



2020

# ANNUAL SECURITY REPORT

Draper Campus



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Ameritech College of Healthcare distributes this Annual Security Report (ASR) each year to all current students and employees. Prospective students and prospective employees receive notice of this report and receive the report upon request. Paper copies of the Annual Security Report are available upon request at the front desk of Ameritech College of Healthcare.

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# INTRODUCTION

## THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act—known as the Clery Act—is named for Jeanne Clery, a nineteen-year-old Lehigh University student who was raped and killed in her dorm room in 1986. The law was originally enacted in 1990 as the Crime Awareness and Campus Security Act (Title II of Public Law 101–542), which amended the Higher Education Act of 1965 (HEA). The Clery Act requires all postsecondary educational institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. Specifically, higher education institutions subject to the law must do the following:

- Collect, report, and disseminate crime data.
- Develop policy statements regarding campus safety.
- Prepare and distribute an annual security report.
- Issue timely warnings and emergency notifications to the campus community.
- Submit crime statistics to the Department of Education.

The Clery Act has been amended many times to include additional requirements. Amendments in 2013 require institutions to report incidents of domestic violence, dating violence, and stalking. The Act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions about where to attend school.

## POLICY STATEMENT

Ameritech College of Healthcare (Ameritech College) is committed to providing a learning environment that ensures the safety and encourages the personal health and productivity of its students and employees. Ameritech College recognizes crimes against any student or employee (i.e., murder, sex offenses, dating violence, domestic violence, hate crimes, sexual assault, stalking, robbery, aggravated assault, burglary, and motor vehicle theft), substance abuse and weapons possession at College to be a threat to the safety, health, and job performance of all students and employees.

# CRIME STATISTICS

## PREPARING CRIME STATISTICS

To complete the Annual Security Report, the Incident Report File is reviewed by the Campus Security Authority (CSA) to gather data on any crimes to be reported. The Annual Security Report only includes statistics on reportable crimes committed during the recent calendar year on the Campus and on the surrounding property controlled by the Campus.

Ameritech's Campus Security Authority makes a reasonable and good faith effort, at least once per year, to obtain statistics for crimes that occurred on or within the school's Clery geography from the local police. For this 2020 ASR, Ameritech's Campus Security Authority has reached out to local law enforcement to request these statistics. When provided, local police department statistics are combined with Ameritech's statistics.

Crime statistic data is then reported to the Department of Education on a Campus Safety and Security Survey through a data collection website.

## STATISTICS TABLE

### CRIMINAL OFFENSES

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
Murder/non-negligent manslaughter	2017	0	0
	2018	0	0
	2019	0	0
Negligent manslaughter	2017	0	0
	2018	0	0
	2019	0	0
Rape	2017	0	0
	2018	0	0
	2019	0	0
Fondling	2017	0	0
	2018	0	0
	2019	0	0
Incest	2017	0	0
	2018	0	0
	2019	0	0
Statutory rape	2017	0	0
	2018	0	0
	2019	0	0
Robbery	2017	0	0
	2018	0	0
	2019	0	0

<b>Aggravated assault</b>	2017	<b>0</b>	<b>0</b>
	2018	<b>0</b>	<b>0</b>
	2019	<b>0</b>	<b>0</b>
<b>Burglary</b>	2017	<b>0</b>	<b>0</b>
	2018	<b>0</b>	<b>0</b>
	2019	<b>0</b>	<b>0</b>
<b>Motor vehicle theft</b>	2017	<b>0</b>	<b>0</b>
	2018	<b>0</b>	<b>0</b>
	2019	<b>0</b>	<b>0</b>
<b>Arson</b>	2017	<b>0</b>	<b>0</b>
	2018	<b>0</b>	<b>0</b>
	2019	<b>0</b>	<b>0</b>

### VAWA OFFENSES

<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>Domestic violence</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Dating violence</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Stalking*</b>	2017	0	0
	2018	0	0
	2019	0	0

### ARRESTS AND DISCIPLINARY REFERRALS

<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>Arrests: Liquor law violations</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Disciplinary referrals: Liquor law violations</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Arrests: Drug law violations</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Disciplinary referrals: Drug law violations</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Arrests: Illegal weapons possession</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Disciplinary referrals: Illegal weapons possession</b>	2017	0	0
	2018	0	0
	2019	0	0

## HATE CRIMES

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
Murder/non-negligent manslaughter	2017	0	0
	2018	0	0
	2019	0	0
Negligent manslaughter	2017	0	0
	2018	0	0
	2019	0	0
Rape	2017	0	0
	2018	0	0
	2019	0	0
Fondling	2017	0	0
	2018	0	0
	2019	0	0
Incest	2017	0	0
	2018	0	0
	2019	0	0
Statutory rape	2017	0	0
	2018	0	0
	2019	0	0
Robbery	2017	0	0
	2018	0	0
	2019	0	0
Aggravated assault	2017	0	0
	2018	0	0
	2019	0	0
Burglary	2017	0	0
	2018	0	0
	2019	0	0
Motor vehicle theft	2017	0	0
	2018	0	0
	2019	0	0
Arson	2017	0	0
	2018	0	0
	2019	0	0
Larceny-theft	2017	0	0
	2018	0	0
	2019	0	0
Simple Assault	2017	0	0
	2018	0	0
	2019	0	0
Intimidation	2017	0	0
	2018	0	0
	2019	0	0
Destruction/damage/ vandalism of property	2017	0	0
	2018	0	0
	2019	0	0

<b>Dating Violence</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Domestic Violence</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Stalking*</b>	2017	0	0
	2018	0	0
	2019	0	0

