



CSI Career College
School of Business & Healthcare

MEMORANDUM

To: All Current Students and Employees
From: Joanie Reed, School Director
Re: Campus Security Report - 2008

Attached is the Campus Security Report for 2008. We are required to publish and distribute our annual campus information by October 1 each year to all enrolled students and current employees.

A full and complete copy of the report and procedures to follow if you need to report a crime here at the college is attached and is posted on the Student Information Bulletin Board in the Media Center near the East Wing Breakroom

Please feel free to contact me if you would like to discuss any information contained in the report.



CSI Career College

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2009 CAMPUS SECURITY REPORT SAFE WORKPLACE & CAMPUS POLICIES

CSI Career College strives to provide a safe work and campus environment and encourages personal health to all students and employees. This statement of policy and information is provided in accordance with the Drug-Free Workplace Act of 1988, Public Law 100-690, 34 CFR; the Drug-Free Schools and Communities Act of 1989, Public Law 101-226, 34 CFR, Part 86; and the Student Right-to-Know and Crime Awareness and Campus Security Act of 1990, Public Law 101-542, 34 CFR, Part 668.

Drug and Alcohol Abuse Policy

We consider the dangers of drug and alcohol abuse in the workplace and on the campus (including parking lots) a serious concern. Use of illicit drugs and abuse of alcohol are dangerous to employees and students, and to the general welfare of the College. The abuse of drugs or alcohol is an unsafe and counter-productive work practice. Health risks include physical and mental illnesses, which may lead to disability and death.

Students and employees of CSI Career College are notified that, as a condition of enrollment and/or employment, it is unlawful to manufacture, distribute, dispense, possess, or use drugs and alcohol and is prohibited in all areas of CSI Career College and its campuses (including parking lots) and as part of any College activities. Any student or employee found with alcohol or illegal drugs in his/her system, in possession of, using, selling, trading, or offering for sale illegal drugs or alcohol where prohibited will have appropriate action taken leading up to and including termination or expulsion. Penalties and sanctions may be imposed upon students and employees for drug and alcohol violations occurring on campus or in college-sponsored activities. There are local, state, and federal sanctions for unlawful possession, use or distribution of illicit drugs and abuse of alcohol. Such sanctions include fines and imprisonment.

To comply with government regulations regarding notification, we request that you abide by the terms of this policy statement. You should notify the College Director or Dean of any employee or student criminal drug-statute conviction for a violation occurring in the workplace. This should be done no later than five days after such conviction.

Information about counseling, treatment, rehabilitation, and assistance programs may be obtained from College Deans or Directors, your existing health care coverage, or from community health care providers listed in your local telephone directory.

Security of Facilities

CSI Career College strives to provide a safe work and campus environment. The campus facility is secured after normal operating hours. Appropriate measures are taken during operational hours for the safety of employees and students. Campus personnel are employed by the campus and are responsible to the Director to maintain campus security policies. They will contact local authorities if necessary to ensure the security of facilities and safety of students and employees.

Timely Warning of Serious Campus Crime is Required

If you are aware or are the victim of a campus crime, **please notify** your School Director or Director of Education immediately. **Warning** of any incidents of the following serious crimes **will be posted within 48 hours** on the employee and student bulletin boards and the appropriate law enforcement agency will be contacted.

Campus Crime: Reporting and Statistics

School: CSI Career College, Vacaville

To our knowledge, there have been the following occurrences of crime on our campus, campus parking lot or adjacent streets/property within the past three calendar years:

	2005	2006	2007	2008
Murder	0	0	0	0
Sex Offenses (forcible)	0	0	0	0
Sex Offenses (non-forcible)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Violation	0	0	0	0
Drug Law Violation	0	0	0	0
Weapons Possessions	0	0	0	0
Hate Crime	0	0	0	0
Manslaughter	0	0	0	0
Arson	0	0	0	0

Sexual Assault or Offenses

Any occurrence of an alleged sexual assault or offense **should be immediately reported** to the Dean or Director. The alleged victim should be aware of the importance of prompt reporting and maintaining evidence for proof of a criminal offense. The Dean or Director can provide information regarding the currently available programs for victims of sexual offenses, including counseling. Every effort will be made to respect the wishes and protect the privacy of the alleged victim. The alleged victim may wish to notify the local authorities and may request the Dean or Director's assistance in this process.

Alleged sexual assault or offense violation by a student will be investigated in accordance with CSI Career College disciplinary procedure. Both the accuser and the accused are entitled to present clear statements regarding the alleged offense and are entitled to have others present during the disciplinary proceeding. Both the accuser and the accused will be informed of the school's final determination, including any sanction imposed, which may include immediate dismissal.

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Policy Statement Addressing Limited Voluntary Confidential Reporting

Crime Reporting

The Vacaville Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Vacaville Police Department cannot hold reports of crime in confidence. Confidential reports of inclusion in the annual disclosure of crime statistics can generally be made to other authorities, as identified below. Confidential reports of crime may also be made to Vacaville Tip Line at (707) 449-5200.

Policy Statement Addressing the Reporting of Criminal Offenses

To report a crime:

Contact Campus Security at (707) 455-0557 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings should be reported to the police department. In addition you may report a crime to the following areas:

1. Joanie French-Reed – CAO	(707) 455-0557 ext. 202
2. Trish Black – Exec. Director of Academic Affairs	(707) 455-0557 ext. 211

Policy Statement Addressing Timely Warnings

Timely Warnings

In the event a situation arises, on campus, that, in the judgment of the Campus Security Officer, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through a memo to the students, faculty and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Safety Committee may also post a notice on the campus-wide bulletin board, providing the community with more immediate notification. Anyone with information warranting a timely warning should report circumstances to the Campus Security Officer, by phone (707) 455-0557 or in person located in the Human Resources department.

Policy Statement Addressing Voluntary Confidential Reporting

Confidential Reporting Procedures

If you are a victim of a crime and do not want to pursue action within CSI Career College’s system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, CSI Career College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution.