



Campus Security Report – Clery Act

Campus Safety and Security Report

The Campus Safety and Security Report provides crime and safety information, policies, and procedures to Carolina Career College students, faculty, and staff. This information is provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or “the Clery Act”. The history of campus crime statistics and security information reporting started with the Crime Awareness and Campus Security Act of 1990, which amended the Higher Education Act of 1965. The Crime Awareness and Campus Security Act of 1990 was renamed “the Clery Act” by the 1998 amendment. The Violence Against Women Reauthorization Act of 2013 (VAWA) amended The Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, Sexual Assault and Stalking to this Annual Security Report. This report includes one year statistics for VAWA and statistics for the previous three years concerning reported crimes that occurred on-campus and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies, procedures and programs concerning campus security and safety.

Reporting Crimes

All criminal activity and/or emergencies, including sexual assault, should be reported to the Front Desk Personnel. All crimes reported to the Front Desk Personnel will be kept confidential to the extent of the law. The Front Desk Personnel will notify the proper authorities promptly, as necessary. 911 should be contacted immediately for all emergencies involving a crime in process, a medical emergency, and/or fire. After calling 911, contact the Front Desk Personnel or other school official. Students, guests, faculty, and staff should reporting crimes or other public safety incidents in a timely manner help protect others. The Front Desk Personnel and Director of Compliance is responsible for keeping a log of any criminal/emergency activity. The Director of Compliance prepares the Campus Safety and Security Report annually. In the event an incident or emergency occurs on campus that may affect the safety and security of students, staff, and faculty, the institution will issue timely warnings. Timely warnings will be issued after review by the Front Desk Personnel and/or his/her designee. These timely warnings can be issued through various means such as e-mail, postings on Facebook, and/or flyers on campus and described in more detail below.

On-Campus Security Personnel

Though the institution does not maintain a campus police or security department, staff members on campus are provided authority to serve as Campus Security Authorities. These individuals are not police officers or security professionals. Campus Security Authorities do not possess the power to arrest. They do not attempt to apprehend perpetrators or to determine whether a crime took place. These tasks are the responsibility of law enforcement. Campus Security Authorities are individuals responsible for student and campus activities, who monitor the security of institutional facilities and equipment, and who are designated by the institution to receive reports of criminal offenses from students, employees, and members of the campus community. The Campus Security Authorities have the authority to ask persons for identification and to determine whether individuals have legitimate business on the campus. Campus Security Authorities also may direct individual to leave the premises. The Campus Security Personnel include the following senior staff members:

On campus contact numbers:

Jennifer Aaron - Front Desk Personnel (am) - (919) 336-1000

Devin Aaron –Front Desk Personnel (pm) – (919) 336-1000



Campus Security Report – Clery Act

Off-campus contact numbers

Emergency - 911

Police Department (non-emergency) - (919) 560-4600 or (919) 560-4601

Fire Department (non-emergency) - (919) 560-4242 or (919) 361-0927

Campus Access

All campus facilities are for the use of current students and employees only. The campus has operating hours that range from 9:00 am to 10:00 pm, Monday through Thursday and 9:00 am to 5:00 pm on Fridays. The parking areas are located in well-lit areas and the campus is secured nightly prior to closing.

Confidential and Anonymous Reporting of Crime

Carolina Career College recognizes that under certain circumstances victims of, or witnesses to, a crime may wish to make an anonymous report of the crime. There are two avenues for anonymous reporting. First, victims or witnesses may report information to the Front Desk Personnel and request that their identity remain confidential. In this type of reporting the Front Desk Personnel may identify the reporting party only to school officials with a need to know, and the officials are also bound by the promise of confidentiality. It is important to know that since the identity of the reporting party is in fact known, and since no legal protection exists to shield the institution or those of its employees who know the reporting party's identity from being compelled to disclose that information by court order, the identity of the victim or witness may be disclosed if such disclosure is ordered by a court of competent jurisdiction. Further, in any situation where the institution concludes that disclosure of the reporting party's identity is necessary to prevent imminent harm to that party or any other individual, the institution may make such disclosure. Additionally, the institution has created a secondary and anonymous (optional) reporting form located on our website at the following link:

<https://www.carolinacareercollege.edu/crime-statistics-reporting-form>. This can be used if an individual doesn't feel comfortable reporting an incident to on-campus personnel. This link sends the message directly to the President of Carolina Career College.

