



**OHIO BUSINESS COLLEGE
ANNUAL SECURITY REPORT**

YEAR 2021

TABLE OF CONTENTS:

Clery Act Summary	3
INSTRUCTIONS <i>(When a Crime occurs, To Use the Forms Found in This Packet)</i>	3
General Information Concerning Campus Crime Statistics Requirements	3-5
Notice of Availability of Annual Security Report (FORM)	5
Campus Crime Statistics and Annual Security Report Definitions <i>(Geographic Definitions, Reportable Crimes Definitions)</i>	5-7
Policy Statements and Disclosure Requirements <i>(Timely Warnings, Annual Disclosure of Crime Statistics, Campus Access Policy, Campus Law Enforcement, Reporting a Crime or Emergency, Security Awareness Programs, Crime Prevention Programs, Off-Campus Activities, Alcoholic Beverages and Illegal Drugs, Student and Employee Drug and Alcohol Abuse Prevention, Sexual Assault Prevention and Response, Sex Offender Registration, Violence Against Women Reauthorization Act of 2013, Emergency Response and Evacuation Procedures)</i>	7-9
Drug and Alcohol Policy, Drug and Alcohol Information and Abusive Substances <i>(CHART) (Type, Symptoms, Forms, Dangers)</i>	10-12
Crimes and Penalties: Federal, State and Local Drug and Alcohol Violations (CHART)	13
Crime Statistics Table (FORM)	14-15
Time Table for Campus Crime Statistics Reporting (CHART)	16
Sample Letter to Local Law Enforcement Agencies (FORM)	17
Sample crime data collection form (Notification to Local Law Enforcement Agencies) (FORM)	18-19
CSA Job Description	20-21
Reportable Crime Incident Report (page 1 of 2) (FORM)	22-23
Biennial Review of Student and Employee Drug and Alcohol Abuse Prevention Program (FORM)	24

CLERY ACT SUMMARY

- Schools must publish an annual report disclosing campus security policies with three years worth of selected crime statistics and emergency response and evacuation procedures.
- Schools must make warnings, without delay, to the campus community about situations that pose an ongoing threat to the students and employees.
- Schools must conduct an annual test of the emergency response and evacuation procedures.
- Each institution with a police or security department must have a public crime log.
- The U.S. Department of Education centrally collects and disseminates the crime statistics.
- Campus sexual assault victims are assured of certain basic rights.
- Schools that fail to comply can be fined by the DOE.

INSTRUCTIONS FOR USING THIS PACKET:

All employees should read and understand the information contained in this presentation, particularly those identified as a campus crime authority. Direct any questions concerning this information to the President, School Director, or the Corporate Director of Education.

WHEN A CRIME OCCURS:

Students, employees, and any visitors or others present on any campus are encouraged to report any crime they experience or witness to a school employee. Here are the steps an employee should follow when notified of a crime:

1. If the employee is NOT a Campus Security Authority (School Director, Corporate Director of Education, Registrar) the crime victim is referred to a Campus Security Authority immediately.
2. If the employee is a Campus Security Authority, an Incident Report is completed and local law enforcement is notified as the situation warrants.
3. When completing an Incident Report, complete all sections.
4. Return the completed Incident Report and any other documents pertaining to the incident to the Registrar.

GENERAL INFORMATION CONCERNING CAMPUS CRIME STATISTICS REQUIREMENTS

1. Guidance has been provided by the U. S. Department of Education, Office of Postsecondary Education regarding appropriate compliance with the federal regulations that govern institutions receiving Title IV federal financial aid funding. That guidance is found in the book titled "THE HANDBOOK FOR CAMPUS CRIME REPORTING." That book will be referenced in this document as the "Handbook." The Foreword in the book states, "This handbook was designed to assist you, in a step-by-step and readable manner, in meeting the regulatory requirements of the Clery Act by guiding you through the regulations and explaining what they mean and what they require your institution to do." In the absence

of other suitable guidance, and in a good-faith effort to meet these requirements, our institutional procedures, policies, forms, etc have been developed based on information provided in the Handbook.

2. If you need further information regarding these requirements, clarification of the specific classification of a particular incident or crime, additional guidance on preparing and distributing the campus crime statistics or timely warnings, etc. please reference the Handbook itself. The information provided here is intended to be an overview and to summarize the requirements.
3. According to the Handbook, because our institutions do not have a campus police department or a security office, we are not required to maintain a Daily Crime Log.
4. School Directors should see that all employees are informed of the requirements for compliance with the Clery Act.
5. Development, implementation, and distribution requirements for Campus Crime Statistics are very specific and include these **mandatory** components:
 - a. per our institutions Title IV Program Participation Agreement, development and implementation of security policies,
 - b. identification of Campus Security Authority as specifically defined in the Handbook,
 - c. timely-warnings of reportable crimes,
 - d. documented efforts to collect crime statistics for Clery Act crimes from police agencies with jurisdiction for our institutions,
 - e. annual reporting to ED via the web-based data collection site,
 - f. identification of an office and individual responsible for annual distribution of the campus crime report,
 - g. publication and distribution of the annual security report, or notice of availability, by October 1 of each year to all enrolled students and all employees, and ongoing disclosure of the availability of the report to all prospective students and prospective employees we interview,
 - h. disclosure of specifically defined policy statements including a statement, where applicable, that our institution does not have a policy, procedure, practice, etc., for a category addressed in the regulations,
 - i. biennial review of our policies regarding our institutional student and employee drug and alcohol abuse prevention program to determine the effectiveness of our program, implement any necessary changes, and to ensure that the sanctions required by the program are consistently enforced.
6. Under the direct supervision and guidance of the School Directors, the Registrar is required to keep copies of crime reports and all information used in compiling the report; copies of timely warning reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from Campus Security Authorities regarding Clery Act compliance; copies of notices to students and employees about the availability of the annual security report, etc.

All such documentation must be dated, easily retrievable, and retained for three years from the latest publications of the report to which they apply. For example: the 2021 annual security report contains statistics for 2018, 2019, and 2020. That would mean the 2015 records and supporting documentation must be retained until October 1, 2021 (three years after the October 1, 2021 distribution date for the report that contained the 2018 data).

