Brown Mackie College - Findlay
1700 Fostoria, Suite 100
Findlay, Ohio 45840

October 1, 2012

Brown Mackie College - Findlay is providing the following information to all of its employees and students as part of Brown Mackie College - Findlay commitment to safety and security pursuant to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Campus Director, Wayne Korpics by phone/mail:

(419) 423-2211

1700 Fostoria, Suite 100
Findlay, Ohio 45840
CAMPUS SECURITY AND CRIME PREVENTION POLICY

Brown Mackie College - Findlay Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is emailed to each employee’s campus email. The report is also distributed to all students through their Campus Student Portal.

REPORTING CRIMES AND EMERGENCIES
A safe environment is everyone’s responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Receptionist. Reports are kept in a secure location in the Campus Director’s Office, Wayne Korpics. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College - Findlay that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College - Findlay facilities to the Receptionist either in person or by calling (419) 423-2211. If the Receptionist is not available, you may contact the Campus Director, Wayne Korpics at (419) 429-8616 and the Findlay Police Department by dialing 911 or (419) 424-7150.

During evening hours, criminal activities or emergencies should be reported to the security guard, the Receptionist, or the Findlay Police Department by dialing 911 or 419-424-7150.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Campus Director, Wayne Korpics. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

Brown Mackie College – Findlay will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for these purposes.

In the event of fire or medical emergencies, staff and employees should contact the Findlay Police by dialing 911 and then notify the Campus Director, Wayne Korpics, 419-429-8616.

During the hours that the security person is on duty, and while campus staff are unavailable, the security guard has the authority to order the removal from campus of any undesirable persons and contact the appropriate law enforcement agencies when necessary. The college encourages prompt and accurate reporting of all crimes to the security guard while on duty.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS
All incidents are reported and documented on the Incident Report, which is sent to the Campus Director, Wayne Korpics. Reports are kept in a secure location, in the Campus Director’s Office. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Campus Director, Wayne Korpics.

SECURITY AND ACCESS TO THE INSTITUTION
It is the policy of Brown Mackie College - Findlay that access to Institution's facilities is limited to authorized
personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College - Findlay policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

**In pursuit of this policy all employees shall be required to:**

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday, Thursday 7:30 a.m. to 10:00 p.m., Wednesday 7:30 a.m. to 5:00 p.m., Friday 7:30 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.
4. Report immediately to the Receptionist any suspicious activities that relate to the Institution or its Properties, regardless of how minor these may seem. If the Receptionist is not available, you may contact the Campus Director, Wayne Korpics at 419-429-8616 and the Findlay Police Department by dialing 911 or (419) 424-7150.
5. Be familiar with all the Institution’s procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
   a. Immediately determine the condition of any injured employees, students, or other parties
   b. In the case of an automobile accident, secure the accident scene and set warning devices
   c. Notify the appropriate authorities by calling 911
   d. Complete an Incident Report
   e. Obtain a copy of the police report
   f. Obtain information from witnesses
   g. Investigate property damage or theft, following steps c, d, e, and f above
   h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
   i. Ensure that entrance to the building in the evening is restricted to the front doors or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

**All Students are required to:**

1. Notify the Receptionist if a student becomes ill or is injured while at the campus
2. Upon enrollment, report to the Receptionist any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student’s permanent confidential file
3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

**CAMPUS SECURITY ENFORCEMENTS**

Persons employed as security personnel at the Institution at 1700 Fostoria, Suite 100 are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures, rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the Campus Director, Wayne Korpics.

Unarmed security personnel at the school building are there at the direction of the building owners, and are to assist students, faculty and staff of the Institution. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their School Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the Campus Director, Wayne Korpics, if any illegal activity occurs.
In accordance with the Clery Act regulations, Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. The Institution contracts with Talk One-2-One, a free service, which provides confidential professional counseling via the telephone 24 hours per day, 7 days a week. Talk One 2 One Service can be accessed by calling 1-888-617-3362 24 hours a day, 7 days per week. The Talk One-2-One counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. As a matter of policy, the counselors are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics.

