



# 2017 Annual Campus Security Report

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## Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Campus Security Act of 1990, requires The Refrigeration School to disclose to the public specific crime-related information on an annual basis. In compliance with this legislation, the school must report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year.

Prospective students and employees shall receive a notice of its availability and a brief summary of its contents. The school may publish the report electronically, but the school must give students, employees, and potential students or employees a paper copy upon request and individually inform them of the availability of the report in electronic format. The school sends official annual notifications with the new report to all currently enrolled students via their email address that is on file with the school and to all faculty and staff via their official school email address. Contact the Campus President at (602) 275-7133 for clarification or additional information.

## Crime Statistics

The following statistics are reported in compliance accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, which requires all colleges and universities receiving federal funds to publish the occurrence of certain criminal offenses reported to school safety departments, to other appropriate school officials, or to local police. Statistics are reported for the three most recently completed calendar years. Individuals who wish to make a report of a criminal incident for purposes of making timely warnings to our students and staff or for inclusion in this annual report are urged to provide the relevant information to the Campus Security Authority, 4210 E. Washington Street, Phoenix, Arizona 85034, (602) 275-7133 Ext. 838.

The statistics for campus incidents are compiled from the Campus Security Authority, who maintains records on disciplinary referrals and actions reported. The Compliance Office and Campus Security Authority determine which category a given incident fits for purposes of preparing this report and whether the incident occurred on campus or not.

- **Criminal Homicide** – Murder and non-negligent manslaughter, and manslaughter.
- **Forcible or Non-forcible Sex Offenses** – A forcible sex offense is any sexual act directed against another person, forcible and/or against that person's will or not forcible or against that person's will where the victim is incapable of giving consent (such as when the victim is intoxicated). Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse." This definition encompasses fondling, incest or statutory rape.
- **Robbery** – The taking or attempting to take anything of value from the control, custody, or care 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. Usually, this offense occurs by the use of a weapon or by means likely to produce death or great bodily harm.

- **Burglary** – The unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
- **Arson** – The willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.
- **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle (this does not include theft *from* a motor vehicle).
- **On-campus Arrests for Alcohol, Drug, and Illegal Weapon Violations.**
- **Certain Referrals for Campus Disciplinary Actions for Alcohol, Drug, or Illegal Weapon Violations**
- **Hate Crimes** – The number of each type of crime that falls into the above list; as well as larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that are determined to be hate crimes. The Refrigeration School must report hate crimes by category of prejudice—race, gender, religion, sexual orientation, ethnicity, disability, gender identity, or national origin—as part of the campus crime statistics.
- **Domestic Violence** – Includes felony or misdemeanor crimes 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 receiving grant monies, 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.
- **Dating Violence** – The violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship.
    - The type of relationship.
    - The frequency of interaction between the persons involved in the relationship.
- **Sexual Assault** – Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks capacity to consent.
- **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for his or her safety or the safety of others; or
  - Suffers substantial emotional distress.

Furthermore, The Refrigeration School must provide the following geographic breakdown of the crime statistics:

- On campus;
- In a non-campus building or on non-campus property;
- On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

The number of crimes determined to be unfounded and removed from crime statistics must also be reported.

For offenses of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in section 40002(9) of the Violence Against Woman Act of 1994 (42 U.S.C. 13925(a)). Such statistics shall not identify victims of crimes or persons accused of crimes. No crimes have been determined unfounded and removed during this reporting period.

Category	On Campus			Non-Campus Property (parking lot)		
	2014	2015	2016	2014	2015	2016
<b>Criminal Offenses</b>						
<b>Arson</b>	0	0	0	0	0	0
<b>Assault</b>	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Destruction, Damage or Vandalism of Property</b>	0	0	0	0	0	0
<b>Homicide</b>	0	0	0	0	0	0
Murder	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Non-negligent Manslaughter	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0
<b>Larceny</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Sex Offenses</b>	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense - Non-forcible	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
<b>Theft</b>	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Theft - Other Than Motor Vehicle Theft	0	0	0	0	0	0
<b>Trespassing</b>	0	0	0	0	0	0
<b>Vandalism</b>	0	0	0	0	0	0
<b>Arrests</b>						
<b>Liquor Law Violations</b>	0	0	0	0	0	0
<b>Drug Abuse Violations</b>	0	0	0	0	0	0
<b>Weapons Possessions</b>	0	0	0	0	0	0
<b>Disciplinary Actions</b>						
<b>Liquor Law Violations</b>	0	0	0	0	0	0
<b>Drug Abuse Violations</b>	0	0	0	0	0	0
<b>Weapons Possessions</b>	0	0	0	0	0	0

Category	On Campus			Non-Campus Property (parking lot)		
	2014	2015	2016	2014	2015	2016
<b>Hate Offenses</b>						
<b>Arson</b>	0	0	0	0	0	0
<b>Assault</b>	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Destruction, Damage or Vandalism of Property</b>	0	0	0	0	0	0
<b>Homicide</b>	0	0	0	0	0	0
Murder	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Non-negligent Manslaughter	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0
<b>Larceny</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Sex Offenses</b>	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense - Non-forcible	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
<b>Theft</b>	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Theft - Other Than Motor Vehicle Theft	0	0	0	0	0	0
<b>Trespassing</b>	0	0	0	0	0	0
<b>Vandalism</b>	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA) Offenses</b>	2014	2015	2016	2014	2015	2016
<b>Domestic Violence</b>	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0
<b>Sexual Assault</b>	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0
<b>Unfounded Crimes</b>	2014	2015	2016	2014	2015	2016
<b>Total Unfounded Crimes</b>	0	0	0	0	0	0

## Campus Security Procedures for Reporting Incidents

The safety of students, visitors, faculty, and staff is a top priority of The Refrigeration School. Each student and staff member is responsible for reporting, as soon as possible, any of the witnessed events to the Campus President, Director of Education, Director of Student Operations, or the Faculty Supervisor. Campus emergencies are to be reported to the aforementioned individuals, or a student's instructor. A staff person is to report campus emergencies to the supervisor of the department. Crimes, arrests, and hate incidents must be reported immediately!

RSI does encourage anyone who is a victim or witness to a crime to promptly report the incident to the local police. Due to police reports being public records under the state law, reports of crimes cannot be held in confidence. Confidential reports of a crime can be made to the Crime Stoppers at (866) 845-8477.

The Refrigeration School encourages students and staff to assume responsibility for their own personal safety and security by taking common sense precautions. Precautions might include walking to your car at night with a fellow student or asking a RSI maintenance employee to walk you out. Another is keeping your car locked and parked in a well-lit area with valuables placed out of sight.

Should you witness a crime in process, the institution requests that you adhere to the following procedure. During the hours of 7:30 a.m.-10:00 p.m., Monday through Thursday and 7:30 am-5:45 pm Friday, immediately contact an administrative instructor. These designated individuals will notify The Refrigeration School's Campus Security Authority, Greg Harris. The local law enforcement agency or emergency medical system will be notified depending on the seriousness of the incident. RSI does not employ or contract with a security department or campus policing agency. RSI does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and the campus Security Authority for review.

All reports will be investigated. Campus personnel are responsible for completing crime and accident reports and for responding to emergencies. They are also responsible for enforcing other regulations such as parking, the use of controlled substances, weapons, and underage drinking.

Incident reports are maintained on file by their nature, date, time, general location, and disposition of the complaint. The Campus President maintains a record of the incident reports for a maximum of three years, and the school shall make the incident reports available to the public within two business days of receiving a written request unless disclosure of such information would:

- Be prohibited by law;
- Jeopardize the confidentiality of the victim;
- Jeopardize an on-going criminal investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

If you are a victim of domestic violence, dating violence, sexual assault, stalking, or any other crime on any campus of The Refrigeration School you should report this to the Director of Education, Director of Student Operations or the Phoenix Police Department having jurisdiction on the campus. Reporting of the above crimes is voluntary and may be reported in a confidential basis directly to the Campus President.

In the event of accidents or injuries, other medical emergencies, or crime-related incidents, someone witnessing the incident should notify the nearest instructor or staff member immediately. This procedure does not prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police, fire, ambulance, hospital, etc.). A school administrator will secure professional emergency care if needed.

As a nonresidential school, The Refrigeration School expects students to secure normal medical services through a family physician. In the case of serious accidents or illnesses, the school will refer students to the nearest

hospital for emergency care and will notify their emergency contacts. Students and/or their families are responsible for the cost of such emergency care.

School officials notify The Refrigeration School or the local police when someone commits a crime on campus or at school-sponsored events. In case of accidents or injuries, other medical emergencies, or crime-related incidents involving students, visitors, or employees, the persons involved must complete and return incident report forms to the Campus President.

School personnel of chartered campus organizations must report criminal incidents committed by students while participating in school-sponsored activities both on and off campuses and properties. These reports must be submitted in writing to the Director of Education, Director of Student Operations. Students who violate the Student Conduct Code or who commit crimes of misdemeanor or felonious nature, as defined by the Criminal Code of Arizona, while participating in school-sponsored activities will be subject to a hearing before a duly appointed committee (see *Student Code of Conduct*). The Campus President will report violations of local, state, and/or federal laws to the appropriate law enforcement officials.

## Crime Log

The Refrigeration School maintains a Crime Log of all crimes reported. The Campus President maintains the Crime Log in an electronic format and a paper copy is available upon request.

## Campus Facilities and Security Access

The Maintenance Department maintains school buildings and grounds with concern for safety and security. This department inspects campus facilities regularly and promptly makes repairs. Students and employees must notify the Maintenance Department at (602) 275-7133 Ext. 838, or in person in the Maintenance Office to report any hazard. The Maintenance Department routinely inspects school facilities to review lighting and environmental safety.

Most campus facilities are open to the public during the day and evening hours when classes are in session. Members of the maintenance staff unlock and lock buildings each day. Administrative staff is responsible for securing the facilities if maintenance personnel is not available. When officially closed, all school facilities remain locked and accessible only to employees with keys.

## Emergency Response and Evacuation Procedures

Each classroom and laboratory contains a posted emergency action plan for fire or hazardous weather conditions. The plan includes evacuation instructions in case of emergency. Please familiarize yourself with these placards at the beginning of each class.

In the event of fire, personal injury, or criminal action, someone witnessing the incident should notify the nearest instructor or staff member immediately. That person should also notify the supervisor in charge of disaster management (or their designee) during an emergency in the following order:

1. Campus President (602) 267-4801
2. Director of Education (602) 267-4838
3. Faculty Supervisor (602) 267-4824
4. Director of Student Operations (602) 267-4806

If the situation is a dire emergency, an employee should call 911 before contacting any school personnel.

A student who experiences any personal injury must complete and submit an incident report to the Campus President as soon as possible.

In the event of a serious or life threatening emergency caused by natural disaster or human hands, a supervisor in charge of disaster management, or their designee, will be responsible for issuing timely warnings of all threats that represent an ongoing and continuous threat to the campus community. These notifications will be made

immediately and without delay unless doing so would compromise efforts to assist a victim or contain, respond or otherwise mitigate the emergency. The safety of the campus will dictate the content and methods of notification.

When a crime or emergency is reported to a supervisor in charge of disaster management, or their designee, they will go directly to the scene and assess the situation. 911 will be contacted immediately if the situation warrants it and if necessary, the process to begin notifying the campus will begin. During instances of severe weather, staff will monitor weather information from the local TV/Radio stations and will listen for the civil defense sirens.

In the event of imminent danger, that could result in the loss of life, the Receptionist on duty will be responsible for activation of the blue "Police" button on the wall alarm panel. The blue "Police" button once depressed for three seconds sends an audible alarm throughout the building and will generate an immediate police response. Once activated the campus should immediately go on lockdown.

The phone intercom system can be used to notify the campus community of any threat that requires an immediate response. Employees must be familiar with the Threat Code Policy. The Campus President, or his/her designee, within 30 minutes of confirmation a threat, will send an emergency notification text message via the schools early warning system.

If time warrants, the campus voicemail will be changed to a recorded message notifying any students, staff, or family members who are not on the campus at the time of an emergency about the situation. Information about when the campus will reopen will also be recorded on the message.

In the event that a situation gains media attention, all inquiries will be referred to the Campus President

## Evacuation Instructions

In the event of a fire or notification of a fire by building alarm, it is important to follow these guidelines:

1. Everyone is to turn off lab or office equipment they are using and close all doors.
2. WALK, do not run
3. Assist any persons that have special needs
4. Go directly to the designated locations (see designated meeting places listed below)
5. Stay at designated location and check in with your instructor. Instructors will account for all students using the class rosters. Wait for further instructions. Do Not Leave.
6. DO NOT ATTEMPT TO RE-ENTER THE BUILDING.