7. DISTRIBUTION REQUIREMENTS:

The Campus Crime Statistics Report must be distributed to **all** currently enrolled students (full or part-time, regardless of funding or payment methods) and **all** employees. Also, **upon request**, it must be distributed to all prospective students and prospective employees.

The distribution date is no later than October 1 each year.

The report is to be in a single, separate publication that contains all the elements of the report.

The report must be distributed by giving a copy directly to each required recipient or by mailing directly to each required recipient via campus mail, email, or United States Postal Service. OR

As an alternative to direct distribution of the report, the report may be posted to the institution's Web site if it is clearly identified in a single, separate part of the site. If the report is posted to the institutions Web site, the site must be reasonably accessible to currently enrolled students and to employees and a **notice of availability of the report** must be distributed as indicated above, (by direct mail, email, or campus mail) to:

- all students and employees, and
- included in information mailed or given to prospective students, and
- to all individuals interviewed as prospective employees.

The notice of availability must be very specifically worded and include specific informational elements. Here is the exact notice that must be distributed:

**NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT FOR:
OHIO BUSINESS COLLEGE
Sheffield Village, Lorain, Sandusky, and Dayton campuses**

The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by our institution; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the School Director.

CAMPUS CRIME STATISTICS AND ANNUAL SECURITY REPORT DEFINITIONS

Schools that participate in the Federal Title IV Programs must identify Campus Security Authorities and inform them of their responsibilities for Clery Act reporting. We must also identify local police agencies responsible for the jurisdiction where our institution is located.

A Campus Security Authority, for these purposes, is defined as “any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.”

To determine specifically which individuals or offices are Campus Security Authorities, we are instructed to base our determination on the **function** of a particular individual or office. Campus Security Authorities are defined as those individuals or offices having “significant responsibility for student and campus activities.” By these requirements, Campus Security Authorities would include the President, Vice President, School Director, the Corporate Director of Education, and Registrar.

Campus Security Authorities are **not** responsible for determining authoritatively whether a crime took place. Campus Security Authorities **are** responsible for reporting to the appropriate law enforcement personnel, or to the individual or office designated by the institution, those allegations of Clery Act crimes that he or she concludes are made in good faith. *In good faith* means “there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.”

CAMPUS GEOGRAPHIC DEFINITIONS

The Clery Act requires that we disclose statistics for offenses committed in certain geographic locations associated with our institution. Those geographic locations are specifically defined by the Clery Act as follows:

Campus means –

- any building or property owned or controlled by a school within the same reasonably contiguous geographic area and used by the school in direct support of or in a manner related to its educational purposes.

This would include parking areas as follows:

“If the rental/lease agreement for a building space includes the use of a surrounding parking area, schools must disclose crimes reported there for the days and times covered in the rental/lease agreement as crimes that occurred on campus.”

“If the rental/lease agreement for a building space shares parking with another business or businesses, and specifies parts of the parking area (e.g., the first 5 rows only) as included in the rental/lease agreement required disclosure would be the crimes that were reported to have occurred in the specified section of the parking area for the days and times covered by the agreement as crimes that occurred on campus.”

Non-campus building or property means (generally we will not have this type of property) –

- any building or property owned or controlled by a student organization officially recognized by the school; and
- any building or property (other than a branch campus) owned or controlled by the school, that is **not** within the same reasonably contiguous area, is used in direct support of or in relation to the school’s educational purpose, and is frequently used by the students.

Adjacent Public property means – all **public** property including thoroughfares, streets, sidewalks, and parking facilities lying within the same campus or immediately adjacent to and accessible from the campus. This would not include, for example, highways that are adjacent to the campus, but that are separated from the campus by a fence or other man-made barrier.

PUBLIC property is property not owned or controlled by our institution **and not private residences or businesses.**

REPORTABLE CRIMES DEFINITIONS

Crimes that are required to be reported are:

- Murder and non-negligent manslaughter- defined as “the willful (non-negligent) killing of one human being by another.”
- Negligent manslaughter- defined as “the killing of another person through gross negligence.”
- Forcible sex offenses- defined as “any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.”
- Non-forcible sex offenses- defined as “unlawful, non-forcible sexual intercourse” and this definition includes two types of offenses: 1) incest, “non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.” 2) statutory rape, “non-forcible sexual intercourse with a person who is under the statutory age of consent.”
- Robbery- defined as “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- defined as “an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.” This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary- defined as “1) There must be evidence of unlawful entry (trespass) of a structure to commit a felony. Both forcible entry and unlawful entry – no force are counted. 2) The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. 3) The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or a theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.”
 “Generally, if an item is missing from a structure, and if the individual who took the item is unknown, and if the investigating officer has exhausted all avenues leading toward the offense of Larceny-Theft, the proper classification is Burglary.”
- Motor vehicle theft- defined as “theft or attempted theft of a motor vehicle [such as auto, truck, bus, snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles and motorized wheelchairs].”
- Arson- defined as “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.”
- Hate crimes- defined as “any of the aforementioned offenses, and any other crime involving bodily injury, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property reported to local police agencies or to a campus security authority, which manifests evidence that the victim was intentionally selected because of the perpetrator’s bias.” The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, disability.
- All liquor, drug or weapons law violations resulting in an arrest-defined as “violations of the law resulting in arrest...not violations of institutional policy.”

POLICY STATEMENTS AND DISCLOSURE REQUIREMENTS

Timely Warnings – In the event that a situation arises, either on or off campus that, in the judgment of a campus security authority constitutes an ongoing or continuing threat, staff, faculty and students will be notified, without delay, by email, in school mailboxes, by bulletins or in any combination of these methods. This notification will be made by a campus security authority at the direction of the School Director. Depending on the particular circumstances of a crime, especially in all situations that could pose an immediate threat to the community and individuals, the local law enforcement agencies will be notified.

Annual Disclosure of Crime Statistics – Campus security authorities prepares the annual crime statistics report in compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The full text of the report can be obtained from any campus security authority. As previously stated, campus security authorities would include the Vice President, School Director, the Corporate Director of Education, and Registrar. Crimes for which medical treatment are sought must be reported to local law enforcement officials. Confidentiality wishes will be honored where permissible by law.

