 18, 2017 collection period. This includes confirming its accuracy and "locking" the data for transmission to the Department. Once your institution's data have been reviewed, they will be made available to the general public at: <http://ope.ed.gov/campussafety>.

Remember, providing this information is required as a condition of your institution's continued participation in the Federal student financial assistance programs. To ensure the timeliness of this survey, we will contact you again if your CSSA does not register promptly once the website opens on August 23, 2017.

If you need any additional information or have any questions, please contact the survey Help Desk by phone at 1-800-435-5985 or by e-mail at: [campussafetyhelp@westat.com](mailto:campussafetyhelp@westat.com).

400 MARYLAND AVENUE, S.W., WASHINGTON, DC 20202  
[www.ed.gov](http://www.ed.gov)

*The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.*



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF POSTSECONDARY EDUCATION

July 2017

Dear Campus Safety Survey Administrator:

You are receiving this letter because your institution's Chief Executive has designated you as the Campus Safety Survey Administrator (CSSA), the person responsible for completing the 2017 Campus Safety and Security Survey which will be conducted from August 23, 2017 through October 18, 2017. The survey will collect data about the number and nature of crimes and fires on your institution's campus(es) for the 2016 calendar year. Providing this information is required under section 485 of the Higher Education Act of 1965 (HEA), as amended, as a condition of your institution's continued participation in the Federal student financial assistance programs.

As in prior years, the survey will be administered through a Web-based system that can be accessed only by you (or your designee) using the 2017 user ID and password shown on the enclosed Registration Certificate. Once the website opens on August 23, 2017, please log in and register immediately so that we will know you have received the access information. Please enter or update your contact information carefully because it will be used for all further contact with you during this data collection. As the CSSA, you are responsible for assuring the accuracy of your institution's data. Once the data are entered, you are also responsible for locking the survey so that the data can be reviewed and later made available to the public on the Department's website located at: <http://ope.ed.gov/campussafety>.

The following guidance resources are available to help:

- The Handbook for Campus Safety and Security Reporting, available at <http://www.ed.gov/admins/lead/safety/campus.html>.
- The web survey User's Guide which provides step-by-step instructions for each page of the survey and available on the survey website at: <https://surveys.ope.ed.gov/campussafety/>.

If you need any additional information or have any questions, please contact the survey Help Desk by phone at 1-800-435-5985 or by e-mail at: [campussafetyhelp@westat.com](mailto:campussafetyhelp@westat.com). With your help we anticipate achieving a 100 percent response rate by the close of data collection again this year. I appreciate your cooperation and effort in this endeavor, and I look forward to working with you.

Sincerely,

Lynn B. Mahaffie  
Deputy Assistant Secretary for  
Policy, Planning, and Innovation

400 MARYLAND AVENUE, S.W., WASHINGTON, DC 20202  
[www.ed.gov](http://www.ed.gov)



**Campus Safety and Security Survey  
2017 Registration Certificate**

*Valley College of Medical Careers*

The Campus Safety Survey Administrator (CSSA)  
listed in the database is:

**Marty Aghejian, Director of Business Development and Marketing**

**Log in information:**

**Data collection site:**

<https://surveys.ope.ed.gov/campussafety>

**User ID: C4494451**

**Password: &y djG5@PE** *NEW PASSWORD*  
*-Veme2017!*

The letters in the User ID and Password are case sensitive.

**Ref #: 449445**

**Survey Dates:**

August 23, 2017

Data collection opens. Please complete the Registration screen as soon as possible after this date so that we know you have received this certificate.

October 18, 2017

Data collection closes.

**Help Desk contact information:**

Telephone:

1-800-435-5985

E-mail:

[campussafetyhelp@westat.com](mailto:campussafetyhelp@westat.com)