



SAFETY & SECURITY POLICIES

Last updated: 09/21/2020

MEDIATECH | Dallas, TX & Houston, TX Campuses

1. Policy Statement Addressing Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, campus wide "timely warning" will be issued. The warning will be issued through the MediaTech email system to staff and faculty, and the campus Facebook page for students.

Anyone with information warranting a timely warning should report the circumstances to the Campus Director by phone or in person at the local campus.

2. Policy Statement Addressing Preparation of Disclosure of Crime Statistics Policy for Reporting the Annual Disclosure of Crime Statistics

The Campus Safety Survey Administrator (CSSA) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.MediaTech.edu.

This report is prepared in cooperation with local law enforcement agencies surrounding each of our campuses. Campus crime, arrest and referral statistics include those reported to the designated campus officials.

Each year, a notification is posted in campus public areas that provides the web site to access this report along with email notifications to students and staff with the website information. Copies of the report are available to anyone upon request. All prospective employees may obtain a copy from the receptionist. Inquire at your school's reception desk.

3. Policy Statement Addressing how to report criminal Offenses

To report a crime: Contact the Campus Director at your Campus (non-emergencies) or Call 9-1-1 (emergencies only)

- **Dallas VP/Campus Director** – Joel Depue – 972-869-1122 x 205
- **Houston/Campus Director** – Dr. Wendy Jasper – 832-242-3426 x 502

4. Policy Statement Addressing Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action in the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the campus can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

5. Policy Statement Addressing Security and Access

During Business hours, MediaTech Institute campuses are open to students, employees, contractors, guests and invitees. During non--business hours access to all facilities is by keys assigned to designated personnel. MediaTech Institute does not have any campus residences. Access to the Dallas campus is monitored by student services staff and video surveillance. As problematic areas are revealed, the

Campus Director is prompt in resolving the issue within 24 hours or as the issue necessitates.

6. Policy Statement Addressing Campus Law Enforcement Authority

MediaTech Institute does not have any security personnel employed.

7. Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the local police department since MediaTech Institute does not have a campus police department.

To report a crime or an emergency at any of the campuses call 9-1-1.

To report a non-emergency security or public safety related matter call the numbers below.

- **Dallas VP/Campus Director** – Joel Depue – 972-869-1122 x 205
- **Houston/Campus Director** – Dr. Wendy Jasper – 832-242-3426 x 502

8. Policy Statement Addressing Counselors and Confidential Crime Reporting. (for Institutions without Confidential Reporting Procedures)

All reports will be investigated. The Institution does not have procedures for voluntary confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Campus Director for review. When a potentially dangerous threat to the campus arises, timely reports or warnings will be issued through class announcements, posting of flyers, or other appropriate means.

9. Policy Statement Addressing Security Awareness Programs for Students and Employees

During Orientation in January, May and August, a slide presentation outlines ways to maintain personal safety on campus. Students are told about crime on--campus and in surrounding neighborhoods. Similar information is presented to new employees.

Periodically, seminars are offered in crime prevention, sexual assault prevention and environment awareness.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is made available to students and employees through crime prevention awareness packets, security alert posters, displays, and articles.

When time is of the essence, information is released to the campus community through security alerts posted throughout the campus and classroom announcements.

10. Policy Statement Addressing Crime Prevention Programs for Students and Employees

The MediaTech Institute campuses do not have any programs designed to inform students and employees about crime prevention. The campus does offer a Power Point during Orientation for both employees and students that discuss Crime Prevention.

11. Policy Statement Addressing Criminal Activity off campus

MediaTech Institute does not have any officially recognized student organizations with off--campus locations.

12. **Policy Statement Addressing Alcoholic Beverages**

The possession, sale or furnishing of alcohol on a MediaTech Institute campus is governed by campus Alcohol Policies and state laws for the state in which the campus is located. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the Texas Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the campus.

All MediaTech Institute campuses have been designated “Drug Free” and the consumption of alcohol is prohibited. The possession, sale, manufacture or distribution on any controlled substance is illegal under both state and federal laws. Violators are subject to campus disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the MediaTech Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus.

13. **Policy Statement Addressing Illegal Drug Possession**

All MediaTech Institute campuses have been designated “Drug Free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced at the campus level and by the local police department. Violators are subject to campus disciplinary action, criminal prosecution, fine and imprisonment.

14. **Policy Statement Addressing Substance Abuse Education Prevention Programs**

MediaTech Institute has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and campus disciplinary actions.

Student Services provides the overall coordination of Alcohol and Substance Abuse Information. These include:

- **Alcohol and Drug Education:** On campus seminars that will utilize information from National Council on Alcoholism and Drug Dependence, Inc., drug free world.org, and National Institute on Drug Abuse.
- **Referral Services:** Locations and Services are listed in the student handbook and employee handbook or can be supplied by Student Services.
- **Campus Disciplinary Actions:** Campus Director

LOCAL, STATE & FEDERAL LEGAL SANCTIONS – Laws Governing Alcohol

The State of Texas sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the State office of Public Safety.

