



# **Annual Security Report 2018**

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619.596.2766  
[www.advancedtraining.edu](http://www.advancedtraining.edu)

# Campus Security Program and Annual Report



## Purpose

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The safety of students, associates and visitors is an important concern for Advanced Training. We prepared this brochure to increase your awareness of a number of programs and provide information to protect your safety and well-being.

## Policy Statement

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Advanced Training Associates Campus Security Program is an ongoing process that includes the development and enforcement of regulations, procedures and practices to provide a reasonable level of security for property, information and for the personal safety of associates, students and visitors.

Administration and supervisory personnel are responsible for the incorporation of security practices and procedures in their respective areas of operation. Each associate and student are responsible for carrying out campus regulations, procedures and practices and shall comply with federal, state, and local laws related to security matters while on the campus or during representing or conducting institutional business.

Advanced Training annually publishes this Campus Security Report in compliance with the Crime Awareness and Campus Security Act of 1990. It includes security policies and campus crime statistics.

Policies, procedures, and regulations are subject to change. Federal and state regulations are updated frequently. For more information on Federal Regulations, please contact the Vice President of Operations.

# Preparation of Annual Crime Statistics



## Policy

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Advanced Training Associates will comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; commonly known as The Clery Act.

Crime statistics are compiled from the El Cajon Police Department and crime alerts and local crime maps are monitored by the school president and security officer.

## Purpose

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Under the provisions of The Clery Act, all schools must prepare an Annual Security Report (ASR) that contains, at a minimum, applicable policy statements and the statistics listed on the Campus Security Report form. The report must be published and distributed by October 1st of each year to all current students and current employees. Additionally, the report must be provided to all prospective students and employees. The ASR is also posted on ATA's website and the statistics are reported to the Department of Education via the internet.

## Procedure

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Administration will:

- Collect crime data, classify crimes, and report crime statistics to the Department.
- Publish and distribute an annual Campus Security report by October 1st of each year, inclusive of policy statements and crime statistics for the 3 previous years.
- Inform prospective students and employees about the Campus Security Report on an annual basis.
- Issue timely warnings and emergency notifications to the campus of crimes that threaten safety.

# Preparation of Annual Crime Statistics



## Procedure

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Geographic areas associated with The Clery Act:

The Clery Act requires schools to disclose statistics for certain offenses committed in certain geographic locations associated with the institution. It is important to understand these definitions so that the statistics can be accurately gathered and reported.

The Clery Act crime definitions are as follows:

### **ON-CAMPUS**

*Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)*

### **NON-CAMPUS**

*Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*

### **PUBLIC PROPERTY**

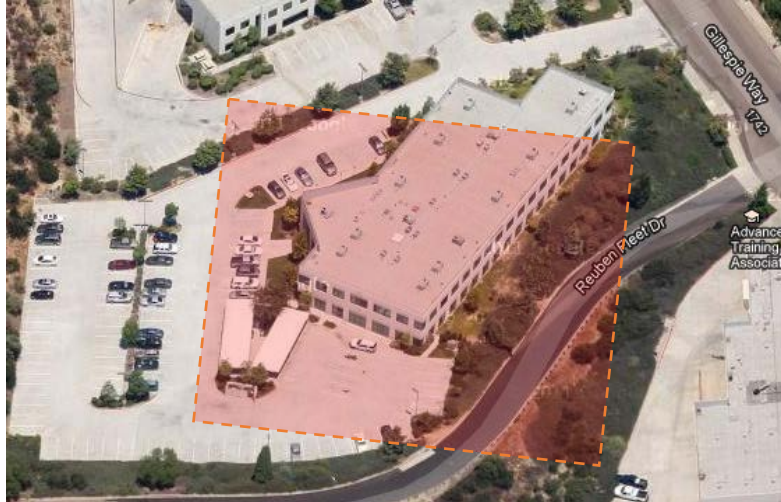
*All public property including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.*

# Preparation of Annual Crime Statistics



## Procedure

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The Campus Security Report will be maintained by the security officer and will be used to prepare the Annual Security Report.

A reasonable, good faith effort to obtain the necessary statistics from applicable local or state police agencies will be made. All requests and contact with the agencies must be documented if the school is asked to provide this documentation.

The Clery Act requires schools to retain the Annual Security Report and all supporting records used in compiling the report for three years from the latest publication of the report to which they apply. For example, the 2018 report contains statistics for 2017, 2016, and 2015. The 2018 statistics and supporting records must be kept until October 1, 2026 – in effect, seven (7) years. Supporting records include incident reports, crime logs, letters to local law enforcement agencies, and the Campus Security Report. This is not an all-inclusive list.

# Procedures for Reporting Incidents



## Procedure

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Advanced Training has established campus policies regarding procedures and facilities for students and others to report crimes or emergencies.

All victims of crimes that occur on the campus or persons observing crimes, suspicious activities or accidents may report these incidents on a voluntary and confidential basis in an accurate and prompt manner to any member of administration, **(619) 596-2766**, and local law enforcement personnel by dialing **911**.