Crime Awareness, Prevention and Education

The institution does not offer on-campus crime prevention training programs. However, the institution encourages students to review the prevention documentation provided by the local police department for preventing crimes. This information can be accessed at: <https://durhamnc.gov/681/Crime-Prevention-Tips>. Carolina Career College strives to provide its students and employees a secure and safe environment in which to teach and learn, including through compliance with applicable federal, state, and local building codes, board of health and fire marshal regulations. The institution recognizes, and encourages others to be aware, that no environment is entirely free of risk. Each person must assume responsibility for his or her own safety both on-campus and off. Carolina Career College encourages all students, faculty, staff, and visitors to take an active role in their own safety and security while on campus by adhering to the following guidelines:

- Walk in well-lighted and well-traveled areas after dark. Walk with a friend.
- Immediately report all suspicious persons, vehicles, or activities to the Front Desk Personnel.
- Immediately report all crimes, security problems, or hazardous conditions to the Front Desk Personnel.



Campus Security Report – Clery Act

- Never study alone in an isolated area outside of the campus suite.
- Lock your car and secure valuables when using campus parking facilities.
- Use bicycle racks located on campus, and lock your bicycle.
- Become familiar with emergency exits and the locations of fire alarm pull stations and extinguishers in your building. Lock offices when you are not present.
- During new student registration students are informed about campus security procedures and crime prevention practices, and are encouraged to be responsible for their own security and the security of others.

This Campus Crime and Safety Report is emailed out to all students and staff at least annually and referenced on the school website.

Drug and Alcohol Policies

All employees and students are forbidden to use, possess, transfer or sell illegal drugs on company premises. Violators will be subject to disciplinary action, including immediate discharge for employees and expulsion for students. All employees and students are forbidden to use, possess or be under the influence of alcohol or illegal drugs on company premises. Violators will be subject to disciplinary action that may include immediate discharge for employees and expulsion for students. Illegal use, possession or distribution of drugs is subject to criminal legal sanctions under local, state and federal law. Additional information on this topic can be found on our website.

Legal Sanctions – Drug & Alcohol

The use of alcoholic beverages must be in compliance with all State Laws and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal Law and the State Law prohibit the solicitation, procurement, sale or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, State and Federal law for the unlawful distribution of alcohol and illicit drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in State Prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuse to take a blood alcohol test. Students and/or employees violating these standards of conduct will face sanctions up to and including expulsion, termination of employment, and referral for prosecution.

Health Risks Associated with Use of Illicit Drugs and Alcohol

Health Risks Associated with Use of Illicit Drugs and Alcohol The use of illicit drugs and the abuse of alcohol carry significant social, physical, and emotional health risks. Users may suffer damage to key body organs such as the heart, liver, kidneys, and central nervous system. Drugs can kill the user, and the use of drugs and alcohol during pregnancy may cause birth defects or death of unborn babies. Drug users may experience difficulties with concentration and memory that impair learning. They can exhibit mood swings, impaired judgment, isolation, and depression, all of which can contribute to impaired driving, injuries, accidents, domestic or random violence, and sexual assault. Drugs can be instrumental in the deterioration of family units and the breakdown of friendships and other support systems.

Information on Preventing Drug and Alcohol Abuse



Campus Security Report – Clery Act

While it is difficult to prevent anyone and everyone from using alcohol and drugs, here are five ways to help prevent alcohol and drug abuse:

Effectively Deal With Peer Pressure

The most common reason an individual starts using alcohol and drugs is because their friends utilize peer pressure. No one likes to be left out, and people find themselves doing things they normally wouldn't do, just to fit in. In these cases, you need to either find a better group of friends that won't pressure you into doing harmful things, or you need to find a good way to say no. Prepare a good excuse or plan ahead of time to keep from giving into tempting situations.

