



Clery Act

Annual Safety & Security Report | 2011

Ventura Campus
4839 Market Street
Ventura, CA 93003

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Introduction

Santa Barbara Business College prepares the Annual Security Report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)*. Institutions participating in federal student financial aid must present to current and future students and employees certain crime statistics and policies in accordance with the *Clery Act*. The purpose of this report is to provide information relating to campus safety and security in an effort to aid future and current students and employees in making informed decisions regarding our college.

The Annual Security Report is published every year by October 1st and contains three years of campus crime statistics and campus security policy statements in accordance with the *Clery Act*. College administrators prepare this report which includes local law enforcement crime data when available.

Santa Barbara Business College does not have on or off campus housing, or off campus student organizations. Therefore no crime statistics or policies pertaining to such are included in this report.

Dissemination of the report includes email notifications to students, faculty, and staff providing the web site address to the Annual Security Report. Potential students and employees have access to the report on our Consumer Information web page at www.SBBCollege.edu/consumerinformation. A printed copy of the report is also available upon request.

Crime Reporting Procedures

Students, faculty, and staff are strongly encouraged to report all crimes and emergencies to the Campus Director, Campus Safety Officer or other administrative staff in charge at the time. Timely reporting of criminal activity enables the college to respond to crime in a timely manner and potentially reduce the recurrence of that crime.

Report crimes to:

Joseph Liddicote, Campus Director	(805) 339-2999 x1245
Kristy Navarro, Dean of Students	(805) 339-2999 x1212

The college works cooperatively with local law enforcement agencies when necessary; however there are no written memoranda of understanding agreements between Santa Barbara Business College and local law enforcement agencies to investigate alleged crimes. The college does, in good faith effort, contact the local Police Department to obtain data on *Clery Act* crimes that occurred on or near the campus. Not all agencies respond to our requests for data. The college does not have a police or security department.

Voluntary Crime Reporting

Victims of crime who do not want to take action in the criminal justice system can confidentially report a crime. The purpose of confidential reporting is to comply with the wish to keep matters confidential while taking measures to keep the campus community safe. It also allows the campus to keep accurate records and to become aware of any patterns of crime that may warrant action.

The college does not employ or contract with any professional or pastoral counselors who provide confidentiality services to students or employees.

Timely Warnings

In the event of an ongoing or continuing threat to the campus community, a timely warning is issued verbally and notices are posted in common on campus areas. The intent of a timely warning is to provide adequate information necessary to enable the campus community to protect themselves. The content of the timely warning will not disclose information that may compromise law enforcement efforts. Anyone with information that warrants a timely warning should report it immediately to the Campus Director or Campus Safety Officer. The Campus Director is responsible for ensuring timely warnings are issued to the campus community.

Emergency Response and Evacuation Procedures

Emergencies are unexpected events which must be dealt with urgently to protect the health and safety of others. Emergencies may be related to natural disasters such as earthquakes, criminal activity such as armed robberies, environmental disasters, or highly contagious health concerns.

Santa Barbara Business College institutes an Emergency Action Plan (EAP) that includes emergency response and evacuation procedures and outlines actions staff, faculty, and students must take to protect their mutual health and safety.

The Campus Director has the authority and is responsible for overall management and administration of the plan. The Campus Director designates other individuals as back-ups and to assist with assigned tasks.

Emergencies are identified by campus staff, by other campus community members, the campus NOAA (National Oceanic and Atmospheric Administration) emergency alert radio, and forms of public media and notification. Anyone wishing to report an emergency should contact the Campus Director or other available administrative staff as soon as safely possible using the most efficient means available.

Upon confirmation of a significant on campus emergency or dangerous situation involving an immediate threat to the health or safety of students and employees, the Campus Director will issue an emergency notification and also notify the appropriate local emergency response teams, law enforcement, and individuals on campus who are in harms way. Local authorities will determine when and if it is necessary to notify the surrounding community. Campus alerts may be issued via e-mail, classroom announcement, alarm, or any combination of methods determined to be necessary. The alerts will identify the appropriate action to take in an effort to avoid the confirmed danger and minimize injuries.