***For the quickest way out of the building, refer to the fire maps on the walls located throughout the building.***

### Designated Meeting Places

#### Primary Location – Crowne Plaza Hotel

Students are to meet their Instructor at the designated locations. Students in the lab and classroom area will meet their Instructor at the Crowne Plaza Hotel which is located at the North/West corner of the intersection of 44<sup>th</sup> and Washington Streets. Once ordered to evacuate, all employees, students, and visitors should proceed to the primary evacuation location.

#### Secondary Location – West side of the Aquaduct

If the primary evacuation location is inaccessible, the secondary evacuation location is recommended. Staff and students are to meet on the paved side on the west side of the aquaduct that is located approximately ¼ mile west of the campus.

## Timely Warning

In the event that a situation arises either on or off campus that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through a memo to students, faculty, and staff or via campus intercom/paging system. Anyone with information warranting a “timely warning” should immediately report the circumstances to the Director of Education at (602) 275-7133 Ext. 838, or in person at THE REFRIGERATION SCHOOL Maintenance Office.

The Campus President, Director of Education, Faculty Supervisor, or Director of Student Operations is responsible for issuing timely warnings.

## Personal Safety and Crime Prevention

The Refrigeration School recognizes the importance of security for all students and staff while on campus property. Furthermore, THE REFRIGERATION SCHOOL supports law enforcement agencies and works with them where appropriate to minimize crime. THE REFRIGERATION SCHOOL endorses all applicable city, state, and federal laws. Security issues affect all students, visitors, and staff on campus property, which includes the parking lots. THE REFRIGERATION SCHOOL does not have campus housing. The Director of Education, Faculty Supervisor, or one of the Student Advisors will make available information for staff on safety and security measures.

The Director of Education serves as security coordinator for the campus. As such, he does not have authority to arrest individuals; however, he does work with state and local police and other law enforcement agencies. His department is responsible for opening and closing the facilities on-campus. Instructors provide information on safety and security precautions for all new students on the first day of training.

Following these safety tips helps reduce the chance of becoming a victim of crime:

- Avoid dark, secluded places when alone.
- Walk with others, making sure to stay in well-lit areas.
- Lock car doors while on campus and keep valuables locked in the automobile trunks and/or out of sight.
- Tell someone where you are going and when you can be expected to return.
- Vary your route and schedule if you exercise outdoors on a regular basis.
- Do not overload yourself with books or other items. Keep your hands free.
- Carry a purse close to your body, preferably in front. If it has a shoulder strap, be prepared to let it go if snatched.
- When confronted by thieves, give them what they want. Do not pursue the thieves. Get a detailed description and call the police immediately.
- Never leave laptop computers, textbooks, cellular telephones, book bags, purses, or other valuables unattended in classrooms, the library, common study areas, or outdoor spaces.
- Head to an area with other people present if a stranger approaches you and you feel concerned or uncomfortable.

The Refrigeration School will conduct semi-annual safety programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their security and the security of others.

## Safety Escorts

Students who would like safety escorts from classes to their vehicles should contact the Maintenance Department at (602) 275-7133Ext. 838.

## Weapons

The Refrigeration School is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and academic setting by expressly prohibiting the possession of a firearm,



weapon, or explosive compound or material on any campus property or within the designated school safety zone, which is defined as being in, on, or within 1,000 feet of the campus or other designated worksites. This policy extends to any school-sanctioned function.

Unless otherwise provided by law, it is unlawful for individuals to carry, possess, or have under their control any firearm, weapon, or unlawful explosive compound while within a school safety zone, a school building, on school property, at a school-sanctioned function, or on a bus or other transportation furnished by the school. Such buildings include any public-owned, public-leased, or public-operated building that houses any educational function.

The following are applicable exemptions to the weapons restrictions:

- Participants in organized sport shooting events or firearm training courses.
- Persons participating in military training programs conducted by the armed forces of the United States or the Arizona Department of Defense.
- Persons participating in law enforcement training conducted by a certified police academy.
- Peace officers, law enforcement officers, prosecuting attorneys, campus police or security officers, and medical examiners employed by the state when acting in the performance of their official duties or en route to or from their official duties.
- A weapon that is in a locked compartment of a motor vehicle or a locked firearms rack which is on a motor vehicle when that vehicle is being used by an adult over 21 who is not a student attending the school in order to bring or pick up a student at the school.
- Teachers and other school personnel who are otherwise authorized to possess or carry weapons provided the weapon is in a locked compartment of a motor vehicle or in a located container or a locked firearms rack which is on a motor vehicle.