Deal With Life Pressure

A person who is overworked or overwhelmed often feels like a good break or a reward is deserved. But in the end, alcohol and drugs only make life more stressful and many individuals often fail to recognize this in the moment. To prevent using alcohol and drugs as a reward, find other ways to handle stress and unwind. Take up exercising, read a good book, volunteer with the needy, or create something. Anything positive and relaxing helps take the mind off using alcohol and drugs to relieve stress.

Seek Help for Mental Illness

Mental illness and substance abuse often go hand-in-hand. Those with a mental illness may turn to alcohol and drugs as a way to ease the pain. Those suffering from some form of mental illness, such as anxiety, depression or post-traumatic stress disorder should seek the help of a trained professional for treatment before it leads to substance abuse.

Analyze the Risk Factors

If you are aware of the biological, environmental and physical risk factors you possess, you are more likely to overcome them. A history of substance abuse in the family, living in a social setting that centralizes alcohol and drug abuse and/or family life that models alcohol and drug abuse can be risk factors.

Keep a well-balanced life

Some people take up alcohol and drugs when something in their life is not working, or when they're unhappy about their lives or where their lives are going. Look at life's big picture, and have priorities in order.

Resources for Drug and Alcohol Abuse Treatment

As community and governmental concern has increased, resources for and knowledge about treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Large cities are likely to have a large number of resources available. Generally, those resources for treatment and aid that are part of the patient's home community are most useful. This is due to ease of access and the likelihood of continuing with the aftercare that is so important in drug abuse treatment. Various types of resources are available.

Hospital Emergency Room

These are the preferred facilities of choice when an overdose of a mind-altering drug is suspected. Since the results of overdose of many of these drugs can be life threatening, it is best to treat potential overdose situations conservatively and to obtain emergency treatment with all due speed.



Campus Security Report – Clery Act

Police, Fire, and Paramedic Services

If a drug-abuse situation appears especially dangerous based on the symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of police and paramedic services is also appropriate.

Emergency Outpatient Treatment Facilities

These facilities—sometimes known as “readicare, surgicare, or emergicare”—differ from fully equipped hospital emergency rooms in their ability to provide a wide range of treatment options. They also cannot provide inpatient care. In serious abuse situations, use of a hospital emergency room is to be preferred.

Drug Treatment Centers

Many types of drug treatment centers exist. Some work on an inpatient basis and some on an outpatient basis depending on the type of drug abuse involved and their philosophy of treatment. It is wise to survey your community as to the types of drug treatment centers available, the kind of patients they treat, and the economics of treatment. This information is available to faculty and administrators to be used when counseling students with regard to drug issues.

Alcoholics Anonymous and Similar Organizations

Alcoholics Anonymous is a very important resource for those dealing with alcohol abuse problems. As mentioned above, similar organizations exist to aid cocaine abusers, Cocaine Anonymous, and other drug users, Narcotics Anonymous. Contact numbers for these organizations are in your local phone book. They are non-profit, no cost groups run by their membership. Many of the most successful drug treatment programs are based on AA methods. Many communities have multiple chapters of all these organizations with multiple meetings and contact opportunities. THEIR IMPORTANCE AS A PRIMARY RESOURCE IN DRUG ABUSE TREATMENT CANNOT BE OVER EMPHASIZED.

Community Agencies and Social Services Groups

Many communities provide social service based facilities and groups for drug treatment. Various types of treatment methods are used, depending on the community, the range of services available and the type and severity of abuse involved. Information about such treatment resources can be obtained from your community department of social services or medical services. This information will be available to students and employees.

Church Groups

Many churches and religious organizations have programs to aid drug users and abusers. These groups are generally without fee. Information about them can be obtained from the churches directly or often through your communities social services agency.

