

Modern Technology School

Annual Security Report 2019 (calendar years 2016, 2017 & 2018)

A paper copy of this document can be requested by emailing mtsadmissions@mtschool.edu

Crime occurs in every community, unfortunately, the campus community is not immune. To a significant degree, campuses mirror the dynamics of the larger surrounding area. That does not mean, however, that they experience crime to the same degree. Typically, campuses have fewer crimes than the locales in which they are situated and Modern Technology School is no exception. It is unfair and unwise to make assumptions about the level of campus crime based on the campus' location, and it is equally unfair and unwise to make simple comparisons of crime statistics between or among educational institutes.

Clery Act Geography Definitions

The Modern Technology School Campus is the building & property located at 16560 Harbor Blvd. Suites K-Q, Fountain Valley, CA 92708. The School controls only the suites K through Q in the 16560 building. The public property adjacent and accessible from the 16560 building at this address includes the parking area, and thoroughfares accessible from the campus building.

The School is open each business day Monday through Friday, excluding any day when the campus is closed. The School is a private business and uses the Fountain Valley Police department for any difficulties that arise on campus.

Crime Reporting Policy

The security reporting is a continual process. The School makes every effort to ensure that the report is complete and accurate. The process includes the gathering of crime statistics from individuals identified as MTS Campus Safety Officers and law enforcement agencies reporting where appropriate. Upon completion of the annual security report, the crime statistics are submitted to the U.S. Department of Education. Included are crimes reported three calendar prior to the reporting date. All new students & new employees are notified of policies during the school orientation.

Modern Technology School will give timely warnings & emergency notification and will withhold as confidential the names and other identifying information of victims, (as defined in section 40002(a) (20) of the Violence Against Women Act of 1994).

The School will aid in the prevention of similar crimes, report to the campus community on crimes that are—

- Primary crimes such as criminal homicide, murder, manslaughter, sex offenses, robbery, assault, burglary, motor vehicle theft arson
- Arrests for disciplinary actions to include arrests for liquor & drug law violations, illegal weapons possession (and persons who were referred for campus disciplinary actions related to the for-mentioned).
- Hate crimes and other crimes determined to be hate crimes that include larceny, theft, assault, intimidation, destruction, damage, vandalism of property, dating violence, domestic violence, or stalking.

Timely warnings & emergency notification will be reported to campus safety officers as identified under the institution's statement of current campus policies or local police agencies; and if they are considered by the institution to represent a threat to students and employees.

Campus Safety Officers are individuals, who by virtue of their responsibility and under the Clery Act, are designated to receive reports of criminal incidents that occur on on-campus or on public property surrounding the campus.

It is the policy of Modern Technology School that the following individuals are designated as Campus Safety Officers in accordance with the guidelines established under the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” and subsequent rules. Annual Harassment Training is provided for all persons who participates in investigations and/or proceedings.

The Campus Safety Officers for Modern Technology School are:

- Evening Students: Yvonne Parker, Medical Assisting Program Director
 - Email: yparker@mtschool.edu – Tel: 714-418-9100, Fax: 714-418-9109
- Day Students: Adam Cooper, Radiation Safety Officer
 - Email: acooper@mtschool.edu – Tel: 714-418-9100, Fax: 714-418-9109

Victim or witness reporting: victims of crimes or witnesses of crimes on campus can voluntarily and confidentially report crimes to the Campus Safety Officers for inclusion into the annual disclosure. The School encourages accurate and prompt reporting of all crimes to the Campus Safety Officers &/or appropriate police agencies, if the victim of a crime elects to; or is unable to make such a report.

Preparation of Annual Security Report

The preparation of the university’s annual security report is a continual process. In preparation of the annual crimes statistic disclosures, the School accesses the monthly Fountain Valley Police Department crime statistics on their web-site. The School makes every effort to ensure that the report is complete and accurate. Daily crime reports are also sent to the Campus Director via e-mail, for the immediate area. Any on-campus criminal activity is recorded and by the Campus Safety Officers to the Campus Director for posting notification. Upon completion of the annual security report, the crime statistics are submitted to the U.S. Department of Education.

In addition to the primary prevention and awareness programs provided to incoming students and new employees, the School provides ongoing prevention & awareness campaigns programming, with initiatives and strategies that are **sustained over time** for all current students and employees.

The strategies focus on increasing the understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault and stalking.

The School promote awareness of the services and programming from the Career Services Department, such as social media posts, email blasts, notices on bulletin boards, posters.

Crime & Emergency Notification

Crime awareness alerts will be sent or posted via email and other on-campus flyers. These are information bulletins to increase situational awareness of crimes or that pose a threat to students and employees and that have occurred on campus or in the proximity of the School. Notifications will go out within 24 hours of reporting. Names and personal identifying information of victims of crimes, or those reporting crimes are withheld and kept confidential.

If there is an immediate threat to the health or safety of students or employees occurring on campus the emergency notification procedure are to be followed.