Unless otherwise provided by law, it is an express violation of school policy for any individuals to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on any school campus, on school property, at a school-sanctioned function, or on a bus or other transportation furnished by the school:

- Any firearm whether operable or inoperable as defined by state law, or any facsimile thereof including, but not limited to, paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind.
- A dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun, or silencer as defined by state law.
- A weapon whether operable or inoperable as defined by state law, or any facsimile thereof including, but not limited to, any knife with a blade that is two or more inches in length (e.g., switchblade, ballistic knife, straight-edge razor or razor blade, any bludgeon-type instrument (e.g. blackjack, bat, or club), any flailing instrument (e.g., nun chuck or fighting chain), stun gun or Taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).
- Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device, or poison gas as defined by state law.
- Any explosive compound or material as defined by state law.
- Any hoax device, replica of a destructive device or configuration or explosive materials with the appearance of a destructive device including, but not limited to, fake bombs and packages containing substances with the appearance of chemical explosives or toxic materials.

Any employee or student who violates the provisions of this weapons policy shall be subject to disciplinary action up to and including dismissal. From a legal perspective, any person who violates this restriction shall be guilty of a felony and upon conviction shall be punished by a fine of up to \$10,000 and/or imprisonment for between two and ten years. Vendors or contractors who violate the provisions of this policy shall be subject to the termination of their business relationship with the school.

## Alcohol & Drug-Free Campus Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, The Refrigeration School implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. School standards of conduct clearly prohibit the unlawful possession, use, or distribution of alcohol, marijuana, a controlled substance, or other illegal or dangerous drugs on campus or as part of any student-sponsored activities.

School policies prohibit the possession or consumption of alcoholic beverages and illicit drugs on the campuses, in school facilities, or at school-related functions. School policies also prohibit students under the influence of alcohol or nonprescription drugs from appearing on the campuses, at clinical facilities, or at student-related functions and activities. The State of Arizona sets 21 as the minimum age to purchase or possess any alcoholic beverages. The Student Advisors provide information on drug and alcohol policies and procedures during new student orientation including reviewing and signing the school's Drug and Alcohol Policy. The staff is provided the same information prior to hire and continued annually.

As noted in the Student Code of Conduct, the school will impose sanctions up to and including dismissal and referral for prosecution for the violation of these standards. The Refrigeration School assists students with drug- or alcohol-related problems by referring them to appropriate community resources designed to address these problems.

## Criminal Sanctions

Federal law prohibits the possession, manufacture, or distribution of various controlled substances. Penalties for these offenses vary depending upon the severity of the convictions, but may include imprisonment of up to 40 years with large fines. Penalties double when the offenses occur within 1,000 feet of a postsecondary educational institution.

Arizona law states that public educational institutions shall, as of the date of conviction, suspend students convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substance, or a dangerous drug except for cases in which the institution previously took disciplinary action against the students for the same offense. Such suspension shall be effective as of the date of conviction even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

Except for cases in which the institution previously imposed sanctions for the term or other similar period for which students were enrolled as of the date of conviction, students shall forfeit any right to any academic credit otherwise earned or earnable for that term or other similar period. The educational institution shall subsequently revoke any such academic credit granted prior to the completion of administrative actions necessary to implement such suspensions.

Arizona law specifies that school-sanctioned student organizations that, through its officers, agents, or responsible members, knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug in violation of state laws at any function shall have its recognition withdrawn. Furthermore, state laws also specify that the school must expel that organization from campus for a minimum of one calendar year from the year of determination of guilt.

The Arizona Penal Code prohibits the possession of alcohol by a person under the age of 21 or providing alcohol to such a person. State laws also specify fines for violators in the amount of \$1,000 and a prison sentence of 12 months.

## Alcohol/Drug Use and Substance Abuse

Much has been written in recent years about the health benefits of moderate alcohol use. Unfortunately that information has also been viewed by some as permission to continue their ongoing abuse of alcohol. Likewise, while there are valid medical reasons to take legally prescribed drugs, it is not uncommon for an individual to lose control over their use of those medications and in some instance advance to such risk-taking behavior as seeking illegal drugs as a substitute.