Campus Access Policy – During business hours, our buildings will generally be open to students, parents, employees, contractors, guests, and invitees. During non business hours, access to all areas is by key, if issued, only. Our institution does not have any campus residences. Security and access issues are discussed and reviewed regularly to ensure that lighting, alarms, locks, and other building security devices are adequate and in good working order.

Campus Law Enforcement – Our campus security authorities have the authority to ask persons for identification and to determine whether individuals have lawful business on campus. The security authorities will refer criminal incidents to local police who have jurisdiction on campus. All crime victims and witnesses are strongly encouraged to immediately report any crime to a campus security authority. Our campus does not have an official security staff that would make arrests or detain criminals. We would rely on local and state law enforcement personnel in matters requiring such action.

Reporting a Crime or Emergency – Community members, students, faculty, staff, and guests are encouraged to report all crimes to a campus security authority in a timely manner. To report a crime, go to the receptionist area and ask to speak with a campus security authority. Local law enforcement officials may be notified by our campus security authority.

The campus has specific emergency response and evacuation procedures in place. Annually the emergency response and evacuation procedures will be tested in order to determine their effectiveness.

Security Awareness Programs – Please see our school catalog and our employee handbook for information regarding security awareness for individuals who are on our campus. Students, employees, and any other individuals present on our campus are encouraged to be aware of their responsibility for their own security, the security of their possessions, and the security of others while on campus.

Crime Prevention Programs – Our school does not offer formal classes concerning crime prevention. We encourage those who are present on our campus for any reason to practice normal and common personal safety enhancement such as walking in groups after an evening class, keeping personal items that may appear to be valuable out of view in cars, and ensuring that personal items are kept secure.

Off-Campus Activities – Our institution does not have off-campus locations or student organizations that require monitoring.

Alcoholic Beverages and Illegal Drugs – A description of the health-risks associated with the use of illicit drugs and the abuse of alcohol as well as a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol appears at the end of this publication. The use of controlled substances and alcohol as well as the unlawful manufacture, distribution, dispensation, or possession of such substances is prohibited on institutional premises. Any employee or student found to have violated this prohibition will be subject to disciplinary action, up to and including immediate discharge or expulsion in addition to criminal penalties that may be imposed by appropriate authorities.

Student and Employee Drug and Alcohol Abuse Prevention, rehabilitation, and treatment services include referral to local Alcoholics Anonymous and Narcotics Anonymous organizations and, when required or appropriate, assistance in locating private counseling and treatment facilities. The effectiveness of these services is evaluated twice a year to determine the effectiveness of the program, implement any necessary changes, and to ensure that the sanctions to be imposed for violations of our drug and alcohol free campus and workplace policies are enforced.

The 1988 Drug-Free Workplace Act requires that any employee convicted of any criminal drug statute for a violation occurring in the workplace shall notify their employer not later than five days after such conviction. Notification should be given to the Human Resources & Payroll Administrator. Any employee subject to this requirement who fails to notify the appropriate offices shall be subject to appropriate discipline, up to and including immediate discharge. Any student who has questions or concerns regarding his or her obligations under this Drug-Free Campus Policy should contact the Director of the school. Employees who have questions concerning obligations under the Drug-Free Workplace act should contact the Human Resources & Payroll Administrator. Compliance with this policy in all respects shall be a condition of continued employment with the institution for an employee and a condition of continued enrollment for a student.

**Effective July 1, 2006, a student loses eligibility for Title IV aid if they incur a drug-related offense for which the student was convicted occurred during a period of enrollment for which the student was receiving Title IV aid.

Sexual Assault Prevention and Response – Informational pamphlets and brochures produced by local agencies that specialize in rape and sexual assault counseling, prevention, response, etc. are available in the lobby of our institution. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. We encourage you to report any sexual assault in a timely manner. Time is a critical factor for evidence collection and preservation in these cases. The assault should be reported directly to a campus security authority or other institutional official. Those filing a police report or an incident report with an institutional official may or may not be obligated to prosecute, but there will be no victim scrutiny or judgmental opinions. When a report of a sexual assault is made, the victim will receive proper medical treatment and tests, evidence helpful in prosecution will be collected (ideally a victim of sexual

assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam), and may receive appropriate counseling and sexual assault crisis intervention services.

Sexual assaults will be reported to the local law enforcement officials as required, requested, and necessary. Also see our school catalog for details of the procedures followed in case of sexual assault.

Sex Offender Registration – In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Acts, the Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974, we are providing information concerning where to obtain information provided by our state concerning registered sex offenders. To obtain this information, interested individuals may go to www.sexualpredators.com. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable at the full extent of local laws. These acts also require sex offenders already required to register in a state to provide notice of each institution of higher education in the state at which the person is employed, carries a vocation, or is a student.

The Violence Against Women Reauthorization Act of 2013 – amends the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. This policy and procedures will address two different circumstances: Sexual misconduct that happened on campus and Sexual misconduct that did not happen on campus but student addressed the situation with a Campus Security Authority. This policy must also an educational prevention program, define key terms,

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

All institutions must include a statement of policy regarding emergency response and evacuation procedures in their Annual Security Report. This statement must contain the following elements:

- Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- A statement that the institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- A description of the process the institution will use to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.
- A list of the titles of the persons or organizations responsible for carrying out this process.
- Procedures for disseminating emergency information to the larger community.

The institution’s procedures to test the emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

This emergency notification requirement does not replace the timely warning requirement. They differ in that the Timely Warning applies only to Clery reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide adequate follow-up information to the community as needed.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989

Tri-State Educational Systems, Inc./Ohio Business College complies with the Drug-Free Schools and Communities Act of 1989, Public Law 101-226, which requires that as a condition of receiving funds or any form of federal program, the institution of higher learning must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and/or alcohol by its students and employees.

Tri-State Educational Systems, Inc./Ohio Business College will provide its students and employees a learning environment free of drugs and alcohol. All students and employees must comply by the policies, procedures, and federal regulations imposed by the Tri-State Educational Systems, Inc./Ohio Business College.

