THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act is a Federal Law that requires colleges and universities to:

- Publish and distribute an Annual Security Report by October 1st that contains three years of school crime statistics and certain school security policy statements;
- Inform all active students and employees, as well as prospective students and employees, about the existence of the Annual Security Report and how to access it on the internet or request a paper copy;
- Disclose crime statistics for the school, public areas immediately adjacent to or accessible from the school, and any non-campus facilities or remote classrooms. The statistics must be gathered from a number of resources, including local law enforcement, school security officers, and other school officials who have “significant responsibility for student and school activities”;
- Provide “timely warning” notices of those crimes that have occurred which pose an ongoing threat to employees, students, or public safety;
- Maintain a Public Crime Log at each school which tracks “any crime that occurred on-campus...or within the patrol jurisdiction” of the school security officer, and has been reported to a CSA.

SECURITY POLICIES & PROCEDURES
(October 1, 2014)

INTRODUCTION

UEI College is strongly committed to crime prevention and the safety of our school communities. Although we have been fortunate in not experiencing a serious problem at our schools, the school is subject to many of the same problems that occur in any urban area of the country. The following information has been prepared to increase awareness of the current programs and procedures that exist to protect the safety and well-being of our students, employees, and guests.

As members of the school community, you are encouraged to take personal responsibility for your conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on-campus students. The cooperation and involvement of all students and staff members in crime prevention programs and by reporting all suspected criminal actions and emergencies is essential to minimize criminal activity.

UEI College believes that a well-informed school community helps create a safety conscious public which is more important today than ever before. Pursuant to the requirements set forth by The Jeanne Clery Disclosure Act, UEI College will publish and distribute an Annual Security Report by October 1st of each year, to include the crime statistics for reported crimes over the previous three years for each of our schools.
**Distribution of the Annual Security Report**

The Compliance Department is responsible for facilitating preparation, and ensuring the distribution, of this report to the school populations at our various school locations. The preparation of this report is a coordinated effort between various Corporate Office and On-Campus Departments and each school’s local law enforcement authority.

No later than October 1st of each year, all students, faculty, and staff are provided the Annual Information Notification literature announcing that the updated Annual Security Report is available on the school’s internet website.

We encourage all members of the school community to use this report as a guide for safe practices on campus and off campus. A hard copy of the report can be obtained by visiting your school’s Education Department. This report is also available on the internet at [http://www.uei.edu/student-consumer-info](http://www.uei.edu/student-consumer-info).

**Campus Security Authorities**

The Jeanne Clery Disclosure Act defines a Campus Security Authority (CSA) as any school official that has a significant responsibility for students and/or school activities. The Act requires the school to identify the school officials that fall into this category and will be responsible for reporting any crimes that they are made aware of.

UEI College has designated each school’s Executive Director as the Primary CSA for their school. Secondary CSAs for each school include: Director of Education, Program Heads/Team Leads, Security Guard(s), Business Office Manager, and Career Services associates.

Any crime or offense brought to the attention of a CSA must be immediately reported, within 24 hours, to the Primary CSA and Business Office Manager/Security Guard for completion of a Campus Crime Advisement Form.

Each school relies on their local law enforcement to arrest an individual suspected of a reported crime or offense.

**Reporting Criminal Activities and Emergencies**

UEI College encourages students and employees to report all criminal activity and emergencies that have occurred at the school.

- **Emergencies:** In emergency situations occurring on campus, in any public areas immediately adjacent to or accessible from the school, or any non-campus facilities or remote classroom locations, requiring the response of fire, police, or medical assistance, first dial **9-1-1**. Thereafter, contact one of the school's designated CSAs.

- **Non-emergencies:** In a non-emergency criminal offense situation occurring on campus, in any public areas immediately adjacent to or accessible from the school, or any non-campus facilities or remote classroom locations, report the incident to one of the school's designated CSAs.

**Voluntary and Confidential Reporting**

UEI College has established a Campus Crime Advisement Form that may also be filled out by any victim or witness wishing to report a crime on a voluntary and
confidential basis. This form is available through the school’s designated CSAs and may be submitted directly to the Primary CSA at the discretion of the victim or witness.

**Responding to Reports of Criminal Activity and Emergencies**

A CSA, and the local city police department when necessary, will respond to and investigate each report of criminal activity, including notifying the victim of the outcome of the investigation and any “Administrative Actions” taken.

The local city fire department will respond to all reports of fire or medical emergencies on-campus.

**Administrative Actions:** If a reported criminal offense involves a student or employee as the alleged offender, the offender will be subject to applicable school conduct policies and disciplinary procedures. Sanctions or Disciplinary Actions may include suspension or expulsion for student offenders and termination of employment for employee offenders.