National Hotline Numbers

- National Alcohol Hotline 800-ALCOHOL
- Cocaine Anonymous 800-662-HELP
- Alcohol and Drug Helpline 800-821-4357
- National Council on Alcoholism and Drug Dependence Hopeline 800-622-2255
- National Helpline for Substance Abuse 800-262-2463
- Drug Abuse Information & Referral Line 800-662-HELP (662-4356)

Veterans Resources



Campus Security Report – Clery Act

- VA Substance Use Disorder (SUD) Program Locator:
 - <https://www.va.gov/directory/guide/SUD.asp>
 - <https://www.veteranscrisisline.net/>
 - <https://www.trilliumhealthresources.org/for-individuals-families/military-veterans>
 - <http://www.wvss-nc.org/wp/>
 - <http://www.wakegov.com/veterans/Pages/default.aspx>
 - <https://www.va.gov/HOMELESS/NationalCallCenter.asp>

Sexual Assault Prevention Policy

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

Unacceptable Conduct and Acts

Acts of sexual assault and non-consensual sexual contact are not acceptable. For purposes of this policy, sexual contact is defined as per 18 US Code 2246 which states sexual contact is the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person. Sexual contact of the aggressor with himself/herself must be in view of the victim whom the aggressor knows to be present. For the purposes of this policy, sexual assault is defined by the US Department of Justice which states that sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

Procedures Regarding Sexual Assault

Victims of Rape, Fondling, Incest, Sexual Assault, Domestic/Dating Violence, or Stalking

If you are raped or sexually assaulted, you should take the following steps:

Get medical attention immediately.

- Save your clothing.
- Report the incident to the police even if you decide not to prosecute.
- Take advantage of available support systems.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.

If you are the victim of a domestic/dating violence:

- Assess your immediate safety needs.
- Call police or 911.
- Take photographs of abuse and/or property damage.
- Obtain a copy of your medical reports.



Campus Security Report – Clery Act

- Obtain a copy of the police report.

If you are being stalked:

- Documentation is needed – write down the details.
- Keep e-mail messages or social media posts, voicemails, texts, etc.
- Report to the police.
- Obtain restraining orders through the courts.
- Monitor your behavior – don't act out against the stalker by committing an illegal act.

Carolina Career College has a responsibility to respond promptly and effectively to reports of sexual assault, domestic violence, dating violence, and stalking all of which are strictly prohibited. When a report that one of these crimes has occurred, whether the offense occurred on or off campus, the institution will make every effort to ensure the safety and well-being of the victim(s) and ensure they understand their rights and options in writing (copy of this manual). Carolina Career College will assist any victim who requests assistance in notifying law enforcement to take criminal action against the accused. Additionally, the institution will conduct a prompt, impartial, and thorough investigation and will take all reasonable actions to maintain the confidentiality of all parties during the investigation. However, if a victim insists their name not be disclosed to the accused, the institution's ability to respond may be limited. A victim will be presented academic options, such as a change in class schedule, to alleviate the concern at hand. Both the accuser and the accused are entitled to the same opportunity to have others, such as a support person or witnesses, present during a disciplinary proceeding. Investigations, hearings, and disciplinary decisions will be conducted by applying a preponderance of the evidence standard. This means that the institution will use their best judgment to determine whether, more likely than not a crime has been committed. Both parties will receive written outcomes of all discipline proceedings at the same time.

Criminal Sanctions/Disciplinary Action

Carolina Career College is committed to providing a prompt, fair, and impartial process from the initial investigation to the final result for an institutional disciplinary proceeding of reported domestic violence, dating violence, sexual assault or stalking. These proceedings will be conducted by officials who receive annual webinar training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation, and hearing process that protects the safety of victims and promotes accountability. Carolina Career College officials may not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused may have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

As per the Violence Against Women Act, Carolina Career College will simultaneously notify, in writing, both the accuser and the accused of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change of the result
- When such results become final



Campus Security Report – Clery Act

- The accuser and accused are given timely notice of meetings at which one or the other or both may be present; and
- The accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

All efforts will be made to complete the proceedings in a reasonably prompt time frame. Generally 90 days after receipt of the complaint.