Tri-State Educational Systems, Inc./Ohio Business College will provide drug-free awareness programs to its students and employees through assemblies, workshops, memos, and drug-free literature provided by the local drug abuse programs and treatment centers. Tri-State Educational Systems, Inc./Ohio Business College will post the names and addresses and telephone numbers of local drug/alcohol counseling centers and rehabilitation programs. Tri-State Educational Systems, Inc./Ohio Business College will support a student's and/or employee's decision to seek treatment for drug or alcohol abuse.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while on the Tri-State Educational Systems, Inc./Ohio Business College's property or while engaging in a school-sponsored activity (field trips, holiday parties, etc.).

The School Director reserves the right to dismiss a student from school or terminate an employee's position. Local authorities will be brought in to remove the student and/or employee from the premises. The student's re-entry into the school or the employee's rehire will be contingent on receiving drug counseling and treatment. Students and employees will be asked to provide written documentation to the School Director of the school that treatment has been received.

**Effective July 1, 2006, a student loses eligibility for Title IV aid if they incur a drug-related offense for which the student was convicted occurred during a period of enrollment for which the student was receiving Title IV aid.

June 2004

Reviewed September 2021

DRUG AND ALCOHOLISM INFORMATION

The following organizations and resources provide free, confidential assistance to individuals who have, or know someone who has, a problem with alcohol or other drugs.

Substance Abuse Treatment Locator: <https://www.findtreatment.gov/> Phone: 1-800-662-HELP

This Substance Abuse and Mental Health Services Administration (SAMHSA) Web site and toll-free phone line help individuals locate drug and alcohol abuse treatment programs in their communities.

AlcoholScreening.org: www.alcoholscreening.org

This free, confidential Web site lets individuals privately assess their own drinking habits and receive personalized feedback to help them determine if they need help to change those habits. Individuals can also find out about facilities in their communities that offer drug and alcohol abuse treatment and consultations with qualified health professionals regarding alcohol problems.

Al-Anon/Alateen: Phone: (888) 4AL-ANON www.al-anon.alateen.org

Al-Anon provides information on the effects of alcohol abuse and refers friends and families of alcohol abusers to nearby support groups. Al-Anon's purpose is to help families and friends of alcoholics recover from the effects of living with the problem drinking of a relative or friend. Alateen is the organization's program for young people whose lives have been affected by someone else's drinking.

Alcoholics Anonymous (AA) Phone: (212) 870-3400 www.aa.org

AA offers a way to stop drinking to individuals who feel they have a problem with alcohol. AA groups are located in most cities and rural communities throughout the country. Look up "Alcoholics Anonymous" in a local telephone directory for a contact in your area.

American Council on Alcoholism Phone: (800) 527-5344 <http://www.acaap.us/home>.

This service provides referrals to alcoholism treatment programs nationwide and distributes written materials on alcohol abuse problems.

Cocaine Anonymous Phone: (800) 347-8998 www.ca.org

Cocaine Anonymous provides support for people dependent on cocaine and other mind-altering substances. Callers are referred to local helplines.

Nar-Anon Phone: (800) 477-6291 www.nar-anon.org

This worldwide program provides support for friends and families of individuals with substance abuse problems.

Focus on Recovery Helpline Phone: (800) 234-0420 www.focushealthcare.com

This helpline provides support and information for recovering drug addicts through referral to local helplines staffed by other recovering addicts.

National Council on Alcoholism and Drug Dependence Hopeline Phone: (800) NCA-CALL www.ncadd.org

This organization, a planning and oversight agency for public substance abuse treatment programs, provides written information on alcohol and drug abuse and referrals to treatment and counseling services nationwide.

Taken from: <http://www.dol.gov/asp/programs/drugs/workingpartners/dfworkplace/helplines.asp>

ABUSIVE SUBSTANCES

STIMULANTS (AMPHETAMINES, SPEED, uppers, black beauties, white cross, ice) Stimulants refer to many drugs that increase alertness and physical activity. They often are used to counteract the drowsiness or “down” feeling caused by sleeping pills or alcohol, or as a way to lose weight. Heavy use may keep an individual awake and active for extended periods of time, but will also make the user edgy, less coordinated and more likely to respond inefficiently to quick-response situations (i.e., driving).

Symptoms of Abuse

- ✓ Mood elevations
- ✓ Loss of appetite
- ✓ Disorientation
- ✓ Sleeplessness (wakefulness)
- ✓ Irritability, argumentativeness

Forms

Pills, capsules.

Dangers

Addiction, paranoia, depression, possible hallucinations, fatigue leading to exhaustion.

INHALANTS (aerosols, ames, rush, correction fluid, glue, nitrates, gas tuelo, toluene)

Inhalant abuse involves primarily glues, toxic solvents or hydrocarbon (gasoline). These substances are dangerous not only because of their effects on users, but many also are highly combustible.

Symptoms of Abuse

- ✓ Odor of the substance on breath and clothes
- ✓ Excess nasal secretions, watery eyes
- ✓ Blue lips due to lack of oxygen
- ✓ Red irritation
- ✓ Slurred speech

Forms

Aerosols, liquids.

Dangers

Unconsciousness, suffocation, nausea and vomiting, brain and central nervous system damage, sudden death.

MARIJUANA (pot, dope, weed, grass, reefer, joint, hash, roach)

Marijuana, also a mind-altering drug, is made from the plant cannabis sativa. It affects many skills including safe driving techniques. The amount of the main mind-altering psychoactive ingredient, THC (delta-9-tetra-hydro-cannabinol), determines how strong its effect will be.

Symptoms of Abuse

- ✓ Rapid, loud talking, bursts of laughter
- ✓ Altered perceptions

- ✓ Red eyes
- ✓ Dry mouth
- ✓ Reduced concentration
- ✓ Increase heart rate
- ✓ Unusual appetite (“munchies”)

Forms

Dried tops and leaves of marijuana plant ranging in color from grey-green to green-brown; smoked in hand-rolled cigarettes or special pipes.

