

# Healthcare Training Institute



## Annual Security Data Report 2018

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## LEGAL REQUIREMENTS OF THE CAMPUS SECURITY ACT

The Campus Security Act requires colleges and universities to:

- publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from local law enforcement, and other school officials who have “significant responsibility for student and campus activities;”
- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;” and
- disclose in a public crime log “any crime that occurred on campus is reported to the school;” and
- report hate crimes

The Healthcare Training Institute Division of Student Affairs is responsible for preparing and distributing this report. The Division of Student Affairs compiles the information through a cooperative effort with the instructors, other department areas and local law enforcement agencies. We encourage members of the Healthcare Training Institute community to use this report as a guide for safe practices on and off campus. For a paper copy, contact the

Healthcare Training Institute Division of Student Affairs at 504-467-2155, or e-mail [thomas\\_tania@healthcaretraininginstitutenola.net](mailto:thomas_tania@healthcaretraininginstitutenola.net).

## **REPORTING CRIMES OR EMERGENCIES**

The Healthcare Training Institute Staff constantly works toward the goal of a safe and secure campus, and to that end, it is our policy to encourage accurate and prompt crime reporting.

Emergency calls or requests for police service are initiated through the administrative desk by dialing 504.467.2155 or by calling 911.

Non-emergency calls or requests for police service are initiated by dialing 504.467.2156 or by reporting directly to the Division of Student Affairs Office.

Depending on the seriousness and nature of the emergency condition, the appropriate office will be notified, or the problem will be addressed directly by the local law enforcement office investigating it, if it is within their jurisdiction to do so.

### **Reporting Crimes on Campus**

Students are encouraged to report all criminal activity which they have witnessed or in which they have been involved. They may report to any staff member at the facility. They may also report to the following persons who have significant responsibility for student and campus activities:

- Program Coordinator
- Director of Student Affairs
- Financial Aid Director
- Director of Pharmacy
- Administrator

These officials will report the incident immediately to the local law enforcement office, which will investigate the report sufficiently to conclude that a crime either did or did not occur. If the local law enforcement office concludes that a crime took place, it will publish a report of that crime in two ways:

1. an initial crime report available to the media and the public maintained by the Office of Student Affairs;
2. a "Crime Alert" bulletin posted widely and circulated by on-campus e-mail and internal mail to all departments.

### **Reporting Crimes off Campus**

The Kenner Police Department reports to the Healthcare Training Institute when a Healthcare Training Institute's student is involved in a criminal activity off campus. If the student is involved in that activity poses a threat of immediate harm to the campus community by his/her return to campus, the school's disciplinary authority may take pre-emptive action against the student.

## **Safety Policies**

The school makes every effort to ensure that the campus facilities, buildings and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Particular attention is paid to the design of landscaping and exterior lighting.

The school performs an annual “safety walk”, which is comprised of Program Coordinator, Division of Student Affairs, Plant and Maintenance Manager, Office of Financial Aid, and the Administrator and Instructors.

## **Use of School Facilities**

With the exception of events that are open to the general public and advertised as such, the school’s facilities and programs are generally reserved for accomplishing the objectives and programs of the school.

## **Weapons Policy**

The Healthcare Training Institute does not permit the possession of, display of, or attempt or threat to use firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances, or materials of any kind on school property or at any school approved activity. Students found in violation of the standards of conduct regarding firearms will be sanctioned by the appropriate authority with one or more of the following penalties from the school: temporary suspension, suspension, dismissal, expulsion, administrative charge or payment of monetary fine. The local law enforcement agency will arrest any student who discharges a firearm on campus and will forward a report to the District Attorney for prosecution.

## **Sales or Use of Illegal Drugs, Tobacco, and Alcohol**

The Healthcare Training Institute complies with all federal and state laws which prohibit the use, possession and sale of illegal drugs. The school is a drug-free zone under Louisiana law and will not shield any student, employee or visitor from action by civil authorities.