Evacuations to safe locations will be implemented when necessary and will proceed in an organized manner per policy and procedure. All students are required to comply with the plan and the directions given to them by campus safety staff, faculty, or public emergency response teams or law enforcement agencies during actual

emergencies and drills for their personal safety. At no time during an actual campus emergency or drill shall students be permitted to leave the campus unless directed to do so.

The plan, including any updates, is reviewed with new students and employees during orientation, in classes at the start of each new term, and at a number of faculty meetings during the year. Evacuation routes are identified in each classroom and other areas the Campus Director deems necessary.

Emergency response and evacuation drills are conducted, at minimum, annually and all student, faculty, and staff must participate and conduct themselves appropriately. Tests may be announced or unannounced at the discretion of the Campus Director. Tests are documented and results are evaluated for needed improvement. At a later drill any needed improvements will be tested, and if successful, included in the campus procedures. If not successful, different approaches will be tried until acceptable results are achieved.

The campus community is expected to follow safe practices while on campus property. Following safe practices will reduce the possibility of accidental emergencies, and increase the effectiveness of the campus response to unforeseen emergencies.

The campus community is obligated to report all unsafe activity, potential and real emergencies, and/or criminal activity to the Campus Director or appropriate campus personnel as soon as possible.

Persons responsible for carrying out the emergency response and evacuation procedures include:

Joseph Liddicote, Campus Director

Facilities Security and Access

The campus facilities are open during day and evening business hours and are accessible to students, employees, contractors, guests, and invitees. The campus is secured during non business hours by locking doors and setting alarms and only accessible by issued key and alarm pass code. Maintenance personnel enter the facilities during the evening or early morning non business hours by issued key and alarm pass code. Santa Barbara Business College does not have on or off campus residences or official off campus student organizations. The college does not have a security or police department.

Alcoholic Beverages and Illegal Drug Possession

Santa Barbara Business College is proud to be a drug-free work place, comply with the Drug Free Work Place Act, and the Drug Free Schools and Campuses Act.

Alcoholic Beverages

Alcohol is also subject to school policy. The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or being under the influence are all prohibited and subject the offending employees(s) and/or student(s) to termination.

Illegal Drug Possession

The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or being under the influence of any illegal drug or other controlled substance is prohibited and subject the offending employee(s) and/or student(s) to termination.

Legal drugs are subject to the following policy: abuse, purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug, in a manner inconsistent with law, or working while impaired by the use of a legal drug whenever such impairment might endanger the safety of an employee, student, or other person; pose a risk of significant damage to college property or equipment; or substantially interfere with performance or the efficient operation of the college's business or equipment are all prohibited and subject the employee(s) and/or student(s) to termination.

If an employee or student is impaired by the appropriate use of a prescribed drug according to manufacturer's instructions they should not report to campus and should seek medical help. Customary use, and ordinary purchase, sale, use, and possession of over the counter drugs are allowed as long as such activity does not violate any law or result in impairment.

The company has established a Drug-Free Program that is designed to inform employees about the dangers of drug abuse and college's policy. Policy and procedure can also be found in the Employee Handbook provided upon hire and when updated.

Students are provided a Student Handbook which complies with the Drug Free Schools and Campuses Act which requires each school to have a written drug policy, and information about health risks, legal penalties and sanctions, and information on counseling options. The Campus Director and academics administrative staff has information about local referral and treatment options.

Disciplinary Action for Weapons, Drug, and Alcohol Violation

Santa Barbara Business College is committed to helping students meet their educational and career goals. Employees are held to a high standard and are required to conduct themselves in a professional manner. When students or employees violate weapon, drug, or alcohol laws, disciplinary action will result as described below. The college provides assistance in obtaining an appropriate referral to a counseling or rehabilitation agency.

The results of any investigation is available upon request to victims or if necessary, the victims next of kin as determined and required by Federal and State laws.