Dangers

Addiction, impaired short-term memory, panic reaction, prolonged apathy.

HALLUCINOGENS (LSD, acid, PCP, mushrooms, peyote, mescaline)

Also called psychedelics, hallucinogens affect the user’s perceptions, sensations, thinking process, self-awareness and emotions. Some hallucinogens, such as mescaline, come from natural sources. Others, like LSD, are manufactured synthetically.

Symptoms of Abuse

- ✓ Distorted senses of sight, hearing, touch, body image, and time
- ✓ Anxiety, panic
- ✓ Altered mood/behavior

Forms

Capsules, tablets, “micro-dots,” blotter squares.

Dangers

Addiction, violent and unpredictable behavior, flashbacks (LSD), emotional instability, psychosis.

COCAINE (crack, coke, rock, base)

Cocaine is a white powdery substance that acts as a central nervous system stimulant. Cocaine, at one time used as a local anesthetic, is now prohibited under drug abuse laws. It is generally sniffed and absorbed through the mucous membrane of the nose. It also can be injected intravenously or smoked in “freebased” form called crack.

Symptoms of Abuse

- ✓ Brief, intense euphoria
- ✓ Elevated blood pressure and heart rate
- ✓ Feeling of well-being followed by depression
- ✓ Perceptual disturbances (hallucinations, delusions)
- ✓ Irritability, sleeplessness

Forms

White crystalline powder, rock-like chips that resemble whitish gravel.

Dangers

Addiction, seizures, heart attack, severe depression, paranoia, lung damage, sudden death.

DEPRESSANTS (barbiturates, sedatives, downers, ludes, Valium, alcohol)

Depressants affect the central nervous system and, in small amounts, are used to induce sleep,

produce calmness or relax muscles, in high doses or when abused, many depressants can cause poor judgment and slow, uncertain reflexes. Large doses may cause unconsciousness or even death.

Symptoms of Abuse

- ✓ Depressed breathing and heart rate
- ✓ Uncoordinated movements
- ✓ Staggering, stumbling

Forms

Capsules, pills, alcoholic beverages (see Alcohol).

Dangers

Addiction, possible overdose, muscle rigidity, potentially fatal withdrawal.

NARCOTICS (heroin, smack, junk, morphine, Demerol, Dilaudid)

Narcotics, or opiates, are used medically to relieve pain but have high potential for abuse. Some opiates are derived from the Asian poppy, including opium, morphine, heroine, and codeine. Others such as meperidine (Demerol) are manufactured synthetically. Heroin accounts for approximately 90 percent of the opiate abuse in the United States.

Symptoms of Abuse

- ✓ Euphoria
- ✓ Constricted pupils (pinpoint)
- ✓ Needle marks on arms
- ✓ Watery eyes, runny nose
- ✓ Drowsiness

Forms

Powders, capsules mixed with liquid and injected.

Dangers

Addiction, weight loss, contamination from unsterile needles (hepatitis, AIDS), accidental overdose.

ALCOHOL (booze, beer, wine, liquor)

Alcohol, the most commonly abused mind-altering drug, is a sedative that can change the way a person acts and thinks. Because alcohol affects coordination and judgment, it is a factor in 50 percent of highway deaths in America.

Symptoms of Abuse

- ✓ Slurred speech
- ✓ Unsteady walk/impaired coordination
- ✓ Relaxed inhibitions
- ✓ Preoccupation with drinking
- ✓ Hidden bottles
- ✓ Alcohol odor on breath

Forms

Alcoholic beverages.

Dangers

Addiction, accident resulting from impaired ability, overdose when mixed with other depressants (see Depressants), liver damage, heart disease, potentially fatal withdrawal.

Crimes and Penalties: Federal, State and Local Drug & Alcohol Violations

Consequences of Conviction: Years indicate maximum and/or minimum to maximum prison term. Dollar amounts indicate maximum and/or minimum to maximum fine.

Type of Offense:	Federal Criminal Statutes 21 U. S. C. 55841-963	Ohio Criminal Statutes OCR 2925,4571,&4301	Most cities have local codes. Generally:
Possession/Use of illicit controlled substance	Up to 1 yr. ; fine to \$1000	2 nd & 3 rd Degree Felony; 1 to 15 yrs; fine to \$10,000	Ohio law Prosecution
Possession/Use of Marijuana	Civil Penalty Possible to \$10,000; up to 2 yrs; fine to \$10,000	4 th Degree or Minor Misdemeanor; 30 days; fine to \$250	Same as Ohio Criminal Statutes
Drug Trafficking	1 to 15 yrs.; fine \$10,000 to \$25, 000	6 mos. to 10 yrs.; Fine \$1000-\$5,000	Ohio law Prosecution
Marijuana Trafficking	1 to 5 yrs.; fine \$10,000 to \$25,000	6 mos. to 2 yrs. Fine \$1,000 - \$20,000	3 rd Degree Misdemeanor
Corruption of Another with Drugs	Not a specific federal offense but covered by other offenses	2 nd and 3 rd Degree Felony: 3- 12 yrs; fines to \$10,000	Ohio law Prosecution
Corruption of Another with Marijuana	Up to 1 yr. fine to \$1,000	4 th Degree Felony; 3-6 Mos; fine to \$2,500	Ohio law Prosecution
Possession of Drug Paraphernalia	Used as Evidence of Other Crimes	3 rd , 2 nd , and 1 st Degree Misdemeanor; up to 6 mos. fines to \$1, 000	2 nd Degree Misdemeanor, up to 90 days, fine to \$750
Misuse of Prescriptions	Up to 1 yr; fine to \$1, 000	1 st Degree Misdemeanor & 4 th Degree Felony; up to 5 yrs; fine to \$2, 500	1 st Degree Misdemeanor; up to 6 mos; fine to \$1, 000
Drug Theft	Not a specific federal offense but covered by other offenses	1 st , 2 nd , or 3 rd Degree Felony; 2-5 yrs, fine to \$10,000	Ohio law Prosecution
Conspiracy to Commit Drug-Related Crime	Incarceration and/or fine similar to underlying crime	Same as federal penalty, but also fine may be 3 times profit or loss	Ohio law Prosecution
Dispensing Overdoses	Not a specific federal offense, but covered by other offenses	3 rd or 4 th degree felony; 3 mos. to 3 yrs; fines to \$10,000	Ohio law Prosecution
Driving Under Influence	Usually not a federal offense may be so prosecuted.	1 st Degree Misdemeanor, 3 days-6 mos. fine \$150 to \$1,000. Driver License (D.L.) suspension	1 st Degree Misdemeanor; 3 days to 6 mos.; fine \$150 to \$1,000; D. L. loss
Under age 21 Use of False ID to Purchase Alcohol	Usually not a federal offense, may be so prosecuted	1 st Degree Misdemeanor, up to 6 mos. fine to \$1,000	Same as Ohio Statutes
Under age 21 Alcohol consumption	Usually not a federal offense, may be so prosecuted	Fine \$25 to \$100	1 st Degree Misdemeanor; fine to \$1,000
Consumption of Alcohol in a Motor Vehicle	Not a federal offense	4 th Degree Misdemeanor; up to 30 days; fine to \$250	Ohio law Prosecution
Under federal law, a violation on or near a school or campus can double fines or incarceration; 1 yr. mandatory sentence	The circumstances of each occurrence prior conviction, and other factors determine the severity of the offense, incarceration (if any) and fine. This chart does not contain all possible offenses and is intended for instructional and not legal guidance. Individuals convicted of violating any federal, state, or local criminal drug statute should be aware that such convictions may result in loss of financial aid eligibility.		

