



**SCHOOL OF
SKILLED TRADES**

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Policy for Reporting the Annual Disclosure of Crime Statistics

The federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**, [20 USC § 1092\(f\)](#), requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The reports for ETI can be found on our website at <http://www.eticampus.com/resources/accreditationaffiliations/>, Annual Security and Fire Report. These reports are updated and posted on our website by October 1st of each year.

This report includes statistics for the previous three calendar years concerning crimes which have occurred on campus; in certain off campus buildings, or properties owned or controlled by the college; and on public property within, or immediately adjacent to the campus. All employees and students can view this information on our website, as listed above. ETI has installed 20 cameras around the campus for monitoring of illegal behavior.

Campus crime, arrest, and referral statistics include those reported to designated campus officials and local law enforcement agencies, if necessary.

Types of offenses to be reported and additional terms are found in the **Definition of Terms & Types of Offenses** at the end of this manual.

How to Report a Crime

ETI encourages crimes to be reported accurately and timely to one of the following individuals. All individuals are encouraged to **DIAL 911 or Contact the Willowbrook Police Department, if they deem necessary**, and then must alert one of the 'Campus Authorities' below. All students, staff, faculty, and guests are encouraged to act in a manner that promotes safety on campus. All crimes will be documented on the 'Campus Crime Log' located in the Director of Operations office for easy accessibility.

All reported criminal activity will be investigated by the 'Campus Authorities' and, when necessary, will report criminal activity to the local or state law enforcement agencies for further investigation.

All reports should include the following information:

- When the incident occurred
- Where the incident occurred
- A description of what transpired, including pertinent details regarding weapons, etc...
- Details of the suspects appearance; clothing, vehicle, identifying marks
- Additional Information helpful in the investigation of the crime

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
Marianna Caniglia	Campus President	(Office) 630-216-4957 (Cell) 847-542-7409	mcaniglia@eticampus.edu
Willowbrook Police Department	Local Law Enforcement	Non-Emergency 630-325-2808	n/a

Timely Warnings

In the event that a situation arises, either on or within the surrounding areas of the campus, that, in judgment of the 'Campus Authorities', constitutes an on-going threat, a campus wide "Timely Warning" will be issued. Depending on the warning, the 'Campus Authorities' may withhold information in order not to compromise efforts to contain the situation. The warning will be issued throughout the campus via one or more of the following:

- Campus Memo
- Announcements made in the classrooms/laboratories/administrative areas
- Posted on ETI School of Skilled Trades website at www.eticampus.edu
- Electronically by phone, texts, emails

Timely warnings will be issued if the following has occurred: (1) a crime has been committed (2) the assailant has not been apprehended (3) the crime poses a major risk to the physical safety of the campus community. The warning will contain the following information:

- Crime that initiated the timely warning
- How the campus community should protect themselves
- Where and how to contact the school with additional information

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the school or local authorities, you may still want to consider making a confidential report. With your permission, one of the 'Campus Authorities' can file a report on the details of the incident without revealing your identity. These forms can be located in the Director of Operations office. 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 school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of a crime with regard to particular location, method, or assailant, and alert the campus community to potential danger. Reports filed under this manner are counted and disclosed in the annual crimes statistics for the situation.

Access Policy

During business hours, ETI School of Skilled Trades will be open to students, parents, employees, contractors, guests, and invitees. All non-students, staff and faculty members will be required to wear a 'Visitor Pass' while on campus and return to the front desk upon their departure. During non-business hours access to all College facilities is by key. In the case of periods extended past closing, the 'Campus Authorities' will admit only those with prior approval. ETI School of Skilled Trades does not have nor provide campus residences. Campus Directors regularly walk the campus to ensure the campus is secure.

The two tier parking garage located on the North Side of the building is designated for staff members and students. Students are not permitted on campus outside of normal business hours or weekends, unless previously scheduled with a campus authority member.

