

Campus Security & Fire Safety Report 2016



HOBART INSTITUTE OF WELDING TECHNOLOGY
400 TRADE SQUARE EAST
TROY, OH 45373
937-332-9500

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The *Campus Security & Fire Safety Report* is published annually. While every effort is made to provide accurate and correct information at the time of printing, Hobart Institute of Welding Technology reserves the right to change policies, safety procedures, and any statements in this publication.

Security Report

Safety at Hobart Institute of Welding Technology (HIWT): A Shared Responsibility

Safety at HIWT is the shared responsibility of students, faculty and staff. The degree to which HIWT remains safe depends on each member of our campus taking seriously the responsibility to protect themselves and others.

To help protect yourself, colleagues, and your belongings, take time to think about safety and security on campus, utilizing the suggestions and resources identified in this report. By promptly reporting all campus crimes and safety concerns, and by actively protecting your safety and that of your colleagues, you will be a positive contributor to the quality of life at HIWT.

Campus Facilities

HIWT is located in a residential area of Troy, Ohio. Troy is a quiet but thriving city of approximately 25,000 residents. As in any city, threats can arise from people and circumstances external to the Campus. Remember that the campus is accessible by foot from any direction at any time.

Our Campus is unlocked and open to students, employees, contractors, visitors, and guests Monday-Friday, including evening class times. In general, administrative office areas are locked after day shift classes' end.

HIWT does not have any off-campus facilities.

Safety on Campus

Personal Safety Tips

All students, employees, and visitors are encouraged to take responsibility for their own security and the security of others. The following common-sense practices help protect everyone on the campus:

- Walk with a friend, especially at night.
- Know the people you visit, whether on or off campus.
- If you bring a vehicle to campus, keep the windows rolled up and the doors locked at all times. If you leave valuables in your car, lock them in the trunk where they cannot be seen by others.
- Be aware and concerned about use and abuse of alcohol and other drugs. Sexual assaults and other violent acts occur more often when people are under the influence of alcohol or other drugs.
- Anyone needing emergency assistance can reach the local police and fire emergency assistance at off-campus locations by dialing 911.
- Firearms and/or weapons of any type, including concealed weapons for which the carrier has a legal permit, are strictly prohibited on campus. Weapons include but are not limited to firearms (e.g., BB guns, pellet guns, Airsoft guns, paintball guns, handguns, and rifles, knives, bows and arrows, and martial arts weapons. Immediately report the presence of weapons on campus to your Instructor or HIWT's Campus Security Officer.
- Pay attention to security alerts, safety announcements, and other information about crime prevention and enhancing personal safety provided on campus. Knowledge of safety precautions and resources can make a difference in a crisis.

Campus Security Officers and Relationship with Law Enforcement Agencies.

HIWT employs staff members who handle the duties of campus security duties in addition to their primary duty of instructor. In situations that need the attention of law enforcement, HIWT will request assistance from the Troy Police Department or the Miami County Sheriff's Department. Students and visitors needing assistance with crimes or emergency situations occurring off campus should contact local law enforcement agencies directly.

HIWT works cooperatively with the local police on crime prevention and in addressing reported incidents, including:

- Periodic communication with Campus Security Officers and other school administrators to discuss prevention efforts, crime reports, and problem areas; and

- Working collaboratively conducting community patrols in areas surrounding the campus as needed.

HIWT enjoys a successful, collaborative working relationship and mutual understanding with the Troy Police Department built through day-to-day interactions. However, HIWT does not have written policies or memoranda of understanding with any local or state law enforcement agency for the investigation of alleged criminal offenses.

Emergency Procedures

Emergency Threat Assessment

HIWT is not immune to the possibility that a campus visitor or a member of the campus community poses a threat of harm to themselves or others. Because campus safety is a shared responsibility, students and visitors are strongly encouraged to take steps to preserve both personal and property safety and to contact their Instructor or Campus Security Officer immediately should they observe threatening behavior that may represent a threat to the campus community.

Emergency Response

When a threat is reported, our staff attempts to confirm the validity of the report and collects additional information. If assistance is needed, local law enforcement, fire safety, and/or emergency medical assistance are requested. Our staff works to contain the threat prior to the arrival of local emergency agencies. When local emergency agencies arrive, they assume authority and serve as primary responders.