**Emergency & Evacuation Procedures**

UEI College has designed an Evacuation Procedure, and testing methods, to ensure the safety of everyone on campus. Tests will be conducted quarterly and evaluated for effectiveness; these could include: drills, exercises and follow-through activities.

Any bomb threat, fire alarm, or notification by emergency services automatically constitutes a threat sufficient to activate the school’s Evacuation Procedures. In addition, any other threat that could result in bodily harm and could affect any portion of the employees or students constitutes a threat sufficient to activate the Evacuation Procedures.

Upon notification of the need to evacuate, all students, faculty, and staff, should exit their rooms and the building, quickly but orderly, and follow the Emergency Exit guidelines to the predetermined outside areas to wait for further information. The Security Leads will inform the school when it is okay to reenter the building.

During instances of the need to lock-down the school (i.e., Tornado or Active Shooter), employees and students should take cover immediately and wait to be told everything is clear.

**Emergency Warning Policy**

When a significant emergency or dangerous situation that poses an immediate and/or continuing threat to the health or safety of employees and students at the school is identified and contained, the Primary CSA will immediately issue an Emergency Warning Notice to the school community. If necessary, the Primary CSA will follow-up with information to the school community with regards to any continuing or ongoing steps to contain the emergency, and when the emergency has been resolved.

Emergency Warning Notices may be distributed to staff, faculty, and students using the following modes of communication, or any combination thereof:

- Emergency alarms
- Intercom announcements
Verbal announcements

Email

Flyers

Emergency SMS Text Messaging

If the issuance of an Emergency Warning Notice will compromise the efforts of school officials or emergency personnel to satisfactorily contain an emergency, or help the victim(s), an Emergency Warning Notice will not be issued.

**Timely Warning Policy**

Upon notification and identification of a “reportable” crime under the guidelines of The Jeanne Clery Disclosure Act, that represents a serious or continuing threat to students and employees on or surrounding the school’s general geographic area, the Primary CSA will issue a Timely Warning Notice to the school community within 72 hours.

The Timely Warning Notice will be distributed to all Management at the school for the proper dissemination to employees. The Education Department is responsible for ensuring the student body is notified. The notice will also be distributed by email to all student and employee email accounts.

**Public Crime Log**

Any crime/offense that a CSA is made aware of must be reported to the Primary CSA and the Business Office Manager/Security Guard (if applicable) for proper documentation within 24 hours and tracking in the Public Crime Log within 48 hours. The Primary CSA or Business Office Manager (designated by campus) will maintain the Public Crime Log and will also maintain all documentation for all reported crimes, using the designated **Campus Crime Advisement Form**.

The school’s Security Guard (if applicable) is required to maintain a daily crime log and collect/complete **Campus Crime Advisement Forms** for any reported crimes, from any victims or witnesses. This daily crime log and documentation will be submitted to the Primary CSA and/or Business Office Manager daily for proper tracking in the Public Crime Log with 48 hours.

The Public Crime Log will be updated on a daily basis (or as needed) to include all reported crimes. Crimes are tracked in the log in sequential date order as they were reported, using the reported date as the date of occurrence. All crimes tracked in this Public Crime Log will remain in the Public Crime Log indefinitely and will be reported on the annually published Crime Statistics Reports, if they are classified as a qualifying crime. Only a reportable crime under the Clery Act that is determined to be “unfounded” or “false” by a law enforcement investigation, and has been marked as such by the Business Office Manager in the Public Crime Log, will be excluded from the annual Crime Statistic Reports. The Primary CSA or Business Office Manager will monitor the outcomes and sanctions from reported crimes to the local police and update the log with results for up to 60 days after the crime was reported.
**Crime Awareness & Prevention Program**

UEI College is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of criminal activities.

UEI College has established the Crime Awareness & Prevention Program within the Annual Security Report that communicates the following crime prevention measures with all new students at each New Student Orientation and with new employees at the beginning of their employment. This literature is also made available to all students, faculty, and staff in the Career Services office, and is updated and distributed to all current students no later than October 1st each year.

**Protecting yourself from being a victim of a crime**

A significant part of crime prevention is individual safety consciousness and awareness of one’s personal environment. These simple measures can contribute to the safety and security of the school community:

- Lock your car.
- Never leave valuable items visible in your car including personal and school related materials such as textbooks.
- Take and keep your car keys with you at all times.
- At night, travel in well-lighted areas, and in pairs, if possible. Avoid shortcuts and deserted areas.
- Leave items of high monetary value at home.
- Do not leave personal property unattended in classrooms, labs, or in the student lounge.
- Do not carry more cash than necessary and never advertise what you have.
- If anything makes you feel unsafe or threatened, call a CSA or dial 9-1-1.