**Hate Crime Categories of Prejudice:** Disability (D), Ethnicity (E), Gender (G), Gender Identity (GI), National Origin (N), Race (Ra), Religion (Re), Sexual Orientation (S)

### UNFOUNDED CRIMES

<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>Murder/non-negligent manslaughter</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Negligent manslaughter</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Rape</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Fondling</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Incest</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Statutory rape</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Robbery</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Aggravated assault</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Burglary</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Motor vehicle theft</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Arson</b>	2017	0	0
	2018	0	0
	2019	0	0



<b>Larceny-theft</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Simple Assault</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Intimidation</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Destruction/damage/ vandalism of property</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Domestic Violence</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Dating Violence</b>	2017	0	0
	2018	0	0
	2019	0	0
<b>Stalking*</b>	2017	0	0
	2018	0	0
	2019	0	0

**NOTES:**

**The campus does not have any non-campus facilities and does not have any officially recognized student organizations with non-campus locations.**

\*In instances of stalking that include activities in more than one calendar year, Ameritech College records a crime statistic for each and every year in which the incident has been reported to a local police agency or to Ameritech’s Campus Security Authority.

\*When recording incidents of stalking, the College records each report of stalking as occurring at only the first location within the institution's Clery geography in which a perpetrator engaged in the stalking or a victim first became aware of the stalking.

**REPORTING INCIDENTS AND CRIMES**

1. Any student or employee who is informed, witnesses, or is a participant in an incident on campus, will complete the attached Incident Report Form (Appendix B).
2. The completed form is given to a campus administrator for any required follow-up.
3. The form is filed in the Incident Report File maintained by the campus Office Manager.
4. Information reported by victims of, or witnesses to an incident/crime will be held in strict confidence.
5. The Campus Security Authority or other College administrator will assist the reporting party in contacting the local police or medical professional if necessary.

**NOTE: If the incident qualifies as dating violence, domestic violence, sexual assault or stalking, please see the related section in this report for detailed information on reporting procedures.**

## PEOPLE TO RECEIVE REPORTS

Ameritech College encourages prompt reporting of all crimes and emergency situations. The following individuals are prepared to receive reports. These individuals will ensure all incidents are recorded in the Incident Reporting Folder for inclusion in the annual security report.

- Admissions Advisor
- Senior Admissions Advisor
- Admissions Coordinator
- Bursar
- Chief Executive Officer
- Director of Admissions
- Director of Financial Aid
- VP of People and Culture
- VP of Operations
- Director of Student Services
- Assistant Director of Student Services
- Faculty
- Financial Aid Representative
- IT Personnel
- Program Directors
- Associate Provost
- Associate Dean
- Associate Registrar
- Student Accounts Representative
- Student Success Advisor
- Senior Student Success Advisor

Employees are required to notify the Campus Security Authority of any incidents reported.

## TIMELY WARNING

If a situation arises on campus, that, in the judgment of the Campus Security Authority constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The timely warning must be related to a crime that is reportable under the Clery Act, or that represents a threat to the campus community, i.e. arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery, and sex offenses. Timely warnings may also be issued for other crimes as deemed appropriate.

The decision to issue a timely warning shall be decided on a case by case basis and to prevent similar crimes from occurring. When a determination has been made that a timely warning should be issued, the Campus Security Authority will inform the campus community by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty and staff include email, voicemail, text messaging, the website, and written bulletins. Such warnings may include, but are not limited to, the following information: type of crime, date, time and location of crime, as well as available suspect information.

Anyone with information warranting a timely warning should report the circumstances to the office of the Campus Security Authority, by phone or in person.

At appropriate time(s), the school's Campus Security Authority will provide adequate follow-up information to the community as needed regarding the timely warning. This follow-up information may take the form of email, voicemail, text messaging, the website, and written bulletins. The information conveyed may report the status of the initial or continuing timely warning, a notice that the situation has been resolved, or other notifications that both inform the campus community and seek to protect its health and safety. The nature of the follow-up communication will be decided on a case by case basis, depending on the situation that caused the initial timely warning and events that follow the initial warning.

## VOLUNTARY, CONFIDENTIAL REPORTING OF CRIMES

To encourage an atmosphere of safety and confidentiality, Ameritech provides a means to report crimes confidentially. The College understands that victims or witnesses of crimes may prefer that their reports be kept confidential. Thus, Ameritech offers several ways to report possible criminal activity while preserving privacy. The Campus Safety Director can file a report on the details of alleged criminal activity without revealing the identity of the person(s) reporting the incident. This report enables the College to comply with the wishes of the person reporting to keep the matter confidential, and yet still take steps to ensure the safety of the person reporting and others. Using this method, the College can keep an accurate record of the number of criminal incidents, determine if a pattern of crime exists in a particular location, and alert the College community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

## SECURITY AND ACCESS TO CAMPUS FACILITIES

Ameritech College operates in a business setting, occupying most of one building in a business park. The College shares the building with other businesses. The access to the building is governed by the property management company. Doors are controlled with magnetic locks and are open 6:00 am to 10:00 pm Monday through Friday. Access outside of these hours is restricted to those with security badges issued to employees only (no students).

Ameritech College has established the following safety rules for all students and employees:

- All visitors to campus are asked to check in at the front office. Visitor badges are issued to individuals who have business on campus and visits are logged. This includes vendors or maintenance personnel. Short term visitors, such as touring students, must be accompanied by an Ameritech employee.
- All students are required to wear an Ameritech Student Badge and lanyard while on campus for identification.
- All staff is required to wear an Ameritech Staff Badge and lanyard while on campus for identification.
- Only students and employees are allowed in the lunchroom or break areas, classrooms and lab areas.
- All windows are to be locked and blinds are to be closed in all classrooms after sundown.
- When classrooms are unoccupied, the lights are to be turned off and the doors locked.
- Anyone waiting for students (for rides, emergencies, etc.,) will wait in the designated waiting area only.

