

Ensuring the safety and security of the campus community is a critical priority for the Robert Fiance Beauty Schools – Pitman, NJ (the "College"). In recognition of this fact, and in keeping with applicable federal requirements, the College, located at 70 E Holly Avenue, Pitman, New Jersey, publishes each year this Safety and Security Report (the "Report"). This Report discloses information concerning the College's safety and security policies and procedures, as well as statistics regarding certain types of crimes reported to the College and local law enforcement during the prior year. It is the College's intention that this Report will inform its students, prospective students, employees and prospective employees of the College's safety and security policies. Further, this Report is intended to provide such parties with key information regarding the security of the College and surrounding areas, and ultimately, to create a safer more secure campus environment. This Report is made available to the public on the College's website. Notice of the Report's availability is distributed to all prospective students and employees prior to enrollment or employment, as applicable. Notice also is distributed annually to all current students and employees.

## **I. POLICIES AND INFORMATION RELATING TO CAMPUS SAFETY AND SECURITY**

### **Security Awareness**

The College recognizes, and encourages others to be aware, that no environment is entirely free of risk. Each person must assume responsibility for his or her own safety both on-campus and off. This having been said, the College strives to provide its students and employees a secure and safe environment in which to teach and learn, including through compliance with applicable federal, state, and local building codes and board of health and fire marshal regulations.

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

Access to campus facilities is controlled at all times. Enrolled students are required to enter and exit campus facilities through designated doors. The main entrance of the College is only for the use of College personnel, visitors and students. All visitors should enter through the main entrance and sign a Visitor's Log. The College is located in a building surrounded by other businesses. All doors to the building remain locked from 10:00 p.m. until 9:30 a.m. and only designated personnel have access to the building during those times. Neither visitors nor guests are permitted to access or visit any area of the campus without the escort of a College employee. No visitor or guest may attend any class without knowledge and permission of an authorized school staff member or designated student. The College does not operate or sponsor any on-campus or off-campus student housing or student organizations, including fraternities or sororities.

### **Campus Law Enforcement**

The College's Campus Staff are authorized to ask persons for identification and to determine whether individuals have legitimate business at the College. Campus Personnel do not possess the power to arrest. Criminal incidents are referred to the local police who have jurisdiction over the campus. The College does not have any agreements with local law enforcement for the investigation of alleged criminal offenses. All crime victims and witnesses are strongly encouraged to immediately report any crime to the College's Campus School Supervisor and the appropriate police agency, in accordance with the reporting procedures set out below. Prompt reporting will ensure timely warning notifications to the campus community and timely disclosure of crime statistics.

**Possession, Use and Sale of Alcoholic Beverages or Illegal Drugs; Enforcement of State Underage Drinking Laws and State Drug Laws**

As a matter of policy, the College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances or alcohol by students and employees on its property or at any College activity. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law also will be referred to the appropriate law enforcement authorities. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone on campus is prohibited. Students or employees also may be referred to substance abuse help centers. If such a referral is made, continued enrollment or employment may be subject to successful completion of any prescribed counseling or treatment program. Information regarding drug and alcohol abuse prevention can be obtained from the College's Admissions staff.

**Unlawful Discrimination, Harassment, and Retaliation**

The College is committed to providing an environment for students and employees that is pleasant and free of unlawful discrimination, harassment, and retaliation. Accordingly, unlawful discrimination, harassment, and retaliation by students, employees, co-workers, supervisors, managers, executives, directors, or any other member of the College community is strictly prohibited.

College employees have a duty and obligation to immediately report alleged instances of unlawful discrimination, harassment, or retaliation either to their School Supervisor or School Director. This responsibility is discussed in more detail in the *Employee Handbook*.

Any student who feels that he or she has been subject to unlawful discrimination, harassment, or retaliation should immediately follow the Student Complaint Procedure published in the Orientation Package.

**Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

The College strictly prohibits sexual assault, domestic violence, dating violence, or stalking by employees and students, and will not tolerate any such conduct in any form. These offenses have the following meanings for purposes of the policies and procedures set out in this Report:

□ *Sexual Assault* is defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

□ *Domestic Violence* is defined as felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or 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.

□ *Dating Violence* is defined as 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 a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

□ *Stalking* is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Daily viewing of security camera is not considered to be stalking.