Security & Access to Campus Facilities

Modern Technology School is a private vocational school. The school is located in a commercial building complex at 16560 Harbor Blvd Ste. K & has seven connected suites in the 16560 building. The administrative side of the campus is open from 7:30 AM to 5:00 PM Monday-Thursday and 7:30 AM to 4:00 PM on Friday. The classroom side of the campus is open from 7:30 AM to 10:00 PM Monday-Thursday and 7:30 AM to 4:00 PM on Friday. The School does not have any non-campus housing facilities, nor does it have any non-campus locations or student organizations that may meet off campus.

On campus there are designated personnel that have entry code and key access. Specific personnel are assigned to secure and lock the building at closing. The classroom side of the campus is closed to the general public and entrance may be denied and the trespass laws invoked for persons found in or around our buildings without legitimate reasons.

Visitor Protocol: all visitors to the campus must sign-in at the reception desk and presents an ID if visiting with a student. Other potential students must also check in at the reception desk before entering the campus administrative area. Unauthorized persons are not allowed on campus and will be asked to leave; administration is to be notified of these persons.

Security Maintenance: the school's safety officers regularly checks to make sure pathways are well lit and egress lighting is working in hallways and stairwells. This is performed on a weekly walkthrough.

Megan's Law and Sex Offender Registrant Information

The Federal Campus Sex Crimes Prevention Act (CSCPA), requires institutions of higher education to provide the campus community with information on where they may obtain information on registered sex offenders in the state of California. In the state of California, convicted sex offenders must also register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community. Public information regarding sex offenders in California may be obtained by viewing the Megan's Law website at www.meganslaw.ca.gov.

Drug and Alcohol Policies

In compliance with the Drug Free Schools and Communities Act (Public Law 101-26) Modern Technology School's policy prohibits the unlawful possession, use, and/or distribution of illegal drugs, alcohol and marijuana by students. The School enforces Federal & State of California underage drinking & drug laws. Any student who violates the school policy may be subject to disciplinary action, up to and including permanent expulsion.

The School's policy states: no student shall use, sell or be under the influence of drugs, to include prescription drugs, alcohol or marijuana while on campus, in classrooms, labs, in the parking lot, at break or during clinical training hours. Anyone found or suspected of using, selling, or arriving under the influence will be subject to a random drug test at their expense. If a student tests positive for illegal drugs, alcohol or marijuana, it is grounds for immediate dismissal from the program, without chance of reinstatement.

Health & Safety Policy

It is the policy of MTS to have its facility in compliance with the requirements of the state and local building codes, the Board of Health and Fire Department regulations. In case of a medical emergency during school hours, MTS will take action to obtain local medical services as needed. The School is OSHA compliant & CDPH-RHB compliant.

Harassment, Discrimination & Sexual Harassment Policies

Modern Technology School is committed to the principle that it's learning and clinical environment be free from inappropriate conduct. Any type of harassment, discrimination, sexual harassment or sexual misconduct in any form will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action or dismissal from the program.

Different legal proceedings may have different standards of evidence. The most common standards are "preponderance of the evidence," "clear and convincing evidence" and "beyond a reasonable doubt". The School uses preponderance of evidence which is defined as being based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence. This standard of evidence will be used in disciplinary proceedings arising from allegations of dating violence, domestic violence, sexual assault or stalking.

This policy applies to all school administrators, faculty, didactic and clinical staff, students, visitors and applicants of Modern Technology School. This applies to any unwelcome conduct which violates state or federal laws regarding any harassment, sexual harassment-misconduct or any inappropriate conduct.

Specifically addressing Sexual Harassment, Modern Technology School is committed to providing an environment which is free of sexual harassment in any form. The policy applies regardless of the gender of the alleged victim or of the alleged offending party and would include within its scope harassment directed to members of the same sex as well as harassment of members of the opposite sex. Sexual harassment is a form of harassment and discrimination strictly prohibited. It is strictly prohibited to engage in threats or reprisals to dissuade another from reporting sexual harassment under this policy; impede or obstruct the investigation under this policy of complaints

of sexual harassment; or retaliate in any manner against someone for pursuing or participating in a charge of sexual harassment.

Both accuser and accused will have the same opportunities to have other present during any proceedings. Each party is entitled to have an advisor of their choice present. Any restrictions or limitations will be spelled out in writing prior to proceedings.

Types of Harassment Prohibited by this Policy

Discrimination: Discrimination refers to conduct that exposes an individual to unequal treatment on the basis of age, disability, veteran status, race, color, religion, ancestry, national origin, gender, marital status, sexual orientation.

Harassment: This includes unwelcome, offensive, undesirable or unsolicited conduct of any kind. Conduct that would be offensive to a reasonable person under the circumstances in question and, if not corrected, could interfere with an individual's academic performance or create or substantially contribute to an intimidating or hostile academic, or student environment.

Examples:

- Verbal harassment, such as harassing phone calls, jokes, slurs, epithets, anecdotes, or other derogatory statements directed to an individual's or group of individuals' race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such activity; or
- Visual, through the use of writings, graffiti, e-mail, posters, objects, or symbols that ridicule or demean an individual's or group of individuals' race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such material; or
- Physical, such as unwanted touching, stalking, or impeding an individual's free movement on the basis of a protected characteristic.

