

Clery (Campus Security) Act Policy/Procedure

The purpose of this policy is to protect students, staff and guests- female and male- to provide procedures for students and others to report criminal actions or other emergencies occurring on campus.

Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Academy of Cosmetology is requested to annually compile and publish crime statistics. This annual report must include statistics of specified crimes reported to local police agencies that occurred on or near campus and on controlled or affiliated property. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident-Based Reporting System): murder/non-negligent manslaughter; negligent manslaughter; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; and arson. Academy of Cosmetology is also required to request statistics for arrests for these categories only; liquor law violations, drug law violations, and illegal weapons possession.

Pursuant to the Clery Act, the campus is required to report these crimes separately for a number of geographic locations. These locations include the main campus the public property within or immediately adjacent to and accessible from the campus

- Timely warning reports and or warnings to member of the campus community regarding the occurrence of the Clery Act crime will be posted by the School Director within 24 hours of confrontation of said crime.

Annual Discloser of Crime Statistics is collected from the Janesville Police Department and prepared by the Academy of Cosmetology's Career Services Department.

Persons to whom students and employees should report criminal/sexual offenses to are:

- Lisa Rubo, Instructor
- Trisha Hoffmann, Career Services
- Vickie Shelton, Financial Aid
- Fern Michaels, Director

Academy of Cosmetology allows victims or witnesses to report crime on a voluntary, confidential basis for inclusion of the annual security report.

The campus security includes 24 hour surveillance cameras. Academy of Cosmetology does not provide on campus housing and therefore does not have a missing student notification policy.

The Academy of Cosmetology does not employ campus law enforcement and therefore does not create a daily crime log. The Janesville Police Department located at 100 North Jackson Street, Janesville, WI 53547 will be notified and will have the authority to make arrests on campus.

Information on crime awareness and individual safety is given to new students and staff during orientation. Students and employees are responsible for their own security and security of others.

The Academy of Cosmetology does not employ a sex offence program. In the event a sexual offense occurs, Janesville Police Department will be notified. A list of registered sex offenders is available online at <http://www.city-data.com/so/so-janesville-wisconsin.html>.

Emergency response and evacuation procedures are located in the student catalog.