The Healthcare Training Institute strives to create an environment, which promotes and reinforces healthy, responsible living, within the context of its educational mission. To this end, and because of the risks to the health and safety of the individual and community, the school is opposed to the use and abuse of alcohol and any other drug for any purpose other than legitimate use.

The school is committed to upholding all local, state and federal laws concerning use and abuse of alcohol and other drugs, and will support efforts in the campus community to confront violations of these laws.

**On-Campus Confidential Contacts:**

Program Coordinator.....504-467-2155 Student Affairs Office .....504-467-2156

**Tobacco Use**

The Healthcare Training Institute shall create, provide, and maintain a smoke-free environment for students, faculty, staff, visitors, and community members. Healthcare Training Institute prohibits the use or smoking of tobacco products in the school. Healthcare Training Institute does not discriminate against tobacco users, but it is recommended that students do not smoke while at school. Willful violation of the smoke-free policy will subject the applicable party to disciplinary action up to and including expulsion or termination.

**TIMELY WARNINGS**

It is the goal of the Healthcare Training Institute to keep the campus community informed of serious incidents. Working in conjunction with other local law enforcement agencies, the school will issue a Police Advisory in a timely manner to the campus community about crimes in and around the campus. When the school receives information that a violent crime against a person or a serious threat to property has occurred or is imminent, a Police Advisory will be sent out via emails, texts and post a paper copy of the police advisory in the academic buildings. The Police Advisory will contain the following information:

Type of incident, time of the incident, location of the incident, description of the suspect(s), and a summary of the incident.

If a crime or serious incident is reported to a school administrator, that administrator should notify the Local Police Department of the incident. Working with the reporting administrator and other campus officials, the Police Department will decide whether or not to issue a Police Advisory.

**EMERGENCY RESPONSE**

The Healthcare Training Institute community is encouraged to notify the administrators of any situation or incident on campus that may involve a significant emergency or dangerous situation that poses an immediate or ongoing threat to the health and safety of school members. Local police is charged with responding to reported incidents in order to determine whether the incident, in fact, presents a threat to the community and with requesting other resources necessary to investigate, mitigate, or document the situation.

When the Healthcare Training Institute administration office receives notice of a possible emergency on the campus, it will determine if the situation poses an immediate threat to the health or safety of some or all members of the Healthcare Training Institute community. The Healthcare Training Institute Administrative Office will coordinate with the Local Emergency Response Office to determine the content of the emergency message and will utilize some or all of the available communication tools in order to disseminate the message to the appropriate

school members. The school will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The school conducts emergency response exercises each year, such as field exercises, and tests of the emergency notification systems on campus. Tests are designed to assess and evaluate the emergency plans and capabilities of the school. Information about the emergency response and evacuation procedures for the school is publicized, and the information is available in the Student Affairs Office.

In all cases, school emergency responses shall place primary emphasis on the protection of human life, and all reasonable efforts shall be made to protect and preserve school property.

Announcements about whether the school will reduce or suspend operations because of emergency conditions will be made by the Program Coordinator through the Office of Student Affairs for release to the media and to the students and faculty.

In the event of a crisis situation, Healthcare Training Institute will communicate vital information as quickly and efficiently as possible in order to provide the greatest safety for our students, faculty, and staff. One or more of the following communication tools will be used to notify students, faculty, and staff: E-mail: Broadcast message to e-mail addresses, Text Messaging: Messages will be sent out to all students enrolled, Newsletter (paper copy created and hand distributed).

## **SAFETY INFORMATION**

### **SEXUAL ASSAULT**

Sexual assault is prohibited by the Healthcare Training Institute Student Handbook. "Sexual offenses, including offensive touching (sexual battery), nonconsensual intercourse (rape) and intercourse with a person who is incapable of giving consent due to some form of intoxication or who is otherwise incapable of giving consent." If a student is found guilty of sexual assault, one or more sanctions may be imposed up to and including permanent dismissal from the school. Details of possible sanctions can be found in the Healthcare Training Institute Student Handbook.