In addition, for purposes of this Report, the term *Consent* means expressed or implied assent. However, assent does *not* constitute consent if (1) it is given by a person who lacks the mental capacity to authorize the conduct and such mental incapacity is manifest or known to the actor, (2) it is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense, or (3) it is induced by force, duress or deception.

College employees have a duty and an obligation to report immediately alleged instances of sexual assault, domestic violence, dating violence, or stalking to the College's Director. This responsibility is consistent with the employee responsibilities set forth in the *Employee Handbook*.

If any individual (student or employee) is a victim of sexual assault, domestic violence, dating violence, or stalking, his or her first priority should be to locate a place of safety. He or she next should obtain any necessary medical treatment. The College strongly advocates that subsequent to securing safety and medical care, any victim of sexual assault, domestic violence, dating violence, or stalking should report the incident immediately to the College's School Director. Time is a critical factor for evidence collection and preservation. Preserving evidence is very important, as it may be necessary to the proof of sexual assault, domestic violence, dating violence, or stalking, or in obtaining a protection order.

Any student or employee who reports to the College that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a copy of this Report, as well as documentation detailing:

- His or her options to (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities if he or she so chooses; and (3) decline to notify such authorities.
- His or her rights and options for (and available assistance in) changing academic and working situations if so requested and reasonably available, regardless of whether he or she chooses to report the crime to the authorities.
- Where applicable, his or her rights, and the College's responsibilities, regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.
- The United States Department of Justice Violence Against Women Office website, located at <http://www.ovw.usdoj.gov/>, which provides useful information relating to victims' rights and available assistance.

Any reported incident of domestic violence, dating violence, sexual assault, or stalking will be subject to a prompt, fair, and unbiased investigation and resolution. Investigations by local police and institutional disciplinary proceedings by NACCAS Complaint Procedure (as published in Orientation package) related to reported incidences of sexual assault, domestic violence, dating violence, or stalking will be conducted by local police, impartial officials. The matter will be referred to the local police department for investigating. Both the accuser and the accused are entitled to have others present during any institutional disciplinary proceedings related to accusations of the above offenses, including the advisor of their choice. In connection with the proceedings, both the accuser and the accused will be provided with the definitions of sexual assault, domestic violence, dating violence, stalking, and consent in the applicable jurisdiction and as appropriate to the matter at hand. A preponderance of the evidence standard will be utilized in the determination as to whether one of the above offenses has occurred. Both the accuser and the accused will be informed simultaneously in writing of the following:

- The outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.
- The institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding.
- Any change to the results that occurs prior to the time that such results become final.
- When such results become final.

Throughout the investigative and disciplinary processes, the College will protect the accuser's identity by limiting the persons with knowledge of the matter to those directly involved in the proceedings, and by ensuring that all documentation relating to the proceedings is maintained by the College's Human Resources, apart from the standard student/employee filing systems. In this manner, the College will ensure that publically available record keeping may be accomplished without inclusion of identifying information about the accuser (to the extent permissible by law). In addition, the College may change an accuser's academic situation in connection with any such proceeding, if the change is requested by the accuser and is reasonably available. Sanctions or protective measures that the College may impose following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking may include, without limitation, suspension or expulsion from the College or termination of employment. If it is determined that inappropriate conduct has been committed by one of the College's employees, the College will take disciplinary action in accordance with the provisions set out in the *Employee Handbook*. If it is determined that inappropriate conduct has been committed by one of the College's students, the College will take disciplinary action consistent with the processes set out in the *Campus Catalog*. Finally, as noted above, criminal incidents will be referred to the local police who have jurisdiction over the campus.

### **Information Regarding Registered Sex Offenders**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the College is providing the following link to the Federal Bureau of Investigation's *National Sex Offender Public Website*, which provides law enforcement information provided by each State concerning registered sex offenders:

<http://www.fbi.gov/hq/cid/cac/registry.htm>

Note, the information provided through the link above should be used only for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of Registry information for purposes of intimidating or harassing another is prohibited and any willful violation shall be punishable as a Class 1 misdemeanor.

