

# Universal Training Institute

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## ANNUAL CAMPUS SECURITY AND SAFETY REPORT

# 2023

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## **Annual Security Report**

To comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Universal Training Institute prepares this report in cooperation with local law enforcement agencies. As a result of the small school size, Universal Training Institute does not have a security department. Maintaining a safe and secure environment that is conducive for learning is taken to be a shared responsibility that involves all members of the community including students, faculty and administrative staff.

### **PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS**

The school is required to provide information related to security policies and specific statistics for criminal incidents, arrests and disciplinary referrals to students and employees and to make the information and statistics available to prospective students and employees upon request. This report includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs. This report also provides statistics for the previous 2-years period between January 2021 through December 2022 concerning reported crimes that occurred on campus and in the immediate surrounding community.

### **The Campus Security Act, Legal Requirements**

The Campus Security Act requires all postsecondary institutions to:

- Publish an annual report every year by October 1st 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 campus police or security, local law enforcement, and other institution 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;”
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus”
- Disclose any agreements with state and/or local law enforcement agencies.

## **Safety and Security**

Safety is of primary importance to the UTI community. In an effort to help protect and inform our students safety measures have been established. The facility is equipped with an alarm system that includes 24/7 monitoring with video recording of hallways and common areas. The central station is directly linked to the local Police Department. Students and staff are required to wear their school issued photo ID at all times when on the premises. Students are also mandated to scan their ID cards for entrance and exiting the building.

This is done to maintain an accurate head count of students in the building. In the event of an emergency that affects safety, the school uses the Orbund text messaging and email system to notify students and staff. The President/CEO, Director of Nursing, or the Director of Marketing is available during all hours that the school is open to ensure that there is a competent official available at all times in the event of an emergency. In addition to the school's primary administrators, designated staff and faculty have been trained both to assist and to deal independently with any emergency that may arise. The Director of Nursing and each of the nursing faculty are certified in cardio-pulmonary resuscitation (CPR) and can provide initial attention in case of a medical emergency or injury. The local authorities can reach the school's administrators at any time, in the event of an emergency after normal operating hours through their cell phones.

## **Personal Safety**

Students are encouraged to attempt to maintain personal safety;

- Always be aware of your surroundings
- Walk to the car with a partner especially at night
- Park in well-lit areas
- Always look inside your car before entering it, especially at night.
- Avoid areas with poor lighting
- Do not bring valuable personal property to school.
- Do not carry more cash or credit cards than you need to get through the day and do not flash money in public.
- Do not use ATM machines alone at night.
- Carry a whistle and small flashlight with you
- Dial 9-1-1 in the event of a crime

## **Emergency Response and Evacuation**

The school periodically completes evacuation drills in order to test emergency response preparedness. The building management who is also responsible for maintenance of the fire alarm system also mandates fire drills.

## **Sexual Violence Prevention**

The school has a zero tolerance policy for gender based harassment, sexual assault or misconduct, relationship violence or stalking behaviors. Sexual assault in any form includes but is not limited to rape. Any physical sexual contact that uses or threatens to use force or intimidation is strictly prohibited.

### **Reporting Complaints of Sexual Violence**

The incident should be reported in a timely manner, however UTI does not limit the timeframe for filing a report of sexual violation. Complainants may choose to file a complaint in writing with the Director of Nursing of the school who will begin an investigation into the allegations, document the complaint and take the necessary actions including reporting the complaint to the local Police Department. A complainant may also choose to file a report with the District Attorney or with the Office of Civil Rights of the US Department of Education. The legal system is independent of the school but both parties will work collaboratively wherever possible to facilitate a result. The involved party may be removed from the school environment regardless of the legal outcome.

Confidentiality is important in this process due to the sensitivity of the matter

### **Weapons Policy**

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

Students are responsible for ensuring that any item in their possession is not prohibited by this policy. To ensure that Universal Training Institute maintains a workplace safe and free of violence for all students, the school prohibits the possession or use of perilous weapons on company property. A license to carry the weapon does not supersede school policy. Any student in violation of this policy will be subject to prompt disciplinary action, up to and including dismissal. All students are subject to this provision. Violators of this policy will be reported to the Perth Amboy Police Department.