SAMPLE TABLE OF CRIME STATISTICS

CRIME STATISTICS TABLE

COLLEGE/CAMPUS

DISTRIBUTION DATE: OCTOBER 1,

2021

(year)

Blank Cells Indicate No Reportable Crime

OFFENSE		CALENDAR YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	ADJACENT PUBLIC PROPERTY
TYPE	CATEGORY				
34 CFR 668.46(b)(1) 34 CFR 668.46 (c)(1)-(2) CRIMINAL HOMICIDE	Murder and Non-Negligent Manslaughter	2020			
		2019			
		2018			
	Negligent Manslaughter	2020			
		2019			
		2018			
SEX OFFENSES	Forcible	2020			
		2019			
		2018			
	Non-Forcible	2020			
		2019			
		2018			
VIOLENCE AGAINST WOMEN	Violence Against Women reported	2020			
		2019			
		2018			
ROBBERY	With threat, threat of force, or fearful victim	2020			
		2019			
		2018			
AGGRAVATED ASSAULT	With a firearm	2020			
		2019			
		2018			
	With a knife or cutting instrument	2020			
		2019			
		2018			
	Other dangerous weapon	2020			
		2019			
		2018			
	With hands, fists, feet, etc.	2020			
		2019			
		2018			
BURGLARY	Unlawful Entry (trespass) Both Forcible Entry and Unlawful Entry within a structure which is defined as having four walls, a roof, and a door and the unlawful entry must show evidence that the entry was made in order to commit a felony or theft	2020			
		2019			
		2018			
LARCENY	Unlawful entry intent was not to commit a felony or theft or if intent cannot be determined	2020			
		2019			
		2018			
MOTOR VEHICLE THEFT	Autos	2020			
		2019			
		2018			
	Trucks and buses	2020			
		2019			
		2018			
	Other Vehicles (motorcycles, motor scooters, trail bikes, etc.)	2020			
		2019			
		2018			

OFFENSE		CALENDAR YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	ADJACENT PUBLIC PROPERTY	
TYPE	CATEGORY					
ARSON	Structural	2020				
		2019				
		2018				
	Mobile and Other	2020				
		2019				
		2018				
34 CFR 668.46(b)(1) 34 CFR 668346(c)(3) HATE CRIMES INCLUDING: LARCENY-THEFT, SIMPLE ASSAULT, INTIMIDATION, AND DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY LIST COMMENTS/DETAILS:	Race	2020				
		2019				
		2018				
	Gender	2020				
		2019				
		2018				
	Religion	2020				
		2019				
		2018				
	Sexual Orientation	2020				
		2019				
		2018				
	Ethnicity/national origin	2020				
		2019				
		2018				
	Disability	2020				
		2019				
		2018				
	VAWA	Domestic Violence	2020			
			2019			
			2018			
		Dating Violence	2020			
			2019			
			2018			
Stalking		2020				
		2019				
		2018				
Sexual Assault		2020				
		2019				
		2018				
ARRESTS AND DISCIPLINARY REFERRALS	Illegal weapons possessions	2020				
		2019				
		2018				
	Drug law violations	2020				
		2019				
		2018				
	Liquor law violations	2020				
		2019				
		2018				

*The definitions for these crime categories are taken from the FBI's Uniform Crime Reporting program.

TIMETABLE FOR CAMPUS CRIME STATISTICS REPORTING

DATE	EVENT	OFFICE RESPONSIBLE	DOCUMENT UTILIZED
Every even year	Biennial review of the institutional student and employee drug and alcohol abuse prevention program	Human Resources	Biennial Review Checklist
Weeks of August 14-30	Schools receive log-in info for data collections on the Web and forward to Director of FA. Letter is sent to local law enforcement agencies requesting crime statistics data	School Director	Document received from U.S. Dept of Ed. Form letter provided in internal training document.
Weeks of September 1-15	Prepare Crime Statistics Table and forward to Corporate Director of Education for review	School Director or Registrar	Crime Statistics Table
September 15-September 30	Distribute Notice of Availability of Annual Security Report to all enrolled students and all current employees	School Director or Registrar	Notice of Availability of Annual Security Report
Weeks of September 15-October 15	Conduct annual review of Campus Crime Statistics requirements with appropriate employees and staff members	Corporate Director of Education	Campus Crime Presentation
Mid September	Log onto Web site and report CC Statistics	Corporate Director of Education	Crime Statistics Table and Documents received from U.S. Dept of Ed via the School Directors
Week of October 9	Emergency Response and Evacuation drill	School Director or Registrar	Verification of Completion

SAMPLE LETTER TO LOCAL LAW ENFORCEMENT AGENCY

{DATE}

{COMMANDING OFFICER OF LOCAL POLICE AGENCY}

{NAME AND ADDRESS OF LOCAL POLICE AGENCY}

Dear {COMMANDING OFFICER NAME}

We would like to request crime statistics for the location described below for the 2020 calendar year. Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (“Clery Act”), our college is required 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 college controlled or affiliated property. The criminal offenses that the college 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): 1) murder/non-negligent manslaughter; 2) negligent manslaughter; 3) forcible sex offenses; 4) non-forcible sex offenses; 5) robbery; 6) aggravated assault; 7) burglary; 8) motor vehicle theft; 9) arson.