## CAMPUS LAW ENFORCEMENT

Ameritech College does not have a campus police department or campus security personnel. The College has designated two campus officials who have significant responsibility for student and campus activities to act as Campus Security Authorities. These individuals are prepared to accept incident reports and participate in student discipline and campus judicial proceedings.

Designated Campus Security Authorities are as follows:

VP of People and Culture, Draper Campus, is in Suite 100.

Alternative Contact: Director of Clinical Education, Draper Campus, is in Suite 100.

### AUTHORITY OF CAMPUS SECURITY PERSONNEL

The above-listed individuals do not have the authority to make arrests, but rather will receive information concerning an incident, assist with the completion of the Incident Report Form, and notify the appropriate authorities, if needed. Local police have the authority to investigate crimes committed on the campus and to make arrests. The CSA(s) will collaborate with local police on investigations as needed.

The College will assist with accurate and prompt reporting to local police if requested by a victim. The College may take responsibility for the report if the victim is unable to make such a report.

## CAMPUS SECURITY PROCEDURES, PRACTICES AND PREVENTION

Students receive a copy of the Ameritech College Annual Security Report, including the Drug and Alcohol Abuse Prevention Program, at orientation. The same information is given to new employees. Annually, after the campus crime statistics have been updated, copies of the Annual Security Report are distributed to students and employees via email. Access is also available through the College's website.

To ensure ongoing awareness of campus security policies and procedures, the following activities have been implemented:

- **Campus Safety Week** – During fall semester, campus administration hosts an event to raise awareness of campus safety including Clery Act regulations, dating and domestic violence, and drug and alcohol abuse prevention.
- **Campus Safety Committee** - Ameritech College has a Safety Committee that consists of the Campus Security Authority and a minimum of five additional members of the campus representing the various departments including Administration, Academics, Faculty and Human Resources. The Campus Safety Committee meets minimally on a monthly basis to discuss campus security needs and implement changes where necessary.
- **Semi-Annual Training** – Each semester, employees and students are provided training on College safety and security procedures. Topics include, but are not limited to, Sexual Assault Prevention, Armed Intruder/Active Shooter, Lockdown, Evacuation and Crime Prevention

- **Semi-Annual Drills\*** – Twice per year, at non-specific times, the College conducts drills to practice skills and procedures covered in training.

**\*NOTE.** Ameritech College conducts two emergency drills per year. The College prepares the campus community for these drills through emails to faculty, staff, and students. In addition to informing the Ameritech community of these imminent drills, the emails publicize the College's emergency response and evacuation procedures. These procedures are also outlined in this ASR, distributed annually to students and employees and, upon request, to members of the public.

**Ameritech's crime prevention programs and measures, though effective, are not substitutes for one's responsibility to practice good safety habits. The College encourages students and employees to be responsible for their own security and the security of others.**

The following procedures are included as an illustration of procedures covered in semi-annual training and drills.

## ARMED INTRUDER/ACTIVE SHOOTER PROCEDURES

The likelihood of an active shooter is extremely remote, however, if the unthinkable happens, it's essential to be prepared. Know your surroundings, stay calm, plan for evacuation. The first objective is to remove yourself from the situation as quickly and safely as possible. If escape is not possible, your next plan is to hide from the intruder. Lastly, if an armed intruder/active shooter discovers your hiding area, you must prepare to fight.

### A. Run:

If the unthinkable happens, every second counts. Not sure if it's gun fire? Check for crowd reactions, shouts, screams; trust your intuition, if it sounds like it could be a gun, react as if it is.

- Planning could save your life. Be familiar with your environment and remember the plan doesn't have to be complicated.
- Scan and assess your situation.
- Consider your options.
- If you can get out do so, always try to escape or evacuate even when others encourage you not to.
- Encourage others to leave with you, but don't let them slow you down with indecision.
- Remember what's important, you, not your stuff.
- Follow the directions of police.
- Choose a safe exit.
- Don't attract the shooter's attention.
- Protect yourself first before helping others.
- Get out safely, trying to get yourself out of harm's way needs to be your top priority.
- Once you are out of the line of fire try to prevent others from walking into the line of fire and call 911.

Active shooter situations are unpredictable and evolve quickly. You will need to act fast. If you believe you can escape safely, do so immediately. Then Call 911!

## **B. Hide:**

If you can't get out safely you need to find a place to hide. Act quickly and quietly. Silence your ringer and vibration mode on your cell phone.

- Find a secure room or space.
- Hide behind large objects, under desks and under tables.
- Lock the door and barricade your hiding place (i.e. flip up the tables to block the door and cover the windows.).
- Turn off the lights, cover windows, and hide out of sight away from doors and windows.
- Mute phone and be quiet.

## **C. Fight:**

AS A LAST RESORT, YOU MAY NEED TO FIGHT. Whether you are alone or working together as a group, mentally prepare yourself to fight:

- Be ready to fight for your life and commit to an aggressive course of action.
- Improve weapons from nearby objects.
- Disarm and incapacitate the shooter anyway you can.
- Stop the threat.
- Try to be aware of your environment, always have an exit plan, know that victims are generally chosen at random, and that the event is unpredictable and may evolve quickly.

The first responders are not there to evacuate or to attend to the wounded. They are well trained and are there to stop the shooter; then and only then can they attend to any casualties. If you are safe in your hiding place, stay there and let police come to you. Remain calm and follow instructions. Keep your hands visible. Avoid pointing or yelling.

- Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Just remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit certain ways.
- If you come into possession of a weapon, do NOT carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.

Know that help for the injured is on its way.

## LOCKDOWN GENERAL GUIDELINES/PROCEDURES

Utilize the following lockdown announcements to inform faculty and staff to go into the lockdown mode defined as follows:

**LOCKDOWN: “Students, faculty and staff, we are in a LOCKDOWN mode. Please lockdown immediately.”**

**This means there is an immediate threat to the campus. This is a complete campus lockdown.**

Faculty and Staff will immediately begin locking the entry and classroom doors, and assist, as the situation allows, in ushering persons in open spaces and corridors into the facilities before the doors are locked, but without jeopardizing the safety of those already inside those facilities.

All faculty, staff and students working in individual or shared offices, as well as faculty and students in classrooms, should immediately lock entry doors, turn off lights, close blinds or shades, obscure windows embedded in entry doors, and take cover and remain quiet in a remote corner of the room, away from windows and doors as much as possible.

Anyone in interior or exterior open spaces should seek shelter/cover immediately.

Everyone should crouch down and remain quiet. People who are physically unable to crouch down may use a low chair.

If necessary, moveable furniture can be used as a buffer between people and doors/windows.

No one should allow entry into locked spaces until an “all clear” is issued by Public Safety or the Incident Commander.

Doors that are not lockable should be barricaded with desks, chairs or other objects close by and/or tied or held closed with items such as a belt.

## DRUG AND ALCOHOL POLICIES

This policy applies to all employees and students of Ameritech College of Healthcare.

Ameritech College of Healthcare has a longstanding commitment to provide a safe and productive environment. Alcohol and drug abuse pose a threat to the health and safety of employees and students and to the security of our equipment and facilities. For these reasons, the College is committed to the elimination of drug and/or alcohol use and abuse in the workplace and in its educational activities.

Ameritech College standards prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students on campus, on public property around campus, at any campus activity regardless of location, or while representing Ameritech College at any location.

In keeping with these standards, the following activities are strictly prohibited: any activity involving an illegal substance, including use, possession, manufacture, or distribution on College property, on a clinical/externship site, or on the job. Any conviction by a law enforcement agency for illegal drug activity may be cause for dismissal from the College.

The abuse of a legal substance including alcohol, prescription, and over-the counter drugs includes the following: the use, possession, distribution, or being under the influence of alcohol or drugs that are legally obtainable but have not been obtained legally; and use of a drug in a manner, or for a purpose other than that for which it was intended or prescribed.

Use of a prescription drug that has been prescribed by a student's or an employee's physician is permissible during work hours but may require certification by the physician as to the ability of the student or the employee to perform his/her job in a safe manner. The student should notify his/her instructor and the employee should notify his/her supervisor if use of a properly prescribed drug will affect school or work performance.

Ameritech College supports the Utah Alcoholic Beverage Control Act, which regulates alcohol use, and the Utah State Department of Alcohol and Beverage Control rules and regulations that govern the possession, sale, or the provision of alcoholic beverages on the Ameritech College campus, as well as the enforcement of the State underage drinking laws.

Ameritech College is required to report for prosecution any infractions to the necessary authorities. Possession or distribution of illegal drugs is considered a crime under federal and state laws, which can result in criminal prosecution. Any conviction by a law enforcement agency for illegal drug activity may be cause for dismissal from the College as well as prosecution by federal and/or state authorities.

Ameritech's policies regarding alcohol and drug use and abuse are distributed annually to the College's employees and students through the school's Annual Security Report (ASR) and its Drug and Alcohol Abuse Prevention Program (DAAPP).

## DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

The College operates as an alcohol and drug free institution. The presence of alcohol is prohibited at all events hosted by or held at Ameritech College; the College neither provides the alcohol nor allows students or employees to bring their own alcohol. Each year, the College hosts three student appreciation luncheons, which are alcohol free. Additionally, the College serves breakfast and lunch at each new student orientation without serving alcoholic beverages. Similarly, all events hosted for employees are alcohol free including employee recognition lunches and annual summer and holiday parties, whether or not employee families are invited.

Another preventative measure taken by the College to ensure compliance with the standards of conduct outlined in this program is the mandatory background checks and drug screens completed by most of the students (~90% of non-online students). Nursing and Occupational Therapy Assistant students are tested prior to admission and Medical Assistant students are tested prior to externship



placement.

Additionally, the College drug tests students and employees on a random basis throughout the year.

Finally, once per year the College hosts a “Campus Safety Week” during which students and employees are provided with information, brochures, tips, and activities to increase awareness and knowledge of crime prevention which includes a review of the Drug and Alcohol Abuse Prevention Program.

**Please refer to the Ameritech College Drug and Alcohol Abuse Prevention Program (DAAPP) for more information. Program information is distributed to all new students and employees, is emailed each fall, and is available on the Ameritech homepage.**

## DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Ameritech College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking and follows a zero-tolerance policy for sexual misconduct. When a person is found to have violated this policy, serious sanctions will be imposed. These policies apply to both student-to-student and employee-to-employee relationships. The College enforces a no fraternization policy; student-to-employee relationships are not permitted. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

**Dating violence is** any violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse.

**Domestic violence** includes any violence committed –

- a. By a current or former spouse or intimate partner of the victim;
- b. By a person with whom the victim shares a child in common;
- c. By a person who is cohabitating with, or who has cohabitated with, the victim as a spouse or intimate partner;
- d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- e. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual assault** is any offense that meets the definition of rape, fondling, incest, or statutory rape as used by FBI’s Uniform Crime Reporting (UCR) program. The UCR is a nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention.

**Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or to suffer substantial emotional distress.

**Consent**, as related to sexual activity, is permission for something to happen or agreement to do something.

## SEXUAL ASSAULT PREVENTION AND RESPONSE

Ameritech College offers sexual assault education and information to students during new student orientation and employees during onboarding. The College also assembles all students and staff on an annual basis for training on prevention of dating violence, domestic violence, sexual assault, and stalking. Finally, once per year the College hosts a “Crime Prevention Week” during which students and employees are provided with information, brochures, tips, and activities to increase awareness and knowledge of crime prevention. Additional information is available through the local government enforcement agencies.

Students and employees can reduce the risk of becoming a victim of sexual assault. The following information can help with or avoid certain criminal events:

- Be aware of surroundings;
- Walk in well-traveled, well-lit areas;
- Walk with confidence;
- Know where the nearest police or fire station is located;
- Carry a whistle, a small keychain-type flashlight, and a cell phone;
- Unless properly trained, pepper spray or mace is not recommended;
- Avoid isolated areas and do not wear headphones;
- If you are being followed, show that you are suspicious. Turn your head and look; and
- If someone is following you on foot, change directions

## BYSTANDER INTERVENTION

Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystander intervention is encouraged and discussed during all College crime prevention trainings and activities.

With respect to bystander intervention, Ameritech College of Healthcare has adopted the *Bystander Intervention Tips and Strategies* of the National Sexual Violence Resource Center (NSVRC). These tips and strategies are presented during Ameritech’s annual Campus Safety Week. The NSVRC document can also be found online ([click to access the document](#)). Copies of the document are available upon request at the front desk of Ameritech College.

## PROCEDURES FOR REPORTING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING CRIMES

The College has a formal policy and procedure for reporting any dating violence, domestic violence, sexual assault, or stalking crimes that occur on the Ameritech College campus. A student or employee, who is a victim or witness to any of these crimes, will immediately report the crime to the Campus Security Officer or other College administrator as necessary. The crime is reported on the Ameritech College of Healthcare Incident Report Form (see Appendix B) by the person(s) reporting the crime as well as any witness(es). The Campus Security Officer and/or College administrator will follow the procedures, as listed below. The Incident Report Form is filed in the Incident Report File which is confidentially maintained by the campus Office Manager.

For a victim of these crimes, the first step is to get to a place of safety. Next, obtain medical treatment. It is vital that a report is made in a timely manner. Time is a critical factor for evidence collection and preservation. It is vital that evidence be preserved that may assist in proving that the alleged criminal offense occurred, or it may be helpful in obtaining a protection order. Completion of the Incident Report to the Campus Security Officer will:

- Ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of dating violence, domestic violence, or sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination).
- Assure the victim has access to free confidential counseling from counselors specifically trained in violence and sexual assault crisis intervention.

At the time of reporting, the Campus Security Officer or other College administrator will review with the victim the options about the involvement of local law enforcement including the option to:

1. Notify proper law enforcement authorities on the victim's own volition;
2. Be assisted by campus authorities in notifying local law enforcement authorities if the victim so chooses; or
3. Decline to notify such authorities.

The College will notify only the appropriate staff, such as front desk personnel, to help enforce any orders of protection such as: "no contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. All such orders will be kept in strict confidence to preserve the victim's dignity and anonymity.

## CONFIDENTIALITY

The College is required to disclose to the Department of Education all reports of criminal activity, including dating violence, domestic violence, sexual assault, and stalking, as this information is publicly

available. Victim identity is strictly confidential as personally identifying information is not included in these reports. Additionally, any accommodations or protective measures provided to a victim will be kept confidential and shared only with those necessary to provide said accommodations.

## SERVICES AVAILABLE TO VICTIMS

The Student Services Department provides information to students and employees about the availability of external resources on counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid assistance.

Victims of dating violence, domestic violence, sexual assault, and stalking will be provided written notification about options for, available assistance with, and how to request changes in academic course schedules as well as assistance with any protective orders. Even though Ameritech College is a commuter College, upon request, the Student Services Department will assist victims with respect to changing their living and transportation circumstances. These requests will be honored regardless of whether the victim chooses to report the crime to local law enforcement.

Ameritech College will provide support and guidance in cases of dating violence, domestic violence, sexual assault, or stalking. There are also counseling and support services outside of the Ameritech College system. A list of some local providers is below.

Agency	Services
<p><b>Acadian Counseling</b></p> <p>796 E Pacific Drive, Suite A</p> <p>American Fork, UT 84003-3161</p> <p>801-642-2491</p>	<p>We offer a wide range and depth of counseling expertise, and our licensed providers represent nearly a century of professional counseling and therapy experience that includes: Anxiety, Depression, Marriage / Couples, Abuse / Trauma, ADD / ADHD, Grief / Loss, Behavioral disorders, Addictive disorders, including substance abuse and pornography.</p>
<p><b>American Fork Family Clinic</b></p> <p>578 East 300 South</p> <p>American Fork, UT 84003</p> <p>801-763-5010</p>	<p>The American Fork Family Clinic (AFFC) of Wasatch Mental Health provides mental health services for adults, children, and families. The clinic offers a variety of therapeutic services designed to help individuals and families who are affected in some way by mental illness. The American Fork Family Clinic has walk-in times each week for new clients. The intakes are on a first come first serve basis so please arrive on time, Children must be accompanied by their legal guardian, bring current Medicaid card(s), and the intake will take about 2 hours.</p>