A violation of any law regarding alcohol on campus is also a violation of the Student Code of Conduct and will be treated as a disciplinary matter by the school.

15. **Policy Statement Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

MediaTech Institute will, upon written request, disclose to the alleged victim of a crime of violence, or a non--forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense, MediaTech Institute will provide the

results of the disciplinary decision to the victim's next of kin, if so requested.

16. Policy Statement Addressing Sex Offenses - Sexual Assault Prevention and Response

MediaTech Institute educates new students about sexual assaults and date rape through mandatory orientation each January, May and August. Students Services offers information meetings on sexual assault for students and employees upon request. Literature on date rape education, risk reduction and school response are available through Student Services.

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. The Institute strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Campus Director, President or to the Local Police Department. MediaTech personnel will assist the student in notifying the authorities, if the student requests assistance. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- Ensure that a Victim of Sexual Assault receives the necessary medical treatment and tests at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Counseling and support services outside the campus system can be obtained through the National Sexual Assault Hotline at 1-800--656--HOPE or www.rainn.org

17. Policy Statement Addressing 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 Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, MediaTech Institute is providing a link to the [Texas Department of Public Safety Sex Offender Registry](#).

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Texas, convicted sex offenders must register with the [Sex Offender Registry](#) maintained by the Texas Department of Public Safety.

The [Sex Offender Registry](#) is available via Internet. Registry information provided 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 as a Class 1 misdemeanor.

The Texas Department of Justice is responsible for maintaining this registry. Follow the link below to access the website. <https://records.txdps.state.tx.us/sexoffender>

CLERY REPORTING

The purpose of Clery is to encourage reporting and collection of accurate campus crime statistics to promote crime awareness and enhance campus safety. This report form provides a uniform method of documenting the What, When, and Where of certain reportable crimes and/or non--criminal hate motivated incidents that have occurred and have been reported to Campus Security Authorities (CSA). Data collected on this form is to be used to increase public safety, not to identify the victim; therefore, personal identifying information is not required. It is the policy of MediaTech Institute to encourage victims and/or witnesses to report crimes to the police and/or a designated CSA. A complete list of CSA's can be found in the 2015 Annual Clery Report, by campus location. For the purposes of Clery, CSA's are required to document certain reportable crimes and non--criminal hate motivated incidents which have been reported to them and which have occurred in the following locations:

1. **On-campus property:** Offense statistics for any building or property owned or controlled by MediaTech Institute in direct support of, or in a manner related to, MediaTech's educational purpose.
2. **Public Property:** Offense statistics for public property located immediately adjacent to and accessible from campus, including thoroughfares, sidewalks, and streets.

For Clery purposes, the student status of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of any of the Crime Definitions occurs, documentation is required. Clery documentation is not satisfied by simply directing/ referring the reporting party to the local police department. In order for MediaTech Institute to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when any of the specified offenses listed are reported to them. In addition, a person reporting a crime shall also be encouraged to report the crime to the local Police Force.

CRIME DEFINITIONS

- **Murder/Non--Negligent Manslaughter:** The willful (Non--negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths , and justifiable homicides are excluded.
- **Negligent Manslaughter:** the killing of another person through gross negligence.
- **Sex Offense (Forcible):** any sexual; act directed against another person's without the other person's consent. Includes attempts.
- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's free will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.
- **Forcible Sodomy:** Oral or anal intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's free will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.
- **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly or against the person's free will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's free will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

- **Sex Offense (Non-forcible):** Any unlawful, but consensual sex act with another person. Includes attempts.
- **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.
- **Robbery:** the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft, For reporting purposes this definition includes; unlawful entry with intent to commit a larceny or a felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.
- **Weapon Law Violation:** 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; 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 (Demurrral, methadone); and dangerous non--narcotic drugs (barbiturates, and Benzedrine).
- **Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; all attempts to commit any of the aforementioned.

CLERY INCIDENT REPORT FORM

ALL FIELDS REQUIRED

Reporting Person/Campus Security Authority *	
Phone Number *	
Date *	
Incident * <i>(See Crime Definitions)</i>	
Name of Victim or Witness * <i>(Write refused if they do not wish this info to be given to the Police Department)</i>	
Brief Description of the Incident *	
Date & Time the Incident Occurred *	
Did the crime occur in a building or on the street? *	<input type="checkbox"/> YES NO
Did the crime occur on MediaTech Institute owned, controlled or leased property?*	YES NO
Did the crime occur at a MediaTech Institute sponsored activity or event? *	YES <input type="checkbox"/> NO