Prohibition on Retaliation

Non-Retaliation Policy – Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. Carolina Career College does not retaliate against those who raise concerns of noncompliance. Any concerns should be brought to the immediate attention of the Front Desk Person, the Director of Compliance, the Executive Vice President, and/or the President.

Being a part of the Carolina Career College community requires everyone to provide both support and accountability to each other. Initiating accountability is often uncomfortable and risks interpersonal conflict between the respective parties. The school will not tolerate retaliation against parties who exercise their obligation to see that accountability is brought to bear when warranted. Retaliation may be exerted in many ways, including but not limited to: physical assault, verbal abuse, social ostracizing and other forms of offense and humiliation.

Sexual Assault Bill of Rights

The institution understands the trauma connected with being a victim of sexual violence and promises complete confidentiality of any information you provide to a school administrator. We also promise that we will assist you in notifying any outside individuals or agencies if you so choose.

- You have the right to notify the following individuals or agencies if you are a victim of sexual violence:
 - Jennifer Aaron – Front Desk Personnel (am): (919) 336-1000 ext. 1003
 - Devin Aaron – Asst. Front Desk Personnel (pm): (919) 336-1000 ext. 1022
 - Perry Aaron, Director of Compliance: (919) 336-1000 ext. 1041
 - Tasha Parr, Executive Vice President: (919) 336-1000 ext. 1007
 - Local Law Enforcement Agencies
 - Durham Police Department: (919) 560-4600 or (919) 560-4601
 - With any emergency situation, individuals are asked to dial 911



Campus Security Report – Clery Act

- You have the right to request assistance from the school to make these notifications.
- You have the right to obtain an order of protection, no contact order, restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.
- You have the right to request that prompt disciplinary proceeding be initiated against the accused.
- You have the right to be notified of any disciplinary actions against the accused.
- You have the right to be notified of any options in changing your academic or campus living situation.
- You have the right to have others present during disciplinary proceedings or other related meetings.

Students may find information regarding registered sex offenders at <http://www.nsopw.gov>. Students may also contact the local police department or the regional state police barracks for information regarding sexual predators.

Violence Against Woman Reauthorization Act (VAWA) Related Educational Programs

- US Department of Justice – Protecting Students from Sexual Assault
 - <https://www.notalone.gov/students>
- Rape, Abuse and Incest National Network (RAINN)
 - National Sexual Assault Hotline: 1-(800) 656-HOPE (4673)
 - <https://www.rainn.org/>
- North Carolina Coalition Against Sexual Assault
 - <http://www.nccasa.org/>
 - (919) 871-1015
- Interact of Wake County
 - <http://www.interactofwake.org/>
 - 24 Hour Crisis Line: (919) 828-7740 / Toll Free (866) 291-0855
- North Carolina Victim Assistance Network
 - <http://www.nc-van.org/>
 - Information and Advocacy Line: (919) 831-2857 / Toll Free 1-800-348-5068
 - Mailing Address: P.O. Box 32173, Raleigh, NC 27622
- Durham Crisis Response Center
 - <http://www.durhamcrisisresponse.org/>
 - 24 Hour Crisis Line: (91) 403-6562 (English) or (91) 519-3735 (Español)

Violence Against Women Act (VAWA) Definitions

VAWA

The Violence Against Women Act of 1994 (VAWA) is a United States federal law signed by President Bill Clinton on September 13, 1994 (codified in part at 42 U.S.C. sections 13701 through 14040). The Act provided monies toward the investigation and prosecution of violent crimes against women, imposed automatic and mandatory restitution on those convicted, and allowed civil redress in cases prosecutors chose to leave un-prosecuted. The Act also established the Office on Violence Against Women within the Department of Justice. VAWA was reauthorized 2000, 2005, and 2013.



