

**Lawrence & Company College of Cosmetology**  
**ANNUAL CAMPUS SECURITY REPORT**  
**FOR THE 2014 CALENDAR YEAR**

This campus security report contains data for Lawrence & Company College of Cosmetology located at 810 N. 10<sup>th</sup> Avenue, Hanford, CA 93230.

Lawrence & Company College of Cosmetology is providing the following information in compliance with the proposed rules listed under the Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1). Please note that this institution does not have on campus housing, and that there are not police records that pertain directly to the property used by the institution, therefore the statistics below report only those incidents reported to the institutional administration and/or to the local police.

| <b>CRIMES REPORTED</b>       | <b>CALENDAR YEAR 2012</b> | <b>CALENDAR YEAR 2013</b> | <b>CALENDAR YEAR 2014</b> |
|------------------------------|---------------------------|---------------------------|---------------------------|
| Murder                       | 0                         | 0                         | 0                         |
| Rape                         | 0                         | 0                         | 0                         |
| Sexual Assaults              | 0                         | 0                         | 0                         |
| Robbery                      | 0                         | 0                         | 0                         |
| Aggravated Assaults          | 0                         | 0                         | 0                         |
| Burglary                     | 0                         | 0                         | 1                         |
| Auto Theft                   | 0                         | 0                         | 0                         |
| Liquor Law Violation         | 0                         | 0                         | 0                         |
| Drug Abuse Violations        | 0                         | 0                         | 0                         |
| Forcible Sex Offense         | 0                         | 0                         | 0                         |
| Non-Forcible Sex Offense     | 0                         | 0                         | 0                         |
| Hate Crimes                  | 0                         | 0                         | 0                         |
| Hate Crimes- Gender Identity | 0                         | 0                         | 0                         |
| Hate Crimes- National Origin | 0                         | 0                         | 0                         |
| Dating/Domestic Violence     | 0                         | 0                         | 0                         |
| Stalking                     | 0                         | 0                         | 0                         |

**CAMPUS SECURITY ACT DISCLOSURE STATEMENT**

The school has developed the information about your safety and well-being. As you can see from the data, our campus has a relatively safe environment. However, it is important that you exercise good judgment and take appropriate precautions to minimize your risk.

In the event that a student or employee of our institution is witness to a criminal offense on or near our campus, the following procedure to report criminal actions or other emergencies in a timely fashion that occur on campus are as follows:

For Non-Emergency Crimes:

1. Obtain form from the Director (Joni Marciano).
2. Complete form and return to the Director.
3. This form will be taken to the staff meeting and response will be returned to the victim with school's recommendation.
4. Any violator of a proven misdemeanor or felony on campus will be automatically expelled and/or reported to the appropriate authorities.
5. Counseling for victims of crime will be recommended on a case by case basis.

For Emergency Crimes:

1. Contact the nearest staff member who will immediately call 911.
2. The above non-emergency procedures will be followed providing the perpetrator is a student.

There are no private security personnel on campus, nor are there any off campus student organizations. The college provides a locker for all items of value. Students are advised to lock their vehicles during any time.

All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee reports a crime, they do so on a voluntary or confidential basis; the institutional official will be prepared to record and report the crime, but will not include the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911). In the event of orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal or civil court, Lawrence and Company will work closely with local law enforcement to ensure the proper level of protection is afforded to the victim by such document.

Preparation for the Annual Disclosure of Crime Statistics report is obtained annually by the institution who contacts the correct police department district for statistics and the institution's Daily Incident Log, and then records those statistics.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules, and programs designed to inform students and employees about the prevention of crimes on campus.

1. Do not leave personal property in classrooms.
2. Report any suspicious persons to your institutional official.
3. Always try to walk in groups outside the school premises.
4. If you are waiting for a ride, wait within sight of other people.
5. Employees will close and lock all doors, windows, and blinds, and turn off lights when leaving a room.
6. The Crime Awareness and Campus Security Act are available upon request to students, employees, and prospective students.
7. The school has no formal program, other than orientation, that disseminates this information. All information is available upon request.
8. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two business days after the reporting of the crime and available for sixty business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal

investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty days, that information must be made available within two business days of the request.

All incidents shall be recorded in the Daily Incident Log, used by the Director, at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

Lawrence and Company does not tolerate retaliation, intimidation, threatening, coercion, or discrimination against any individual for exercising their rights or responsibilities under any provision outlined in 34 CFR 668.46.

This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws.

This institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. Violations of these policies may result in expulsion, termination and/or arrest.

Information concerning drug and alcohol abuse education programs is posted in the restrooms and at the front desk and is distributed annually to students and staff.