Disciplinary Action

1. Any persons not directly associated with Santa Barbara Business College believed to be selling or distributing illegal or prescription drugs or alcohol on the campus of Santa Barbara Business College will be reported to the Police Department immediately.
2. If students or employees are found to be using illegal drugs or abusing alcohol on school property or at school-sponsored activities either on or off campus, the following sanctions will apply:
 - a. Students: Any student found to be under the influence of alcohol or illegal drugs during school hours will be suspended or permanently terminated. A student may be granted a leave of absence to accommodate participation in a rehabilitation or recovery program.
 - b. Employees: Any employee found to be under the influence of alcohol or illegal drugs during working hours is subject to suspension or permanent termination. An employee may be granted a leave of absence to accommodate participation in a rehabilitation or recovery program.
 - c. Under a first offense, every effort will be made to direct the student or employee to a treatment facility; the school will set up an appointment and follow up with the facility to monitor progress.

A two to three day suspension will be imposed and a student-administrator contact will be made. The student or employee will be placed on a probationary status and required to enroll in an approved chemical awareness class within 5 days.
 - d. A second offense within 12 months of the first offense will result in termination of enrollment (in the case of a student) and termination of employment (in the case of an employee).
3. If students or employees are found to be selling or distributing illegal or prescription drugs or alcohol on school property or at school-sponsored functions either on or off campus, the person will be terminated from enrollment or employment. Such activities will be reported to local law enforcement authorities.

Prevention and Treatment

Rehabilitation, recovery, and counseling resources are available to students and employees for drug and alcohol advice in regard to questions, problems, or abuse. Community services are available to the general public. A number of the drug and alcohol treatment programs charge for the services provided. Student Services can provide a list of local agencies that are open to students and employees.

Security Awareness Programs for Students and Employees

Safety and security awareness programs are in place for students and employees. The common theme of awareness and crime prevention programs are to encourage students and employees to be aware of their responsibility for their own security and the security of others. The safety policy is presented to students during orientation.

Instructors are required at the start of each term to discuss emergency evacuation procedures and safety policy on the first day of class. Visual emergency exiting layouts are posted at the entrances of all campus rooms and Emergency Classroom Procedures shall be posted in each lab.

In the event of eminent danger or immediate emergency, information is released through electronic mail, voice mail, or classroom and campus announcements.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offences

Santa Barbara Business College will, upon written request, provide to the victim, the disciplinary action the college imposed on the perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the results of the disciplinary action may be provided to the victim's next of kin, if requested.

Sex Offender Registration

Santa Barbara Business College provides for its students, faculty, and staff the website address to the California Department of Justice's designated registered sex offender's site, Megan's Law. The website can be found at www.meganslaw.ca.gov.

Hate Crimes 2008 – 2010

There were no reported incidents of hate crimes reported for 2008, 2009, and 2010.

Hate crime statistics are presented in narrative format when there are no hate crimes to report or if there are a limited number of hate crimes reported.

A *Clery Act* hate crime is committed when the victim was intentionally targeted because of bias. Bias for the purpose of *Clery Act* hate crime reporting is *a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin*.

Hate crime categories include murder/non-negligent manslaughter, sex offenses – forcible, sex offences – non forcible, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft, intimidation, destruction/damage/vandalism of property.

Santa Barbara Business College takes hate crimes and all criminal offences seriously and encourages the campus community to report any crime to the Campus Director, Campus Safety Officer, or other administrative staff in charge. Crime also can be reported by calling 911.

Campus Crime Statistics 2008 - 2010

Santa Barbara Business College - Ventura Campus Crime Statistics 2008 – 2010 Criminal Offenses & Hate Crimes						
	On Campus			Public Property Bordering Campus		
	2008	2009	2010	2008	2009	2010
Murder & Non – Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Totals	0	0	0	0	0	0

Arrests and Disciplinary Actions 2008 - 2010

Santa Barbara Business College - Ventura Campus Crime Statistics 2008 – 2010 Arrests & Disciplinary Actions						
	On Campus			Public Property Bordering Campus		
	2008	2009	2010	2008	2009	2010
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Totals	0	0	0	0	0	0