Campus Security Report – Clery Act

Domestic Violence

Abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence

Abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking

Behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear for his or her safety, the safety of others or substantial emotional distress.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). Victor Valley College will respond to reports of any such conduct in accordance with District Policy on Sexual Harassment.

- Unwanted sexual misconduct which may lead to a complaint of sexual harassment:
 - Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person
 - Falsifying a posting on an electronic site involving sex or sexual activity

Sexual Assault

- Rape is an act of sexual intercourse accomplished against a person's will by means of force, violence, duress, menace or fear. Also, where a person is prevented from resisting by any intoxicating or controlled substances or when a person is unconscious
- Sexual battery is unsolicited and unwanted touching of an intimate part (sexual organ, anus, groin, buttocks, and breast of a female) or another person's body. This includes situations where the victim is unable to resist due to alcohol or drug use
- Forcible sodomy is oral or anal sexual intercourse with another person, by force or fear, and against their will. Also when the person is incapable of giving consent because of age or mental or physical incapacity
- Sexual assault with an object is the use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of another person, forcibly and against their will or where the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity

Consent

- Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity



Campus Security Report – Clery Act

- Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will
- Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately
- Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment

Bystander Intervention

As an employee of the college or as a student, the possibility of you being present and the witness during a domestic and dating violence incident, a sexual assault, a stalking or a sexual harassment incident is a reality. Intervene in these situations only if you believe it is safe and immediately contact Front Desk Personnel or the Director of Compliance for assistance.

- Bystanders should notice the incident taking place and should evaluate the situation to determine whether or not it is an emergency
- Determine if someone needs assistance
- Assume responsibility. Be ready to intervene even if others do not
- Speak up if you see someone intentionally getting someone else drunk
- Speak up if you see a friend leaving with someone he/she knows is drunk
- Remind friends that sexual contact with an intoxicated person is against the law
- Attempt to help. This may include helping a person to leave the situation, confront a behavior, diffuse a situation, or call for other support/security
- Approach everyone in a respectful manner. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary. Keep yourself safe. Call the police any time that you feel it is necessary
- If you choose to intervene, distractions or diversions may be viable strategies that can stop an aggressor from continuing his/her actions

Emergency and Evacuation Procedures

Timely Warnings

Should crimes or incidents occur, either on or immediately adjacent to the campus, which, in the judgment of the Front Desk Personnel, do not pose an immediate threat but constitute an ongoing or continuing threat, a campus-wide “timely



Campus Security Report – Clery Act

warning” will be issued to the campus community in a manner that will aid in the prevention of similar occurrences. This timely warning will be issued through our database e-mail system to students, faculty, and staff. Related information also will be posted in classrooms, in the break area, and in common areas. This timely warning will withhold the names and other identifying information of victims to ensure confidentiality.

Upon confirmation of an emergency or dangerous situation the Front Desk Personnel is authorized to use emergency communication methods to notify the campus community of an emergency situation that would jeopardize their health and safety. Due to the small size of our campus the first alerts will be an announcement on-campus in each classroom and in the common areas. Either simultaneously or immediately following the campus alerts, an email will be sent out to all active students alerting them of the emergency.

The email notifications mentioned above are only used upon the confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring at the campus. “Immediate” threat as used here encompasses an imminent or impending threat. “Confirmation” means that the Front Desk Personnel has verified that a legitimate emergency or dangerous situation exists.

Some examples of significant emergencies or dangerous situations are:

- Extreme weather (e.g., tornado, flood)
- Earthquake
- Terrorist incident
- Bomb Threat
- Armed person
- Explosion

Examples of situations that would not necessitate an emergency response or alert include:

- Power outage
- Weather related closures, e.g. snow
- String of larcenies
- Minor altercation

As time permits, the Front Desk Personnel will determine whether, in his or her judgment, the information suggesting that an emergency has occurred is credible through consultation with other Campus Management and personal investigation of the reported emergency event. As noted above, the Front Desk Personnel also will consider whether issuing a notification or making an announcement would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Given the size and nature of the Carolina Career College campus, any emergency notification will be distributed to all members of the campus community. The Front Desk Personnel will not limit the notification to select segments of the campus population. In the event of an emergency, the Front Desk Personnel will craft a brief notification containing pertinent information about the nature of the emergency, e.g., approaching tornado, gas leak, and include direction regarding the appropriate response, e.g., take cover, evacuate.