#### **CAMPUS SECURITY ACT DISCLOSURE STATEMENT (SEXUAL CRIMES)**

It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and policy units. The institution, prior to the orientation given to newly admitted students, sends each enrolled student the school catalog via e-mail and the Campus Security Report can be found on pages 24-28. The report emphasizes the prevention of sexual crimes by insisting students to work, study, and walk outside of premises accompanied by other students or in view of other persons as much as possible. It is stressed that students should avoid being alone at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves. Lawrence and Company provides an updated Campus Security report annually, by e-mail notification through the address the student provided at the time of enrollment. Also, the institution provides a posted statement with counseling assistance and will update these statements as necessary.

1. The institutional program to prevent sexual crimes consists in maintain a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
2. A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
3. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).
4. When a student or employee reports to the school that there has been a victim of dating violence, domestic violence, sexual assault, or stalking (even if incident occurred off-campus) the school will

- provide the victim a written explanation of their rights and options as described in 34 CFR 668.46 (b)(11)(ii) through (vi).
5. The institution does not have accessibility to professional counseling; mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care servicer.
  6. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
  7. The institutional disciplinary actions in reference to an alleged sex offense are as follows:
    - a. The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings; and
    - b. Both the accuser and the accused must be informed of the outcome of any institutional proceedings brought about by alleging a sex offense
    - c. Both the accuser and the accused may file a disciplinary complaint while enrolled in the 1600 hour program.
  8. This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
  9. The institution provides the following website to obtain information concerning the registration of sex offender's arrest.

<http://www.city-data.com/so/so-Hanford-California.html>
  10. This institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.
  11. The school will provide options for assistance in counseling, or changes to academic transportation or working situations to the best of our ability.
  12. Bystander intervention If you see a crime in progress, notify Lawrence and Company and call 911 as soon as possible. If it is not safe to personally intervene, continue to describe the incident to the 911 operator and describe exactly what you are witnessing and the location of the crime. The 911 operator will ask you questions regarding description of the suspect; if you see any weapon; information regarding the victim and possible injuries. If it is safe to do so, yell in a loud voice that the police have been called and they are responding. You may also call for help in a loud voice to let the perpetrator know that someone is observing what is happening. Be careful not to put yourself in harm's way. Approach the victim if safe to do so and provide aid and assistance until law enforcement or medical authorities arrive. Provide all information you know about the crime to the responding officer(s).

#### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES-STATEMENT OF POLICY**

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, Lawrence and Company will first notify the proper authorities by dialing (911). Then the administration may utilize some or all of its mass notification capabilities to notify its students, staff, and clients. These capabilities include e-mail, voicemail, and text messages to alert the campus. In addition, members of the administration will post relevant updates and advisories on the appropriate school website ([lawrenceandco.net](http://lawrenceandco.net)) and bulletin boards or answer questions via e-mail ([jlawrenceandco@sbcglobal.net](mailto:jlawrenceandco@sbcglobal.net)). Joni Marciano (the director), or designee, will

simultaneously use the local means at her disposal to notify the campus students, staff, and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

Training and exercises will be conducted bi-annually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

### Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

#### Fire Evacuation:

- Evacuation is mandatory when a fire is announced
- Follow authorized personnel's instructions if given
- Assist people with disabilities, if possible
- Ensure all doors and windows are closed as a room and building are evacuated (do not lock doors)
- Do not attempt to re-enter the facility unless and until directed to do so by authorized personnel
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines

#### Non-fire Evacuation:

- A non-fire evacuation will be initiated by the Director or designee
- Follow the Director's instructions if given
- Assist people with disabilities, if possible
- Do not attempt to re-enter the facility unless directed to do so

### Emergency Lockdown

Emergency lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior, and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students.

- Lock or barricade doors of classroom and internal student areas of congregation
- Close blinds, turn off lights
- Remain quiet and out of sight
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment
- If you are outside when a lockdown is declared, seek shelter away from danger
- If a fire alarm is activated during a lockdown, proceed with extreme caution
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize

## **Definitions and terms: VAWA Amendments to Clery**

Murder - the willful (non-negligent killing of one human being by another}

Forcible sex offenses - any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent

Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Non forcible sex offenses - unlawful non-forcible sexual intercourse (A sexual assault offense is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation)

Robbery - the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

Aggravated Assault - an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury

Burglary - the unlawful entry of a structure to commit a felony or a theft

Motor Vehicle theft - the theft or attempted theft of a motor vehicle

Arson - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Arrests and Referrals for disciplinary action - for weapons (Carrying, Possessing, Etc.), Drug Abuse Violations and Liquor Law Violations

Hate Crimes - a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias

Domestic Violence - Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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 - violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature (existed within the past 6 months; characterized by the expectation of affection or sexual involvement between the parties; frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship)

The term "dating violence" means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

Stalking - willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

Consent (in reference to sexual activity) - Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

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