In addition, we need statistics concerning any of the above crimes that manifest evidence of a hate crime including larceny/theft, simple assault, intimidation, destruction/damage/vandalism of property (except “arson”), in addition to other crimes that involve bodily injury that also manifest evidence of a hate crime. Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the victim’s race, gender, religion, sexual orientation, ethnicity/national origin or disability.

Our college is also required to request statistics for arrests for these categories only: liquor law violations, drug law violations, and illegal weapons possession. Please provide these statistics for each category separately.

Pursuant to the Clery Act, the college is required to report these crimes separately for a number of geographic locations. These locations include the main campus; off campus buildings or property owned or controlled by the college, or a recognized college organization; and public property immediately adjacent to the main campus.

Therefore, we respectfully request the required statistics for the location in and around this address: **{list your campus full address here}**

Sincerely,

SIGNATURE HERE

School Director Name

School Director

SAMPLE 2020 Report Data

Ohio Business College
 5202 Timber Commons Drive
 Sandusky, OH 44870
 Phone 419-627-8345 Fax 419-627-1958
 School Director

	On Campus	Non Campus	Adjacent Public Property
CRIMINAL OFFENSES			
MURDER – NON NEGLIGENT MANSLAUGHTER WILLFUL KILLING OF ONE HUMAN BEING BY ANOTHER			
NEGLIGENT MANSLAUGHTER – THE KILLING OF ANOTHER PERSON THROUGH GROSS NEGLIGENCE			
FORCIBLE SEX OFFENSES (INCLUDING FORCIBLE RAPE) FORCIBLE IS DEFINED AS ANY SEXUAL ACT DIRECTED AGAINST ANOTHER PERSON, FORCIBLY AND/OR AGAINST THAT PERSON'S WILL; OR NOT FORCIBLY OR AGAINST THE PERSON'S WILL WHERE THE VICTIM IS INCAPABLE OF GIVING CONSENT. FORCIBLE RAPE IS THE CARNAL KNOWLEDGE OF A PERSON FORCIBLY AND/OR AGAINST THAT 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)			
NON-FORCIBLE SEX OFFENSES: UNLAWFUL NON-FORCIBLE SEXUAL INTERCOURSE			
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: THE UNLAWFUL ATTACK BY ONE PERSON UPON ANOTHER FOR THE PURPOSE OF INFLECTING SEVERE OR AGGRAVATED BODILY INJURY. THIS TYPE OF ASSAULT IS USUALLY ACCOMPANIED BY THE USE OF A WEAPON OR BY MEANS LIKELY TO PRODUCE DEATH OR GREAT BODILY HARM.			
BURGLARY, UNLAWFUL ENTRY (TRESPASS) BOTH FORCIBLE ENTRY AND UNLAWFUL ENTRY WITHIN A STRUCTURE WHICH IS DEFINED AS HAVING FOUR WALLS, A ROOF, AND A DOOR AND THE UNLAWFUL ENTRY MUST SHOW EVIDENCE THAT THE ENTRY WAS MADE IN ORDER TO COMMIT A FELONY OR THEFT			
LARCENY, UNLAWFUL ENTRY INTENT WAS NOT TO COMMIT A FELONY OR THEFT OR IF INTENT CANNOT BE DETERMINED			
MOTOR VEHICLE THEFT: THEFT OR ATTEMPTED THEFT OF A MOTOR VEHICLE.			
ARSON: THE 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.			
HATE CRIMES INCLUDING: LARCENY-THEFT, SIMPLE ASSAULT, INTIMIDATION, AND DESTRUCTION DAMAGE, VANDALISM OF PROPERTY BASED ON RACE			
HATE CRIMES BASED ON GENDER			
HATE CRIMES BASED ON RELIGION			
HATE CRIMES BASED ON SEXUAL ORIENTATION			
HATE CRIMES BASED ON ETHNICITY/NATIONAL ORIGIN			
HATE CRIMES BASED ON DISABILITY			

VIOLATIONS				
LIQUOR LAW VIOLATIONS				
REFERRED FOR DISCIPLINARY ACTION				
DRUG LAW VIOLATIONS				
REFERRED FOR DISCIPLINARY ACTION				
ILLEGAL WEAPONS POSSESSION VIOLATIONS				
REFERRED FOR DISCIPLINARY ACTION				
VIOLENCE AGAINST WOMAN ACT (VAWA)				
DOMESTIC VIOLENCE				
DATING VIOLENCE				
SEXUAL ASSAULT				
STALKING				
School Director Signature /Date Signed				
>> _____				

Print Name

Police Department Official/Date Signed

Campus geographic designation for reporting purposes:

- Any building or property owned or controlled by a school within the same reasonably contiguous geographic area and used by the school.
- Parking areas that are owned or included in the rent/lease agreement.
- Non-campus building or property (generally we do not have this type of property).
- Adjacent public property including thoroughfares, streets, sidewalks, and parking facilities lying within the same campus or immediately adjacent to and accessible from the campus. This would not include highways that are adjacent to the campus, but that are separated from the campus by a fence or other man-made barrier.
- Public property is property not owned or controlled by our institution and not private residences or businesses.

OHIO BUSINESS COLLEGE JOB DESCRIPTION

JOB TITLE: Campus Security Authority

EFFECTIVE DATE: 9/14/2012 **UPDATED:** 9/2015

SUPERVISOR: Campus Director

MAJOR RESPONSIBILITIES:

The Campus Security Authority is an individual specified by the Campus Director as an individual to which students, staff, and faculty should report criminal offenses.