On Campus, Criminal Offenses should be reported to the School President, Vice President of Operations, or the Security Officer.

The Vice President of Operations or administration will assist the student in notifying law enforcement authorities if the student requests assistance.

The Vice President of Operations provides, to all victims of crimes that occur on campus or to persons involved in serious traffic accidents, the opportunity to report the incidents to the local police department. If a victim declines to report the matter to the local police, the incident will be handled as an institutional matter. Advanced Training reserves the right to treat an offense as a disciplinary matter whether or not it is being investigated by a police agency. A Security Incident Report should be completed for each reported incident.

# Timely Warnings



## Policy

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In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Operations constitutes a serious or continuing threat to students and employees, a campus-wide Timely Warning will be issued. This is to include items listed in the Clery Act and natural disasters that threaten the campus or campus closure.

## Procedure

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Under the provisions of the Clery Act, schools have a responsibility to alert the school community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. These crimes include all the Clery Act crimes that are: Reported to school security authorities; and are considered by the school to represent a serious or continuing threat to the students and employees.

The Clery Act crimes include:

- Criminal Homicide
  - Murder & Non-negligent Manslaughter
  - Negligent Manslaughter
- Sex Offenses-Forcible/Non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking



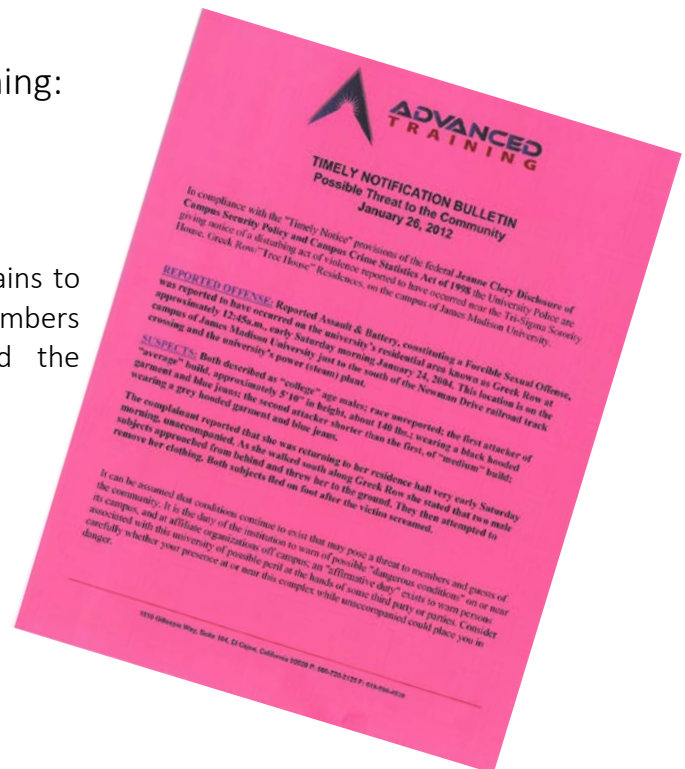
## Procedure

Warnings will be issued through the following means:

1. E-mail to faculty and staff.
2. Post a copy of the warning in each classroom, labs, break room and all entrances and exits. The warning will be reproduced on fluorescent **Cherry Red** paper. This color paper will be used only for Timely Warnings.
3. The Vice President of Operations or another member of the school's management team will visit each classroom or lab to inform all students of the situation.
4. The school will notify all students immediately using a text messaging/ E-mail service.

Information to be included in the warning:

- A description of the offense
- Description of the suspects
- Additional information
  - any other information that pertains to the incident that ensures all members of the community understand the nature of the incident





# Security of and Access to Campus Facilities



## Campus Security And Law Enforcement

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1. The Vice President of Operations or designee provides security support and information for Advanced Training. The Vice President of Operations provides information in the areas of parking, traffic control, fire prevention, safety and enforcement of all applicable regulations.
2. Advanced Training cooperates with outside law enforcement agencies and exchanges criminal information. Students, staff, faculty, and visitors are encouraged to report criminal offenses to the Vice President of Operations or administration. If unavailable, then to the local police department.
3. The local police department, local county sheriff's department, and other local police agencies, state agencies and federal law enforcement agencies have criminal authority on the Advanced Training campus.

## Access to Facilities

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1. During business hours, ATA will be open to students, parents, employees, contractors, guests, and invitees as long as all parties observe the rules and regulations of the campus. Access to the administration offices is open to students and visitors by appointment only. Appointments are made through the receptionist at the campus.
2. The campus is not open to the public. Visitors are subject to the rules and regulations of the campus. Visitors must identify themselves to the receptionist and be accompanied by a staff member.

# Illegal Drugs and Alcohol



## Policy

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Advanced Training Associates has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff, and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions. Students and employees will receive a comprehensive handbook annually, outlining the regulation for the Drug- Free Schools and Campuses Act that was published in August 1990. This handbook includes a written drug policy, information on health risks, legal penalties and sanctions, referral services and treatment options.