Emergency Notification

Should a situation arise that urgently threatens the safety of people on our campus, an emergency announcement will be made on the loud speaker system or distributed verbally through staff. (Exception: Initiation of the notification may be delayed if, in the professional judgment of Campus Administrators, a timely warning will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.)

Evacuation Information

Depending on the nature and severity of an emergency, the campus may be subject to evacuation. Evacuation procedures are posted in each classroom.

Missing Person Policy

Reports regarding a student who is believed to be missing should be directed to the Troy Police Department.

Domestic Violence Policy

Reports regarding domestic violence should be directed to the Troy Police Department.

Reporting Campus Crime

HIWT students, employees, and visitors are encouraged to report promptly and accurately all campus crimes and incidents related to public safety to their Instructor, Supervisor, or HIWT Campus Security Officer.

Due to the importance of campus safety, HIWT cannot guarantee that crime information will remain confidential. If requested or deemed appropriate by the Institute, effort will be made to keep private the details of the crime that are sensitive in nature and/or not to reveal the identity or sources of crime information. The Institute does not accept anonymous crime reports for inclusion in annual crime statistics.

Emergency Contact Information

Emergency Assistance – on campus **937-332-9500**

Emergency Assistance – off campus **911**
(Police, fire, and emergency medical services)

Crime Statistics

So that students and staff may be informed members of the campus community, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, HIWT publishes statistics about crimes reported as occurring on campus and on public property immediately adjacent to campus property.

Representative of HIWT compile crime statistics from reports received from students, employees, visitors, and the Troy Police Department. As required by Clery Act regulations, crime definitions are taken from the Federal Bureau of Investigation's *Uniform Crime Reporting (UCR) Handbook*, except for definitions of sex offenses, which are taken from the FBI's National Incident-Based Reporting System Edition of the UCR.

HIWT submits calendar-year crime statistics that are published in the *Security Report* to the Department of Education via a website database. Information from the database is available to the public through <http://ope.ed.gov/campusafety/#/>. Announcements of the availability of the new report are sent to all employees and students. Printed copies of the *Security Report* are available on request.

Summary of Reported Crimes

The data chart entitled "Summary of Reported Crimes" reflects incidents of alleged crimes, both attempted and completed, that were reported as occurring on campus or on public property that is immediately adjacent from the campus (e.g., a public sidewalk or city street bordering the campus.)

The data chart does not reflect any information about whether the victims or perpetrators of reported crimes were associated with HIWT as students or employees; whether alleged crimes were confirmed by police or HIWT; or whether findings of guilt or responsibility were made.

Hate Crimes

Hate crimes are crimes with manifesting evidence that the victim was intentionally selected because of the perpetrator's bias towards the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Effective August 2008, amendment of the Higher Education Opportunity Act expanded the list of crimes for which bias must be reported to include larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.

Campus Disciplinary Action for Violations of Law

Violations of law committed on campus may be addressed by local, state, and/or federal law enforcement agencies. On-campus violations of Institute policies and/or laws committed by students are addressed by the Institute in accordance with student disciplinary procedures outlined in the student orientation manual. Similarly, violations of laws committed on campus by staff are subject to Institute disciplinary action as described in the employee handbook.

Summary of Reported Crimes 2013-2015

Criminal Offenses – On Campus	2013	2014	2015
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses, forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses, non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor-vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses – Public Property	2013	2014	2015
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses, forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses, non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor-vehicle theft	0	0	0
Arson	0	0	0

Hate Crimes – On Campus	2013	2014	2015
Murder/non-negligent manslaughter	0	0	0
Sex offenses, forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses, non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Hate Crimes – Public Property	2013	2014	2015
Murder/non-negligent manslaughter	0	0	0
Sex offenses, forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses, non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

VAWA Offenses – On Campus	2013	2014	2015
Domestic violence		0	0
Dating violence		0	0
Stalking		0	0

VAWA Offenses – Public Property	2013	2014	2015
Domestic violence		0	0
Dating violence		0	0
Stalking		0	0

Arrests – On Campus	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	1
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Public Property	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Unfounded Crimes	2013	2014	2015
Total unfounded crimes			0

Crimes included on the Campus Security Report: (Crimes occurring within the last 3 years that were reported to law enforcement or to a campus security authority which occurred on or contiguous to campus.)