Rape is generally defined in Louisiana as "the act of anal or vaginal sexual intercourse with a male or female person committed without the person's lawful consent." Louisiana defines and provides penalties for various types of rape. These definitions vary on the degree of physical violence related to the crime, the victim's age and/or the diminished mental capacity of the victim such as by intoxication.

Sexual harassment is yet another form of sexual assault and is treated under a separate set of policies and procedural guidelines. (Refer to the Healthcare Training Institute Student Handbook).

### **Assault Involving Intoxication**

It is important to note that the intoxication of the person accused of sexual assault is not an acceptable defense. Rape is rape, whether or not the rapist was intoxicated at the time. Furthermore, even if the victim was intoxicated, she should not hesitate to bring charges against the attacker. Under the law, her state of intoxication made her incapable of giving consent, in which case, sexual intercourse with her constituted rape.

### **Disciplinary Hearing**

In a disciplinary hearing relating to a sexual assault, both the accuser and the accused have the right to appear at the hearing alone or with an attorney, adviser or friend. When the disciplinary hearing involves sexual assault, both the accuser and the accused shall be informed of the outcome of the disciplinary proceedings.

### **Sexual Assault Prevention**

Healthcare Training Institute takes very seriously its responsibility to provide a safe campus environment and to educate students about sexual assault and other safety concerns. The Division of Student Affairs has made available on the school's website, information dealing with crime prevention and personal safety which includes sexual assault prevention information.

### **General Characteristics of Rape**

The potential for stranger rape is a problem on school campuses. The concentration of buildings, parking lots and people create characteristics similar to the downtown area of a small- to medium-size city. Many students (and staff) ignore this potential because these conditions are counteracted by a false sense of security stemming from a familiarity with the surroundings and a long-standing belief that school campuses are sanctuaries untouched by the social problems present in the rest of society. Everyone should practice protective behaviors such as not walking alone, parking in well lighted areas, not propping doors open, etc.

### **What You Should Do As a Rape Survivor**

Many survivors of sexual assault don't know where to turn for help or what to do. You may be afraid or ashamed to talk to anybody; you may try to act as though nothing has happened. If you've been assaulted, you have the following options. If you choose to utilize these options, you should do so in the order listed.

Option A



Get medical attention. Even if you do not want to report this to the police, you may have injuries or have been exposed to diseases of which you are not aware. Report to the hospital emergency room as soon as possible.

If you choose to seek medical attention you should not touch anything, change your clothes, wash nor douche. If you have changed clothes, the clothes you were wearing at the time of the sexual assault should be brought to the hospital in a paper bag. The special rape protocol that will be followed to collect evidence entails taking samples with swabs in and around the vagina, anus and mouth; combing the pubic area; collecting clothing; taking samples of hair, blood and saliva. The hospital will check for previous pregnancy and for HIV.

#### Option B

If you choose to report the sexual assault:

Call the local police whether or not criminal charges will be pursued. The school will assist you in filing charges, if you so choose. Report to school authority such as Student Affairs, whether or not you choose to pursue disciplinary action. Contact an attorney if you are interested in pursuing civil charges.

#### Option C

Seek counseling. Contact the local rape crisis center as soon as possible following an incident of rape or sexual assault.

Reporting to the Local Police helps:

1. Protect you and others from future victimization.
2. Apprehend the assailant.
3. Opens options regarding criminal prosecution, civil action against the perpetrator, and University disciplinary action.

When you report a rape or sexual assault, a Local Police officer will gather information from you concerning who, what, where, when, and why. These questions are necessary to obtain a description of your assailant, where the crime occurred, who may have been present, and other data pertinent to investigation and prosecution.

Reporting a rape or sexual assault and choosing to prosecute are two separate things. When you file a report, you are not obligated to continue with legal proceedings or with school disciplinary action, but you are encouraged to prosecute.

After the report is filed, a rape or sexual assault victim is escorted to a local hospital for a medical examination. The medical examination is necessary to assure that the victim is alright physically, that the possibility of venereal disease and other contagious diseases is eliminated, and that necessary lab specimens are obtained for prosecution. The Local Police officer's report

is important whether or not prosecution is desired. Good accurate information from the victim is necessary.