<p><b>Center for Women/Children in Crisis</b> 1433 East 840 North  Orem, Utah 84097  801-377-5500</p>	<p>Services include; Danger/lethality assessment, crisis intervention services, emergency shelter, confidential shelter location, case management, food and clothing, safety planning, domestic violence education and emergency cell phones. Transitional family housing, Permanent individual housing, Permanent family housing and Alternative housing counseling are also offered.</p>
<p><b>Connections Counseling Services</b> 1330 South 740 East Orem, Utah 84057  111 East 5600 South STE 304 Murray, Utah 84107 Utah and Salt Lake County 801-272-3420</p>	<p>Services offered; Marriage and family, Trauma and abuse, Sexual addiction programs, Depression and anxiety.</p>
<p><b>Draper Police Department Crime Victim Services</b> 1020 E Pioneer Road (12400 South) Draper, UT 84020 801-576-6355</p>	<p>If you are being abused: You can call police to report the violence, you can get referral information from the domestic violence information line at (800) 897 LINK (5465) in Utah, or Draper City Crime Victim Advocate Program at (801) 576-6300, The Draper City Victim Advocate Program can help with counseling, shelter and other services, You can apply for a Protective Order, The first step in breaking a pattern of violence is to tell someone. Confide in a friend or a family member; go to a neighbor or call the LINK line. The second step is taking action to ensure your safety and that of your family.</p>
<p><b>Rescue Haven</b> 1165 South, State Street Salt Lake City, Utah 84111 <a href="http://www.rescuesaltlake.org">www.rescuesaltlake.org</a> 801-521-5925</p>	<p>For women and children who are victims of domestic violence. Food, clothing and showers available, Counseling for addiction and job placement services provided as well.</p>
<p><b>Sandy Police Department Victims Assistance</b> 10000 Centennial Parkway Sandy, UT 84070 801- 568-4627 or 801- 568-6059</p>	<p>The program offers the following confidential services FREE of charge: 24 hour, 365 days per year emergency response either by telephone, at the incident scene or alternate location under extreme circumstances, Court advocacy for those victims involved in the judicial system. This includes involvement with the Sandy Justice Court as well as Third District Court. Victim advocates also offer assistance to victims seeking a protective order, Emotional support for all victims of violent crime, Information and referral services for counseling, support groups, financial assistance, food banks, child care, legal assistance along with a variety of other resources, and a crisis line is available for victims to call for information, referrals, support or immediate emergency intervention.</p>
<p><b>South Valley Sanctuary</b> 8000 South Redwood Road West Jordan, Utah 84088 <a href="http://www.svsutah.org">www.svsutah.org</a> 801-255-1095</p>	<p>For women and children who are victims of domestic violence Call for directions to the shelter or go to the Resource Center on the first floor of the West Jordan City Office Building for case management.</p>

<p><b>Utah Division of Family Services</b>        861 East 900 North        American Fork, Utah 84003        801-763-4100</p>	<p>The primary goal of Child and Family Services is to protect children from abuse, neglect, or dependency, as well as to serve their family members who may experience violence in the home. CALL 911 if you are in danger or have an emergency. Protective factors are conditions in families and communities that, when present, increase the health and well-being of children and families. This approach helps child welfare systems, early education, and other programs work with parents to build the following: Parental resilience, Social connections, Concrete support in times of need,        Concrete support in times of need and Social and emotional competence of children.</p>
<p><b>Utah Domestic Violence Coalition</b>        124 South 400 East Suite 300        Salt Lake City UT 84111        801-521-5544</p>	<p>Utah Domestic Violence Coalition is a private non-profit organization recognized nationally for providing expertise concerning issues of domestic and sexual violence to member programs, community partners and others in Utah. We advocate for the development of policies and practices that enhance victim safety and empowerment while raising awareness of the need for prevention and intervention. A membership structure is utilized to ensure the voices of victims and local communities remain central to our work and mission. Membership is comprised of non-profit victim service agencies and other allied agencies across Utah. Coalition professionals provide technical assistance and training to member programs and community partners throughout the entire state.</p>
<p><b>YWCA</b>        325 East, 300 South        Salt Lake City, Utah 84111        www.ywca.org        801-537-8604</p>	<p>For women and children who are victims of domestic violence.</p>

**WRITTEN NOTIFICATION OF STUDENT AND EMPLOYEE RIGHTS AND OPTIONS**

When a student or employee reports to Ameritech College of Healthcare that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College provides the student or employee a written explanation of his or her rights and options. This written explanation covers, at a minimum, the following rights and options afforded to students and employees:

- Procedures students and employees should follow, including information about preserving evidence, reporting the offense, and obtaining protective orders
- Information about how confidentiality will be protected
- Existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims, both within the university and in the community
- Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures
- Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

## INSTITUTIONAL DISCIPLINARY PROCEDURES

**NOTE.** The following terms used in the Institutional Disciplinary Procedures (Advisor, Proceeding, and Result) are defined in Appendix A (Definitions) of this Annual Security Report. In defining and acting in accordance with these terms, Ameritech makes every effort to ensure that the proper meanings of Advisor, Proceeding, and Result are used according to the definitions outlined in Title 34 of the U.S. Code of Federal Regulations.

When a student or employee as a victim brings an allegation of dating violence, domestic violence, sexual assault, or stalking against another student or employee of the College, the following procedures shall be adhered to.