RELATIONSHIPS WITH LOCAL AND STATE POLICE
Brown Mackie College - Findlay is located in Findlay, Hancock County. Brown Mackie College - Findlay maintains a close working relationship with the Findlay Police Department with periodic contact initiated by Brown Mackie College - Findlay personnel to ensure that Brown Mackie College - Findlay is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are sent to employee campus email and students are notified through their Campus Student Portal. Securitas guard serves as a communication channel with the local Police Department when campus administration is off campus.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY
All new Brown Mackie College - Findlay employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.

All new Brown Mackie College - Findlay students are instructed where to find the information on crime awareness, prevention and campus security on their Campus Student Portal, and are encouraged to take responsibility for their own security, as well as their fellow classmates and Brown Mackie College - Findlay employees. This includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. Brown Mackie College - Findlay has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Note: Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Campus Director in a secure location.

Emergency Notification
In the case of weather-related emergency situations; i.e. tornado, severe weather threat, students, faculty, and staff will be instructed by campus administration, via door-to-door notification, to move to the first floor level and remain in the stairwell or inside corridor away from windows and doors until the threat has passed and campus administration has given the all clear to return to the classrooms and work stations. In the event of fire, the emergency alarms will sound and all students, faculty, and staff are instructed to exit the building immediately. No one is allowed to re-enter the building until the all clear has been given by campus administration.

In the case of a bodily threat, real or perceived, to students, faculty, or staff by any person either on campus or by an intruder, security personnel will be immediately notified along with campus administration, and may include the notification of local police agencies. In the event an intruder enters the building with the specific intent to cause immediate bodily harm, the receptionist is instructed to contact the local police agency via the 911 system then campus security and campus administration. Campus administration will instruct students via door-to-door notification of the procedure to follow; i.e., exit the building, lock classroom doors; and will inform the students via door-to-door notification when normal activities may resume.
The emergency response and evacuation procedures will be made available to all students, faculty, and staff on an annual basis. Emergency response and evacuation procedures will be reviewed and tested on an annual basis. Campus administration identified in alerting students via door-to-door notification is as follows: Wayne Korpics, Campus President, John Crouch, evening security guard, Jerry Johnston, head maintenance, Nick Sorg, evening maintenance.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES
The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials two times per year. Topics included in these informational programs are proper procedures for reporting Criminal Actions (as stated above- “Reporting Criminal Actions or Other Non-Emergencies”, personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year.

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the Institution’s community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter.

Students are requested to review the Institution's School Catalog where sections discussing Student Conduct Policy can be found. Also, students are requested to read this Campus Security and Crime Prevention Policy document that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security on their Campus Student Portal. Employees are requested to review the Institution's Employee Handbook where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this Campus Security and Crime Prevention Policy handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

Criminal Offenses – Hate Crimes
The Brown Mackie College-Findlay is intolerant of any crimes that involve bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice are: larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.

OFF-CAMPUS STUDENT ORGANIZATIONS
Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

DRUG AND ALCOHOL POLICIES
In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Brown Mackie College - Findlay annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Brown Mackie College - Findlay also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.
PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, security, the Dean of Academic Affairs, the Executive Committee or other Brown Mackie College - Findlay officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease.
- (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at (419)422-4766. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College - Findlay will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Brown Mackie College - Findlay personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

- **Rape Crisis Services**
  - PO Box 496
  - Findlay, Ohio 45840
  - (419) 422-4766
- **Century Health**
  - 1918 N. Main St.
  - Findlay, Ohio 45840
  - (419) 425-5050

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College - Findlay published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Brown Mackie College - Findlay final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Findlay Police Department, located at: The Municipal Building, 318 Dorney Plaza, Findlay, Ohio 45840

Additional information can be obtained by calling the police department at (419) 424-7150
Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at www.hancocksheriff.org (Go to “Sheriff’s Office and Corrections” and then select “Sex Offender List”)

On-campus computer labs with internet access are available for you to view the above website at the library during the following hours:

Mon, Tues, Thurs: 7:30 a.m. to 10:00 p.m.
Wed: 7:30 a.m. to 5:00 p.m.
Fri: 7:30 a.m. to 5:00 p.m.

CRIME STATISTICS
The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Brown Mackie College - Findlay prepares the crime statistic policies annually by gathering all reported data and updating the report. Moreover, local police agencies are contacted by the Campus Director, Wayne Korpics to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institution concerning the occurrence on the Institution's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institution’s campus, non-campus buildings and property, and public property. Finally, in the third box arrests and “referrals for campus disciplinary action” for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.