Sexual Misconduct/Harassment: This includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual that does not rise to the level of harassment, but is unprofessional and inappropriate for the classroom or clinical setting.

Examples:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status.
- Submission to or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual.
- Conduct that has the purpose or effect of unreasonably interfering with an individual's performance, creating an intimidating, hostile or offensive environment.
- Physical contact of a sexual nature including touching, patting, hugging or brushing against a person's body;
- Explicit or implicit propositions or offers to engage in sexual activity;

- comments of a sexual nature, including sexually explicit statements, questions, jokes or remarks of a sexual nature about a person's clothing or body; remarks about sexual activity' speculation about sexual experiences'
- Exposure to sexually oriented graffiti, pictures, posters, or materials; and/or
- Physical interference with or restriction of an individual's movements.

Conduct of a Sexual Nature: This includes conduct that is verbal, visual, or physical. Conduct of a sexual nature may either be explicitly sexual or may involve conduct that derives its sexual nature from the circumstances in which the conduct occurs or when combined with other conduct that occurs in a sexual context. Conduct does not need either to express any sexual desire or to be directed to a specific person and can include conduct that attempts to demean, control, or stereotype others on the basis of their sex.

Examples:

- sexual jokes, innuendoes, slurs or sexually suggestive comments other than in an appropriate academic study of such activity;
- sexually explicit or sexist statements or anecdotes or questions or statements about sexual activity other than in an appropriate academic study of such activity;
- unwanted sexual advances, propositions, invitations, or other forms of pressure (either blatant or subtle) for sexual activity; offensive touching, including engaging in unwanted hugging, patting, kissing, or brushing up against someone's body, or other inappropriate sexual touching;
- knowingly invading another's personal space in a sexually suggestive manner;
- sending suggestive or obscene notes, phone calls, e-mails or texts.

Reporting Complaints

Any person who believes that they have been subjected to harassment, discrimination, retaliation or sexual harassment, including sexual assault, sexual violence or other misconduct prohibited under this policy or who feels they are aware of prohibited harassment or discrimination directed toward others should immediately report the circumstances. Victims may choose to notify law enforcement authorities themselves, be assisted by campus authorities help them notify law enforcement, or decline to notify such authorities.

The School requests that complaints be made in writing to assure the accuracy of the charge, although verbal complaints will also be accepted. Reporting can be informal or formal and there is no time limit for reporting.

Informal report:

The informal process is intended to resolve concerns at the earliest stage possible. Employees are encouraged to resolve their complaints directly with the alleged offender/respondent and/or with the alleged offender's Program Director.

An individual who does not wish to file a formal complaint may make an informal complaint. The Program Director's will provide assistance strategies for the individual to effectively inform the offending party that his or her behavior is unwelcome and should be immediately ceased.

Formal report:

Modern Technology School encourages any person who believes that he or she has been subjected to harassment, sexual misconduct/harassment to immediately report the incident to the Program Director of their prospective program. The School requests that complaints be made in writing to assure the accuracy of the charge.

Complaints of harassment or discrimination against students shall be reviewed and resolved in accordance with the disciplinary procedure for student conduct violations. Complaints against faculty generally will be reviewed and resolved under the disciplinary procedure in the Faculty Handbook.

Investigation:

The investigation will be a prompt, fair, and impartial process from the initial investigation to the final result. Investigation of the written incident will begin ten (10) days after receipt of the complaint. It will be conducted by the Program Directors who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking. The investigation and the hearing process will be conducted as to protect the safety of the victim and promote accountability.

Any person that has information relevant to the complaint shall be interview and appropriately documented. The accuser and the accused will 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 Director of their choice. The School will not limit the choice of Director or presence for either the accuser or the accused in any meeting or disciplinary proceeding; however, the School may establish restrictions regarding the extent to which the Director may participate in the proceedings, as long as the restrictions apply equally to both parties.

Any offensive material involved will be reviewed as necessary. The report is to include a recommendation of whether a violation of the policy occurred and recommended disciplinary action if a violation of the policy occurred. Documentation of the names of complainant and respondent, documentation used in the investigation, investigation report, findings letters and interim measures provided to the parties.

Upon completion of the investigation a written report will be issued. This will be disseminated to the appropriate persons involved as outlined below under notification.

Notification of formal complaint/allegations:

Both parties involved will be notified in writing of any formal complaint/allegations, and the investigator will request a meeting with the accused to provide the accused an opportunity to respond to the allegations. The accused and assurator will be notified simultaneous in writing of the result of the proceeding. Both parties will also be simultaneously be notified of the following:

The result of any School disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; the School's procedures for the accused & the victim to appeal the result of the disciplinary proceeding as outlined in the School catalog, any change to the result; & when such results become final.

False complaints:

Any persons who knowingly and intentionally files a false complaint under this policy or any person who knowingly and intentionally makes false statements within the course of the investigation is subject to disciplinary action up to and including dismissal from the school.