Campus Law Enforcement

ETI School of Skilled Trades staff and faculty, have the authority to ask persons for identification and to determine whether individuals have lawful business at ETI School of Skilled Trades. ‘Campus Authorities’ do not possess arrest power. Criminal incidents are referred to the Willowbrook Police Department who have jurisdiction on the school grounds. ETI School of Skilled Trades maintains a highly professional working relationship with the Willowbrook Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the ‘Campus Authorities’ and the Willowbrook Police Department. Prompt reporting will ensure timely warning notices on-campus and timely disclosure of crime statistics. ETI School of Skilled Trades does not have Campus Police.

Pastoral and Professional Counselors

ETI School of Skilled Trades does not provide Pastoral or Professional Counselors. The Director of Student Services has referral information that can be given to individuals involved in a crime. All confidential reports must be made to one the ‘Campus Authorities’ listed below:

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
Marianna Caniglia	Campus President	(Office) 630-216-4957 (Cell) 847-542-7409	mcaniglia@eticampus.edu
Willowbrook Police Department	Local Law Enforcement	Non-Emergency 630-325-2808	n/a

Security Awareness Program

During new student orientation, ETI School of Skilled Trades informs students of crime reporting services available to them. ETI School of Skilled Trades encourages students and employees to be aware of their responsibility for their own security and the security of others. Students and employees are educated on what to keep an eye out for and how to report suspicious behavior. When time is of the essence, information is released to the students and employees via ‘Campus Memo’ and will be posted on all bulletin boards throughout the campus.

Crime Prevention Programs

ETI School of Skilled Trades does not provide Crime Prevention Programs, however, does encourage all employees and students, especially evening students and employees, to walk with friends to their vehicles.

Off-Campus Activity

ETI School of Skilled Trades does not recognize any off-campus student organizations. Therefore, ETI does not provide law enforcement services to off-campus activity.

Alcohol and Drug Policy

As outlined in the course catalog, the ETI School of Skilled Trades Alcohol and Drug Policy is as follows:

It is the purpose of ETI to help provide a safe and drug-free work environment for our students.

ETI explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on ETI or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from ETI or customer premises, if such impairment or influence adversely affects the students work performance, the safety of the students or of others, or put at risk ETI's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from ETI or customer premises, if such activity or involvement adversely affects the students work performance, the safety of the students or of others, or puts at risk ETI's reputation.
- The presence of any detectable amount of prohibited substances in the student's system while at school, while on the premises of ETI or its customers. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with prescription given to the employee.

ETI may conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Students may be selected at random for drug and/or alcohol testing at any interval determined by ETI.
- **FOR-CAUSE TESTING:** ETI may ask a student to submit to a drug and/or alcohol test at any time it feels that a student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's vicinity, unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol.
- **POST-ACCIDENT TESTING:** Any student involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any student who potentially contributed to the accident or injury event in any way.

There are various health-risks associated with the use of alcohol consist of both short term and long term risks.

According to the, *Center for Disease Control*, excessive alcohol use led to approximately 88,000 deaths and 2.5 million years of potential life lost each year in the United States from 2006-2010, shortening the lives of those who died by an average of 30 years. Excessive drinking was responsible for 1 in 10 deaths among working-age adults aged 20-64.

The Short Term health risks of alcohol use are as follows, according to the *Center for Disease Control*:

- ✓ Injuries, such as motor vehicle crashes, falls, drownings, and burns
- ✓ Violence, including homicide, suicide, sexual assault, and intimate partner violence
- ✓ Alcohol Poisoning, a medical emergency that results from high blood alcohol levels
- ✓ Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases.
- ✓ Miscarriage and stillbirth or fetal alcohol spectrum disorders.

The Long Term health risks of alcohol use are as follow, according to the *Center for Disease Control*:

- ✓ High blood pressure, heart disease, stroke, liver disease, and digestive problems
- ✓ Cancer of the breast, mouth, throat, esophagus, liver, and colon
- ✓ Learning and memory problems, including dementia and poor school performance
- ✓ Mental health problems, including depression and anxiety

- ✓ Social problems, including lost productivity, family problems, and unemployment
- ✓ Alcohol dependence or alcoholism

There are various health risks associated with the use of illicit drugs. According to the, Illinois Department of Human Services, those risks include, but are not limited to:

- ✓ Amphetamines – rapid speech, convulsions, hallucinations, chest pain, paranoia, anxiety, headache, aggression, insomnia, dry mouth, and irritability.
- ✓ Phencyclidine (PCP) – hallucinations, slurred speech, vomiting, drooling, tremors, numbness and blackouts.
- ✓ Inhalants – Nausea, eye irritation, bloody nose, fatigue, sores/rash, loss of appetite, diarrhea, poor memory, and hand tremors.
- ✓ Depressants – slurred speech, dilated pupils, suicidal ideation, lack of coordination, shallow breathing, and paranoia.
- ✓ Cocaine – chronic sore throat, bronchitis, weight loss, brain seizures, sweating, hoarseness, lung cancer, slowed digestion and increased heart rate.
- ✓ Club Drugs – hallucinations, fainting, restlessness, loss of reflexes, tremors, amnesia, chills, teeth clenching, sleeping problems, coma, and high blood pressure.
- ✓ Marijuana – problems with memory and learning, blood shot eyes, dizziness, distorted perception-sight, increased heart rate, intense anxiety, and dry mouth.

If a student refuses a request to submit to testing under this policy, the student may be subject to appropriate disciplinary action, up to and possibly including discharge from school. In such a case, a student will be given an opportunity to explain the circumstances prior to any final action becoming effective.

ETI will contact the Willowbrook Police Department if we become aware of any underage drinking and/or illegal drug use.

Alcohol and Substance Abuse Information
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Prevention Program

Although, ETI School of Skilled Trades does not have “Pastoral’ or “Professional” counseling available on campus, If you are in need of any literature and/or referral programs, please see one of the individuals below to assist you:

<u><i>Name</i></u>	<u><i>Position</i></u>	<u><i>Phone</i></u>	<u><i>Email</i></u>
Marianna Caniglia	Campus President	(Office) 630-216-4957 (Cell) 847-542-7409	mcaniglia@eticampus.edu
Evelyn Carlos	Director of Student Services & Financial Aid	(Office) 630-216-8134	ecarlos@eticampus.edu

Local, State & Federal Legal Sanctions

- Illinois law prohibits the consumption of alcoholic liquor by any person under 21 years of age, which is a Class A Misdemeanor. *Penalty: The person under 21 years of age is subject to a minimum \$500.00 fine.*
- A person under the age of 21 is prohibited from possessing alcoholic beverages on the street, highway or any public place or in any place open to the public. Violation of this provision is a Class A Misdemeanor. *Penalty: Underage person is subject to a minimum \$500.00 fine and (if applicable) additional enhanced penalties for illegal transportation of open liquor.*
- Illinois law prohibits persons under 21 years of age from purchasing, possessing, consuming and/or accepting a gift of alcoholic beverages, except under the direct supervision and approval of the parent(s) in the privacy of a home or during a religious ceremony. Violation of this provision is a Class A Misdemeanor. *Penalty: The person under 21 years of age is subject to a minimum \$500.00 fine and 25 hours of community service, preferably as part of an alcohol abuse prevention program.*

Contributed by: <http://www.illinois.gov/ilcc/Education/Pages/Under21Laws.aspx#drink>

Sexual Assault Prevention and Response

ETI School of Skilled Trades educates the student community about sexual assaults and date rape through posting information in the student common areas and educating the students on who to see for additional information. This information is available on the Student Resource Learning Center computers in which all students have access to.

If you are a victim of sexual assault at this institution, your first priority should be to get to a place of safety and contact 9-1-1 and obtain necessary medical treatment. ETI School of Skilled Trades strongly encourages victims to report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. All incidents are encouraged to be reported to a 'Campus Authority' figure and will be handled further accordingly. It will be up to the person who reports the incident on how to proceed further with the incident.

Sex Offender Registration

In accordance to the "Campus Sex Crime 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, ETI School of Skilled Trades is providing a link to the Illinois State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where this 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. The Illinois State Police Department is responsible for maintaining this registry. Please visit www.isp.state.il/us/sor for a complete list.

Domestic Violence, Dating Violence, and Stalking Reporting

Victims of these crimes are encouraged to dial 9-1-1 or contact one of the 'Campus Authorities' either in person or by phone. ETI School of Skilled Trades will provide assistance in securing support outside of the campus. All victims should find a safe place, obtain medical treatment, and report the incident timely and accurately to assist with the investigation.