### **Sex Offender Statement**

The Campus Sex Crimes Prevention Act of 2000 (CSCPA), signed into Law October 28, 2000, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender registration Act.

CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to Wetterling, the Act also amended the Clery Act and the Family Educational Rights and Privacy Act of 1974.

As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the State as to whether the person is a student or works at an institution of higher education, identify each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student and must also alert the State of any change in enrollment or employment status.

The Louisiana State Police maintain the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and are responsible for the enforcement of the applicable sections of law cited above. Information about any individual in regards to this matter may be found at the public SOCPR website: <http://www.lsp.org/socpr/default.html>

### **Sex Offender Notification Service**

Visit the Sex Offender Notification web site to sign up for a free sex offender notification service through [www.offenderalert.info](http://www.offenderalert.info). By signing up for this service, you will be notified of any sex offender that moves within one mile of your home.

### **Personal Safety and Crime Prevention**

Most crimes, whether burglary or rape, are crimes of opportunity. Criminals look for the easiest targets and the least chance of getting caught. Your job, whether protecting yourself or your property, is to make the crime more difficult and risky for the perpetrator. Be vigilant, consistent and aware even for short trips.

Always stop and think about the risk. Do not wear clothes, backpacks or hairstyles that make you easy to grab. Do not dig in your bag, read or dial your phone while walking. Hold your head up, walk with purpose and scan near and far with your eyes. Always identify a visitor before opening the door. Never accept a drink from a stranger or pick up a drink that has been out of your sight. Never allow young children to open the door to visitors. Always ask representatives to provide identification. Avoid walking alone at night. Don't leave backpacks or purses unattended anywhere. Don't sleep near an open window during the night. Don't wear expensive jewelry or flash cash.

Don't visit cash machines alone or at night. When leaving your car with someone (mechanic, valet, and friend) do not leave the key to your home on the ring. Take a self-defense course. Never let anyone take you to a secondary location. Even if they have a knife or gun to your head, fight for your life.

### **While Walking**

Plan the safest route to your destination and use it. Choose well-lit, busy pathways and streets, avoiding alleys, vacant lots or construction sites. Take a longer way if it is safest. Know your neighborhood and the campus. Find out which buildings are open late (or early) and where to go to summon help if needed. Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or trouser pocket, not in the rear trouser pocket. Have your car or house key in hand and ready as you approach your vehicle or home. Never hitchhike.

### **In the Car**

Keep your car in good running condition to avoid a breakdown. Plan your route in advance, particularly on long or unfamiliar trips. Have enough gas and money to get there and back. Drive with all car doors locked. Keep windows rolled up whenever possible. Never pick up hitchhikers.

### **Jogging, Biking and Other Outdoor Activities**

Vary your jogging route and schedule. Avoid jogging and biking at night. Consider not wearing headphones. Wear bright, reflective clothing. Carry some form of identification.

### **Three Basic Rules**

Do stay alert. Keep your mind on your surroundings, who's in front of you and who's behind you. Don't get distracted. If you're worried about crime, ask a friend to accompany you when you go out. Do communicate the message that you're calm, confident and know where you're going. Stand tall, walk purposefully and make eye contact with people around you. Do trust your instincts! If you feel uncomfortable in a place or situation, leave.

## CRIME STATISTICS

Continual efforts are made to inform the Healthcare Training Institute community of matters that affect their personal safety and well-being. The Division of Student Affairs offers information on personal safety, security of property, crisis intervention and crime prevention. Students and parents are also provided with public safety information during orientation programs.

The institute believes that an informed public is a safer public. The following statistics, in compliance with the 1989 provisions of the Student Right-To-Know and Campus Security Act (Jeanne Clery Act), are provided for your information.