Order of Protection:

Victims have the right to obtain an order of protection, a “no contact” order or restraining order. The School does not issue orders of protection; to secure an order of protection in our local jurisdiction please use this link: <https://www.occourts.org/self-help/restrainingorders/>

Personnel to report to:

Program Director	Email Address	Tele:	Fax:
Lani Coates	lcoates@mtschool.edu	714-418-9100	714-418-9109
Yvonne Parker	yparker@mtschool.edu	714-418-9100	714-418-9109
Susan Shannon	sshannon@mtschool.edu	714-418-9100	714-418-9109

Conduct Offensive to a Reasonable Person

The conduct would be offensive to a reasonable person under the circumstances in question and, if not corrected could interfere with an individual’s academic or work environment or create or substantially contribute to an intimidating or hostile work, academic, or student living environment. In determining whether the alleged conduct constitutes discrimination or harassment under this policy, consideration of the incident will assess whether the alleged conduct is severe and/or pervasive based upon but not limited to the totality of the circumstances. Considering the constellation of the surrounding circumstances and expectations, including but not limited to the nature and context of the conduct, the type, frequency, and duration of the conduct, the identity of and relationship between the parties, the number of individuals involved, the degree to which the conduct affected the complainant or other students, staff and/or faculty and the principles of academic freedom.

Protection Against Retaliation & Protective Measures

Retaliation against an individual is an adverse action or treatment taken against anyone for reporting, supporting, or assisting in the reporting and/or adjudication of any of the behaviors prohibited. This includes intimidation, harassment, efforts to impede an investigation, or filing a false or bad faith cross-complaint. Retaliation is prohibited by the School and federal law. Retaliation is a serious violation, which can subject the offender to drop from the School.

Protective measures the School offers to victims following an allegation of dating violence, domestic violence, sexual assault or stalking include choices of limiting contact between parties, a change of class schedule, or an approved leave of absence.

Appeal of Disciplinary Action

Either party may appeal the disciplinary action taken as a result of the investigation by filing a written appeal within 10 business days of the date of written outcome. This appeal only reviews the disciplinary action taken as a result of the investigation and not the outcome or findings of the investigation itself. Notification of outcome of appeal will be sent out within 30 days.

Confidentiality

To the extent possible, the School will make a reasonable effort to conduct all proceedings related to harassment and discrimination allegations in a manner which will protect the confidentiality and privacy interests of all parties. Examples of situations where confidentiality cannot be maintained include circumstances when the School is required by law to disclose information, when disclosure is warranted by the School in order to protect the rights of others, or disclosure is necessary to facilitate legitimate School processes including investigation and resolution of harassment and discrimination allegations. In addition to these efforts by the School, all parties to the alleged complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved. The School will maintain as confidential any accommodation or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the School to provide the accommodation or protective measures.

Prevention of Dating Violence, Domestic Violence, Sexual Assault & Stalking Policies

Modern Technology School prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. This policy applies to all school administrators, faculty, didactic and clinical staff, students, visitors and applicants of Modern Technology School. This applies to any unwelcome conduct which violates state or federal laws regarding any dating violence, domestic violence, sexual assault and stalking.

Modern Technology School is committed to providing an environment which is free of dating violence, domestic violence, sexual assault and stalking, in any form. The policy applies regardless of the gender of the alleged victim or of the alleged offending party and would include within its scope, directed to members of the same sex as well as members of the opposite sex. Dating violence, domestic violence, sexual assault and stalking is strictly prohibited. The following are definitions to help you understand each type of violence:

CA PEN § 240 Domestic Violence. An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another. Also covered under this law is dating violence.

Domestic Violence: Domestic violence is a misdemeanor crime or felony crime of violence committed against a person by a person who is their spouse or former spouse, cohabitant or former cohabitant, a person with whom they have a child, or a person with whom they have a previous or current dating, romantic, intimate or sexual relationship.

Dating Violence: Intimate partner violence and abuse, also referred to as dating violence, is violence committed against a person by a person with whom they have a previous or current dating, romantic, intimate or sexual relationship.

Example: Intimate partner violence and abuse may include, but is not limited to, the following types of behavior within the context of an intimate partner relationship:

- Battering that causes bodily injury
- Emotional abuse (bodily injury or property damage)
- Sexual assault/battery
- Sexual exploitation
- Sexual harassment
- Forcible denial of use of or access to owned or shared assets
- Coercion used to attempt to compel another to act as directed
- Depriving another of personal freedom of movement or access to friends, family, or support systems

CA PEN Code § 243.4 Sexual Assault (sexual battery) law. Alternatively referred to as California's sexual assault law -- prohibits touching the intimate part or another person for purposes of sexual gratification, arousal, or abuse.

Sexual assault/battery:

- Sexual assault – Any non-consensual act of penetration, however slight, of person's vaginal or anal openings with any body part or object (including a finger) or non-consensual oral-genital penetration.
- Sexual battery – Any intentional sexual contact, however slight, with any object, without consent. Sexual contact includes contact above or beneath clothing with the breasts, buttocks, genitals, or areas directly adjacent to genitals (the inner thigh); touching another with any of these body parts; making another touch someone or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

CA PEN Code § 646.9 Stalking.

Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

Stalking: Repetitive and menacing behavior towards another, or pursuit, tracking, surveilling, or harassing another in such a way that would cause a reasonable person, under similar circumstances and with similar identities, to fear for their safety or the safety of others, the safety of their property, or to otherwise suffer substantial emotional distress.

What is Consent?

CA SB-967 put into law under Ed. Code 67386 (a) (1) defines **consent** as: “An affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The

existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Consent is an affirmative, conscious, voluntary agreement by all participants to engage in sexual activity, communicated through mutually understandable words and/or actions. Affirmative consent must be continuously present throughout an interaction, for all sexual activities, and may be modified, withdrawn or revoked at any time. It is the responsibility of each person involved in the activity to ensure that affirmative consent has been obtained from the other or others before engaging in any sexual activity. Existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, can never by itself be assumed to be an indicator of consent.

Bystander Intervention

Notice the situation or conditions that perpetuate violence. Be aware of who you are with, how they are acting, and what is happening in your surroundings. Once you notice a possible violent situation, it is crucial to see it as an issue and understand why or how it could perpetuate violence. Feel responsible to act and understand that your actions and words can make a significant difference in someone else's life or in a situation you witness. You have the power and the incredible potential to influence a situation for the better.

Understand what to do next. Active bystanders understand actions they can take to safely and positively intervene in a potentially harmful situation to prevent harm or further harm.

Try to intervene safely; not only do active bystanders see a situation and know what to do, but they actually take action to end a situation or prevent the occurrence of violence.

Risk Reduction

Try to avoid isolated areas or situations. If someone asks you to come with them or meet them in a secluded area, consider staying in a public place instead if you do not feel comfortable.

Walk with purpose and scan your surroundings as you walk. Even if you do not have a specific destination or are not sure about where you are going, act like you do and take each step with conviction. As you walk, look around at who and what is around you.

If you are travelling on a sidewalk in public, try to choose the route that is best lit. If you do not have appropriate lighting, use a flashlight or a flashlight app on a smartphone to ensure that you can accurately scan your surroundings.

Always lock your vehicle when you leave and immediately once you get inside the car. For example, if you get into a car but plan to do something such as organize your items or send a text before you drive away, lock the doors of the car so you are in a secure environment in the meantime.

Avoid any sort of travelling with two headphones so that you can hear anything out of the ordinary or someone approaching you.

If you have food or a drink, like water or a soda never leave it unattended while talking, using the restroom, or making a phone call. If you accidentally lose sight of your drink for even a moment, dump it out and get a new one. Also watch your purse or backpack at all times; never leave personal articles unattended.

Prevention and Awareness Campaigns

The School makes every effort to ensure that students, employees and new employees are aware of our programs and policies regarding crime awareness. The annual security report & the crime statistics are submitted to the U.S. Department of Education. Included are crimes reported three calendar prior to the reporting date. All new students & new employees are notified of policies during the school orientation and every June via email.

Modern Technology School relies on the Fountain Valley Police Department for assistance in reporting possible criminal offences. Local law enforcement will come to the campus when requested. The School does not have a written memorandum of understanding (MOU) or any other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses. The school does not have security personnel that have the authority to make arrests. The Fountain Valley Police Department promotes awareness of sexual offense to both men and women. **The Fountain Valley Police Department Phone Number: 714-593-4485**

Physical Threats: Modern Technology School uses outside help to provide assistance to victims of crimes and to obtain information on prevention and awareness. During orientation students will be made aware of security and safety measures. Below are listed the off-campus programs available near the campus.

Student responsibilities: the cooperation and involvement of the students and staff in a campus safety program is absolutely necessary. Students and staff must assume responsibility for their own safety and the security of their personal belongings by taking simple common sense precautions. Students and employees with cars should keep them locked at all times. Valuables should be locked in the trunk or out of sight. Students and employees should report any suspicious looking persons/vehicles who they feel should not be around the parking areas that are used by students or staff. Also any unusual incidents should be reported.

Cyber Threats: If you are being harassed or bullied online please report this to your local law enforcement. If you know the person tell someone who that person is and inform local law enforcement. If it is a fellow student please inform the school's safety officers.

Acts of Violence:

It is often difficult to know what action will work the best on the aggressor. Scream, kick, bite and try to get away. Pepper spray would be worth trying if you have it, especially if you are in an area where there are other people near you. When you go to get into your car, check first to see if there are any signs of illegal entry before you enter your car. Visually check the back seat area prior to entering. If you are in a remote area or your life is in danger, cooperate with your attacker. Survival is your goal.

Immediately tell someone that you were attacked. If the attack is on school property and/or another student was the attacker, report it immediately to your Instructor or the Campus Director who will call the police. Modern Technology School will carry out disciplinary actions and sanctions that will be enforced by campus disciplinary proceedings. Student Services will help you navigate the reporting process.

