

**Brown Mackie College – North Canton  
4300 Munson St NW  
Canton, OH 44718**

**Brown Mackie College - North Canton  
Learning Site  
4839 Higbee Ave  
Canton, OH 44718**

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report  
October 1, 2011**

The Brown Mackie College- North Canton is providing the following information to all of its employees and students as part of the Brown Mackie College- North Canton commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Campus President, Peter Perkowski by phone/mail:

(330) 494-1214

4300 Munson St NW  
Canton, Ohio 44718

## **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

Brown Mackie College- North Canton Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report are distributed to every student and employee on an annual basis and are available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is sent to each employee's Outlook mailbox. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed during the monthly Orientation and Class Registration.

### **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Receptionist (Daytime Receptionist, Jannan Kaszonyi/ Evening Receptionist, Marisa Armstrong). Reports are kept in a secure location in the Campus President's Office, Peter Perkowski. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College- North Canton that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College- North Canton facilities to the Receptionist (Daytime Receptionist, Jannan Kaszonyi / Evening Receptionist, Marisa Armstrong) either in person or by calling (330) 494-1214. If the Receptionist is not available, you may contact the Campus President, Peter Perkowski (330) 491-8524 and the Jackson Township Police Department by dialing 911 or (330) 499-5911.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Receptionist (Daytime Receptionist, Jannan Kaszonyi/ Evening Receptionist, Marisa Armstrong). Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Jackson Township Police by dialing 911 and then notify the Campus President, Peter Perkowski.

### **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the Campus President, Peter Perkowski. Reports are kept in a secure location, in the Campus President's Office, Peter Perkowski. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Campus President, Peter Perkowski.

### **SECURITY AND ACCESS TO THE INSTITUTION**

It is the policy of Brown Mackie College- North Canton that access to Institution's facilities is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College- North Canton policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

**In pursuit of this policy all employees shall be required to:**

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday & Thursday 7:30 a.m. to 10:00 p.m., Wednesday 7:30 a.m. to 8:00 p.m., Friday 7:30 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.
4. Report immediately to the Receptionist (Daytime Receptionist, Jannan Kaszonyi/ Evening Receptionist, Marisa Armstrong) any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. If the Receptionist is not available, you may contact the Campus President, Peter Perkowski (330) 491-8524 and the Jackson Township Police Department by dialing 911 or (330) 499-5911.
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
  - a. Immediately determine the condition of any injured employees, students, or other parties
  - b. In the case of an automobile accident, secure the accident scene and set warning devices
  - c. Notify the appropriate authorities by calling 911
  - d. Complete an Incident Report
  - e. Obtain a copy of the police report
  - f. Obtain information from witnesses
  - g. Investigate property damage or theft, following steps c, d, e, and f above
  - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
  - i. Ensure that entrance to the building in the evening is restricted to the front doors, or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

**All Students are required to:**

1. Notify the Receptionist (Daytime Receptionist, Jannan Kaszonyi/ Evening Receptionist, Marisa Armstrong), if a student becomes ill or is injured while at the campus
2. Upon enrollment, report to the Receptionist (Daytime Receptionist, Jannan Kaszonyi/ Evening Receptionist, Marisa Armstrong) any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file
3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

**CAMPUS SECURITY ENFORCEMENTS**

Persons employed as security personnel at the Institution at 4300 Munson St NW or 4839 Higbee Ave are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the Campus President, Peter Perkowski.

Unarmed security personnel at the school building are there at the direction of the building owners, and are to assist students, faculty and staff of the Institution. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority

to evict unauthorized persons from the premises. Students are advised to carry their School Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the Campus President, Peter Perkowski, and/or Jackson Township Police Department if any illegal activity occurs.

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

Brown Mackie College- North Canton is located in Canton, Stark County. Brown Mackie College- North Canton maintains a close working relationship with the Jackson Township Police Department with periodic contact initiated by Brown Mackie College- North Canton personnel to ensure that Brown Mackie College- North Canton is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by the student newsletter. Bulletins are also posted around the Institution.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All new Brown Mackie College- North Canton employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.

All new Brown Mackie College- North Canton students are instructed on crime awareness, prevention and campus security during monthly orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the Brown Mackie College- North Canton employees. The monthly orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. Brown Mackie College- North Canton has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Note: Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Campus President in a secure location.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials annually. Topics included in these informational programs are proper procedures for reporting Criminal Actions (as stated above- "Reporting Criminal Actions or Other Non-Emergencies"), personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year.

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the Institution's community by bulletin board notices, notices read by instructors in classrooms, and notices posted throughout the campus.

Students are requested to review the Institution's School Catalog where sections discussing Student Conduct Policy can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding Employee Conduct and

the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy* *handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Evacuation plans are posted in all classrooms and offices showing layout of building, exits, and fire alarm pull stations. In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, a fire alarm is to be pulled to notify student and staff to evacuate the building. If issuing a notification will compromise efforts to contain the emergency, the Executive Committee, including the Campus President Peter Perkowski, will notify all departments respectively. Evacuation drills are conducted annually.