- In the event of an emergency on campus where evacuation of the facilities is required, the following procedures are recommended:



Campus Security Report – Clery Act

- Identify the location of the emergency. It is essential that students and staff avoid evacuating into the area involved in the emergency.
- Identify the type of emergency, if possible, which will determine the evacuation process and the order of evacuation. Identify students and staff that may need assistance in evacuating the premises.
- Students and staff should proceed to designated meeting areas. Instructors should immediately take attendance to ensure everyone assigned to his/her class have evacuated the building and is accounted for.
- Instructors should immediately report any absence(s) of students not at the meeting point, as identified by the local emergency response team, to emergency personnel at the scene or to the Front Desk Personnel.
- Re-entry of the facility is not permitted unless approved by the Front Desk Personnel or the Executive Vice President after consultation with emergency personnel at the scene

General Evacuation Procedures (e.g., Fire, Gas Leak)

Should an emergency notification be made directing a general evacuation, all persons on campus should exit the building immediately by way of the nearest exit, marked with a lighted red exit sign, and follow the signs, exiting to the outside and quickly proceeding to the parking lot in front of the building. If the nearest exit is blocked, individuals should use the nearest exit. Posted evacuation routes for the institution are located throughout the building, typically near the door. It is the responsibility of all able staff to assist any persons with disabilities in exiting the building quickly and safely. Individuals who exit the building first must position themselves far enough away from the street to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area. Once outside the building, campus personnel will confirm that appropriate emergency personnel have been contacted, congregate all employees in the parking lot in front of the building, confirm that all employees and visitors are out of the building, and meet with emergency personnel at the front entrance to provide additional information. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid and provide such aid as required. Individuals should not reenter the campus building for any reason until it is declared safe by the appropriate emergency personnel and the Front Desk Personnel has agreed to permit persons to re-enter.

Post-Emergency Measures

As soon as possible, following the occurrence of an emergency, the Front Desk Personnel will alert the Executive Vice President or the President to facilitate further response, support, and coordination efforts with and among external emergency response entities and the larger community, e.g., local law enforcement authorities, fire department, emergency medical services, disaster relief organizations. The Front Desk Personnel also will coordinate with the Leadership Team to assess the aftermath of the emergency event. The goal of this assessment is to identify and avoid any remaining danger or risk to the safety or well-being of students, staff, and visitors to the Carolina Career College campus. Should the Front Desk Personnel determine that an ongoing or continuing threat to the campus community exists, a campus-wide “timely warning” will be issued in a manner consistent with the policies discussed above. The Front Desk Personnel will work to maintain order and take necessary steps towards restoring general campus operations. Subsequent informational notifications will be communicated to students and staff via email, online notifications, and campus postings.



Campus Security Report – Clery Act

Carolina Career College will conduct annual tests of the notification system to ensure preparedness in the event of an actual emergency. Such tests may be announced or unannounced, and may include email or text message test alerts, scheduled drills or exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Documentation of any such test is maintained on Campus and includes a description of the exercise, the date and time at which it occurred, and whether it was announced or unannounced.

Through fire and evacuation drills, the posting of this report on the website and direct emails of the report to students, the institution publicizes emergency response and evacuation procedures to students and staff on an at least annually.

Preparation of the Annual Disclosure of Crime Statistics

A key feature of this document is the disclosure of statistics regarding certain types of crimes reported to the institution or local law enforcement. Each year the institution prepares these statistics with the assistance of local law enforcement agencies. When compiling and preparing the statistics disclosed in this report, the institution solicits, collects, and examines (1) crime data received from local law enforcement, (2) incident reports filed by any member of the institution or the Front Desk Personnel. The institution collects and examines data for crimes and incidents reported during the prior calendar year.

