

## **TSPA KENOSHA 2011 ANNUAL SECURITY REPORT**

### **General Information**

Formerly known as the Campus Security Act, this disclosure contains information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to disclose to current and prospective students and staff the practices of the Academy to ensure a safe and secure facility. Furthermore, this disclosure serves to provide information of crimes that have occurred on or around the Academy's campus. The last section of this disclosure shows the crime statistics that occurred on campus and/or on public property within or accessible from our campus for 2010. The Act requires disclosure of crime statistics for the three years that the school has been participating in the Title IV program. However, on the date of publication for this Report, the Academy will have participated in the Title IV program for less than one year; thus the statistics reported will be for the year of 2010 only.

The Financial Aid Department prepares the Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The purpose of this report is to include all reported crime and arrest statistics, as well as reports made to the Academy, in one report to all current and prospective students and staff. Local law enforcement is contacted to gather the crime statistics reported. The Academy's Admissions Department also submits documented crimes or threats reported to an Academy official. Each year, enrolled students and staff receive a letter from the Financial Aid Department informing them of the report and where it is located. Starting with the 2011 Annual Security Report with statistics from 2010, the report can be viewed on the Academy's website. The entire report is located on our website, under Student Resources, at <http://www.thesalonprofessionalacademy.com/kenosha/studres.html>. A paper copy can also be requested from the Admissions or Financial Aid Office.

### **Reporting Crimes or Emergencies**

All criminal actions or threats witnessed by a student or guest must be reported to an Academy administrator, educator, or owner immediately. Any staff member made aware of a crime or emergency will notify a staff member in the Admissions Department or an owner as soon as possible, perhaps even prior to notifying police, depending on the situation. The Academy staff member informed will assist the student or guest in reporting a threat to campus safety or a committed crime to the appropriate emergency or non-emergency agency. It is critical that all staff be conscious of any report of a crime and that the local police be made aware immediately. After proper agencies have been notified, the informed staff member will document the event in the Admissions office.

The Academy encourages students, guests and staff to report all crimes and safety related situations accurately and in a timely manner. The Academy does not have campus police or security personnel, so the Academy asks that all emergency or non-emergency crimes or situations be reported to the closest Academy Staff member immediately. The Academy does not have a written memorandum of understanding or a similar agreement with any law enforcement agency. However, the Academy supports local law enforcement and governing agencies. Although the Academy is private property, and Constitutional protections apply, law enforcement officers may enter onto campus at any time to conduct business as needed.

**To Report a Crime**

For emergencies only, dial 9-1-1. For non-emergencies, dial 262-656-1234 to contact the non-emergency police department. In addition, the Academy asks all staff and current students for all emergency or non-emergency crimes be reported to one of the following:

1. Admissions, Admissions Counselor	(262) 697-6000 ext 3
2. Admissions, On-Site Administrator	(262) 488-8772
3. Owner, Lead Educator	(847) 702-8772
4. Owner, Admissions Director	(847) 345-8772
5. Owner, Educator	

All reports will be investigated. The Academy does not have policies in place to allow for voluntary and confidential reporting of crime statistics. Violations of the law will be reported to the emergency or non-emergency law enforcement.

**Timely Warnings**

The Academy requires notification of any crime that occurs on or around campus so that we can ensure inclusion in the annual crime statistics; and to provide a “timely warning” to students, staff & guests when appropriate.

In the event of a situation that occurs on or off campus that may result in a threat to the safety of the students, staff and guests, the Academy will, without delay, and taking the entire campus into consideration, determine the content of the notification and initiate the notification system by issuing a “timely warning.” A “timely warning” would not be issued if notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. A staff member from the Admissions Department, which consists of the Admissions

Counselor or Financial Aid Officer, determines to issue "timely warnings," which is then posted in multiple locations around campus in writing and announced to all present students, staff, and guests. The Timely Warning will include the reported offense that triggered the warning, which areas to avoid, a brief description of the suspect if possible, which staff member issued the warning, and who can be contacted for more information. Anyone with information that may result in the Academy issuing a timely warning should report the situation and the circumstances to the Admissions Department or in person or by calling 262-697-6000 ext 3.

### **Building Security and Access**

Campus facilities are open Monday through Saturday according to class/lab schedules. The building may also be open for educational classes for licensed professionals or to groups securing the use of the facilities through owner approval. During non-scheduled hours, access into the Academy campus is by key. Only staff members have keys to the building to assist in preventing internal crimes. At this time, the Academy does not have any official recognized student organizations with off-campus locations or on-campus student housing facilities.

### **Drug and Alcohol Policy**

The Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on campus property or as part of any school related activities. The legal drinking age in Wisconsin is twenty one (21) years of age. It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty one (21). The Academy is a "Drug Free" zone. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal law. The Academy will immediately contact law enforcement officials to report drug related activities. The Academy will terminate students and staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The Academy will refer such cases to the proper authorities for prosecution.

The Academy has developed a Drug and Alcohol Prevention Program that is introduced to each student during their first week of class. The *Drug and Alcohol Prevention Program* is reviewed and each student is required to sign the *Drug and Alcohol Prevention Program* form. The information contained in this program informs students of the Academy's policy on drugs and alcohol, the health risks involved from the use of drugs and alcohol, the legal actions that result from the use of drugs or alcohol, and how students can locate agencies available for assistance. Employees also receive the *Drug and Alcohol*

*Prevention Program* when hired. The Academy offers an annual program to educate staff and students to assist in preventing sex offenses.