### **Reporting A Crime**

- Any person who witnesses a crime being committed or is a victim of a crime, on campus or in the vicinity of the school, should first call the police at 911 and then notify the President/CEO or the Director of Nursing, either in person or by calling 732-826-0155.
- Anyone who observes suspicious activity should notify the President/CEO or Director of Nursing immediately.
- Anyone who becomes aware of a crime-related emergency on the UTI campus should notify any staff or faculty member immediately.
- The school will investigate any reported incident and appropriate disciplinary action will be taken, including referral as necessary to police authorities.
- Any victim of, or witness to, a crime may make a voluntary, confidential report to the President/CEO or Director of Nursing, who will initiate an investigation of the reported crime, per the school's established procedures. The victim or witness's identity will be protected to the extent allowed by law.

- All confirmed and documented instances of crimes committed on the UTI campus or within a 2-mile perimeter of the campus will be included in the appropriate categories on the school’s annual crime report. Statistics and data on criminal activity will be collected and collated by the President/CEO with the assistance of the Director of Nursing.

## **Campus Crime Statistics for Universal Training Institute**

The law requires statistics for an expanded area beyond the campus and it requires these statistics to be shown in specific geographic categories. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories and arrest data mandated by federal law.

### **\*The Clery Act defines:**

**Campus as** “any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution and is owned by the institution but controlled by another person, is used by students, and supports the institutional purposes, such as a food or other retail vendor.”

**Public Property as** “all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.”

## **Hate Crimes**

A hate crime is a criminal offense committed against a person or property, which is motivated, in whole or in part by the offender’s bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. The school reports all hate crime statistics separately for the categories of criminal offenses listed in the chart above.

- **Larceny-theft:** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in position to exercise dominion or control over a thing.
- **Simple assault:** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation:** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- **Destructive/Damage/Vandalism of Property:** Is to willfully or maliciously destroy, damage, deface or otherwise injury real or personal property without the consent of the owner or the person having custody or control of it. There were no reported hate crimes during the reportable time period (January 2023 through December 2023).
- **Residential Facilities:** Our school does not have any school operated residential facilities for Students/employee experiences a safe and secure environment while at our school. It is everyone’s responsibility to be aware of safety and security matters and to promptly report crime to school administrators and to the local police. The institution and its members take the issue of security seriously. Maintaining a safe and secure environment that is conducive for learning is a shared responsibility that involves all members of the UTI community and includes students, faculty, and administrative staff.

**The emergency communication options, called UTIALERT, include:**

<b>Option</b>	<b>Purpose / Target</b>
Alarm/ PA system	Alert persons on campus or the vicinity to seek shelter or evacuate, and to notify first responders.
Text Messaging	Alert registered mobile device users through text message of an emergency or incident.
Email Blasts	Notify all UTI email accounts of emergencies or incidents.
Website Updates	Related emergency responses are placed on the website, as indicated.
UTI School Management System (Orbund)	Primary source of information to confirm emergency notifications and to provide updates.
Direct Contact	School administrators may alert specific individuals directly, depending on the situation/incident.

Other options may also be used. All employees and students of UTI are advised to register and consistently update their email addresses and mobile phone numbers with the school for ease of contact. As a rule, all notifications are forwarded to the official school issued email addresses of students and staff.

Notifications to individuals outside of the immediate UTI community may be made through the local media if and when necessary.

General Evacuation Procedures are to:

<b>R</b>	<b>Rescue</b>	<b>REMOVE ALL PERSONS IN IMMEDIATE DANGER TO SAFETY. This mandate includes visitors, students and employees.</b>
<b>A</b>	<b>Alert</b>	The exact location of the fire (Building and Location-Area, Building Zone, Color Zone Floor, Room Number) and the name of person calling and phone number.
<b>C</b>	<b>Contain</b>	<b>CLOSE ALL DOORS AND WINDOWS</b> to prevent the spread of fire and smoke.
<b>E</b>	<b>Evacuate</b>	<b>EXTINGUISH THE FIRE</b> with a portable fire extinguisher or <b>EVACUATE THE AREA. DO NOT USE THE ELEVATOR.</b>

**Fire Alarm Evacuation Policy**

Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action.