- **Murder & non-negligent manslaughter:** The willful killing of another person through gross negligence.
- **Negligent manslaughter:** The killing of another person through gross negligence.
- **Sex offenses, forcible:** Any sexual act directed against another person, forcibly or against that person's will. Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
- **Sex offenses, non-forcible:** Unlawful, non-forcible intercourse. Includes incest and statutory rape.
- **Robbery:** The taking, or attempted taking, of anything of value from one person by another, in which the offender uses force or the threat of violence.
- **Aggravated assault:** An attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner or the victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, or loss of consciousness.
- **Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- **Motor-vehicle theft:** The theft of a motor vehicle, including automobiles, trucks, motorcycles and mopeds.
- **Arson:** To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.
- **Domestic violence:** The violations of law, including domestic violence, dating violence, and stalking.
- **Liquor-law violations:** The violation of laws prohibiting the manufacture, sale, purchased, transportation, possession, or use of alcoholic beverages. Does not include driving under the influence or drunkenness violations.

- **Drug-law violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment needed to produce or use them.
- **Weapon-law violations:** The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

Alcohol and Other Drugs

In accordance with both Ohio law and HIWT policy, possession of alcohol by anyone under age 21 is prohibited. Serving, selling, and providing alcohol to individuals under age 21 is also prohibited.

In accordance with Ohio law and HIWT policy, possession, use, and distribution of illegal drugs are prohibited. (Note: Synthetic marijuana (e.g., “Spice,” “K2”) is illegal in Ohio.) Distribution and abuse of prescription medication are also prohibited by HIWT, as well as driving under the influence of a drug that impairs driving.

HIWT prohibits possession or use of drug paraphernalia. Items considered to be drug paraphernalia include but are not limited to glass smoking pipes, bongos, hookahs, marijuana “bowls,” and spoofs, regardless of how such items are actually used.

Use of alcohol or another substance that impairs thought, behavior, and/or coordination is prohibited on campus, as is driving under the influence of alcohol or another substance that impairs driving.

Alleged violations of the Institute’s alcohol or drug policies may be reported by any member of the campus community to an Instructor or Campus Security Officer. Alleged infractions of Institute policies are subject to appropriate adjudication and campus disciplinary sanctions, as described in the student orientation manual and in the employee handbook.

Regardless of one’s age, alcohol may not be possessed or consumed on HIWT property. Campus Security Officers may ask to see the contents of backpacks, bags, etc. suspected to contain alcohol.

The Troy Police Department may arrest individuals who violate alcohol and drug laws on campus. Violators of the law are subject to criminal prosecution, fine, imprisonment, and/or other penalties. HIWT notifies law enforcement officers of illegal drugs and paraphernalia confiscated on campus and cooperates with the authorities in apprehending and prosecuting alleged violations of drug laws.

Sexual Harassment

In cases of alleged sex offense, regardless of whether the alleged perpetrator is a HIWT employee or student, both the alleged perpetrator and the alleged victim are informed of the Institute’s final determination regarding the alleged sex offense.

Examples of sexual harassment include but are not limited to repeated and unwanted touching, kissing, or other unwanted sexual behaviors, especially after the behavior has been refused; taking sexual advantage of someone who is incapacitated; and sexual bribes and blackmail.

Complaints Regarding Faculty or Staff Conduct: If the alleged perpetrator of sexual harassment is a member of HIWT staff, a formal complaint should be made to the Vice President/General Manager.

Fire Safety Report

A fire on campus not only interrupts education, it destroys valuable property and expensive equipment and can injure or kill people. Carelessness, forgetfulness, and ignorance are factors in many fires. Any occurrence of fire on campus should be reported immediately to the Instructor or Campus Security Officer.

HIWT works closely with the Miami County Fire Marshal’s Office in conducting a fire/safety inspection every two years as required by the state.

Students and staff should familiarize themselves with the fire evacuation plan posted in each classroom. In addition:

- Know where fire extinguishers are.

- Find the building exits nearest your classrooms.
- Do not block access to fire extinguishers or exits.
- Report any missing or damaged fire extinguisher.
- Never tamper with fire safety equipment.
- When a fire evacuation is announced, leave the building promptly.
- Take fire evacuations seriously; you never know whether it is an actual fire. If there is no fire, practicing proper emergency response may save lives in the future.

Fire Drills

HIWT will occasional conduct safety drills. A fire drill was conducted in October 2015.

Summary of Fire Report

No fires were reported.