### **Sexual Offenses**

In case of a sexual offense that occurs on or off campus, your first priority is to get to a safe place immediately. You should seek medical treatment as soon as possible and consider calling a trusted friend or family member. If you do not believe yourself to be injured, the Academy still encourages victims of a sexual assault to seek medical treatment. We encourage victims of a sexual offense to be seen by Sexual Assault Nurse Examiner (S.A.N.E.). Aurora Medical Center located in Kenosha has a SANE program where victims can get medical care from a specially-trained nurse and have evidence collected. Time is a critical factor for evidence collection and preservation. An Admissions Representative should also be informed of a sexual offense that occurred on or off campus so we can offer the student assistance in pausing their education so it does not negatively affect their academics, supply information on local agencies where they can receive assistance, as well as aid the student in notifying local law enforcement, if the student requests assistance. To report a sexual offense, the victim would file a complaint at the information counter in the Kenosha Safety Building, 1000 55<sup>th</sup> Street Kenosha, WI. The complaint would be documented on either an investigative report form or a statement form. Depending on the nature of the situation, a police officer may be dispatched to the location of the victim to file the police report. The Academy does not offer on-campus counselling or other services for victims of sexual offenses. The Academy encourages victims of a sexual offense to seek off-campus services; for example, the Women and Children's Horizons Inc., located in Kenosha, Wisconsin. This organization can be contacted toll free at 1-800-853-3503 or online at [www.wchkenosha.org](http://www.wchkenosha.org).

The Academy will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sexual offense, the report on the results of any disciplinary proceeding conducted by the Academy against the student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of disclosing the results of disciplinary hearings, if so requested. A disciplinary hearing will occur when the crime or offense is a sexual offense, not limited to but including: rape, acquaintance rape or other forcible or non-forcible sexual offenses. The victim and the accused of an alleged sexual offense are entitled to the same opportunities, whether the offense occurred on or off campus. Both will be allowed one person who has had no formal legal training to be present during a disciplinary hearing. Both the victim and the accused will be informed of the

outcome of any institutional disciplinary hearing. Compliance to this does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). A student found guilty of violating the Academy's sexual misconduct policy or committing a sexual offense, could be criminally prosecuted in the state courts and may be terminated from the Academy. The Academy will comply with a student's request for an academic situation change following an alleged sexual offense, if such changes are reasonably available.

### **Sex Offender Registration Information**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, the Academy is providing a link to the Wisconsin Department of Corrections Sex Offender Registry. This act requires institutions of higher education to issue a statement advising students and staff where they can obtain state provided information concerning registered sex offenders. The Act also requires a sex offender already required to register in a State to provide notice of each institution of higher education in that State at which the offender is employed, carries a vocation, or is a student. Wisconsin Department of Corrections is responsible for the information contained and updated on this registry. Below is the link to the Wisconsin Department of Corrections Sex Offender Registry, [www.widocoffenders.org](http://www.widocoffenders.org).

### **Emergency Response & Evacuation**

Emergency Evacuation is tested twice a year. The Academy's evacuation route is posted above each charged fire extinguisher and shown to students during Orientation their first week. Students are required to familiarize themselves with the evacuation route, location of all fire extinguishers, and each emergency exit. Owners and staff members participate and evaluate the emergency procedures and evacuations so improvements are implemented often and based on what works. Staff members are directed to report any maintenance issues that could interfere with campus safety to Owner, Tiffany Schlaeger. Twice a year, during Orientation & Re-orientation, students will review security and safety procedures, including personal safety on campus, fire and tornado procedures, etc. Similar information is provided to new employees. Local police speakers are also scheduled twice a year for staff and students to review crime prevention awareness and personal safety off-campus. The Academy also has provided annual personal safety information, geared primarily for female staff and students, through the Whistle Stop program. All speakers and safety information reviewed by the Academy have a common thread, encouraging the community, including our staff and students, to look out for themselves and one another. The Academy does not offer crime prevention educational programs for students or employees. The Academy

does encourage all students and staff to walk out into the parking lot with other students or staff after evening classes.

**Emergency Phone Numbers**

Emergency Help	9-1-1
Non-Emergency Fire Department	262-653-4100
Non-Emergency Police Department	262-656-1234
Highway Assistance	5-1-1

**Missing Person Procedure**

If a student were to go missing after an evacuation or emergency, an Admissions Representative or Educational Staff will immediately contact the Non-Emergency Police Department as well as the student's emergency contacts. Students are instructed on their first day of class, during orientation, to list two emergency contacts on the student information form which is housed in the student's file.

**Clery Act Crime Statistics 2010**

The following criminal offenses were reported to local and state police during the identified reporting period.				
	On Campus	Public Property	Crimes Reported to Academy Official	Crimes Reported to Local Law Enforcement
Murder/Non-negligent Manslaughter	0	0	NA	NA
Negligent Manslaughter	0	0	NA	NA
Sex offenses-forcible	0	0	NA	NA
Sex offenses-non-forcible	0	0	NA	NA
Robbery	0	0	NA	NA
Burglary	0	0	NA	NA
Aggravated Assault	0	0	NA	NA

Motor Vehicle Theft	0	0	NA	NA
Arson	0	0	NA	NA
Arrests: Liquor Law Violations	0	0	NA	NA
Arrests: Drug Abuse Violations	0	0	NA	NA
Weapons: Carrying, Possessing, Etc.	0	0	NA	NA

**Hate Crimes**

There were no reported hate crimes during the identified reporting period.

**On Campus Non-Emergencies**

There were no reported safety threats to the Admissions Office during the identified reporting period.