Once a fire alarm sounds, do not assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Remember to follow the instructions of the emergency responders. Do not re-enter the facility until authorized. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel once safely out of the building.

While evacuating, remain attentive for dangerous or criminal activity that may be associated with the evacuation notice. Fire alarm activations may be associated with incidents other than fire. It is also possible that an individual has falsely activated the alarm system. If you observe criminal or suspicious activity, report it immediately to a school administrator.

**Campus Fire Safety Right to Know Act**

The Campus Fire Safety *Right-to-Know Act* is an amendment to the *Higher Education Opportunity Act*. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges/universities. Signed into law by President George W. Bush on August 14, 2008, this amendment requires post-secondary institutions to publicly display fire safety information and statistics. This public posting provides prospective and current students information regarding the policies, concerns, and fire safety conditions that are present at the institution in which they have applied or are enrolled.

**Fire Extinguishers, Sprinklers, and Other Fire Fighting Equipment**

Fire extinguishers are located in strategic locations in campus. The presence of this equipment can help quickly control fires, thereby avoiding injury or loss of life. Relocating, removing, tampering with, or

destroying fire-fighting equipment is strictly prohibited. Damage and/or theft of fire equipment also is punishable under New Jersey State law.

### Fire Safety

In the event of a fire, the most important thing is for you to evacuate the building safely. Make sure you familiarize yourself with the evacuation instructions posted throughout the campus and with the evacuation floor plan posted at strategic locations throughout the campus.

- If you discover a fire or smoke situation, activate the fire alarm system and call 9-1-1.
- If the fire is small and manageable and you feel comfortable, use a fire extinguisher to control or extinguish the fire while emergency first responders are enroute to your location.
- Report all fires and smoke to a school administrator immediately. Fires that have been extinguished should also be reported to a school administrator so that an investigation may be conducted, and a remedial plan put in place to forestall future occurrence.
- Do your part to protect lives and property by safeguarding fire safety equipment from abuse and by immediately reporting any missing or malfunctioning equipment to a school administrator.

## Crime Statistics for 2023

### Criminal Offenses – On Campus

Criminal Offense		Total Occurrences on Campus		
		2023	2022	2021
1.	Murder/Non-negligent Manslaughter	0	0	0
2.	Negligent Manslaughter	0	0	0
3.	Rape	0	0	0
4.	Fondling	0	0	0
5.	Incest	0	0	0
6.	Statutory Rape	0	0	0
7.	Robbery	0	0	0
8.	Aggravated Assault	0	0	0
9.	Burglary	0	0	0
10.	Motor Vehicle Theft	0	0	0
11.	Arson	0	0	0
12.	Simple Assault	0	0	0
13.	Larceny-Theft	0	0	0
14.	Intimidation	0	0	0
15.	Destruction/Damage/Vandalism of Property	0	0	0



**Criminal Offenses – Public Property**

<b>Criminal Offense</b>		<b>Total Occurrences on Public Property</b>		
		<b>2023</b>	<b>2022</b>	<b>2021</b>
1.	Murder/Non-negligent Manslaughter	0	0	0
2.	Negligent Manslaughter	0	0	0
3.	Rape	0	0	0
4.	Fondling	0	0	0
5.	Incest	0	0	0
6.	Statutory Rape	0	0	0
7.	Robbery	0	0	0
8.	Aggravated Assault	0	0	0
9.	Burglary	0	0	0
10.	Motor Vehicle Theft	0	0	0
11.	Arson	0	0	0
12.	Simple Assault	0	0	0
13.	Larceny-Theft	0	0	0
14.	Intimidation	0	0	0
15.	Destruction/Damage/Vandalism of Property	0	0	0