### Criminal Offenses - On Campus

	Total occurrences On Campus					
Criminal Offense	2014	2015	2016	2017		
a. Murder/ Non-negligent Manslaughter	0	0	0	0		
b. Negligent manslaughter	0	0	0	0		
c. Sex offenses- Forcible	0	0	0	0		
d. Sex offenses- Non-forcible	0	0	0	0		
e. Robbery	0	0	0	0		
f. Aggravated assault	0	0	0	0		
g. Burglary	0	0	0	0		
h. Motor vehicle theft	0	0	0	0		
i. Arson	0	0	0	0		
j. Larceny- Theft	0	0	0	0		

### Criminal Offenses -Non Campus

	Total occurrences in or on Non-Campus buildings or properties					
Criminal Offense	2014	2015	2016	2017		
a. Murder/ Non-negligent Manslaughter	0	0	0	0		
b. Negligent manslaughter	0	0	0	0		
c. Sex offenses- Forcible	0	0	0	0		
d. Sex offenses- Non-forcible	0	0	0	0		
e. Robbery	0	1	0	0		
f. Aggravated assault	0	0	0	0		
g. Burglary	0	0	0	0		

h. Motor vehicle theft	0	0	0	0			
i. Arson	0	0	0	0			
j. Larceny- Theft	0	0	0	0			

#### **Criminal Offenses -Public Property**

	Total occurrences in or on Non-Campus buildings or properties						
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>			
a. Murder/ Non-negligent Manslaughter	0	0	0	0			
b. Negligent manslaughter	0	0	0	0			
c. Sex offenses- Forcible	0	0	0	0			
d. Sex offenses- Non-forcible	0	0	0	0			
e. Robbery	0	0	0	0			
f. Aggravated assault	0	0	0	0			
g. Burglary	0	0	0	0			
h. Motor vehicle theft	0	0	0	0			
i. Arson	0	0	0	0			
j. Larceny- Theft	0	0	0	0			

#### **Arrest- On Campus**

	Number of Arrests						
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>			
a. Weapons: carrying, possessing, etc.	0	0	0	0			
b. Drug abuse violations	0	0	0	0			
c. Liquor law violations	0	0	0	0			

#### **Arrest- NonCampus**

	Number of Arrests						
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>			
a. Weapons: carrying, possessing, etc.	0	0	0	0			
b. Drug abuse violations	0	0	0	0			
c. Liquor law violations	0	0	0	0			


#### Arrest- Public Property

	Number of Arrests						
Law Violation	2014	2015	2016	2017			
a. Weapons: carrying, possessing, etc.	0	0	0	0			
b. Drug abuse violations	0	0	0	0			
c. Liquor law violations	0	0	0	0			

#### Disciplinary Actions- On Campus

	Number of persons referred for Disciplinary Action						
Law Violation	2014	2015	2016	2017			
a. Weapons: carrying, possessing, etc.	0	0	0	0			
b. Drug abuse violations	0	0	0	0			
c. Liquor law violations	0	0	0	0			

#### Disciplinary Actions- NonCampus

	Number of persons referred for Disciplinary Action						
Law Violation	2014	2015	2016	2017			
a. Weapons: carrying, possessing, etc.	0	0	0	0			
b. Drug abuse violations	0	0	0	0			
c. Liquor law violations	0	0	0	0			

#### Disciplinary Actions- Public Property

	Number of persons referred for Disciplinary Action						
Law Violation	2014	2015	2016	2017			
a. Weapons: carrying, possessing, etc.	0	0	0	0			
b. Drug abuse violations	0	0	0	0			

c. Liquor law violations	0	0	0	0			

#### Summary of Fires

	2014			2015			2016		
Location of facility	Fires	Injuries	Death	Fires	Injuries	Death	Fires	Injuries	Death
322 Office	0	0	0	0	0	0	0	0	0
310 Office	0	0	0	0	0	0	0	0	0

#### Summary of Fires

	2017								
Location of facility	Fires	Injuries	Death	Fires	Injuries	Death	Fires	Injuries	Death
322 Office	0	0	0						
310 Office	0	0	0						