If you are sexually assaulted, do not shower or change clothes, it is important to preserve any evidence that may assist in proving that the alleged criminal offence occurred or may be helpful in obtaining a protection order. Do not disturb any of the area of the attack. You have the option to notify law enforcement. If this occurs away from school, access the nearest phone and call 911. The police will send out the appropriate officer who is specially trained to handle sexual crimes.

The School does not have pastoral or professional counselors, however if a student reports to a Safety Officer that they are a victim of a crime, they are verbally encouraged to seek professional help.

Note: this policy differs from the policy statement regarding reporting all crimes. That statement does not specifically address pastoral and professional counselors.

The school has included a list of services where they can seek help below.

Community Service Program Victim Assistant:

C.S.P. Victim Assistance Programs provide comprehensive services for individuals who are victims of crime, with specialized services for those who are impacted by violent crime. The primary goals of the program are to advocate for victims' rights, provide emergency assistance in the immediate aftermath of crime, provide on-going support to alleviate the trauma associated with crime, and ease the process of participation in the criminal justice system. They will provide assistance on counseling, health, mental health, legal assistance, & other services.

Link: <https://www.cspinc.org/Victim%20Services>

Victim Advocates are available at each Orange County Justice Center to provide crisis intervention services, emergency financial and resource assistance, support counseling, referral to and help in accessing community resources, support during criminal justice proceedings, assistance with Victim of Crime Compensation Claims processing, and other services as required by individual circumstances. Bi-lingual/bi-cultural advocates are available to work with Spanish and Vietnamese speaking clients and translation services are available for those individuals who speak other languages

Other resources: available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<https://www.occourts.org/self-help/restrainingorders/> - securing an order of protection.

<https://www.rainn.org> – Rape, Abuse and Incest National Network

<https://www.ovw.usdoj.gov/sexassault.htm> -Department of Justice

<https://www2.ed.gov/about/offices/list/ocr/index.html> Dept of Ed., Office of Civil Rights

Disciplinary Actions

All students or staff involved will have due process. All information gathered will be considered and decide upon, on an individual basis. Depending on the circumstances and severity of the action students can be placed on probation or dropped from the school. Students can also be transferred from day to evening classes and vice versa. All probations are 30 days. Drops can be appealed.

Possible sanctions:

Intimate Partner Violence	A student found in violation of dating or domestic violence policies would likely be expelled. However, incidents involving verbal abuse only or other less severe incidents may result in probation only.
Sexual Assault/ Sexual Battery	A student found in violation of the sexual assault or battery policy will typically be expelled from the School.
Stalking	A student found in violation of the stalking policy would likely be expelled from the School. However, less severe violations of this policy may result in probation only.

Consensual Relationships

It is the policy of Modern Technology School to strongly discourage romantic or sexual relationships between the following:

- a faculty member & a student who is enrolled in School;
- a supervisor or administrator & a student who is enrolled in School;
- a student & any affiliated clinical staff employee;
- any two students who are enrolled at the School.

Romantic or sexual relationships often create situations that lead to sexual harassment, conflicts of interest, favoritism and low morale. Even consenting romantic and sexual relationships may evolve into sexual harassment case with serious implications, either from a subsequent change of attitude by the parties involved or from a contemporary complaint from a disadvantaged third-party.

Where to Find Help

Modern Technology School will provide written notification upon request to students & employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the School and in the community.

The School will also provide written notification to victims about options for, available assistance in, and how to request changes to academic schedules or advice for protective measures. The School will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus safety officers or local law enforcement.

When a student or employee reports to the School that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the School will provide the student or employee a written explanation of the student's or employee's rights and options.

Notification & Emergency Procedures

Emergency response & evacuation: (3. o-r) When the campus safety officers have confirmed that there is a significant emergency or dangerous situation; students on campus will receive a notification via email and content of the notification will include what the emergency is and whether or not to come to campus. The School will, without delay, take into account the safety of the community, determine the content of the notification & initiate the notification system.

The School will use professional judgements when issuing a notification so as not to compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The School will for disseminate emergency information to the larger community by notifying local law enforcement and the property manager.

The School will publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year. Documentation for each test, a description of the exercise, the date, time, and whether it was announced or unannounced will be available by request from the Campus Director.

Communications Protocol: It is the policy of Modern Technology School to notify students and staff of any emergency at the School. Modern Technology School is a small campus with a limited number of students. Students and staff are only on campus at specified times, making it easy to notify and evacuate during an emergency. Program Directors, Supervisors and Instructors communicate via cell phone making it easy to notify the campus from the administrative building and vice versa. The School also utilizes a public address system through the phones, text messaging, voice messaging, e-mail, and desktop messaging for notification purposes.

Training & Orientation: Staff & faculty have periodic training meetings. Various people from the community meet to train on a variety of situations that may arise at the school. Students have an orientation on the first day of school on various safety protocols.

Procedure for testing emergency response and evacuation

J&S Security monitors the School's Fire and Safety system and tests the alarm system quarterly. Annually they perform a fire test which we used to make an announced fire drill. Each time this is performed we document the date and time it is performed.