*\*Reflects projected year end totals based on trends, data to be updated at year's end.*

### Hate Crimes – On Campus

		Occurrences of Hate Crime								
Criminal Offense			Categories of Bias for Crimes reported in 2023							
		2023	Race	Religion	Sexual Orientation	Gender	Gender identity	Disability	Ethnicity	National Origin
1	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
2	Negligent Manslaughter	0	0	0	0	0	0	0	0	0
3	Rape	0	0	0	0	0	0	0	0	0
4	Fondling	0	0	0	0	0	0	0	0	0
5	Incest	0	0	0	0	0	0	0	0	0
6	Statutory Rape	0	0	0	0	0	0	0	0	0
7	Robbery	0	0	0	0	0	0	0	0	0
8	Aggravated Assault	0	0	0	0	0	0	0	0	0
9	Burglary	0	0	0	0	0	0	0	0	0
10	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
11	Arson	0	0	0	0	0	0	0	0	0
12	Simple Assault	0	0	0	0	0	0	0	0	0
13	Larceny-Theft	0	0	0	0	0	0	0	0	0
14	Intimidation	0	0	0	0	0	0	0	0	0
15	Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

### Hate Crimes – Public Property

		Occurrences of Hate Crime								
Criminal Offense			Categories of Bias for Crimes reported in 2023							
		2023	Race	Religion	Sexual Orientation	Gender	Gender identity	Disability	Ethnicity	National Origin
1	Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
2	Negligent Manslaughter	0	0	0	0	0	0	0	0	0
3	Rape	0	0	0	0	0	0	0	0	0
4	Fondling	0	0	0	0	0	0	0	0	0
5	Incest	0	0	0	0	0	0	0	0	0
6	Statutory Rape	0	0	0	0	0	0	0	0	0
7	Robbery	0	0	0	0	0	0	0	0	0
8	Aggravated Assault	0	0	0	0	0	0	0	0	0
9	Burglary	0	0	0	0	0	0	0	0	0

10	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
11	Arson	0	0	0	0	0	0	0	0	0
12	Simple Assault	0	0	0	0	0	0	0	0	0
13	Larceny-Theft	0	0	0	0	0	0	0	0	0
14	Intimidation	0	0	0	0	0	0	0	0	0
15	Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

**Violence Against Women Act (VAWA) Offenses – On Campus**

		Total Occurrences on Campus		
Crime		2023	2022	2021
a.	Domestic Violence	0	0	0
b.	Dating Violence	0	0	0
c.	Stalking	0	0	0

**VAWA Offenses – Public Property**

		Total Occurrences on Public Property		
Crime		2023	2022	2021
a.	Domestic Violence	N/A	N/A	N/A
b.	Dating Violence	N/A	N/A	N/A
c.	Stalking	N/A	N/A	N/A

**Arrests – On Campus**

		Number of Arrests		
Crime		2023	2022	2021
a.	Weapons: carrying, possessing, etc.	0	0	0
b.	Drug abuse violations	0	0	0
c.	Liquor law violations	N/A	N/A	N/A

**Arrests – Public Property**

		Number of Arrests		
Crime		2023	2022	2021
a.	Weapons: carrying, possessing, etc.	0	0	0
b.	Drug abuse violations	0	0	4
c.	Liquor law violations	N/A	N/A	N/A

**Disciplinary Actions – On Campus**

		Number of Arrests		
Crime		2023	2022	2021
a.	Weapons: carrying, possessing, etc.	0	0	0
b.	Drug abuse violations	0	0	0
c.	Liquor law violations	0	0	0

### Disciplinary Actions – Public Property

		Number of Arrests		
	Crime	2023	2022	2021
a.	Weapons: carrying, possessing, etc.	0	0	0
b.	Drug abuse violations	N/A	N/A	N/A
c.	Liquor law violations	N/A	N/A	N/A

### Unfounded Crimes

A crime investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded”

		Number		
		2023	2022	2021
	Total Unfounded Crimes	N/A	N/A	N/A