SPECIFIC RESPONSIBILITIES:

As a Campus Security Authority, if someone tells you about a crime or an incident that is a crime, you must report it to be included in the Clery Report information.

The specific responsibilities of a Campus Security Authority are:

- Complete Incident Report to report Clery Act crimes.
- The reportable Clery Act crimes are “good faith” reports (reasonable basis to believe it is not hearsay or rumors).
- You are not responsible for determining if a crime took place. You just need to get the information from the person.
- You are not to do investigation of any crimes. Let the person reporting the crime know that, if necessary, the local law enforcement agency will be notified to investigate.
- Let the person reporting the crime to you know they can report the incident confidentially, if necessary. Should the person reporting the crime want to remain anonymous, let them know you still need to report the incident as a confidential statistic but will not identify anyone involved unless the person consents to being identified.
- When in doubt, report.

CLERY CRIMES THAT MUST BE REPORTED:

Criminal Homicide: Murder, negligent manslaughter, and non-negligent manslaughter ; **Sex Offenses:** Forcible sex offenses; Non-forcible sex offenses; **Robbery; Aggravated assault; Burglary; Motor Vehicle theft** (not theft from a vehicle); **Arson; Liquor, drug, and weapons law violations; Hate Crimes:** Larceny-theft; Simple Assault; Intimidation; Vandalism of property; **Violence Against Women Act** (refer to the Safety and Security Policies for specific definition of terms)

WHAT MUST BE REPORTED:

Type of Crime, Location of the Crime, Time of the crime, Name of Victim (if they wish to be identified), Identify of known suspects or witnesses, Description of the incident or crime, Detailed information will help correctly categorize the crime, Get as accurate and complete description of what happened if possible, If you are not sure if a crime should be reported, report it and Campus Security will decide.

CLERY CRIME DEFINITIONS:

Criminal Homicide: Murder and non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another; **Negligent manslaughter** is defined as the killing of another person through gross negligence; **Sex offenses: Sex-offenses-forcible** is defined as any sexual act directed against 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; **Sex-offenses-non-forcible** is defined as unlawful, non-forcible sexual intercourse (incest or statutory rape); **Robbery** is 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** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the

use of a weapon or by the means likely to produce death or great bodily harm; **Burglary** is the unlawful entry of a structure to commit a felony or a theft. (each bedroom in a student housing is considered a separate dwelling.); **Motor vehicle theft** is the theft or attempted theft of a motor vehicle; **Arson** is any willful or malicious burning or attempt to burn with or without intent to defraud, a dwelling, house, a public building, motor vehicle, or person property of another person; **Larceny-theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another; **Simple Assault** is the unlawful physical attack by one person upon another where neither the offender displays a weapon, no the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness; **Intimidation** is to unlawful place another person in a reasonable fear of bodily harm through the use of threatening words, and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack; **Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it; **Weapons: Carrying, possessing, etc.,** is defined as 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; **Drug abuse violations** are defined as 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, transportation, or importation of any controlled drug or narcotic. Arrests for the violations of state and local laws, specifically those relating to the unlawful possession, sale, growing, manufacturing, and making narcotic drugs; **Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, and transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Employee Name (Print)

Date

Employee Signature

OHIO BUSINESS COLLEGE/TRI-STATE EDUCATIONAL SYSTEMS, INC.
INCIDENT/ACCIDENT REPORT

(Please Print or Type)

PART I (To be completed by supervisor) **Employer Information:**

Prepared by _____ Job Title _____

Company Name _____

Street Address _____

City, State, Zip Code _____

Phone Number (Including Area Code) _____

PART II (To be completed by student/employee/visitor) **Personal Information:**

_____ Student _____ Employee _____ Visitor

Name _____ Job Title _____

Home Address _____

City, State, Zip Code _____

Phone Number (Including Area Code) _____

Age _____ Date of Birth _____ Social Security No. _____

PART III (To be completed by student/employee/visitor) **Description of Incident/Accident:**

Date ____/____/____

Did incident occur on company premises? Yes / No. Address of location: _____

Where on premises did incident occur? _____

Date of incident: ____/____/____ Date reported: ____/____/____ Time of Incident: _____ AM/PM

What were you doing when the incident occurred? (Be specific. If using tools or equipment, name them and tell what you were doing with them.) _____

Explain how the incident occurred. List events that resulted in injury or illness, what happened, how it happened and name objects and how they were involved (use a separate sheet if necessary) _____

- OVER -

If injury or illness occurred describe the nature of injury/illness and body part affected_____

Describe the specific cause of the injury or illness_____

Names of Witnesses:_____

PART IV (To be completed by supervisor) Physician/Health Care Professional Information:

Name of Physician or Hospital_____

Street Address_____

City, State, Zip Code_____

Signature of Injured Person_____

Signature of Person Preparing

Report_____

TRI-STATE EDUCATIONAL SYSTEMS, INC./OHIO BUSINESS COLLEGE
BIENNIAL REVIEW
STUDENT AND EMPLOYEE DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

For all campuses, the following review has been conducted on the indicated date.

REVIEW DATE/CONDUCTED BY: Even years by Human Resources

In accordance with regulations governing institutions receiving federal Title IV funding, the purpose of the biennial review is to determine the effectiveness of the current employee and student drug and alcohol abuse prevention program, implement any necessary changes, and ensure that the sanctions required by the program were consistently enforced.

1. Number of reported incidents of drug or alcohol related policy violations occurring on any campus since the last review of this program:

2. Describe the nature of the above incidents:

3. Number of students or employees disciplined for violations of policy related to drug and alcohol abuse.

4. Based on the above information, is there an indication of the need to revise the current student and employee drug and alcohol abuse prevention program? Yes No

- If "yes" to number 4, what revisions are indicated?

5. What date will revisions be completed and notifications made to students and employees?

6. During this review period, were the sanctions required by this program consistently applied?
 Yes/No

7. DATE OF NEXT REVIEW:

SIGNATURE/DATE: _____

TITLE OF REVIEWER _____