Once an addiction begins, it can carry a host of additional issues, including loss of self-control, judgment, motivation, memory, and the ability to learn. People who choose to abuse alcohol and/or drugs run the risk of incurring serious health problems such as high blood pressure, increased risk of cancer, heart disease, hepatitis, cirrhosis, alcoholism, drug addiction, brain damage, and in extreme cases sudden death. Additionally, individuals with substance abuse problems pose a serious risk to themselves and to others when they elect to drive under the influence.

Any student who suspects that they or a friend might have a problem with alcohol or drug use should contact the Student Services Department for assistance.

The Student Services Department schedules alcohol and substance abuse events throughout the year. Notices will be posted on bulletin boards around campus, electronic message boards, and the school website announcing these events.

## Drug Testing/Background Checks

Certain employers who hire our graduates require students to complete drug testing and/or criminal background checks prior to allowing students to be hired. The Refrigeration School has a program whereby students are randomly selected for drug testing. Unless otherwise noted, students are responsible for the costs associated with drug testing and/or criminal background checks. Based on hiring company, the results of background checks and/or drug tests may prevent students from completing their programs of study and/or being hired by certain employers.

## Sexual Assault and Other Crimes

It is important for all students, faculty, and staff members to know where to turn for help and what to do if they or someone they know becomes the victim of domestic violence, dating violence, stalking, and sexual assault. Whether the assailants are strangers, acquaintances, close friends, or dates, everyone needs to know how to get necessary treatment, counseling, and other services. Domestic violence, dating violence, stalking, and sexual assault are criminal offenses subject to prosecution under the law. These acts are also violations of the Student Conduct Code.

Studies show that “acquaintance rape” occurs more frequently among school-age students than among any other group. This form of rape is one of the most unrecognized and under-reported crimes because few people identify it as a crime punishable by law.

## Reducing Risk

Steps to take to reduce your risk of being a victim of sex crimes include:

- See the Personal Safety and Crime Prevention section for steps to follow for your own personal safety.
- Consider your alternatives if confronted by a rapist.
- Practice possible responses to situations so that you can recall them, even under the stress of a real encounter.
- Realizing that you could be a victim is the first step in self-protection.
- Use awareness and common sense to avoid potentially dangerous situations.
- Participate in a self-defense training class.

With regard to date rape and acquaintance rape, remember the following precautions:

- Know your own sexual values, expectations, wishes, and intentions, and communicate them clearly and openly.
- Be observant of your acquaintance’s or date’s attitudes toward you.
- Avoid using mood-altering chemicals such as drugs and alcohol. Studies have shown that being under the influence of alcohol or drugs contributes to increased incidences of date rape.
- Be assertive about your needs and rights.

- Reinforce your verbal “no” with physical resistance, unless you feel this will further endanger you.
- Tell your assailant that he or she is committing a sexual act to which you do not consent and that he or she is breaking the law.

## If You Are A Victim

You need to remember to take the following steps if someone attacks you:

- Be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons.
- Evaluate the situation for possible avenues of escape.
- Your first concern should be for your safety and survival.
- Use your judgment to do what is necessary to save your life. That may mean making a scene and drawing attention to yourself so that the assailant leaves. It may buy you enough time to escape. This action may mean fighting back. It may mean not physically resisting.
- If you choose not to physically resist the attack, it does not mean that you have asked to be raped. It means that you did what you needed to do to survive.
- Remember—there is no one “right” way to respond. The person under attack is the best judge of which options will work well in that situation.
- If someone assaults or attempts to assault you or someone you know, you should take the following steps:
  - Get to a safe place as soon as you can.
  - Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
  - If the attack occurred on campus, contact the Student Services Department at (602) 275-7133.
  - If the attack occurred off campus, immediately contact a local law enforcement agency by dialing 911.
- Get medical attention as soon as possible to determine the presence of physical injury, sexually transmittable diseases, or pregnancy. Medical personal can also obtain evidence to assist in criminal prosecution.

Sex crimes can cause psychological after-effects. Counseling is a good idea, whether or not you think you need it. Remember, sex crimes are never the victim’s fault. For assistance, contact the Student Services Department.

