



College of Court Reporting

2017 Campus Security Report

455 West Lincolnway
Valparaiso, Indiana 46385
866-294-3974 – 219-531-1459
www.ccr.edu

2017 Campus Security Report

The College of Court Reporting provides a Campus Security Report as required by the Clery Act and as reported to the U.S. Department of Education. This report is available to all students, prospective students, and the public through the College of Court Reporting Website.

This report campus security procedures and crime statistics reported in the 2017 Campus Safety and Security Survey.

The following are the campus security policies and procedures:

- Students, faculty, administrators, etc., are call 9-1-1 to report criminal actions or other emergencies that occur at 455 West Lincolnway, Valparaiso, Indiana. All reports must be made to the college president, executive director, or administrator within reason and respect to the safety of all individuals. The administration will proceed as follows:
 - Alleged criminal actions and emergencies will be reported via the college Website within one week of the occurrence and will protect individual privacy as warranted by federal and state laws.
 - The executive director will update the Campus Security Report annually and will have the report uploaded to the college Website within one week of the due date to the U.S. Department of Education.
 - The following is the list of who students and employees should report criminal offenses for the purposes of making timely warning reports and the annual statistical disclosure:
 - Jeff Moody, President
 - Jay T. Vettickal, Executive Director
 - Mindi Billings, Director of Student Services
 - Janet Noel, Faculty and Curriculum Development Director
 - Victims or witnesses are encouraged to report crimes on a voluntary, confidential basis. These will be reported in the annual disclosure of crime statistics by protecting the identity of victims or witnesses.

Security and Access

- Only administrators can access the building using a key and security code. Students cannot access the building without the presence of administrators.

Campus Law Enforcement

- The college does not have campus police. The Town of Valparaiso Police Department, Indiana State Police, and Porter County Sheriff's Department have enforcement authority and jurisdiction.

Accurate & Prompt Reporting

- The College of Court Reporting highly encourages accurate and prompt reporting of all crimes to the police or sheriff's department.

Voluntary Confidential Reporting Procedures (Pastoral & Professional Counselors)

- The college does not offer any type of counselors. When the victim of a crime elects to, or is unable to, make a report, the college encourages them to seek their own pastoral and/or professional counselor. They should inform the counselor(s) of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics

Programs

- The college does not have onsite students but urges all to use common sense and encourages students and employees to be responsible for their own security and the security of others

Monitoring and Recording

- The college does not have student organization or offsite facilities.
- Students attend online and most do not live locally; therefore, the college does not have a procedure to monitor crimes committed by students. The expectation is that students self-report crimes to the executive director.

Drugs and Alcohol

- The college discourages the possession, use, and sale of alcoholic beverages and will report any underage drinking to the appropriate authorities.
- The college prohibits the possession, use, and sale of illegal drugs and will report any violation to the appropriate federal or state law enforcement authority.
- An annual drug-use education document is submitted to students. Students are required to read and acknowledge the understand of the drug-use policy annually by signing and returning the document.

Sexual Assault, Domestic Violence, Dating Violence, & Stalking

- The college does not have onsite students, therefore, does not have a formal program to prevent dating violence, domestic violence, sexual assault, and stalking but will report any of these crimes to the appropriate law enforcement agency.
- The college encourages students to be familiar with programs and campaigns to that make them aware of dating violence, domestic violence, sexual assault, and stalking. Students are highly encouraged to report a crime of dating violence, domestic violence, sexual assault, or stalking has occurred to their local law enforcement agency. The following must be noted:
 - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order; and
 - Calling 9-1-1 to report a crime.

Students have the following options:

- Notify proper law enforcement authorities, including local police; and
- Decline to notify such authorities; and
- The college will protect the confidentiality of victims and other necessary parties by:
 - Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)); and
 - Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures for Sexual Assault Domestic Violence, Dating Violence, & Stalking.

Written notification

- Students and employees who are victims should seek private counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available at the college and in the victim's community;
- The college will provide written notification to victims about options to request changes to academic and transportation, and working situations or protective measures. The college will make

accommodations or provide such protective measures if requested and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Procedures for disciplinary action (See regulations for specifics)

- The college will suspend any student or employee accused of alleged dating violence, domestic violence, sexual assault, or stalking with pay until an internal investigation is completed.

Explanations of Rights & Options

- The college will provide a student or an employee a written explanation of the student’s or the employee’s rights and options if a student or an employee reports that a student or an employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, if the offense occurred on campus.

Sex Offender Registration:

- The following Website contains links to sex registry lists: <https://www.fbi.gov/scams-and-safety/sex-offender-registry>.

Emergency Response & Evacuation:

- Students and employees must use the Exit located nearest to their location in the event of an emergency or evacuation.

Missing Student Notification:

- The college does not have a missing student policy due to the fact that students live across the country. It is requested that family members of students notify an administrator of the college of any occurrences related to the student.

Crime Statistics

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.				
Criminal offense	Total occurrences On campus			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.				
Criminal offense	Total occurrences On campus			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes									
	2016 Total	Category of Bias for crimes reported in 2016								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes									
	2015 Total	Category of Bias for crimes reported in 2015								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes									
	2014 Total	Category of Bias for crimes reported in 2014								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes									
	2016 Total	Category of Bias for crimes reported in 2016								
	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin		
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes									
	2015 Total	Category of Bias for crimes reported in 2015								
	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin		
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes									
	2014 Total	Category of Bias for crimes reported in 2014								
	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin		
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred <u>On Campus</u> .				
Crime	Total occurrences On Campus			
	2014	2015	2016	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred <u>on Public Property</u> .				
Crime	Total occurrences on Public Property			
	2014	2015	2016	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred <u>On Campus</u> . Do NOT include drunkenness or driving under the influence in Liquor law violations.				
Crime	Number of Arrests			
	2014	2015	2016	
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0	0
b. <u>Drug abuse violations</u>	0	0	0	0
c. <u>Liquor law violations</u>	0	0	0	0

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred <u>on Public Property</u> . Do NOT include drunkenness or driving under the influence in Liquor law violations.				
Crime	Number of Arrests			
	2014	2015	2016	
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0	0
b. <u>Drug abuse violations</u>	0	0	0	0
c. <u>Liquor law violations</u>	0	0	0	0

Disciplinary Actions - On Campus

Enter the number of persons <u>referred for disciplinary action</u> for crimes that occurred <u>On Campus</u> for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest. Do NOT include drunkenness or driving under the influence in Liquor law violations.				
Crime	Number of persons referred for Disciplinary Action			
	2014	2015	2016	
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0	0
b. <u>Drug abuse violations</u>	0	0	0	0
c. <u>Liquor law violations</u>	0	0	0	0

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	0	0	0