The Emergency Management Team is comprised of the Executive Committee Members:

- Peter Perkowski, Campus President
- Marcy Trew, Dean of Academic Affairs
- Sanjay Ketty, Senior Director of Admissions
- Brenda Raye, Director of Career Services
- Rachel McNeely, Registrar
- Kelly Sweeney, Director of Financial Aid
- Amie Lynn, Student Accounting Supervisor
- Tina Myers, Director of Human Resources

### **Crisis Management: Step-by-Step Procedure**

#### **– Step One: Channel the Information**

Any Brown Mackie College-North Canton employee, upon learning of or suspecting a crisis situation, should contact a member of the Emergency Management Team immediately. Because time is of the essence in crisis situations, employees must be especially persistent in tracking down a member of the Emergency Management Team. Upon learning of an incident, the President or his/her designee calls an emergency meeting. The Emergency Management Team immediately contacts EDMC with news of the crisis.

#### **– Step Two: Assemble Crisis Management Team**

Once notified, the Emergency Management Team will meet at the designated time. The location should be central and have easy computer and phone access which permits on/off campus and long distance calls. Possible locations include the office of the president and the conference room. In the event it is not possible to meet at the school because of the type of crisis, alternative locations include school-sponsored housing locations, EDMC, a residence of an Executive Committee member, or other accessible location.

The Emergency Management Team will oversee the management of the crisis by taking the following steps:

#### **– Step Three: Define the Crisis**

The Emergency Management Team will rely on the support of the entire organization to quickly gather information pertaining to the crisis; the Emergency Management Team should research the following before making any public statements.

What happened?

Chronology of the events?

Why did it happen?

What is Brown Mackie College-North Canton going to do about it?

What past actions has Brown Mackie College-North Canton taken to prevent such a crisis?

What is the status of official investigations?  
Names and contact information of those involved?

– **Step Four: Prepare the Message**

The Emergency Management Team will discuss appropriate response alternatives for the school, developing several courses of action and then select the best as determined by consensus.

Important Elements:

- Concern for the victim(s) and their families
- Communicate how the college is handling the situation
- Demonstrate a solid track record
- Demonstrate preventative measures that Brown Mackie College-North Canton has taken to prevent such a crisis
- Communicate what measures the college will take to prevent such an occurrence from happening in the future
- Speed of response and completeness of information

Tools:

Media spokesperson  
Fact sheet/press releases

↷ **Step Five: Establish Communication Systems**

In times of crisis, the school must be seen by its constituents as actively managing the situation. For this reason, it is especially important that the college keep its many audiences apprised of how it is handling the crisis. The Emergency Management Team should take care to utilize the communication system that will most effectively reach each audience.

Internal Audiences:

- Employees
- Students
- Parents of students
- Alumni
- Board of Trustees
- Program Advisory Committee
- EDMC

Communications systems: meetings, e-mail, communication coordinators, department directors, telephone, fax, newsletters and website.

External Audiences:

Media Tools: press release, press conference, media visits, telephone, fax, newsletters and website.

- Employers
- Business partners
- Industry leaders
- Government
- Neighbors

Tools: visits, fax, telephones, e-mail, letters, radio, television

– **Step Six: Crisis Audit**

In the aftermath of a crisis, the usual response is a strong desire to move forward and resume the normal activities of the school. However, in order that the school is best prepared to handle the next crisis, the Emergency Management Team must evaluate how the crisis plan was effective and useful, where the plan fell short and what changes should be made to the plan.

Follow-up Combination

Once the Emergency Management Team determines that the crisis situation has passed, the President should communicate as appropriate to both internal and external audiences.

**OFF-CAMPUS STUDENT ORGANIZATIONS**

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

**DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Brown Mackie College- North Canton annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Brown Mackie College- North Canton also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

**PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers annually. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, security, the Dean of Student Affairs, the Executive Committee or other Brown Mackie College- North Canton officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 1-877-906-7273. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College- North Canton will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Brown Mackie College- North Canton personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

*Rape Crisis Program YWCA*  
670 West Exchange St.  
Akron, Ohio 44302-1300  
(330) 434-7273

*American Red Cross Rape Crisis Center*  
2213 Cleveland Ave. NW  
Canton, Ohio 44709  
(330) 452-1111

*Crisis Intervention & Recovery Center*  
2421 13<sup>th</sup> St. NW  
Canton, Ohio 44708  
(330) 452-9812  
Toll Free: (800) 956-6630

*Alcohol, Drug Addiction & Mental Health (ADM) Crisis Center*  
15 Frederick Avenue  
Akron, Ohio 44310  
(330) 996-7730

*Alcohol, Drug Addiction & Mental Health (ADM) Services Board*  
100 West Cedar Street  
Akron, Ohio 44307  
(330) 762-3500  
Toll Free: (877) 604-0006  
[www.admboard.org](http://www.admboard.org)

## **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College- North Canton published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Brown Mackie College- North Canton final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

## **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Jackson Township Police Department, located at:

7383 Fulton Dr NW  
Massillon, Ohio 44646

Additional information can be obtained by calling the police department at (330) 832-1553

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: <http://www.sheriff.co.stark.oh.us>

On-campus computer labs with internet access are available for you to view the above website at the library from:

Mon through Thurs: 7:30 a.m. to 10:00 p.m.  
Fri: 7:30 a.m. to 5:00 p.m.

## **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Brown Mackie College- North Canton prepares the crime statistic policies annually by gathering all reported data and updating the report. The report will then be forwarded to Lia Miller at EDMC for final approval. Moreover, local police agencies are contacted by the Campus President, Peter Perkowski to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institution concerning the occurrence on the Institution's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institution's campus, non-campus buildings and property, and public property. Finally, in the third box arrests

and “referrals for campus disciplinary action” for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