**II. REPORTING CRIMES OR EMERGENCIES OCCURRING ON CAMPUS**

Members of the College's community, including students, faculty, staff, and visitors, are strongly encouraged to report immediately any crime, emergency, or other public safety concern to the College's School Supervisor or Director and the appropriate local law enforcement agency, even if the victim of such crime elects or is unable to make such a report. In addition, any such crimes or concerns may be reported to the College's senior staff. Contact information for these parties is as follows:

School Supervisor – Lisa Alexander	(856) 553-6079 x13
School Director – Linda Karas	(732) 442-6007 x11
Pitman Police Department	(856) 589-3501

Individuals should report any alleged instances of unlawful discrimination, harassment, retaliation, sexual assault, domestic violence, dating violence, stalking, or suspected physical or sexual abuse of children in accordance with the instructions detailed in the prior sections, above.

The College's senior staff should enter any crime, emergency or other public safety concern brought to their attention into the College's incident report system, taking care to indicate whether the reported incident was an alleged crime.

The College does not have procedures for voluntary, confidential reporting of crime for inclusion in this Report. All reports will be investigated and all violations of the law will be referred to law enforcement agencies. The posting of this Report on the College's website, and the distribution of notices regarding this Report to new and current students and employees, the College informs students and employees about campus security procedures and practices, encourages students and employees to be responsible for their own security and the security of others, and informs students and employees about the prevention of crimes.

**III. TIMELY WARNING OF CERTAIN CRIMES**

Should certain crimes occur, either on or off-campus, which, in the judgment of the College's Campus Director, constitute an ongoing or continuing threat, a campus-wide "timely warning" will be issued to the campus community in a manner that will aid in the prevention of similar occurrences. This timely warning will be issued to each classroom by personal announcement. Related information also will be posted in classrooms, on student bulletin boards, and in common areas, as appropriate. This timely warning will withhold the names of victims as confidential.

**IV. EMERGENCY MANAGEMENT**

**Emergency Management Master Plan**

The purpose of the College's *Emergency Management Master Plan* (the "Master Plan") is to establish policies, procedures, and an organizational structure to ready for and respond to on-campus emergencies. Accordingly, the Master Plan outlines administrative steps for response to, stabilization of, and recovery from an emergency event, the specific procedures that the College will use to communicate with faculty, staff, students and the general public during an emergency, and the responsibilities of the Emergency Management Team ("EMT").

The primary function of the EMT, as detailed in the Master Plan, is to plan and execute emergency preparedness, response, and recovery functions. The EMT is responsible for assessment and implementation of emergency procedures, to include evacuations, lockdowns, crowd control, and coordination with responding emergency services. The campus EMT consists of the Campus Director, School Supervisor, and other campus management designated as members of the team.

**Emergency Evacuation Plan**

The College's *Emergency Evacuation Plan* (the "Evacuation Plan") establishes and delineates emergency and evacuation procedures for specific emergency events (e.g., fire, earthquake, bomb threat). The Evacuation Plan is published on the bulletin boards throughout the College. All faculty, staff, and students are encouraged to review the Evacuation Plan periodically and the College will test emergency response and evacuation procedures on an annual basis.

**V. CRIME STATISTICS**

Each year the College prepares the crime statistics included in this Report with cooperation from the local law enforcement agencies. When compiling and preparing the statistics disclosed in this Report, the College examines crime data received from local law enforcement. The crime statistics for each of the three previous calendar years are included in this Report. Because the College does not own or operate any (1) non-campus buildings or property or (2) dormitories or other residential facilities for students, statistics are not reported for these categories of location. [See next page for Crime Statistics]

**Campus Crime and Security Report - Robert Fiance Beauty School, 70 E Holly Avenue, Pitman, NJ 08071**

The following crime statistics were compiled using the FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) definitions, supplied through the Pitman Police Department.

Criminal Offense	On-Campus			Off-Campus			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offences (Including Rape)	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offences	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sexual Assault (VAWA)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Domestic Violence (VAWA)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Dating Violence (VAWA)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Stalking (VAWA)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Hate Offences</b>	<b>On-Campus</b>			<b>Off-Campus</b>			<b>Public Property</b>		
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Forcible Sex Offences (Including Rape)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
<b>Arrests/Disciplinary/Judicial Referrals</b>	<b>On-Campus</b>			<b>Off-Campus</b>			<b>Public Property</b>		
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0

\*This School began a full year of operation in 2014-2015

For information concerning registered sex offenders employed or enrolled at this location, you can contact the Pitman Police Department or visit [www.NJSP.org](http://www.NJSP.org)