Emergency Evacuation Plan

Any member of the Safety Team can activate the paging system to alert the campus of an emergency evacuation situation. The paging system is located on most telephones in the administrative office.

Safety Team Members

Susan Shannon, Campus Director
Jan Taylor, Accounting Manager
Lani Coates, Ultrasound Program Director
Yvonne Parker, Med. Asst. Program Director
Adam Cooper, X-ray Radiation Safety Officer

extension #28 sshannon@mtschool.edu
extension #29 jtaylor@mtschool.edu
extension #30 lcoates@mtschool.edu
extension #38 yparker@mtschool.edu
extension #26 acooper@mtschool.edu

Other:

Fountain Valley Police General Information: 714-593-4485

Earthquake Procedure:

DURING EARTHQUAKE

- Instructors & Students: If earthquake is severe have students duck under tables in classroom for protection or get them outside the building if possible.
- Administration: Duck and cover under desks or exit building.

AFTER EARTHQUAKE

- Instructors & Students: Immediately evacuate the building using the emergency exits.
- Meet at the north end of the complex, towards the 7-11 store. Instructors bring your roll sheet, you will account for students and report to Program Director.
- Program Director will account for all instructors and report to Campus Director.
- Administrative Staff: Immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store. Campus Director or designate to account for Administrative Employees.

Fire:

DURING FIRE EVACUATION

Generally, when a building fire alarm sounds, California law mandates that everyone must evacuate the building.

- Close your doors as you leave.
- If possible, know at least two escape routes from wherever you are.
- If smoke or flame is detected, and no alarm is sounding, alert others as you exit.

Smoke Detectors: If there is a fire in the building, the Campus's Fire Security System will detect smoke, and an alarm will sound. This system also alerts the fire department. Campus Director or Administrative Staff Member designate call 911 to report a fire.

- Instructors & Students: Immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store.
- Administrative Staff: Immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store.

AFTER EVACUATION

- Instructors bring your roll sheet, you will account for students and report to Program Director.
- Program Directors will account for all instructors and report to Campus Director.
- Campus Director or designate to account for Administrative Employees.

Any injuries should be reported to Program Director and activate a separate 911 call using the Procedure to Call 911.

Fire Extinguishers: Campus maps have locations of fire extinguishers throughout the campus.

Emergency Exits: There are several marked emergency exits on campus. Exiting an emergency exit will sound an alarm that will summons the police.

Shelter in Place

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, protocol could vary and emergencies change as they progress. The questions to ask yourself are: Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

Accident/Injury Procedure:

- If an injury or accident occurs to a STUDENT use the following procedure:
- The current class Instructor will attend to the injured student.
- One class-member should retrieve any available Administrator to the classroom where the injured student is.
- The class should be placed on a break by the instructor until crisis is over.
- Class may be dismissed if the injury is serious. (*Program Director will evaluate situation*).
- After the EMS has been called, the Program Director (*or designate*) will call the student's emergency contact number. This number is located in the Registrar's office in the class-book on the attendance card.
- Program Director to fill out an incident report form for student file.
- There will be no designated person to accompany the adult student to the hospital; assistance would be on a voluntary basis only.
- Follow-up phone calls to the student will be made by the Program Director (*or designate*) within 12-24 hours of accident.
- Program Director to initiate a leave of absence for the student if necessary.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

U.S. Department of Homeland Security

Washington, DC 20528

cfsteam@hq.dhs.gov

www.dhs.gov

Campus Intrusion: Good practices for coping with an active shooter situation includes the following

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down.

Intrusion Protocol:

Evacuate

If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe.

Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other

tactical equipment

- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Do not leave until law enforcement authorities have instructed you to do so.

Medical Emergencies:

EMERGENCY MEDICAL PROTOCOL

REMAIN CALM

DIAL 911

Identify who is calling: This is (*you*) at Modern Technology School.

I am calling from: 714-418-9100

I need a paramedic sent to:

- 16560 Harbor Blvd. Suite K, Fountain Valley, Ca. 92705.
- The nearest cross-street is Heil & Harbor Blvd.
- We are located in northeast part of complex in the building behind the Veterinarian offices

Name of victim: _____

Check type of emergency/accident:

- fall
- illness
- loss of consciousness
- fracture
- head/neck injury
- cardiac arrest
- possible drug interaction

Is CPR being performed now? Yes no

Victim is located in building:

- student entrance/classroom
- administrative area
- parking lot

LET OPERATOR HANG UP FIRST.