1. The victim is asked to complete an Incident Report Form.
2. If not already reported, the victim is encouraged to contact local law officials to commence an investigation of the alleged crime.
3. The Campus Security Authority will form a Disciplinary Committee composed of five unbiased employees who can render an impartial decision.
4. The victim will be notified in writing of the Disciplinary Committee meeting to be held as soon as practical, but not later than three business days. That notification will include information regarding the victim's rights to have any witnesses and or an advisor attend the proceedings together with any restrictions on participation from these additional attendees. During the Committee meeting, the victim will present details of the alleged crime together with any evidence, as defined in Section III, paragraph 2 of this document, to support the allegations.
5. After meeting with the victim, the Campus Security Authority will notify the accused in writing of the allegations brought forward as well as a request to attend a Disciplinary Committee meeting. Again, this meeting will be scheduled as soon as practical, but not later than three business days. That notification will include information regarding the rights of the accused to have any witnesses and or an advisor attend the proceedings together with any restrictions on participation from these additional attendees. The Disciplinary Committee will utilize a standard of preponderance of the evidence in its proceedings.
6. Time frames provided in sections four and five are based on College policy and may be extended for good cause upon written request from either party. If an extension is warranted, parties will be simultaneously notified of the delay and the reason for the delay.
7. Following the meeting with both the victim and the accused, the Committee will deliberate the statements and evidence to determine institutional actions, including possible sanctions. Sanctions may include one or more of the following: short or long-term suspension, course failures, reassignment of duties and/or position, and/or termination or expulsion. Sanctions can and may be imposed even if it is a first offense.
8. Depending upon the duration of the deliberations and the proximity of the victim and the accused, both may be asked to remain off campus, with no contact, until a decision is

rendered. The victim and the accused will be simultaneously notified in writing regarding the decision of the Committee as soon as practical, but not later than three business days following the decision. The notification will include details of any sanctions to be imposed up to and including expulsion or termination from the College. The notification will also include information regarding the College appeal process.

9. In the event the victim has obtained a protective order against the accused, the College would likely terminate or expel the accused. Due to the small size and structure of the College, it would not be practical to uphold the protective order without interfering with the studies or job duties of the accused.
10. If a legal investigation results in a conviction against the accused, the College would terminate or expel the accused immediately.
11. If the victim has not obtained a protective order and if the Committee determined that the accused could remain as a student or an employee, the College would make any reasonable accommodations such as changing class or work schedules and possibly physical office location for the victim to eliminate or at least severely limit any contact between the victim and the accused.

## **APPEAL OF DISCIPLINARY ACTIONS**

Once a Disciplinary Committee decision has been rendered, either the victim or the accused may appeal that decision. The following procedures govern the appeal process.

1. A written appeal must be received as soon as practical, but not later than three business days. The appeal must include the reason(s) for the appeal, including documentation or evidence applicable to the request.
2. The Campus Security Authority will convene a Disciplinary Committee meeting with five new unbiased members. The Campus Security Authority serves as chair of the Committee but acts as a non-voting member.
3. Written notification of the appeal meeting will be sent to both the victim and the accused as soon as practical, but not later than three business days.
4. The Committee meets with the petitioner to discuss the details of the appeal.
5. Following the meeting with the petitioner, if deemed necessary, the Committee will meet with the other party in the action.
6. The Committee will deliberate the statements and evidence to determine the result of the appeal.
7. Both parties will be simultaneously notified, in writing, of the outcome of the appeal, as soon as practical but not later than three business days.
8. If the original Disciplinary Committee decision is upheld, no further action is needed.
9. In the event that the original Disciplinary Committee decision is overturned, the new



decision could lead to either reversal of or an addition to the original sanctions, up to and including termination or expulsion.

## NOTICE REGARDING RETALIATION

An institution, or an officer, employee, or agent of an institution, or a student of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities related to allegations of and/or proceedings on dating violence, domestic violence, sexual assault, or stalking.

## TRAINING OF OFFICIALS INVOLVED IN DISCIPLINARY PROCEEDINGS

Ameritech's Campus Security Authority (CSA) receives annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. In addition, Ameritech has appointed secondary Campus Security Authority(ies) to support the work of its primary CSA and take on these responsibilities should the primary CSA be absent. Secondary CSAs receive the same annual training as does the primary CSA.

## REGISTERED SEX OFFENDERS

Students, employees, or anyone in the campus community wishing to obtain a report of registered sex offenders in the area may do so through the Utah Department of Corrections website: <http://corrections.utah.gov>.

## EMERGENCY RESPONSE AND EVACUATION

In the event a situation arises on campus that, in the judgment of the Campus Security Authority constitutes a significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees, the campus community will be notified immediately. The College will, without delay, and considering the safety of the community, determine the content of the notification and will initiate the institution's notification system, unless the notification will, in the professional judgment of the Campus Security Authority and other members of the campus management team, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The decision to notify the campus community and/or family members of an emergency shall be decided on a case by case basis. After an assessment of the situation, the Campus Security Authority will confirm that there is a significant emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. In the event the emergency poses a health risk to the campus community, the Campus Security Authority will confer with the Dean of the Nursing Program determine if there is a significant health emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. If the community at large may be affected by the College emergency, the Campus Security Authority will disseminate the pertinent information following the media guidelines (see Media Relations below).

When a determination has been made that an emergency notification should be issued, the Campus Security Authority will inform the campus community and/or family members by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty, staff and family members include email, voicemail, text messaging, the College website, and written bulletins. Such notifications may include, but are not limited to, the following information: type of emergency, date, time and location of the emergency, and extent of damage and/or risk associated with the emergency.

Once emergency notification has been given, all students and employees must exit the building immediately and in an orderly manner, following the emergency exit routes posted in various locations throughout the building. Once outside the building, assemble at least fifty (50) feet away from the exit. Remain at that site and report to a designated staff member so that all persons may be accounted for. Only when an emergency or law enforcement official gives the “all clear” message may individuals return to the building.

The institution shall conduct a test of its emergency response and evacuation procedures on an annual basis. Tests may be announced or unannounced. Students, faculty, and staff will be trained on procedures to follow when responding to an emergency evacuation, by email and announcements given in classes and in staff and faculty meetings.