**How we work to protect you**

The Primary CSA will use the Timely Warning Policy advising the school community when there has been a known systematic pattern of crime or a series of crimes that may pose a threat to the safety and welfare of everyone.

The school’s goal is to provide an environment that is as safe and secure as possible. The facility is open to the public during normal business hours. After business hours access is available only at the designated student entrance. Classrooms and offices not in use are locked.

The school is committed to ensuring that the facilities are kept in good repair, including doors and locking mechanisms. In addition, exterior lighting is an important part of the school’s commitment to safety. Employees and staff are encouraged to report any known problems or hazards to a CSA. Prompt reporting enhances school safety for all.
SEXUAL ASSAULT & DOMESTIC VIOLENCE
AWARENESS & PREVENTION

UEI College is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of all forms of harassment, exploitation, or intimidation.

WHAT TO DO?
If you should become the victim of sexual assault or other form of domestic violence, do your best to remember the person who attacked you and committed the crime, the more details you can remember, the better. A for more information on these crimes visit http://www.nationalcenterdvtraumamh.org/resources/national-domestic-violence-organizations/

Remember that you have not committed a crime, do the following immediately:
- Go to a safe place.
- Call someone you trust to be with you.
- Seek medical care.
- Call 911 to report an assault or domestic violence when you are in fear for your life.

WHAT NOT TO DO?
- Do not shower, bathe or douche after the attack.
- Do not discard or wash clothing or linen.
- Do not blame yourself.

REPORTING A SEXUAL ASSAULT OR DOMESTIC VIOLENCE
- A designated member of the campus staff (usually the Primary CSA) will meet with you privately.
- They will act thoughtfully without prejudging or blaming you.
- You will be treated with courtesy, sensitivity, dignity and understanding.
- They will accommodate your request to speak to a law enforcement officer of the same gender.
- They will help in arranging hospital and/or counseling services or other assistance.
- We will change your academic situations after an alleged sex offense if you request it and the changes are reasonable and available.
- You and the accused (if also a student or employee) will have the same opportunities to have others present during a disciplinary meeting and both of you will be informed of the final results and actions taken against the accused.

PREVENTION TIPS
- Do not drink to excess. One drink can affect judgment.
Say "NO" like you mean it when the situation causes concern.

Never hitchhike.

Use the "Buddy System". Avoid walking alone, especially after dark.

Walk in well-lit areas.

Tell friends and/or family where you are going, how you are getting there, how long you will be, and when you will be back.

Lock the door at home or away.

**DOMESTIC VIOLENCE PREVENTION TIPS WHEN IN THE HOME**

- Learn where to get help; memorize emergency phone numbers.
- Plan an escape route; teach it to your children.
- Pack a bag with important items; put it in a safe place in case you need to leave quickly. Include cash, car keys and important documents such as passport, birth certificate, medical records and medications.
- Get to a room with a phone to call for help; lock the abuser outside if you can.
- Think about a neighbor or friend you can run to for help.

**DOMESTIC VIOLENCE PREVENTION TIPS OUTSIDE THE HOME**

- Change your regular travel habits.
- Shop and bank in a different place.
- Keep a cell phone and program it to 9-1-1.
- Give a picture of the abuser to friends and co-workers.
- Don’t go to lunch alone.

**DOMESTIC VIOLENCE TIPS WHEN IN AN EMERGENCY SITUATION**

- Stay away from the kitchen (the abuser can find weapons like knives there).
- Get to a room with a door or window to escape.
- Get to a room with a phone to call for help; lock the abuser outside if you can.
- Think about a neighbor or friend you can run to for help.
- Seek medical attention if you are hurt.
- Take pictures of bruises or injuries.

**Trust your instincts.**

**Better to be safe than sorry!**
SEXUAL OFFENDER/PREDATOR NOTIFICATION

The Federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offender may be obtained. Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to http://www.sexoffender.com for the national registry. The CSCPA act also requires registered sex offenders/predators to provide to appropriate state officials notice of each institution of higher education in that state at which the offender/predator is employed, carries on a vocation, or is a student.

DRUG & ALCOHOL ABUSE PREVENTION

UEI College is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of drugs and alcohol. Therefore, the following policy has been established:

**UEI COLLEGE CANNOT, AND WILL NOT, CONDONE DRUG OR ALCOHOL ABUSE ON THE PART OF ITS EMPLOYEES OR STUDENTS.**

UEI College recognizes that alcoholism and drug abuse may have an adverse effect on job and/or classroom performance and is concerned with this impact. In addition, UEI College recognizes that both problems can be successfully treated, enabling either the employee or student to return to a satisfactory performance level. UEI College has adopted their written substance abuse policy and prevention program to foster a strong school environment for all free of drugs and alcohol; which applies to all students and compensated employees of UEI College.