The Student Services Department will, upon request, help address any concerns victims might have because of an assault. The school will also assist victims in changing their academic or living situations after the assault if requested and reasonably available. If the assailant is a student, the victim may file a written complaint with the Campus President. Under the Student Code of Conduct, the school affords both the accused and the accuser the same rights.

The Student Services Department schedules events on Domestic Violence, Dating Violence, Stalking, and Sexual Assault prevention throughout the year. Notices announcing these events will be posted on bulletin boards around campus, electronic message boards, and the school website.

## Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require certain convicted sex offenders to notify states of each institution of higher education at which the individual is a student or employee. The act also requires states to make such information available promptly to law enforcement agencies having jurisdiction of the location of the applicable institutions of higher education. The act also specifies that local law enforcement officials must enter this information into appropriate state records or data systems. The act also requires institutions to notify the campus community where they can obtain from law enforcement agencies’ information concerning registered sex offenders.

## Arizona Sex Offender Registry

The Arizona Sexual Offenders and Predators Registry website provides access to an “Offender Lookup” registry. Please visit their website at [http://www.offenderegistry.com/arizona\\_registry.htm](http://www.offenderegistry.com/arizona_registry.htm). This information may also be obtained from Maricopa County Sheriff’s Office on their website at <http://www.mcso.org/Default.aspx>.

## Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The Refrigeration School will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings.

If you are a victim of domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct you should consider reporting it immediately to the Student Services Department.

The Refrigeration School utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking.

Sexual violence is a form of sexual harassment, and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. In these situations, The Refrigeration School is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The school's process does not preclude adjudication under state law.

The Refrigeration School prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX and the Campus SAVE Act, or this policy.

### Definitions Applicable to Federal Law

**Domestic Violence** – Arizona defines domestic violence as “family violence”, any commission of a battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, criminal trespass, or any felony committed between the following persons:

- current or former spouses;
- persons who are parents of the same child;
- parents and children;
- stepparents and stepchildren;
- foster parents and foster children; or
- persons currently or formerly living in the same household.

The definition of family violence expressly excludes a parent's “reasonable discipline” of a child that takes the form of corporal punishment, restraint, or detention.

**Dating Violence** – Dating violence is defined as the physical, sexual, psychological, or emotional violence within a dating relationship.

**Sexual Assault** – A person commits the offense of sexual battery when he/she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

**Stalking** – A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meaning; the term "contact" shall mean any communication including, without being limited to, communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received.

**Consent** – is when someone agrees, gives permission, or says yes enthusiastically to sexual activity with someone else. Central to the concept of consent is the understanding that every person has a right to control his/her body and to not be acted upon by someone else in a sexual manner unless he/she gives clear permission to do so. The person initiating the sexual activity is responsible for obtaining permission from the person or persons he/she

wants to engage in sexual activity with. Consent is always freely given, and every person involved in a sexual situation must feel that they are able to say “yes” or “no” at any point during sexual activity. Absence of clear permission means you *can’t* touch someone, not that you *can*. In most cases, consent should be a clear verbal agreement. However, if a person is seeking consent from someone who cannot communicate verbally, he/she should obtain consent using another agreed upon method of communication. Non-verbal communication includes sign language, writing or typing messages, gestures, nodding or shaking one’s head, and blinking, to name just a few.

## How To Be An Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help.

If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK. Confront and report people who seclude, hit on, try to make out with, or have sex with people who are incapacitated. Speak up when someone discusses plans to take advantage of another person. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking. Refer people to on- or off-campus resources listed in this document for support or assistance.

## Prevention Efforts

The Refrigeration School attempts to foster a safe learning and working environment for all members of the campus community. To accomplish this, The Refrigeration School considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, The Refrigeration School discipline systems, academic schedules, the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community).

The Refrigeration School develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. The school supports the educational programs by providing input and personnel to accomplish this task. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Student Services Department.

The School continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact The Refrigeration School at (602) 275-7133.

## Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don’t know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.

- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything

## Ongoing Care

Students may seek assistance at any time from The Refrigeration School Student Services Department at no charge. Referrals may be made upon request for relatives, partners, and friends of either the complainant or respondent to various support agencies.

Benefited staff and faculty may seek assistance at any time from any medical facility or the Employee Assistance Program (EAP).