The College shall maintain documentation of annual emergency response and evacuation tests, which includes a description of the exercise, date and time of the exercise and whether it was announced or unannounced.

In the event of a student specific emergency, the administration will attempt to contact the student’s emergency contact as listed in their student file. Upon the resolution of a campus incident, the College will notify the appropriate individuals affected by the same manner that it issues the alert.

## MEDIA RELATIONS

The College will notify the media of emergencies according to the level of crisis using the following rankings:

1. Crisis media response
2. Timely media response
3. Routine or non-media response

Response level 1 will always be in effect when major, community or state/national emergencies are in effect. Response level 2 will be in effect in most cases for minor emergencies. Response level 3 would not be used in any case in which the Emergency Response Plan is activated.

### **1. Crisis Media Response**

These incidents are certain to have a high media interest and an expectation for immediate reporting, along with a concomitant impact on College public image. Immediate notification must be made to Media Relations and immediate action taken, 24 hours a day, 365 days a year.

Every reasonable effort should be made to release an alert to the news media within an hour, or less, giving bare minimum details of the time, place and nature of the event with an assurance that the alert will be followed as quickly as possible with a more detailed report. In the highest level of crisis operations, immediate communications may be limited to on-campus and local media, as well as to wire services, but will be expanded as quickly as possible. Follow-up news releases will be made as needed and as quickly as essential ***confirmed*** details can be compiled. Depending on the nature of the event and the media's interest, continued follow-up reporting will be done as information becomes available and as official statements can be prepared. For major events, this stage of crisis response may continue for days or even weeks. Technical support may be requested from elsewhere on campus to prepare and process communications to the on-campus and off-campus communities. Crisis communications will take precedence over other activities as needed, until the crisis is over or the urgency moves to a lower level.

## **2. Timely Media Response**

These incidents can generally be handled on a next-business-day basis. Good faith efforts will be made to meet media deadlines and to report in a timely manner as defined by journalistic standards. News releases will be processed and disseminated per regular policy.

## **3. Routine or Non-Media Response**

These incidents pose no need for crisis communications, either by their nature or magnitude, and therefore will not involve activation of the Emergency Response Plan. The matter will be handled by the Chief Executive Officer (CEO), who will use best judgment on whether reporting to the media is needed. News releases will be processed and disseminated per regular policy.

## **NEWS MEDIA COMMUNICATIONS PROTOCOLS & PROCEDURES**

As soon as possible, the CEO will prepare basic facts, clearly and concisely. News people will always want to know: who, what, when, where, why and how. The same facts must be communicated to all news media so access to the information is consistent.

News media personnel should be directed to the pre-designated News Media Center.

The CEO will identify staff members to go to the News Media Center in a field team capacity.

This team will:

- Manage onsite news media relations.
- Check social media sources (Google, Facebook, or Twitter)
- Allow law enforcement and system administrator to recover and secure the site.
- Coordinate with any joint information center established by police, fire and any other public agencies before Ameritech College gives any releases to the news media.
- Maintain a communications log including date, time, message and audience. Track all questions and answers to ensure consistency in message.
- Schedule follow-up briefings to communicate new information.

- The CEO or designee will prepare a release for the news media, including: Script a draft statement in advance of the media briefing. Include information that will assist the campus in communicating important information (e.g., campus closing, cancellation of campus activities, relocation to emergency shelter, public health information, counseling services, etc.).
- Script messages to address all audiences including the community, parents, news media, faculty, staff, regulators and others. Consider how to communicate to a multilingual community.

**The CEO will present the news media release in person.** All questions that are directed to other faculty, staff or students, should be referred to the CEO.

## APPENDIX A – DEFINITIONS

**Advisor** means any individual who provides the accuser or accused support, guidance, or advice.

**Clery Geography** includes buildings and properties that are part of the institution's campus and public property within and immediately adjacent to or accessible from the campus, which includes parking lots surrounding the campus.

**Consent** is permission for something to happen or agreement to do something.

**Draper Campus Location:** 12257 Business Park Dr. Suite 100, Draper, Utah 84020

**Employee** is an individual who is currently employed by Ameritech College.

**On-campus** includes any building or property owned or controlled by Ameritech College within the same contiguous area and used by the college in direct support of or related to its educational purposes.

**Proceeding** means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, factfinding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Public Property** includes thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

**Reasonable Person** means a person under similar circumstances and with similar identities to the victim.

**Referred for Campus Disciplinary Action** is the referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Result** means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

**Student** is an individual who is currently enrolled in a program at Ameritech College.

## APPENDIX B – INCIDENT REPORT FORM

### Ameritech College of Healthcare Incident Report Form

*(Please print legibly or type)*

Date of Incident: \_\_\_\_\_

Report Date: \_\_\_\_\_

Name(s) of Person(s) Reporting Incident:

Name:
Address:
Phone:

Witness(es):

Name:
Address:
Phone:

Location of Incident: (room#/building): \_\_\_\_\_ Campus: \_\_\_\_\_

Time: \_\_\_\_\_ a.m. /p.m.

Police contacted? Yes No  
If yes, please provide case #: \_\_\_\_\_

Name of Police Officer(s):  
\_\_\_\_\_

Medical treatment required? If yes, please provide the following information:

Name of treatment facility: \_\_\_\_\_

Briefly describe type of treatment: \_\_\_\_\_

Was medical treatment refused? \_\_\_\_\_

**Details of Incident:** *(Please print legibly in black ink or type and be as specific as possible stating the facts. There is more space available on the back of this form or you may submit additional pages)*

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