### **Policy: Private and Confidential Crime Reporting**

Staff, students and visitors that have witnessed a crime being committed should report the crime and other emergencies to Campus Security and/ or key administrative personnel immediately for the purpose of making timely warning reports. It is OTC's policy to allow victims or witnesses to report crimes on a voluntary and confidential basis for inclusion in the annual security report.

The following list of individuals can be contacted by any individual seeking to report a crime.

On Campus Numbers	
Security Director	
Security Office (Direct Dial) ext.110	
Dean of Students	216-881-1700 ext. 124
Off Campus Numbers	
Emergency (via cell only)	911
Police Dept	
Fire Dept	

#### **Policy: Security of and Access to Campus Facilities**

Ohio Technical College has installed multiple cameras throughout the campus. Cameras monitor many of the shops, building entry points, parking lots, corridors, roofs, common areas, and surrounding sidewalks/streets. Campus buildings are maintained by their appointed Department Heads and are locked/unlocked daily by their appointed Department Heads in coordination with the Facilities Manager and Campus Security. There is a front entrance that remains locked at all times. Additional security measures include electronic access through the front door, electronic lock access at the student west entrance, and secured gates in parking lots.

## **Policy: Security Considerations Used in the Maintenance of Campus Facilities**

All Faculty, Staff, and Students are required to display the OTC ID badge at all times while on

arresting powers. However, Campus Security Officers do have the right to detain individuals on OTC property if they are deemed to have broken college rules and or municipal, state or federal laws.

All employees and students are notified that the unlawful purchase and consumption of alcohol by minors and any consumption of alcohol on campus property during hours of operation is prohibited by Ohio Technical College.

All employees and students are notified that the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited in the Ohio Technical College campus or as part of its activities.

For Conditions of this statement, illegal drugs include narcotics, depressants, stimulants, hallucinogens and cannabis (excluding legally approved medical cannabis). The following non-prescription substances are strictly prohibited:

• Opium,

• Cocaine

- Heroin,Morphine
- Chloralhydrate
- Barbiturates
- Methaqualone

The following data regarding Criminal Offenses, Hate Crimes, Arrests, Disciplinary Actions and Violence Against Women Act ("VAWA") has been reported to the US Department of Education.

Murder/Non-negligent manslaughter by Negligence Rape Fondling Incest Statutory rape Robbery Aggravated assault Burglary Motor vehicle theft Arson

Murder/Non-negligent manslaughter by Negligence Rape Fondling Incest Statutory rape Robbery Aggravated assault Burglary Motor vehicle theft





# SERVICES OFFERED BY THE CAMPUS SECURITY DEPARTMENT

# 1. ESCORT SERVICE

The Ohio Technical College Campus Security Department offers both staff and students an escort on foot or in a vehicle if they need to walk around campus during business hours. To arrange for an escort, call security at (216) 881-1700 Ext. 110.

## 2. OTHER EDUCATION AND COUNSELING SERVICES

Educational programs and counseling options are available to students and



- B. After the completion of the Voluntary/Confidential Incident Report, the Campus Security Authority representative will notify the Director of Security and or a Campus Security Officer who is on duty.
- C. The Campus Security Official will in turn take custody of the Voluntary/Confidential Incident Report.
- D. Campus Security officials will notify the Director of Technical Training or the Purchasing Coordinator of the incident.
- E. The Campus Security official will perform a baseline investigation of the incident as stated.
- F. The findings of the baseline investigation will be forwarded to the Director of Technical Training or the Purchasing Coordinator for final determination of the incident
- G. The Campus Security Department will comply with the findings and directives issued b

After all areas of the building have been inspected by Security, the staff and students will be given the directive to re-enter the building in an orderly fashion

Instructors:

Area Leaders: