



**OHIO BUSINESS COLLEGE  
ANNUAL SECURITY REPORT**

**YEAR 2024**

## TABLE OF CONTENTS:

Clery Act Summary	3
INSTRUCTIONS <i>(When a Crime occurs, To Use the Forms Found in This Packet)</i>	3
General Information Concerning Campus Crime Statistics Requirements	4-5
Notice of Availability of Annual Security Report (FORM)	5
Campus Crime Statistics and Annual Security Report Definitions <i>(Geographic Definitions, Reportable Crimes Definitions)</i>	6-7
Policy Statements and Disclosure Requirements <i>(Timely Warnings, Annual Disclosure of Crime Statistics, Campus Access Policy, Campus Law Enforcement, Reporting a Crime or Emergency, Security Awareness Programs, Crime Prevention Programs, Off-Campus Activities, Alcoholic Beverages and Illegal Drugs, Student and Employee Drug and Alcohol Abuse Prevention, Sexual Assault Prevention and Response, Sex Offender Registration, Violence Against Women Reauthorization Act of 2013, Anti-Hazing Policy, Emergency Response and Evacuation Procedures)</i>	8-11
Drug and Alcohol Policy, Drug and Alcohol Information and Abusive Substances (CHARTS) <i>(Type, Symptoms, Forms, Dangers, Laws and Penalties, Drug Classification)</i>	12-17
Crime Statistics Table (FORM)	18-19
Sample Letter to Local Law Enforcement Agencies (FORM)	20
Sample crime data collection form (Notification to Local Law Enforcement Agencies) (FORM)	21-23
CSA Job Description	24-28
Reportable Crime Incident Report (page 1 of 2) (FORM)	29-30
Biennial Review of Student and Employee Drug and Alcohol Abuse Prevention Program (FORM)	31
Time Table for Campus Crime Statistics Reporting (CHART)	32

## **CLERY ACT SUMMARY**

- Schools must publish an annual report disclosing campus security policies with three years' worth of selected crime statistics and emergency response and evacuation procedures.
- Schools must make warnings, without delay, to the campus community about situations that pose an ongoing threat to the students and employees.
- Schools must conduct an annual test of the emergency response and evacuation procedures.
- Each institution with a police or security department must have a public crime log.
- The U.S. Department of Education centrally collects and disseminates the crime statistics.
- Campus sexual assault victims are assured of certain basic rights.
- Schools that fail to comply can be fined by the DOE.

### **INSTRUCTIONS FOR USING THIS PACKET:**

All employees should read and understand the information contained in this presentation, particularly those identified as a Campus Security Authorities. Direct any questions concerning this information to the President, School Director, or the Corporate Director of Education.

### **WHEN A CRIME OCCURS:**

Students, employees, and any visitors or others present on any campus are encouraged to report any crime they experience or witness to a school employee. Here are the steps an employee should follow when notified of a crime:

1. If the employee is NOT a Campus Security Authority (School Director, Corporate Director of Education, Registrar, Financial Aid, Faculty) the crime victim is referred to a Campus Security Authority immediately.
2. If the employee is a Campus Security Authority, an Incident Report is completed and local law enforcement is notified as the situation warrants.
3. When completing an Incident Report, complete all sections.
4. Return the completed Incident Report and any other documents pertaining to the incident to the Registrar.

## GENERAL INFORMATION CONCERNING CAMPUS CRIME STATISTICS REQUIREMENTS

1. Guidance has been provided by the U. S. Department of Education, Office of Postsecondary Education regarding appropriate compliance with the federal regulations that govern institutions receiving Title IV federal financial aid funding. That guidance is found in the book titled “THE HANDBOOK FOR CAMPUS CRIME REPORTING.” That book will be referenced in this document as the “Handbook.” The Foreword in the book states, “This handbook was designed to assist you, in a step-by-step and readable manner, in meeting the regulatory requirements of the Clery Act by guiding you through the regulations and explaining what they mean and what they require your institution to do.” In the absence of other suitable guidance, and in a good-faith effort to meet these requirements, our institutional procedures, policies, forms, etc have been developed based on information provided in the Handbook.
2. If you need further information regarding these requirements, clarification of the specific classification of a particular incident or crime, additional guidance on preparing and distributing the campus crime statistics or timely warnings, etc. please reference the Handbook itself. The information provided here is intended to be an overview and to summarize the requirements.
3. According to the Handbook, because our institutions do not have a campus police department or a security office, we are not required to maintain a Daily Crime Log.
4. School Directors should see that all employees are informed of the requirements for compliance with the Clery Act.
5. Development, implementation, and distribution requirements for Campus Crime Statistics are very specific and include these **mandatory** components:
  - a. per our institutions Title IV Program Participation Agreement, development and implementation of security policies,
  - b. identification of Campus Security Authority as specifically defined in the Handbook,
  - c. timely-warnings of reportable crimes,
  - d. documented efforts to collect crime statistics for Clery Act crimes from police agencies with jurisdiction for our institutions,
  - e. annual reporting to ED via the web-based data collection site,
  - f. identification of an office and individual responsible for annual distribution of the campus crime report,
  - g. publication and distribution of the annual security report, or notice of availability, by October 1 of each year to all enrolled students and all employees, and ongoing disclosure of the availability of the report to all prospective students and prospective employees we interview,
  - h. disclosure of specifically defined policy statements including a statement, where applicable, that our institution does not have a policy, procedure, practice, etc., for a category addressed in the regulations,
  - i. biennial review of our policies regarding our institutional student and employee drug and alcohol abuse prevention program to determine the effectiveness of our program, implement any necessary changes, and to ensure that the sanctions required by the program are consistently enforced.
6. Under the direct supervision and guidance of the School Directors, the Registrar is required to keep copies of crime reports and all information used in compiling the report; copies of timely warning reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from Campus Security Authorities regarding Clery Act compliance; copies of notices to students and employees about the availability of the annual security report, etc. All such documentation must be dated, easily retrievable, and retained for three years from the latest publications of the report to which they apply. For example: the 2023 annual security report contains statistics for 2020, 2021, and 2022. That would mean the 2020 records and supporting documentation must be retained until October 1, 2023 (three years after the October 1, 2020 distribution date for the report that contained the 2020 data).

7. DISTRIBUTION REQUIREMENTS:

**The Campus Crime Statistics Report** must be distributed to **all** currently enrolled students (full or part-time, regardless of funding or payment methods) and **all** employees no later than October 1 each year. Also, **upon request**, it must be distributed to all prospective students and prospective employees. The report is to be in a single, separate publication that contains all the elements of the report. This report will be posted to the institution's Web site. **Notice of availability of the report** will be distributed as by email for staff and faculty and through Canvas to all students. Prospective students will be directed to the school's website to review the report. The notice of availability will be worded as indicated below.

**NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT FOR:  
OHIO BUSINESS COLLEGE**

**Sheffield Village, Lorain, Sandusky, Dayton, and Columbus campuses**

The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by our institution; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the School Director.

## CAMPUS CRIME STATISTICS AND ANNUAL SECURITY REPORT DEFINITIONS

Schools that participate in the Federal Title IV Programs must identify Campus Security Authorities and inform them of their responsibilities for Clery Act reporting. We must also identify local police agencies responsible for the jurisdiction where our institution is located.

A Campus Security Authority, for these purposes, is defined as “any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.”

OBC identifies specific personnel at each campus to take the responsibility of Campus Security Authority. These individuals have “significant responsibility for student and campus activities.” Campus Security Authorities are **not** responsible for determining authoritatively whether a crime took place. Campus Security Authorities **are** responsible for reporting to the appropriate law enforcement personnel, or to the individual or office designated by the institution, those allegations of Clery Act crimes that he or she concludes are made in good faith. *In good faith* means “there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.” All Campus Security Authorities sign a job description that outlines their specific to the title of Campus Security Authority.

## CAMPUS GEOGRAPHIC DEFINITIONS

The Clery Act requires that we disclose statistics for offenses committed in certain geographic locations associated with our institution. Those geographic locations are specifically defined by the Clery Act as follows:

### ***Campus means*** –

- any building or property owned or controlled by a school within the same reasonably contiguous geographic area and used by the school in direct support of or in a manner related to its educational purposes.

This would include parking areas as follows:

“If the rental/lease agreement for a building space includes the use of a surrounding parking area, schools must disclose crimes reported there for the days and times covered in the rental/lease agreement as crimes that occurred on campus.”

“If the rental/lease agreement for a building space shares parking with another business or businesses, and specifies parts of the parking area (e.g., the first 5 rows only) as included in the rental/lease agreement required disclosure would be the crimes that were reported to have occurred in the specified section of the parking area for the days and times covered by the agreement as crimes that occurred on campus.”

### ***Non-campus building or property means*** (generally we will not have this type of property) –

- any building or property owned or controlled by a student organization officially recognized by the school; and
- any building or property (other than a branch campus) owned or controlled by the school, that is **not** within the same reasonably contiguous area, is used in direct support of or in relation to the school’s educational purpose, and is frequently used by the students.

***Adjacent Public property means*** – all **public** property including thoroughfares, streets, sidewalks, and parking facilities lying within the same campus or immediately adjacent to and accessible from the campus. This would not include, for example, highways that are adjacent to the campus, but that are separated from the campus by a fence or other man-made barrier.

PUBLIC property is property not owned or controlled by our institution **and not private residences or businesses.**

## **REPORTABLE CRIMES DEFINITIONS**

Crimes that are required to be reported are:

- Murder and non-negligent manslaughter- defined as “the willful (non-negligent) killing of one human being by another.”
- Negligent manslaughter- defined as “the killing of another person through gross negligence.”
- Rape- the crime, typically committed by a man, of forcing another person to have sexual intercourse with the offender against their will:
- Fondling- to molest sexually by touching or caressing.
- Incest- sexual intercourse between closely related persons.
- Statutory Rape- Sexual intercourse with a person below the age of consent
- Robbery- defined as “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- defined as “an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.” This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary- defined as “1) There must be evidence of unlawful entry (trespass) of a structure to commit a felony. Both forcible entry and unlawful entry – no force are counted. 2) The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. 3) The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or a theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.” “Generally, if an item is missing from a structure, and if the individual who took the item is unknown, and if the investigating officer has exhausted all avenues leading toward the offense of Larceny-Theft, the proper classification is Burglary.”
- Motor vehicle theft- defined as “theft or attempted theft of a motor vehicle [such as auto, truck, bus, snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles and motorized wheelchairs].”
- Arson- defined as “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.”
- Hate crimes- defined as “any of the aforementioned offenses, and any other crime involving bodily injury, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property reported to local police agencies or to a campus security authority, which manifests evidence that the victim was intentionally selected because of the perpetrator’s bias.” The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, disability.
- Violence Against Women (VAWA)
- Domestic violence- violent or aggressive behavior within the home, typically involving the violent abuse of a spouse or partner:
- Dating violence- violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- Stalking- a pattern of repeated behavior that includes unwanted attention, contact, harassment, or other conduct towards a specific person
- All liquor, drug or weapons law violations resulting in an arrest-defined as “violations of the law resulting in arrest...not violations of institutional policy.”

## **POLICY STATEMENTS AND DISCLOSURE REQUIREMENTS**

Timely Warnings – In the event that a situation arises, either on or off campus that, in the judgment of a campus security authority constitutes an ongoing or continuing threat, staff, faculty and students will be notified, without delay, by email, in school mailboxes, by bulletins or in any combination of these methods. This notification will be made by a campus security authority at the direction of the School Director. Depending on the particular circumstances of a crime, especially in all situations that could pose an immediate threat to the community and individuals, the local law enforcement agencies will be notified.

Annual Disclosure of Crime Statistics – Campus Security Authorities prepares the annual crime statistics report in compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The full text of the report can be obtained from any Campus Director. As previously stated, Campus Security Authorities would include the Campus Director, Director of Education, Registrar, Financial Aid, and Faculty. Crimes for which medical treatment are sought must be reported to local law enforcement officials. Confidentiality wishes will be honored where permissible by law.

Campus Access Policy – During business hours, our buildings will generally be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all areas is by key, if issued, only. Our institution does not have any campus residences. Security and access issues are discussed and reviewed regularly to ensure that lighting, alarms, locks, and other building security devices are adequate and in good working order.

Campus Law Enforcement – Our campus security authorities have the authority to ask persons for identification and to determine whether individuals have lawful business on campus. The security authorities will refer criminal incidents to local police who have jurisdiction on campus. All crime victims and witnesses are strongly encouraged to immediately report any crime to a campus security authority. Our campus does not have an official security staff that would make arrests or detain criminals. We would rely on local and state law enforcement personnel in matters requiring such action.

Reporting a Crime or Emergency – Community members, students, faculty, staff, and guests are encouraged to report all crimes to a campus security authority in a timely manner. To report a crime, go to the receptionist area and ask to speak with a campus security authority. Local law enforcement officials may be notified by our campus security authority.

The campus has specific emergency response and evacuation procedures in place. Annually the emergency response and evacuation procedures will be tested in order to determine their effectiveness.

Security Awareness Programs – Please see our school catalog and our employee handbook for information regarding security awareness for individuals who are on our campus. Students, employees, and any other individuals present on our campus are encouraged to be aware of their responsibility for their own security, the security of their possessions, and the security of others while on campus.

Crime Prevention Programs – Our school does not offer formal classes concerning crime prevention. We encourage those who are present on our campus for any reason to practice normal and common personal safety enhancement such as walking in groups after an evening class, keeping personal items that may appear to be valuable out of view in cars, and ensuring that personal items are kept secure.

Off-Campus Activities – Our institution does not have off-campus locations or student organizations that require monitoring.

Alcoholic Beverages and Illegal Drugs – A description of the health-risks associated with the use of illicit drugs and the abuse of alcohol as well as a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol appears at the end of this publication.

The use of controlled substances and alcohol as well as the unlawful manufacture, distribution, dispensation, or possession of such substances is prohibited on institutional premises. Any employee or student found to have



violated this prohibition will be subject to disciplinary action, up to and including immediate discharge or expulsion in addition to criminal penalties that may be imposed by appropriate authorities.

Student and Employee Drug and Alcohol Abuse Prevention, rehabilitation, and treatment services include referral to local Alcoholics Anonymous and Narcotics Anonymous organizations and, when required or appropriate, assistance in locating private counseling and treatment facilities. The effectiveness of these services is evaluated twice a year to determine the effectiveness of the program, implement any necessary changes, and to ensure that the sanctions to be imposed for violations of our drug and alcohol-free campus and workplace policies are enforced.

The 1988 Drug-Free Workplace Act requires that any employee convicted of any criminal drug statute for a violation occurring in the workplace shall notify their employer not later than five days after such conviction. Notification should be given to the Human Resources & Payroll Administrator. Any employee subject to this requirement who fails to notify the appropriate offices shall be subject to appropriate discipline, up to and including immediate discharge. Any student who has questions or concerns regarding his or her obligations under this Drug-Free Campus Policy should contact the Director of the school. Employees who have questions concerning obligations under the Drug-Free Workplace act should contact the Human Resources & Payroll Administrator. Compliance with this policy in all respects shall be a condition of continued employment with the institution for an employee and a condition of continued enrollment for a student.

\*\*Effective July 1, 2006, a student loses eligibility for Title IV aid if they incur a drug-related offense for which the student was convicted occurred during a period of enrollment for which the student was receiving Title IV aid.

Sexual Assault Prevention and Response – Informational pamphlets and brochures produced by local agencies that specialize in rape and sexual assault counseling, prevention, response, etc. are available in the student lounge of our institution. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. We encourage you to report any sexual assault in a timely manner. Time is a critical factor for evidence collection and preservation in these cases. The assault should be reported directly to a Campus Security Authority or other institutional official. Those filing a police report or an incident report with an institutional official may or may not be obligated to prosecute, but there will be no victim scrutiny or judgmental opinions. When a report of a sexual assault is made, the victim will receive proper medical treatment and tests, evidence helpful in prosecution will be collected (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam), and may receive appropriate counseling and sexual assault crisis intervention services.

Sexual assaults will be reported to the local law enforcement officials as required, requested, and necessary. Also see our school catalog for details of the procedures followed in case of sexual assault.

Sex Offender Registration – In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Acts, the Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974, we are providing information concerning where to obtain information provided by our state concerning registered sex offenders. To obtain this information, interested individuals may go to [www.sexualpredators.com](http://www.sexualpredators.com). Registry information provided under this section shall be used 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 the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable at the full extent of local laws. These acts also require sex offenders already required to register in a state to provide notice of each institution of higher education in the state at which the person is employed, carries a vocation, or is a student.

The Violence Against Women Reauthorization Act of 2013 – amends the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. This policy and procedures will address two different circumstances: Sexual misconduct that happened on campus

and Sexual misconduct that did not happen on campus but student addressed the situation with a Campus Security Authority.

## ANTI-HAZING POLICY

**Background Information:** On July 6, 2021, Ohio Governor Mike DeWine signed Senate Bill 126 into law, also known as Collin's Law. Collin's Law is Ohio's Anti Hazing Act, enacting a number of changes intended to end hazing and any cultural issues that allow hazing to persist. The law substantially alters R.C. § 2903.31, Ohio's criminal statute against hazing. The new law is not just aimed at regulating student behavior; administrators, faculty, employees, and volunteers are also subject to criminal charges under the new law. This law went into effect October 7, 2021.

Collin's Law makes a number of changes, including but not limited to:

- Expands the definition of hazing and specifies that hazing may include "coercing another to consume alcohol or a drug of abuse."
- Increases the penalty for hazing to a 2nd degree misdemeanor.
- Expands the list of officials required to report hazing.
- Widens the scope of those who can be punished for participating in or permitting hazing. (A violation that results in serious harm is a 3rd degree felony.)
- Requires that those aware of hazing report it to authorities, with penalties up to a 1st degree misdemeanor for failing to do so.
- Requires the Ohio Department of Higher Education to implement a statewide anti-hazing plan.
- Requires staff and volunteers at colleges and universities to undergo training on hazing awareness and prevention.

Misdemeanor Level Offense under Collin's Law (new language in bold):

- No person shall recklessly participate in the hazing of another.
- No administrator, employee, or faculty member, **teacher, consultant, alumnus, or volunteer of any organization**, including any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person **associated with the organization**.

Under Collin's Law, the misdemeanor version of hazing was increased from a fourth-degree misdemeanor to a second-degree misdemeanor. This means that the punishment for violating this section of the anti-hazing law will carry a maximum fine of \$750 and the maximum amount of jail time that could be imposed is 90 days.

New Felony Level Offense under Collin's Law:

- No person shall recklessly participate in the hazing of another when the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to the other person.
- No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization, including any primary, secondary, or post-secondary school or any other educational institution, public or private, shall recklessly permit the hazing of any person associated with the organization when the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to that person.

The new felony level hazing offense added by Collin's Law is specifically targeted at coerced consumption of alcohol or drugs of abuse that cause serious physical harm to the person that consumed the alcohol or drugs. Collin's Law makes it a felony for both the persons involved in the act of hazing (via coerced alcohol and drug consumption) and individuals that permit hazing (via coerced alcohol and drug consumption) to occur.

A violation of this new felony level hazing law is a third-degree felony. Meaning the penalties substantially increase in fine amount (up to \$10,000) and imprisonment (up to three years).

**Policy** – All acts of hazing, bullying, and cyberbullying are prohibited. OBC students are entitled to be treated with consideration and respect. Any form of behavior that is likely to cause physical or psychological harm to any other person within the OBC community is prohibited. OBC has a zero tolerance to any act of hazing, bullying, and cyberbullying. OBC holds students accountable for their behavior both on and off-campus and addresses behavior that is a violation of the “Student Code of Conduct.” This policy applies to student organizations, groups and individuals and is effective from matriculation to commencement, including breaks in the academic year. This policy applies to conduct that occurs on or off-campus, between two or more people who are affiliated with the College, or any student or other organization associate with the College. Any student or organization found to be involved in any act mentioned here may be subjected to suspension or expulsion.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

All institutions must include a statement of policy regarding emergency response and evacuation procedures in their Annual Security Report. This statement must contain the following elements:

- Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- A statement that the institution 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.
- A description of the process the institution will use to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.
- A list of the titles of the persons or organizations responsible for carrying out this process.
- Procedures for disseminating emergency information to the larger community.

The institution’s procedures to test the emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

This emergency notification requirement does not replace the timely warning requirement. They differ in that the Timely Warning applies only to Clery reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide adequate follow-up information to the community as needed.

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989**

Tri-State Educational Systems, Inc./Ohio Business College complies with the Drug-Free Schools and Communities Act of 1989, Public Law 101-226, which requires that as a condition of receiving funds or any form of federal program, the institution of higher learning must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and/or alcohol by its students and employees.

Tri-State Educational Systems, Inc./Ohio Business College will provide its students and employees a learning environment free of drugs and alcohol. All students and employees must comply by the policies, procedures, and federal regulations imposed by the Tri-State Educational Systems, Inc./Ohio Business College.

Tri-State Educational Systems, Inc./Ohio Business College will provide drug-free awareness programs to its students and employees through assemblies, workshops, memos, and drug-free literature provided by the local drug abuse programs and treatment centers. Tri-State Educational Systems, Inc./Ohio Business College will post the names and addresses and telephone numbers of local drug/alcohol counseling centers and rehabilitation programs. Tri-State Educational Systems, Inc./Ohio Business College will support a student's and/or employee's decision to seek treatment for drug or alcohol abuse.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while on the Tri-State Educational Systems, Inc./Ohio Business College's property or while engaging in a school-sponsored activity (field trips, holiday parties, etc.).

The School Director reserves the right to dismiss a student from school or terminate an employee's position. Local authorities will be brought in to remove the student and/or employee from the premises. The student's re-entry into the school or the employees rehire will be contingent on receiving drug counseling and treatment. Students and employees will be asked to provide written documentation to the School Director of the school that treatment has been received.

\*\*Effective July 1, 2006, a student loses eligibility for Title IV aid if they incur a drug-related offense for which the student was convicted occurred during a period of enrollment for which the student was receiving Title IV aid.

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## DRUG AND ALCOHOLISM INFORMATION

**The following organizations and resources provide free, confidential assistance to individuals who have, or know someone who has, a problem with alcohol or other drugs.**

**Substance Abuse Treatment Locator:** [www.findtreatment.gov](http://www.findtreatment.gov) Phone: 1-800-662-HELP

This Substance Abuse and Mental Health Services Administration (SAMHSA) Web site and toll-free phone line help individuals locate drug and alcohol abuse treatment programs in their communities.

**AlcoholScreening.org:** [www.alcoholscreening.org](http://www.alcoholscreening.org)

This free, confidential Web site lets individuals privately assess their own drinking habits and receive personalized feedback to help them determine if they need help to change those habits. Individuals can also find out about facilities in their communities that offer drug and alcohol abuse treatment and consultations with qualified health professionals regarding alcohol problems.

**Al-Anon/Alateen:** Phone: (888) 4AL-ANON <https://al-anon.org/>

Al-Anon provides information on the effects of alcohol abuse and refers friends and families of alcohol abusers to nearby support groups. Al-Anon's purpose is to help families and friends of alcoholics recover from the effects of living with the problem drinking of a relative or friend. Alateen is the organization's program for young people whose lives have been affected by someone else's drinking.

**Alcoholics Anonymous (AA)** Phone: 212.870.3400 [www.aa.org](http://www.aa.org)

AA offers a way to stop drinking to individuals who feel they have a problem with alcohol. AA groups are located in most cities and rural communities throughout the country. Look up "Alcoholics Anonymous" in a local telephone directory for a contact in your area.

**American Council on Alcoholism** Phone: 205.989.8177 [www.acaap.us/home](http://www.acaap.us/home).

This service provides referrals to alcoholism treatment programs nationwide and distributes written materials on alcohol abuse problems.

**Cocaine Anonymous** Phone: 310.559.5833 [www.ca.org](http://www.ca.org)

Cocaine Anonymous provides support for people dependent on cocaine and other mind-altering substances. Callers are referred to local helplines.

**Nar-Anon** Phone: 800.477.6291 [www.nar-anon.org](http://www.nar-anon.org)

This worldwide program provides support for friends and families of individuals with substance abuse problems.

**Alcohol Abuse Line** Phone: (800) 234-0420

This (24 hour) helpline provides support and information for recovering drug addicts through referral to local helplines staffed by other recovering addicts.

Ohio Substance Abuse & Drug Addiction Hotlines 866-210-1303 <https://nationalrehabhotline.org/ohio/>. Help 24/7

## Controlled Substance Laws and Penalties

### Federal

Federal Sanctions and Penalties for Unlawful Possession or Distribution of Illicit Drugs

<https://www.dea.gov/drug-information/drug-policy>

### State

State of Ohio Chapter – 3719 Controlled Substances – Ohio Revised Code / Title 37 Health-Safety-Morals

<https://codes.ohio.gov/ohio-revised-code/chapter-3719>

Drug Offense Quick Reference Guide

<https://www.supremecourt.ohio.gov/docs/Boards/Sentencing/resources/judPractitioner/drugQuickRef.pdf>

### State

Ohio Revised Code Section 2925.11 Possession of controlled substances. Effective: October 3, 2023 Legislation: House Bill 33

<https://codes.ohio.gov/assets/laws/revised-code/authenticated/29/2925/2925.11/10-3-2023/2925.11-10-3-2023.pdf>

### Federal

DEA (United States Drug Enforcement Administration) Drugs of Abuse

<https://www.dea.gov/documents/2022/2022-12/2022-12-02/drugs-abuse-2022>

### Health Risks

Commonly Used Drug Charts and how they can lead to health risks

National Institutes of Health <https://nida.nih.gov/research-topics/commonly-used-drugs-charts>

### Prevention

Ways to prevent substance abuse.

<https://treatmentsolutions.com/blog/top-5-ways-to-prevent-substance-abuse/>

## How Ohio Classifies Controlled Substances

Ohio divides controlled substances into five "schedules." Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse and increase in recognized medical uses. Schedule V drugs are considered the least dangerous. Below are examples of drugs in each schedule.

**Schedule I drugs:** heroin, MDMA ([ecstasy](#)), mescaline, [LSD](#), psilocybin, and salvia divinorum

**Schedule II drugs:** opium, [oxycodone](#), [fentanyl](#), amphetamine, and [meth](#)

**Schedule III drugs:** [ketamine](#), buprenorphine, and certain anabolic steroids

**Schedule IV drugs:** barbital, diazepam, and lorazepam

**Schedule V drugs:** ephedrine, preparations with limited amounts of codeine, and FDA-approved cannabidiol drugs (Ohio Admin. Code ch. 4729:9-1 (2022).)

### Illegal Possession of Drugs in Ohio

Except for schedule I drugs, controlled substances are generally available through a valid prescription. However, knowing possession of a schedule I drug (always illegal) or a schedule II, III, IV, or V drug without a valid prescription is a crime.

In [drug possession](#) cases, the prosecutor must establish beyond a reasonable doubt that the defendant knew of the drugs and had actual or constructive possession of them. Actual possession refers to having the drugs on the person's body, such as in their hand or pocket. Constructive possession means the person intended to have control over them, such as drugs in one's backpack or in a glove compartment.

### Penalties for Illegal Drug Possession in Ohio (Section 2925.11)

Ohio drug possession penalties vary according to the type and amount of drugs involved. In some instances, the law specifies penalties by dosage units or grams. This is the case with cocaine and LSD. Other drugs have a "bulk amount" assigned to them. For example, the schedule I opiate has a bulk amount of 10 grams or 25 dosage units. In these cases, the law doles out penalties based on whether the person possessed less or more than the bulk amount and, if more, how much more (5, 10, or 20 times more for example).

Below we identify the various penalties based on the type and amount of drug. To learn more about sentencing, check out: [Ohio Misdemeanor Crimes by Class and Sentence](#) and [Ohio Felony Crimes by Class and Sentence](#).

### Penalties for Schedule I and II Drug Possession

A defendant who illegally possesses schedule I or II drugs (excluding [marijuana](#), heroin, cocaine, LSD, hashish, and fentanyl-related compounds) is guilty of aggravated possession of drugs. Penalties vary according to the amount possessed.

- Less than the bulk amount: felony in the fifth degree
- More than the bulk amount but less than five times the bulk amount: felony in the third degree
- Five times the bulk amount or more but less than 50 times the bulk amount: felony in the second degree (and a mandatory [prison](#) term)
- Fifty times the bulk amount or more but less than 100 times the bulk amount: felony in the first degree (and a mandatory prison term)
- One hundred times the bulk amount or more: felony in the first degree as a major drug offender (and a mandatory prison term).

### Penalties for Schedule III, IV, and V Drug Possession

A defendant who illegally possesses a Schedule III, IV, or V drug faces the following penalties based on the amount possessed.

- Less than the bulk amount: misdemeanor in the first degree for a first offense or felony in the fifth degree for subsequent offenses
- Bulk amount or more but less than five times the bulk amount: felony in the fourth degree.
- Five times the bulk amount or more but less than 50 times the bulk amount: felony in the third degree (with a presumptive prison term)
- Fifty times the bulk amount or more: felony in the second degree (and a mandatory prison term)

### Penalties for Cocaine Possession

Below are the penalties for illegal cocaine possession.

- Less than five grams: felony in the fifth degree
- Five grams or more but less than 10 grams: felony in the fourth degree
- Ten grams or more but less than 20 grams: felony in the third degree
- Twenty grams or more but less than 27 grams: felony in the second degree (and a mandatory prison term)
- Twenty-seven grams or more but less than 100 grams: felony in the first degree (and a mandatory prison term)
- One hundred grams or more: felony in the first degree as a major drug offender (and a mandatory prison term)

### **Penalties for LSD Possession**

Below are the penalties for the illegal possession of LSD.

- Fewer than 10 unit doses in solid form or less than one gram in liquid form: felony in the fifth degree
- Ten doses or more but fewer than 50 doses in solid form or one gram or more but less than five grams in liquid form: felony in the fourth degree
- Fifty doses or more but fewer than 250 doses in solid form or five grams or more but less than 25 grams in liquid form: felony in the third degree
- Two hundred fifty doses or more but fewer than 1,000 doses in solid form or 25 grams or more but less than 100 grams in liquid form: felony in the second degree (and a mandatory prison term)
- One thousand doses or more but fewer than 5,000 doses in solid form or 100 grams or more but less than 500 grams in liquid form: felony in the first degree (and a mandatory prison term)
- Five thousand doses or more in solid form or 500 grams or more in liquid form: felony in the first degree as a major drug offender (and a mandatory prison sentence)

### **Penalties for Heroin Possession**

Below are the penalties for illegal heroin possession.

- Fewer than 10 unit doses or less than one gram: felony in the fifth degree
- Ten doses or more but fewer than 50 doses or one gram or more but not more than five grams: felony in the fourth degree
- Fifty doses or more but fewer than 100 doses or five grams or more but not more than 10 grams: felony in the third degree
- One hundred doses or more but fewer than 500 doses or 10 grams or more but less than 50 grams: felony in the second degree (and a mandatory prison term)
- Five hundred doses or more but fewer than 1,000 doses or 50 grams or more but less than 100 grams: felony in the first degree (and a mandatory prison term)
- One thousand doses or more or 100 grams or more: felony in the first degree as a major drug offender (and the maximum mandatory prison term)

### **Penalties for Fentanyl-Related Compounds**

If a defendant knowingly possesses a drug that contains a fentanyl-related compound, the following penalties apply.

- Fewer than 10 doses or less than one gram: felony in the fifth degree
- Ten doses or more but fewer than 50 doses or one gram or more but not more than five grams: felony in the fourth degree
- Fifty doses or more but fewer than 100 doses or five grams or more but not more than 10 grams: felony in the third degree
- One hundred doses or more but fewer than 200 doses or 10 grams or more but less than 20 grams: felony in the second degree (and a mandatory prison term)
- Two hundred doses or more but fewer than 500 doses or 20 grams or more but less than 50 grams: felony in the first degree (and a mandatory prison term)
- Five hundred doses or more but fewer than 1,000 doses or 50 grams or more but less than 100 grams: felony in the first degree (and the maximum mandatory prison term)
- One thousand doses or more or 100 grams or more: felony in the first degree as a major drug offender (and the maximum mandatory prison term)

### **Penalties for Controlled Substance Analogs**

Below are the penalties for illegal possession of a controlled substance analog.

- Less than 10 grams: felony in the fifth degree
- Ten grams or more but less than 20 grams: felony in the fourth degree
- Twenty grams or more but less than 30 grams: felony in the third degree
- Thirty grams or more but less than 40 grams: felony in the second degree (and a mandatory prison term)
- Forty grams or more but less than 50 grams: felony in the first degree (and a mandatory prison term)
- Fifty grams or more: felony in the first degree as a major drug offender (and a mandatory prison term)

(Ohio Rev. Code §§ 2925.01, 2925.11 (2022).)

### **Additional Penalties for Drug Possession in Ohio**

In addition to the penalties described above, the judge will suspend the defendant's driver's license for at least six months (and up to five years). The court must also send the conviction to any professional licensing boards that the defendant belongs to.

### **Penalty Reductions and Good-Samaritan Immunity**

If a defendant charged with a fourth-degree felony can prove that the drugs were possessed solely for personal use, the judge may reduce the penalties to those for a fifth-degree felony or a misdemeanor.

Ohio also has a Good Samaritan law that provides immunity from drug charges for individuals who seek medical assistance for themselves or others experiencing a drug overdose. The Good Samaritan cannot be arrested, charged, prosecuted, convicted, or penalized for a minor drug possession offense if the evidence for the offense was obtained due to the emergency call and the person seeks addiction treatment services or a referral within 30 days.

(Ohio Rev. Code §§ 2925.11; 2925.38 (2022).)

Reviewed/updated 9-2024



# Drug Classification Chart

## How Drugs Are Classified In The U.S.

Classification	Examples	Description
Schedule I	<ul style="list-style-type: none"> <li>- Marijuana</li> <li>- LSD</li> <li>- Ecstasy (MDMA)</li> <li>- Heroin</li> </ul>	Schedule I drugs are classified as substances that have a high potential for abuse and no accepted medical use and are not safe to use under medical supervision.
Schedule II	<ul style="list-style-type: none"> <li>- Cocaine</li> <li>- Opium</li> <li>- High Grade Morphine</li> <li>- Oxycodone</li> <li>- Methamphetamines (i.e. Adderall)</li> </ul>	Schedule II drugs are classified as substances that have a high potential for abuse, despite having an accepted medicinal use in the U.S.
Schedule III	<ul style="list-style-type: none"> <li>- Low-Grade Morphine</li> <li>- Anabolic Steroids</li> <li>- Ketamine</li> <li>- Certain Codeine Mixtures</li> </ul>	Schedule III drugs are classified as substances that have less potential for abuse than Schedule I or II but abuse can lead to moderate physical dependence or high psychological dependence.
Schedule IV	<ul style="list-style-type: none"> <li>- Ambien</li> <li>- Valium</li> <li>- Xanax</li> <li>- Rohypnol</li> <li>- Zolpidem</li> <li>- Soma</li> <li>- Darvon</li> <li>- Darvocet</li> <li>- Ativan</li> <li>- Talwin</li> </ul>	Schedule IV drugs are classified as substances that have less potential for abuse than Schedule III and has accepted medical use in the U.S. but abuse of the drug may lead to limited physical or psychological dependence compared to those of Schedule III
Schedule V	<ul style="list-style-type: none"> <li>- Cough Syrup (less than 200 mg)</li> <li>- Lomotil</li> <li>- Motofen</li> <li>- Lyrica</li> <li>- Parepectolin</li> </ul>	Schedule V drugs are classified as substances with limited quantities of certain narcotics that have less potential for abuse than Schedule IV and have accepted medical use in the U.S. with limited risk of physical/ psychological dependency.

**SAMPLE TABLE OF CRIME STATISTICS**

**Ohio Business College  
Crime Statistics Table  
Year: 2023**

<b>Name of Institution: Ohio Business College</b>						
<b>Address:</b>				<b>Phone:</b>		
<b>Distribution Date: October 1, 2024</b>						
<b>Blank Cells Indicate No Reportable Crime</b>	<b>On Campus</b>			<b>Public Property Bordering Campus</b>		
<b>Crime</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Murder/Non-Negligent Manslaughter						
Manslaughter by Negligence						
Rape						
Fondling						
Incest						
Statutory Rape						
Robbery						
Aggravated Assault						
Burglary						
Motor Vehicle Theft (do not include theft from a motor vehicle)						
Arson						
<b>Crime</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Murder/Non-Negligent Manslaughter						
Rape						
Fondling						
Incest						
Statutory Rape						
Robbery						
Aggravated Assault						
Burglary						

Motor Vehicle Theft (do not include theft from a motor vehicle)						
Arson						
Simple Assault						
Larceny Theft						
Intimidation						
Destruction/Damage/Vandalism of Property						
<b>VAWA Offenses</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Domestic Violence						
Dating Violence						
Stalking						
<b>Arrests</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Weapons, Carrying, Possessing, Etc.						
Drug Abuse Violations						
Liquor Law Violations						
<b>Disciplinary Actions</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Weapons, Carrying, Possessing, Etc.						
Drug Abuse Violations						
Liquor Law Violations						
<b>Unfounded Crimes</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Total Unfounded Crimes						

**SAMPLE LETTER TO LOCAL LAW ENFORCEMENT AGENCY**

{DATE}

{COMMANDING OFFICER OF LOCAL POLICE AGENCY}  
{NAME AND ADDRESS OF LOCAL POLICE AGENCY}

Dear {COMMANDING OFFICER NAME}

We would like to request crime statistics for the location described below for the 2023 calendar year. Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (“Clery Act”), our college is required to annually compile and publish crime statistics. This annual report must include statistics of specified crimes reported to local police agencies that occurred on or near campus and on college controlled or affiliated property. The criminal offenses that the college is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident-Based Reporting System): 1) murder/non-negligent manslaughter; 2) negligent manslaughter; 3) forcible sex offenses; 4) non-forcible sex offenses; 5) robbery; 6) aggravated assault; 7) burglary; 8) motor vehicle theft; 9) arson.

In addition, we need statistics concerning any of the above crimes that manifest evidence of a hate crime including larceny/theft, simple assault, intimidation, destruction/damage/vandalism of property (except “arson”), in addition to other crimes that involve bodily injury that also manifest evidence of a hate crime. Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the victim’s race, gender, religion, sexual orientation, ethnicity/national origin or disability.

Our college is also required to request statistics for arrests for these categories only: liquor law violations, drug law violations, and illegal weapons possession. Please provide these statistics for each category separately.

Pursuant to the Clery Act, the college is required to report these crimes separately for a number of geographic locations. These locations include the main campus; off campus buildings or property owned or controlled by the college, or a recognized college organization; and public property immediately adjacent to the main campus.

Therefore, we respectfully request the required statistics for the location in and around this address: **{list your campus full address here}**

Sincerely,

SIGNATURE HERE  
School Director Name  
School Director

**OHIO BUSINESS COLLEGE  
Address**

**ATTN:  
2023 Year Report**

<b>CRIMINAL OFFENSES – ON CAMPUS</b>	
A. MURDER/NON-NEGLIGENT MANSLAUGHTER	
B. MANSLAUGHTER BY NEGLIGENCE	
C. RAPE	
D. FONDLING	
E. INCEST	
F. STATUTORY RAPE	
G. ROBBERY	
H. AGGRAVATED ASSAULT	
I. BURGLARY	
J. MOTOR VEHICLE THEFT (do not include theft from a motor vehicle)	
K. ARSON	
<b>CRIMINAL OFFENSES – PUBLIC PROPERTY</b>	
A. MURDER/NON-NEGLIGENT MANSLAUGHTER	
B. MANSLAUGHTER BY NEGLIGENCE	
C. RAPE	
D. FONDLING	
E. INCEST	
F. STATUTORY RAPE	
G. ROBBERY	
H. AGGRAVATED ASSAULT	
I. BURGLARY	
J. MOTOR VEHICLE THEFT (do not include theft from a motor vehicle)	
K. ARSON	

<b>HATE CRIMES – ON CAMPUS</b>	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
A. MURDER/NON-NEGLIGENT MANSLAUGHTER									
C. RAPE									
D. FONDLING									
E. INCEST									
F. STATUTORY RAPE									
G. ROBBERY									
H. AGGRAVATED ASSAULT									
I. BURGLARY									
J. MOTOR VEHICLE THEFT (do not include theft from a motor vehicle)									
K. ARSON									
L. SIMPLE ASSAULT									
M. LARCENY THEFT									
N. INTIMIDATION									
O. DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY									
<b>HATE CRIMES – PUBLIC PROPERTY</b>	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
A. MURDER/NON-NEGLIGENT MANSLAUGHTER									
C. RAPE									
D. FONDLING									
E. INCEST									
F. STATUTORY RAPE									
G. ROBBERY									
H. AGGRAVATED ASSAULT									
I. BURGLARY									
J. MOTOR VEHICLE THEFT (do not include theft from a motor vehicle)									
K. ARSON									
L. SIMPLE ASSAULT									
M. LARCENY THEFT									
N. INTIMIDATION									
O. DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY									

<b>VAWA OFFENSES – ON CAMPUS</b>	
A. DOMESTIC VIOLENCE	
B. DATING VIOLENCE	
C. STALKING	
<b>VAWA OFFENSES – PUBLIC PROPERTY</b>	
A. DOMESTIC VIOLENCE	
B. DATING VIOLENCE	
C. STALKING	
<b>ARRESTS – ON CAMPUS</b>	
A. WEAPONS: CARRYING, POSSESSING, ETC.	
B. DRUG ABUSE VIOLATIONS	
C. LIQUOR LAW VIOLATIONS	
<b>ARRESTS – PUBLIC PROPERTY</b>	
A. WEAPONS: CARRYING, POSSESSING, ETC.	
B. DRUG ABUSE VIOLATIONS	
C. LIQUOR LAW VIOLATIONS	
<b>DISCIPLINARY ACTIONS – ON CAMPUS</b>	
A. WEAPONS: CARRYING POSSESSING, ETC.	
B. DRUG ABUSE VIOLATIONS	
C. LIQUOR LAW VIOLATIONS	
<b>DISCIPLINARY ACTIONS – PUBLIC PROPERTY</b>	
A. WEAPONS: CARRYING, POSSESSING, ETC.	
B. DRUG ABUSE VIOLATIONS	
C. LIQUOR LAW VIOLATIONS	
<b>UNFOUNDED CRIMES</b>	
A. TOTAL UNFOUNDED CRIMES	

School Director Signature/Date \_\_\_\_\_

Police Department Official

Signature/Date \_\_\_\_\_

Campus geographic designation for reporting purposes:

- Any building or property owned or controlled by a school within the same reasonably contiguous geographic area and used by the school
- Parking areas that are owned or included in the rent/lease agreement
- Adjacent public property including thoroughfares, streets, sidewalks, and parking facilities lying within the same campus or immediately adjacent to and accessible from the campus. This would not include highways that are adjacent to the campus, but that are separated from the campus by a fence or other man-made barrier.
- Public property is property not owned or controlled by the institution and not private residences or businesses.

**OHIO BUSINESS COLLEGE  
JOB DESCRIPTION**

**JOB TITLE:** Campus Security Authority

**EFFECTIVE DATE:** 9/14/2012    **UPDATED:** 6-2024

**SUPERVISOR:** Campus Director

**MAJOR RESPONSIBILITIES:**

The Campus Security Authority is an individual specified by the Campus Director as an individual to which students, staff, and faculty should report criminal offenses.

**SPECIFIC RESPONSIBILITIES:**

As a Campus Security Authority, if someone tells you about a crime or an incident that is a crime, you must report it to be included in the Clery Report information.

The specific responsibilities of a Campus Security Authority are:

- Complete Incident Report to report Clery Act crimes.
- The reportable Clery Act crimes are “good faith” reports (reasonable basis to believe it is not hearsay or rumors).
- You are not responsible for determining if a crime took place. You just need to get the information from the person.
- You are not to do investigation of any crimes. Let the person reporting the crime know that, if necessary, the local law enforcement agency will be notified to investigate.
- Let the person reporting the crime to you know they can report the incident confidentially, if necessary. Should the person reporting the crime want to remain anonymous, let them know you still need to report the incident as a confidential statistic but will not identify anyone involved unless the person consents to being identified.
- When in doubt, report.

**CLERY CRIMES THAT MUST BE REPORTED**

- **Criminal Offenses – On Campus and Public Property**
  - Murder/non-negligent manslaughter
  - Manslaughter by negligence
  - Rape
  - Fondling
  - Incest
  - Statutory rape
  - Robbery
  - Aggravated assault
  - Burglary
  - Motor Vehicle theft (not theft from a vehicle)
  - Arson
- **Hate Crimes – On Campus and Public Property based on the following:**  
Race, religion, sexual orientation, gender, gender identity, disability, ethnicity, national origin:



- Murder/non-negligent manslaughter
- Rape
- Fondling
- Incest
- Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor Vehicle theft (do not include theft from a motor vehicle)
- Arson
- Simple Assault
- Larceny-theft
- Intimidation
- Destruction/damage/vandalism of property
- **Violence Against Women Act – On Campus and Public Property**
  - Domestic violence
  - Dating violence
  - Stalking
- **Arrests – On Campus and Public Property**
  - Weapons: carrying, possessing, etc.
  - Drug abuse violations
  - Liquor law violations
- **Disciplinary Actions – On Campus and Public Property**
  - Weapons, carrying, possessing, etc.
  - Drug abuse violations
  - Liquor law violations
- **Unfounded Crimes**
  - Total unfounded crimes

**\*Refer to the Incident Report for the information that must be gathered for any incident.**

**\*Refer to the Clery Definitions for the above listed crimes.**

**IF YOU ARE NOT SURE IF A CRIME SHOULD BE REPORTED, REPORT IT AND CAMPUS SECURITY WILL DECIDE.**

---

Employee Name (Print)

---

Date

---

Employee Signature

## CLERY CRIME DEFINITIONS

- **Murder and non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another
- **Negligent manslaughter:** The killing of another person through gross negligence
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.
- **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. Note that only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.
- **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.
- **Motor vehicle theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.
- **Sex offenses:** The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are rape, fondling, incest, and statutory rape.
  - **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.
  - **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.
  - **Incest:** Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory rape:** Non forcible sexual intercourse with a person who is under the statutory age of consent.
- **Alcohol, drug and weapon violations:** The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations.
  - **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
  - **Weapons Possession:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons,

concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

- **Drug Abuse Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).
- **Hate Crimes:** The Clery Act requires institutions collect crime statistics for hate crime associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a buildings or property.
  - **Hate Crimes:** A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.  
Under the Clery Act, Hate Crimes include any of the following offenses motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your Clery Act statistics only if they are Hate Crimes.
  - **Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
  - **Simple Assault:** An unlawful physical attack by one person on 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:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyber-intimidation if victim is threatened on Clery geography.
  - **Destruction, damage or vandalism of property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.
- **Violence Against Women Act (2013) Crimes**
  - **Domestic Violence:** A felony or misdemeanor crime 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 in which the crime of violence occurred; 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 in which the crime of violence occurred.
  - **Dating Violence:** 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 the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

**OHIO BUSINESS COLLEGE/TRI-STATE EDUCATIONAL SYSTEMS, INC.**

**INCIDENT/ACCIDENT REPORT**

(Please Print or Type)

**PART I (To be completed by supervisor) Employer Information:**

Prepared by \_\_\_\_\_ Job Title \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (Including Area Code) \_\_\_\_\_

**PART II (To be completed by student/employee/visitor) Personal Information:**

\_\_\_\_\_ Student      \_\_\_\_\_ Employee      \_\_\_\_\_ Visitor

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (Including Area Code) \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

**PART III (To be completed by student/employee/visitor) Description of Incident/Accident:**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Did incident occur on company premises? Yes / No.      Address of location: \_\_\_\_\_

Where on premises did incident occur? \_\_\_\_\_

Date of incident: \_\_\_\_/\_\_\_\_/\_\_\_\_      Date reported: \_\_\_\_/\_\_\_\_/\_\_\_\_      Time of Incident: \_\_\_\_\_AM/PM

What were you doing when the incident occurred? (Be specific. If using tools or equipment, name them and tell what you were doing with them.) \_\_\_\_\_

Explain how the incident occurred. List events that resulted in injury or illness, what happened, how it happened and name objects and how they were involved (use a separate sheet if necessary) \_\_\_\_\_

**- OVER -**

If injury or illness occurred describe the nature of injury/illness and body part affected\_\_\_\_\_

Describe the specific cause of the injury or illness\_\_\_\_\_

Names of Witnesses:\_\_\_\_\_

**PART IV (To be completed by supervisor) Physician/Health Care Professional Information:**

Name of Physician or Hospital\_\_\_\_\_

Street Address\_\_\_\_\_

City, State, Zip Code\_\_\_\_\_

Signature of Injured Person\_\_\_\_\_

Signature of Person Preparing Report\_\_\_\_\_

TRI-STATE EDUCATIONAL SYSTEMS, INC./OHIO BUSINESS COLLEGE  
BIENNIAL REVIEW  
STUDENT AND EMPLOYEE DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

For all campuses, the following review has been conducted on the indicated date.

REVIEW DATE/CONDUCTED BY:                      Even years by Human Resources

In accordance with regulations governing institutions receiving federal Title IV funding, the purpose of the biennial review is to determine the effectiveness of the current employee and student drug and alcohol abuse prevention program, implement any necessary changes, and ensure that the sanctions required by the program were consistently enforced.

1. Number of reported incidents of drug or alcohol related policy violations occurring on any campus since the last review of this program:
  
  
  
  
  
  
  
  
  
  
2. Describe the nature of the above incidents:
  
  
  
  
  
  
  
  
  
  
3. Number of students or employees disciplined for violations of policy related to drug and alcohol abuse.
  
  
  
  
  
  
  
  
  
  
4. Based on the above information, is there an indication of the need to revise the current student and employee drug and alcohol abuse prevention program?                      Yes                      No

If “yes” to number 4, what revisions are indicated?

5. What date will revisions be completed and notifications made to students and employees?
  
  
  
  
  
  
  
  
  
  
6. During this review period, were the sanctions required by this program consistently applied? Yes/No
  
  
  
  
  
  
  
  
  
  
7. DATE OF NEXT REVIEW:

SIGNATURE/DATE: \_\_\_\_\_

TITLE OF REVIEWER \_\_\_\_\_

## TIMETABLE FOR CAMPUS CRIME STATISTICS REPORTING

<b>DATE</b>	<b>EVENT</b>	<b>OFFICE RESPONSIBLE</b>	<b>DOCUMENT UTILIZED</b>
Every even year	Biennial review of the institutional student and employee drug and alcohol abuse prevention program	Human Resources	Biennial Review Checklist
January 1 and August 1	Anti-Hazing Report	Corporate Director of Education	Incident Report
Weeks of August 14-30	Schools receive log-in info for data collections on the Web and forward to Director of FA.  Letter is sent to local law enforcement agencies requesting crime statistics data	School Director	Document received from U.S. Dept of Ed.  Form letter provided in internal training document.
Weeks of September 1-15	Prepare Crime Statistics Table and forward to Corporate Director of Education for review	School Director or Registrar	Crime Statistics Table
September 15-September 30	Distribute Notice of Availability of Annual Security Report to all enrolled students and all current employees	School Director or Registrar	Notice of Availability of Annual Security Report
Weeks of September 15-October 15	Conduct annual review of Campus Crime Statistics requirements with appropriate employees and staff members	Corporate Director of Education	Campus Crime Presentation
Mid-September	Log onto Web site and report CC Statistics	Corporate Director of Education	Crime Statistics Table and Documents received from U.S. Dept of Ed via the School Directors
Week of October 9	Emergency Response and Evacuation drill	School Director or Registrar	Verification of Completion