Student Honor Code of Conduct

Students are expected to maintain a level of conduct that reflects an attitude of professionalism. Since there is so much to learn in a limited amount of time, it is very important the school maintain an atmosphere that promotes learning. While learning should be enjoyable, certain types of misconduct will not be tolerated and may result in immediate dismissal from the school. These include, but are not limited to, the following:

- Possession, consumption/under the influence or sale of alcoholic beverages on campus.
- Possession, consumption/under the influence or sale of any illegal drugs or controlled substances on campus.
- Vandalism, theft, violence or threatening violent behavior.
- Felonious behavior, as defined by state statutes, whether on or off campus.
- Academic Dishonesty (cheating).
- Classroom misconduct or disruption of class.
- Disrespectful behavior toward faculty, staff or other students.
- Excessive absenteeism or tardiness (see attendance policies and procedures).

Subsequent violations may result in dismissal or termination of privileges based upon severity and intent of the act. Additionally, a student who conduct or influence is determined to be determined to the purposes of the school or to the morale of the student body is subject to immediate expulsion.

Definition of Terms & Types of Offenses

Criminal Homicide

- *Murder and Non-Negligent Manslaughter* – is defined as the willful (non-negligent) killing of one human being by another.
- *Negligent Manslaughter* – is defined as the killing of another person through gross negligence.

Sex Offenses -

1. *Rape* – 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.
2. *Forcible Sodomy* – is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical capability.
3. *Sexual Assault with an Object* – is 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 that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
4. *Forcible Fondling* – is 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 will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses

- *Non-forcible* – are incidents of unlawful, non-forcible sexual intercourse. There are two types:
 1. *Incest* – non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 2. *Statutory Rape* – is non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

Robbery

- Robbery is 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.
 1. *Firearm* – includes robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear. Attempts are included in this category.
 2. *Knife or Cutting Instrument* – include robberies in which a knife, broken bottle, razor, ice pick or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear. Attempts are included in this category.
 3. *Other Dangerous Weapon* – Includes robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray or other dangerous weapon is employed or its use is threatened. Attempts are included in this category.
 4. *Strong-Arm/Hands, fists, feet, etc..* – Include muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists, and teeth are employed or their threatened. Attempts are included in this category.

Aggravated Assault

- Aggravated assault is 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.
 1. *Aggravated Assault Firearm* – Include all assaults in which a firearm of any type is used or threatened to be used. Assaults with revolvers, automatic pistols, shotguns, zip guns, rifles, etc.. are included in this category.
 2. *Aggravated Assault Knife and/or Cutting Instrument* – Include assaults wherein weapons such as knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles and ice picks are used as cutting or stabbing objects, or when their use is threatened.
 3. *Aggravated Assault Other Dangerous Weapon* – Include assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. The weapons in this category include, but are not limited to: Mace, pepper spray, clubs, bricks, jack handles, tire irons, bottles or other blunt instruments used to club or beat victims. Attacks by explosives, acid, lye, poison, scalding, burnings, etc., are also included in this category.
 4. *Aggravated Assault Hands, Fists, Feet, Etc.* Aggravated Injury – include only the attacks using personal weapons such as hands, arms, feet, fists, and teeth that result in serious or aggravated injury. Consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. Classify the assault as aggravated if the personal injury is serious (broken bones, internal injuries or stitches required). On the other hand, classify the offense as a simple assault if the injuries are not serious (abrasions, minor lacerations or contusions) and require no more than usual first-aid treatment.

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OFFENSE	YEAR	ON CAMPUS PROPERTY	NON CAMPUS PROPERTY	PUBLIC PROPERTY	OPTIONAL TOTAL
MURDER / NON-NEGLIGENT MANSLUAGHTER	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
NEGLIGENT MANSLAUGHTER	2023	0	0	0	0
	2022	0	0	0	0
SEX OFFENSES, FORCIBLE	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ROBBERY	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
AGGRAVATED ASSAULT	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
BURGLARY	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
MOTOR VEHICLE THEFT	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ARSON	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
LIQUOR LAW ARRESTS	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DRUG LAW ARRESTS	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2021	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0