Clery Geography and Crime Location

Consistent with federal regulations, the institution examines, collects, and reports statistics for crimes that are reported to local police agencies or to a Campus Security Authority during the prior calendar year, and that occurred on or within its Clery geography. The law defines an institution's Clery geography to include:

- Buildings and property that are part of the campus;
- Public property within or immediately adjacent to and accessible from the campus.
- The institution's non-campus buildings and property.

When reporting crime statistics, the law requires an institution to specify in which of these three locations the reported crime occurred. In addition, institutions must identify the crimes that occurred on campus or on public property immediate adjacent to the campus. The institution collects and reports crimes consistent with these requirements. However, because the institution does not own or operate any dormitories or other residential facilities for students, statistics are not reported for these categories of location.

Consistent with federal law, the institution compiles and classifies crime information in accordance with the following guidelines:

- Statistics for murder and non-negligent manslaughter, manslaughter by negligence, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession are compiled using the definitions of those crimes from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program.
- Statistics for fondling, incest, and statutory rape are compiled using the definitions of those crimes from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program.



Campus Security Report – Clery Act

- Statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are compiled using the definitions provided in the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program.
- Statistics for dating violence, domestic violence, and stalking are compiled using the definitions set out earlier in this Report, which are taken from the federal regulations implementing the Clery Act.

Finally, though each year the institution is only compiling crime statistics for crimes reported during the prior calendar year, the report always includes the data for the three previous calendar years, where applicable.

2017 Campus and Vicinity Crime Report

The next pages lists all of the Clery Act and VAWA crimes that were reported to the local police during the 2015, 2016 and 2017 calendar year. These crimes occurred in or immediately adjacent to 5400 S. Miami Blvd., Ste. 140, Durham, NC 27703 during the 2015, 2016 and 2017 calendar years. When applicable, hate crimes will be reported, by category of prejudice, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability. You may request the full crime statistics report for a specific year from the Front Desk Personnel.



Campus Security Report – Clery Act

Crime	Year	On-Campus	Public Property
Murder and Non-Negligent Manslaughter			
	2015	0	0
	2016	0	0
	2017	0	0
Manslaughter by Negligence			
	2015	0	0
	2016	0	0
	2017	0	0
Rape			
	2015	0	0
	2016	0	0
	2017	0	0
Fondling			
	2015	0	0
	2016	0	0
	2017	0	0
Incest			
	2015	0	0
	2016	0	0
	2017	0	0
Statutory Rape			
	2015	0	0
	2016	0	0
	2017	0	0
Robbery			
	2015	0	0
	2016	0	0
	2017	0	0
Aggravated Assault			
	2015	0	0
	2016	0	0
	2017	0	0
Burglary			
	2015	0	0
	2016	0	0
	2017	0	0



Campus Security Report – Clery Act

Motor Vehicle Theft			
	2015	0	0
	2016	0	0
	2017	0	0
Arson			
	2015	0	0
	2016	0	0
	2017	0	0
Hate Crimes			
	2015	0	0
	2016	0	0
	2017	0	0
Liquor Law Violations			
	2015	0	0
	2016	0	0
	2017	0	0
Drug Law Violations			
	2015	0	0
	2016	0	0
	2017	0	0
Weapons Law Violations			
	2015	0	0
	2016	0	0
	2017	0	0
Violence Against Women Act (VAWA)			
Domestic Violence			
	2015	0	0
	2016	0	0
	2017	0	0
Dating Violence			
	2015	0	0
	2016	0	0
	2017	0	0
Stalking			
	2015	0	0
	2016	0	0
	2017	0	0



Campus Security Report – Clery Act

Fire Report			
Fires On Campus			
	2015	0	0
	2016	0	0
	2017	0	0