ANNUAL CRIME STATISTICS REPORTS

INTRODUCTION

UEI College encourages each school to maintain a working relationship with their local law enforcement authority, and ensure that any criminal activity reported directly to them that may endanger students or employees is relayed to the school; however, there are no official agreements with these agencies. These relationships help to ensure that all crimes are properly being reported in the Annual Crime Statistics Reports.

The Jeanne Clery Disclosure Act requires each school to report specific types of crimes that pose a threat or danger to public safety at the school. It is the responsibility of the Primary CSA to ensure that all employees of the school understand and are aware of these offenses to ensure proper notification to a CSA and tracking in the Public Crime Log.

DEFINITIONS OF REPORTABLE OFFENSES

Criminal Homicide

- **Murder and Non-negligent Manslaughter**: the willful (non-negligent) killing of one human being by another.
Negligent Manslaughter: killing of another person through gross negligence.

Sex Offenses – Forcible

Forcible Rape: the carnal knowledge of a person forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: oral or anal sexual intercourse with another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sexual Assault with an object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sex Offenses – Non-forcible

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the age of consent.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury; typically this type of crime is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary

The unlawful entry of a structure or facility by a person or person’s to commit a felony or theft.

Motor Vehicle Theft

The theft, or attempted theft, of a motor vehicle with no lawful access to the vehicle.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another,
etc. In order for arson to be reported in the Annual Crime Statistics it must have been investigated.

**Hate Crimes**

A criminal offense committed against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin. Hate crimes are not separate, distinct crimes, but are traditional offenses motivated, in whole or in part, by the offender's bias.

**Other Offenses – Arrests/Referrals for Disciplinary Action**

- **Illegal Weapons Possession:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

- **Drug Law Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (e.g., morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (e.g., Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

- **Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the previous mentioned items.

**Domestic Violence**

Domestic violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or would someone.

Examples of domestic violence include:

- **Physical Abuse:** Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling,
etc. are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and or drug use upon him or her.

- **Sexual Abuse:** Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

- **Emotional Abuse:** Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one’s abilities, name-calling, or damaging one’s relationship with his or her children.

- **Economic Abuse:** Making or attempting to make an individual financial dependent by maintaining total control over financial resources, withholding one’s access to money, or forbidding one’s attendance at school or employment.

- **Psychological Abuse:** Elements of psychological abuse include, but are not limited to causing fear by intimidation; threatening physical harm to self, partner, children, or partner’s family or friends; destruction of pets and property and forcing isolation from family, friends or school and/or work.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, co-workers, other witnesses, and the community at large. Children who grow up witnessing domestic violence, are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teach them that violence is a normal way of life, increasing their risk of becoming society’s next generation of victims and abusers.

**Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be a determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the person involved in the relationship

**Stalking**

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel afraid. Stalking can include

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail and/or email.
- Repeatedly leaving or sending victim unwanted items, presents, or flowers.
- Following or lying in wait for the victim at places such as home, school, work, or recreating places.
Making direct or indirect threats to harm the victim, the victim’s children, relatives, friends, or pets.

- Damaging or threatening to damage the victim’s property.
- Harassing victim through the internet
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.

Obtaining person information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim’s garbage, following the victim, contacting victim’s friends, family, co-workers, or neighbors, etc.
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<tr>
<th></th>
<th>On-Campus Offenses</th>
<th>Public Property Offenses</th>
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<tr>
<td>1. Criminal Offense</td>
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<tr>
<td>b) Negligent manslaughter</td>
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<td>c) Sex offenses - Forcible</td>
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<td>d) Sex Offenses – Non - Forcible</td>
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<tr>
<td>i) Arson</td>
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<tr>
<td>e) Robbery</td>
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<tr>
<td>f) Aggravated Assaults</td>
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<tr>
<td>g) Burglary</td>
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<td>0</td>
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<tr>
<td>h) Motor Vehicle Thefts</td>
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</tbody>
</table>
*Hate Crimes: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

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<td>2. Hate Crimes</td>
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<td>b) Negligent manslaughter</td>
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<td>c) Sex offenses - Forcible</td>
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<td>Statutory rape</td>
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<tr>
<td>i) Arson</td>
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<td>j) Simple Assault</td>
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<td>k) Larceny-theft</td>
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<td>l) Intimidation</td>
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<tr>
<td>m) Destruction/damage/vandalism of property</td>
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### Annual Security Report

#### 3. Arrests

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<td>a) Weapons: carrying, possessing, etc</td>
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#### 4. Disciplinary Actions

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<td>c) Liquor law violations</td>
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#### 5. Violence Against Women Act

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<tr>
<td>a) Domestic Violence</td>
<td>NA</td>
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<td>b) Dating Violence</td>
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<tr>
<td>c) Stalking</td>
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