GO MEET THE EMS UNIT

Crime Statistics for 2015-2017

Total Number of Crimes Committed *On Campus* – Modern Technology School

Type of Crime	2015	2016	2017
Criminal Homicide—Murder	0	0	0
Criminal Homicide—Non-negligent Manslaughter	0	0	0
Criminal Homicide—Negligent Manslaughter	0	0	0
Sex Offences	0	0	0
Rape	0	0	0
Fondling	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
Arrests for liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapon possession	0	0	0
Dating violence on campus	0	0	0
Dating violence adjacent or public properties	0	0	0
Domestic violence on campus	0	0	0
Domestic violence adjacent or public properties	0	0	0
Stalking on campus	0	0	0
Stalking adjacent or public properties	0	0	0
Hate crimes to include:	0	0	0
• Larceny-theft	0	0	0
• Simple assault	0	0	0
• Intimidation	0	0	0
• Vandalism	0	0	0
• Destruction /damage of property	0	0	0

Total Number of Crimes Committed *On Public Property* – Modern Technology School

Type of Crime	2015	2016	2017
Criminal Homicide—Murder	0	0	0
Criminal Homicide—Non-negligent Manslaughter	0	0	0
Criminal Homicide—Negligent Manslaughter	0	0	0
Sex Offences	0	0	0
Rape	0	0	0
Fondling	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
Arrests for liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapon possession	0	0	0
Dating violence on campus	0	0	0
Dating violence adjacent or public properties	0	0	0
Domestic violence on campus	0	0	0
Domestic violence adjacent or public properties	0	0	0
Stalking on campus	0	0	0
Stalking adjacent or public properties	0	0	0
Hate crimes to include:	0	0	0
• Larceny-theft	0	0	0
• Simple assault	0	0	0
• Intimidation	0	0	0
• Vandalism	0	0	0
• Destruction /damage of property	0	0	0

Total Number of Hate Crimes Committed on Campus 2017 – Modern Technology School

Type of Crime	National Origin	Ethnicity	Disability	Race	Religion	Sexual Orient.	Gender
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Sex Offences	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Arrests for liquor law violations	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0
Illegal weapon possession	0	0	0	0	0	0	0
Dating violence on campus	0	0	0	0	0	0	0
Dating violence adjacent or public properties	0	0	0	0	0	0	0
Domestic violence on campus	0	0	0	0	0	0	0
Domestic violence adjacent or public properties	0	0	0	0	0	0	0
Stalking on campus	0	0	0	0	0	0	0
Stalking adjacent or public properties	0	0	0	0	0	0	0
Hate crimes to include:	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0
• Vandalism	0	0	0	0	0	0	0
• Destruction /damage of property	0	0	0	0	0	0	0

Total Number of Hate Crimes Committed on *Public Property* 2017 – Modern Technology School

Type of Crime	National Origin	Ethnicity	Disability	Race	Religion	Sexual Orient.	Gender
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Sex Offences	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Arrests for liquor law violations	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0
Illegal weapon possession	0	0	0	0	0	0	0
Dating violence on campus	0	0	0	0	0	0	0
Dating violence adjacent or public properties	0	0	0	0	0	0	0
Domestic violence on campus	0	0	0	0	0	0	0
Domestic violence adjacent or public properties	0	0	0	0	0	0	0
Stalking on campus	0	0	0	0	0	0	0
Stalking adjacent or public properties	0	0	0	0	0	0	0
Hate crimes to include:	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0
• Vandalism	0	0	0	0	0	0	0
• Destruction /damage of property	0	0	0	0	0	0	0

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Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
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Illegal weapon possession	0	0	0	0	0	0	0
Dating violence on campus	0	0	0	0	0	0	0
Dating violence adjacent or public properties	0	0	0	0	0	0	0
Domestic violence on campus	0	0	0	0	0	0	0
Domestic violence adjacent or public properties	0	0	0	0	0	0	0
Stalking on campus	0	0	0	0	0	0	0
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Hate crimes to include:	0	0	0	0	0	0	0
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• Simple assault	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0
• Vandalism	0	0	0	0	0	0	0
• Destruction /damage of property	0	0	0	0	0	0	0

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Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
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Dating violence adjacent or public properties	0	0	0	0	0	0	0
Domestic violence on campus	0	0	0	0	0	0	0
Domestic violence adjacent or public properties	0	0	0	0	0	0	0
Stalking on campus	0	0	0	0	0	0	0
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• Intimidation	0	0	0	0	0	0	0
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Domestic violence on campus	0	0	0	0	0	0	0
Domestic violence adjacent or public properties	0	0	0	0	0	0	0
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• Simple assault	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0
• Vandalism	0	0	0	0	0	0	0
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Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Arrests for liquor law violations	0	0	0	0	0	0	0
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Dating violence adjacent or public properties	0	0	0	0	0	0	0
Domestic violence on campus	0	0	0	0	0	0	0
Domestic violence adjacent or public properties	0	0	0	0	0	0	0
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Hate crimes to include:	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0
• Vandalism	0	0	0	0	0	0	0
• Destruction /damage of property	0	0	0	0	0	0	0

Crime Log

Any crime reported to the Campus Safety officers must be logged and forwarded to the Campus Director to add to the tallying of the Crime Statistics. This form is to be used for this type of reporting.

Person taking complaint:			
Name of complainant: (confidential)			
Time/Date:			
Location:			
Nature of complaint:			
Details:			

Modern Technology School Campus Map 16560 Harbor Blvd. Suite K-Q