This school will assist employees and students in the selection of appropriate counseling, substance abuse assistance or rehabilitation programs. In addition, this school will not discriminate solely on the grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a substance-abuse assistance or rehabilitation program.

# Sexual Assault and Harassment



## Policy

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1. Sexual assault, including rape, is a violation of Advanced Training's Rules and Regulations for Conduct for students and associates and the Sexual Harassment Policy, as well as a violation of the penal code.
2. If you are sexually assaulted, you may seek assistance by contacting any of the following: Vice President of Operations, ATA Administration, and the local rape crisis center at *(888) 385 - 4657*. If you are off campus, and in an emergency, call the local police department by dialing 911.
3. A victim who wishes to file an informal or formal complaint of sexual assault against a student or staff should notify the Vice President of Operations and an investigation will be conducted. Possible sanctions against a student or an associate found guilty of sexual assault through campus proceedings include expulsion, suspension, and probation for the student or disciplinary action up to and including termination of employment for associates.
4. The accuser and the accused perpetrator are entitled to the same opportunities to have others (e.g., witnesses or advocates) present during a campus disciplinary proceeding. Both parties shall be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.
5. Counseling for victims of sexual assault is not available on campus. Counseling is available through the local rape crisis centers; they may be contacted at *(888) 385 - 4657*.
6. Advanced Training does not employ pastoral or professional counselors; therefore, we have no procedures for reporting crimes on a voluntary, confidential basis for inclusion of the crime in the annual disclosure of crime statistics.

# Education and Prevention



## Campus Security Information

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Various programs are designed to inform students and associates about campus security procedures and practices and to encourage students and associates to be responsible for their own and others security.

1. The campus has established a standing Security Committee made up of associates to review, recommend, and establish policies, procedures, and practices.
2. All students are provided a copy of the Annual Security Report that includes material advising them of precautions they should follow to help avoid becoming victims of crime on the campus.
3. Special security bulletins will be distributed, if a need arises, to advise students or associates of community crime patterns and suspect information.
4. Associates are provided with security orientation information during their initial employment evaluation period.

## Sexual Assault Prevention

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1. Advanced Training distributes information for sexual assault and date rape education to the student community through a mandatory orientation prior to the start of classes.
2. The San Diego Center for Community Solutions offers sexual assault education and information programs to students and employees upon request.

*4508 Mission Bay Drive  
San Diego, CA 92109  
(858) 272-5777*

*Center for Community Solutions  
560 N. Magnolia Ave El Cajon, CA 92020.  
619-697-6477*

# Registered Sex Offender Information



## Campus Sex Crimes Prevention Act

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The Campus Sex Crimes Prevention Act (CSCPA) of 2000, is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or employed or volunteering on campus. The federal law requires state law enforcement agencies to provide Advanced Training with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at Advanced Training.

The CSCPA also requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained.

Advanced Training is complying with this requirement by providing information regarding registered sex offenders in your area.

**San Diego County Sheriff's Department**

9621 Ridgehaven Court | San Diego, California 92123

(858) 974-2222

Monday- Friday 8:00am- 5:00pm

**Attorney General Website:**

[www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

**San Diego County Website:**

<http://sandiego.gov/police/newsflash/sexoffender.shtml>

# Emergency Response and Evacuation



## Policy

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In the event of a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurring on campus (weather, fire, bomb threat, etc) the facility will be closed and a timely warning issued.

## Procedure

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1. The Vice President of Operations and Security Officer will determine and confirm the significant emergency or dangerous situation and affected students or employees.
2. Emergency response agencies will be notified by the Vice President of Operations as necessary.
3. Initiate timely warning notification alerts unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
4. Evacuate and close the campus as necessary. Additional alerts and updates to the community will be issued via social media avenues.
5. On an annual basis, the emergency response and evacuation procedures will conduct, at a minimum, one test of the system.
  - a. The test will be documented and include:
    - An exercise description
    - Date and time
    - Whether the test was announced or unannounced



Type of Incident	Incidents Reported					
	On Campus			Public Property		
	2015	2016	2017	2014	2016	2017
<b>Criminal Offense</b>						
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses (Incest/Statutory Rape)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>						
Domestic violence	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Hate Crimes</b>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Disability	0	0	0	0	0	0
Ethnicity/National Origin	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
<b>Arrests</b>						
Weapons: Carrying, Possessing, etc	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0
Referred for disciplinary action, but not arrested	0	0	0	0	0	0
<b>Unfounded Crimes</b>						
	0	0	0	0	0	0

## **Campus Safety and Security Survey Completion Certificate**

The Campus Safety and Security data for  
**Advanced Training Associates**  
**444361**  
were completed and locked on September 19, 2018.

Thank you for your participation in the 2018 data collection.

This certificate was prepared on September 28, 2018.